

Program 3455-S		Date of Award - February 28, 2018 ( four optional extensions/ 2022)						
		MELKIN SOLUTIONS, LLC Winter Park FL			XPEDIAIMAGING Weston FL		GPO Estimate	
ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:							
1.	Black Only Copying:							
(a)	Grade A.....per impression							
(1)	Format A	50	0.0674	3.37	0.04	2.00	0.02	1.00
(2)	Format B	10	0.0774	0.77	0.05	0.50	0.02	0.20
(b)	Grade B.....per impression							
(1)	Format A	50	0.0674	3.37	0.04	2.00	0.02	1.00
(2)	Format B	10	0.0774	0.77	0.05	0.50	0.02	0.20
(c)	Grade C.....per impression							
(1)	Format A	50	0.0674	3.37	0.04	2.00	0.02	1.00
(2)	Format B	10	0.0774	0.77	0.05	0.50	0.02	0.20
(d)	Grade D.....per impression							
(1)	Format A	5,892	0.0674	397.12	0.04	235.68	0.04	235.68
(2)	Format B	10	0.0774	0.77	0.10	1.00	0.04	0.40
2.	Color Copying:							
(a)	Grade A.....per impression							
(1)	Format A	50	0.1424	7.12	0.07	0.50	0.15	7.50
(2)	Format B	10	0.1524	1.52	0.07	0.70	0.15	1.50
(b)	Grade B.....per impression							
(1)	Format A	50	0.1424	7.12	0.07	3.50	0.15	7.50
(2)	Format B	10	0.1524	1.52	0.07	0.70	0.15	1.50
(c)	Grade C.....per Impression							
(1)	Format A	50	0.1424	7.12	0.07	3.50	0.15	7.50
(2)	Format B	10	0.1524	1.52	0.07	0.70	0.15	1.50
(d)	Grade D.....per Impression							
(1)	Format A	50	0.1424	7.12	0.25	12.50	0.15	7.50
(2)	Format B	10	0.1524	1.52	0.25	2.50	0.15	1.50
3.	Tab dividers .....each	50	0.3500	17.50	0.10	5.00	0.10	5.00
4.	Blowbacks from CD or DVD:							
(a)	Black only...per impression							
(1)	Format A	10	0.0350	0.35	0.06	0.60	0.04	0.40
(2)	Format B	10	0.0450	0.45	0.06	0.60	0.04	0.40
(b)	Color...per impression							
(1)	Format A	10	0.1100	1.10	0.25	2.50	0.15	1.50
(2)	Format B	10	0.1200	1.20	0.25	2.50	0.15	1.50
II.	SCANNING:							
1.	Black Only Scanning:							
(a)	Grade A.....per impression							
(1)	Format A	75,318	0.0650	4,895.67	0.01	753.18	0.02	1,506.36
(2)	Format B	10	0.0650	0.65	0.04	0.40	0.02	0.20
(b)	Grade B.....per impression							
(1)	Format A	50	0.0650	3.25	0.04	2.00	0.02	1.00
(2)	Format B	10	0.0650	0.65	0.04	0.40	0.02	0.20
(c)	Grade C.....per impression							
(1)	Format A	50	0.0650	3.25	0.05	2.50	0.02	1.00
(2)	Format B	10	0.0650	0.65	0.08	0.80	0.02	0.20
(d)	Grade D.....per impression							
(1)	Format A	28,861	0.0650	1,875.97	0.06	1,731.66	0.04	1,154.44
(2)	Format B	10	0.0650	0.65	0.10	1.00	0.04	0.40
2.	Color Scanning:							
(a)	Grade A.....per Impression							
(1)	Format A	10	0.0750	0.75	0.04	0.40	0.15	1.50
(2)	Format B	10	0.0750	0.75	0.05	0.50	0.15	1.50
(b)	Grade B.....per impression							
(1)	Format A	10	0.0750	0.75	0.04	0.40	0.15	1.50
(2)	Format B	10	0.0750	0.75	0.05	0.50	0.15	1.50
(c)	Grade C.....per impression							
(1)	Format A	10	0.0750	0.75	0.04	0.40	0.15	1.50
(2)	Format B	10	0.0750	0.75	0.05	0.50	0.15	1.50
(d)	Grade D.....per Impression							
(1)	Format A	7,531	0.0750	564.83	0.04	301.24	0.15	1,129.65
(2)	Format B	10	0.0750	0.75	0.25	2.50	0.15	1.50
3.	Optical Character Recognition OCR scanning...per scan							
(1)	Format A	4,786	0.0043	20.58	0.01	47.86	0.02	95.72
(2)	Format B	10	0.0043	0.04	0.03	0.30	0.02	0.20
III.	ADDITIONAL OPERATIONS:							
1.	Bates (E-Label) Identification per label	5,339	0.0040	21.36	0.025	133.48	0.03	133.48
2.	Duplicate CD.....per CD Jewel case Incl	133	2.5000	332.50	5.00	665.00	0.02	2.66
3.	Duplicate DVD...per DVD Jewel case Incl	155	5.00	775.00	5.00	775.00	0.04	6.20
	TOTAL			8,965.77		4,700.00		4,326.69
	DISCOUNT		0.00%	0.00	0.00%	0.00	0.000	0.00
	NET TOTAL			8,965.77		4,700.00		4,326.69

3-3-17

*EBR*

## QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE  
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Litigation-Style Scanning & Copying

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Department of Justice – US Attorney’s Office (Southern Florida)

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning date of award and ending February 28, 2018, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before quoting.

**DIRECT ALL QUESTIONS CONCERNING THESE SPECIFICATIONS TO RENEE SESSUM (404) 605-9160, Ext. 32706, OR E-MAIL [rsessum@gpo.gov](mailto:rsessum@gpo.gov). NO COLLECT CALLS.**

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE via the internet  
(<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Atlanta>), or you may **FAX request** to 404-605-9185/9186.

**QUOTE OPENING:** Quotes due by 11 a.m., prevailing Atlanta, GA time on February 28, 2017.

**QUOTE SUBMISSION:** This is a Small Purchase Term Contract, the contractor **MUST** execute and submit the "Schedule of Prices" (pages 18-21), Security Plan (pages 22 and 23), and Certificate of Nondisclosure (pages 24 and 25). **NOTE: GPO 910 Form is NOT required.** Telephone and/or email quotes are NOT acceptable. Facsimile quotes are acceptable (see GPO Contract Terms, Pub. 310.2, Rev. June 2001). Fax quotes to 404-605-9185/9186 or mail to GPO Atlanta Regional Publishing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.

**All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.**

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Request for Quote (RFQ) will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

**SUBCONTRACTING:** Subcontracting is not allowed (with the exception of a bonded messenger service approved by the Department of Justice, US Attorney's Office).

**DISPUTES CLAUSE:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/vendors/gaocab.htm>. This clause cancels and supersedes any other disputes language currently included in existing contractual actions.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy
P-10 Process Color Match	Camera Copy

**OPTION TO EXTEND THE CONTRACT TERM:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to February 28, 2018, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending three (3) months prior to the beginning of the contract, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**GOVERNMENT IN-PLANT INSPECTIONS:** The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production.

**SECURITY:** This contract requires the reproduction of documents considered sensitive but unclassified (SBU). The contractor shall provide the necessary means, methods and facilities to ensure secure custody and strict accountability of all job materials while in the contractor's possession.

**Secure Transmission of Materials:** Transmission of materials outside of the contractor's facility (i.e. pickup and return of government furnished materials, etc.) shall be conducted in a manner which prevents loss, theft, or unauthorized access. Materials shall be transmitted by the following method:

Via employees of the contractor in a contractor-owned vehicle. Exclusive use of vehicle will be required for transport of all materials. All deliveries must be transported in appropriate-size, secure vehicles. All drivers must have a current state-issued driver's license and must carry a photo identification card issued by the contractor. At least one employee must remain with the material at all times. Employees must have a background check on file, be bonded and insured, and must maintain accountability logs to assist if an audit trail is necessary on any particular delivery.

**Safe Custody:** The contractor has the responsibility to ensure that all materials constantly remain in safe custody from the time they are picked up until the time they are returned. Safe custody ensures that the sensitive documents remain in sealed cartons until arrival at the contractor's secure area within contractor's plant. Cartons must always remain in view of authorized personnel. No unauthorized personnel are to handle the cartons.

Any vehicle used to transport cartons must be locked at all times except during the loading and unloading of cartons. If authorized personnel must make more than one trip to load or unload cartons, the contractor must have another authorized person guarding the cartons in the vehicle. Cartons in a locked vehicle left unattended by an authorized person are in direct violation of the contract. The only time the cartons can be left unattended is in a secure area of the plant.

The contractor must provide a procedure for safeguarding documents and chain of custody. The procedure should set forth all precautions that will be taken to ensure integrity of documents. 'Chain of Custody' form is required to be signed by contractor upon receipt of materials to be copied.

Contractor is required to examine furnished material immediately upon receipt, pursuant to GPO Publication 310.2, "Government Furnished Property (GFP)". If at that time there is disagreement with the description or requirements as presented in the specification (or Print Order GPO Form 2511), and prior to the performance of any work, the contractor shall contact the contract administrator Renee Sessum ([rsessum@gpo.gov](mailto:rsessum@gpo.gov) or 404-605-9160 ext. 32706) AND [infoatlanta@gpo.gov](mailto:infoatlanta@gpo.gov) . As the situation warrants, equitable adjustments will be negotiated and supplemental agreements issued, per the review and final determination of the Contracting Officer.

**Secure personnel:** All work shall be performed under the supervision of the contractor or the contractor's responsible employees. Contractor must maintain a list of employees on file with authorized access. Such list will be provided upon request. Contractor must also be able to furnish, if requested by the government, an employee background check for all personnel with authorized access.

Employees performing work under this contract must be informed of the sensitivity of the materials and must follow contractor's policies and procedures that preclude loss of, theft of, destruction of, or unauthorized access to the materials. Employees must maintain accountability logs to assist if an audit trail is necessary on any particular order or document.

Every contractor employee working on the documents for this contract must be in full compliance with all Federal tax laws and regulations, and they must be either a United States (U.S.) citizen or a lawful permanent resident of the U.S. A lawful permanent resident is any individual who is not a citizen or national of the U.S. who has been lawfully admitted into the U.S. and accorded the privilege of residing permanently in the U.S. as an immigrant in accordance with the immigration laws, such as status not having changed. Security screening requirements, however, apply to both U.S. citizens and lawful permanent residents hired as contractors.

**Secured Area:** All work performed must be accomplished in a secured area within the contractor's facility such that the general public is unable to access or view any documents being processed. All furnished materials (SBU) shall be stored in locked containers, and shall be located in a locked or secured area during non-duty hours. DOJ US Attorney's Office and/or GPO may make unannounced site visits to confirm that security measures are in compliance with contract requirements.

The release of any materials to any person or party not expressly authorized is strictly prohibited. The contractor shall take all appropriate action and measures to minimize exposure of the furnished materials to a minimum number of employees. The contractor will be required to account for all furnished originals and manufactured copies. Unless otherwise indicated, all extra copies (in any format, including hard copy and electronic files), waste, spoilage sheets, and so forth are to be destroyed beyond recognition and reconstruction.

**Secure Network:** To meet functional and assurance requirements, the security features of the computer network environment must provide for managerial, operational and technical controls. The operating security features of the system must have the following minimum requirements: a security policy, accountability, assurance and documentation (see definitions below). All security features must be available (object reuse, encryption, audit trails, identification/authentication, and discretionary access control) and activated to protect against unauthorized use of and access to SBU information.

- a) **A Security Policy** must define allowed users and rules of access. The policy should also provide for clearance of all protected information on objects before they are allocated out of or into the system, i.e., object reuse.
- b) **Accountability** – Computer systems must be secured from unauthorized access. All security features (audit trails, identification/authentication) must be available and activated to prevent unauthorized access to SBU information.
- c) **Assurance** – Access controls and other security features must be implemented and working. The security system should be tested annually to assure it is functioning correctly.
- d) **Documentation** – Test documentation should be readily available that describes how and what mechanisms were tested and the results. Design documentation may also be required, along with a user's guide and facility manual.

**Secure Handling of Materials:** All materials must be handled such that unauthorized use of information is prevented. All work in progress materials, including electronic files and scrap generated during production, must be shredded, incinerated, or otherwise destroyed beyond recognition. All government furnished material sent to the contractor must be returned to DOJ US Attorney's Office upon completion of each order. All work in progress electronic files must be destroyed beyond recognition or reconstruction during production as feasible and upon completion of the order. Upon completion of the order, all electronic files and data shall be completely purged from all data storage components of the contractor's computer facility. If immediate purging of all data storage components is not possible, the contractor must certify that any data remaining in any storage component will be safeguarded to prevent unauthorized inspection or disclosure.

**Breach of security:** Any information marked "Official Use Only" or "Sensitive But Unclassified (SBU)" made available in any format or to which access is provided, shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor will be prohibited.

Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of SBU information, the terms of the Default clause, GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 [Rev. 6-2001]), incorporated herein by reference, may be invoked, and the contractor will be considered to be in breach of this contract.

Pursuant to the Privacy Act, any contractor employee who willfully discloses the content of the retained Government material to any person or agency not entitled to receive it shall be subject to criminal penalty and a fine.

**CERTIFICATION OF NONDISCLOSURE** (*See pages 24 and 25*): Contractor must sign and return a copy of the Certification of Nondisclosure with submittal of bid. In performance of the contract, the contractor agrees to comply and assume responsibility for compliance by his/her employees with the requirements of for general safeguards of documents and items to prevent unauthorized disclosure.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

### PRIVACY ACT

(a) The contractor agrees:

- 1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) Design, (B) development, or (C) operation;
- 2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- 3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- 1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- 2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- 3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through February 28, 2018, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**REGULATIONS GOVERNING PROCUREMENT:** The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

**POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:**

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.



**PAYMENT:** *(Note: Occasionally, due to the time involved in some trails, the contractor may submit partial billings to cover the production of work requested as partial deliveries.)*

**CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 18 through 25.**

Prior to submission for payment\*, the contractor will be required to furnish a copy of the billing certification sheet for the work performed on each individual Print Order for examination and certification as to correctness of the billing as applicable to the work performed to: **(US Dept of Justice, US Attorney's Office Southern District of Florida, Attn: Fiscal (#), 2<sup>nd</sup> Floor, 99 NE 4<sup>th</sup> St., Miami, FL 33132.)**

The DOJ US Attorney's Office representative is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification by the ordering agency, a copy of the approved billing certification sheet and the accompanying print order is to be submitted to the Atlanta Regional Publishing Office, immediately via fax 404-605-9185/9186, Attn: 3455-S Administrator.

***\*NOTE: This does NOT authorize payment for items procured OUTSIDE the scope of the contract, without a contract modification issued and signed by the Contracting Officer, U.S. Government Publishing Office.***

**Once verification has been received from the DOJ US Attorney's Office,** submit the signed copy for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, D.C. 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>.

**Failure to comply with the above may result in a delay of payment.**

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications are designed for occasional, unpredictably-requested, quick-turnaround digital scanning/copying of various legal documents (such as, but not limited to, court transcripts, trial exhibits, checks, photos, and other various forms of discovery), requiring such operations as pickup of the furnished materials by the contractor in a contractor-owned vehicle; disassembly and processing of original documents; digital scanning, OCR document processing, electrostatic thermal or other copying process in black and/or full color; "Bates" serial numbering; Xerographic generation of "blowback" hardcopies from furnished digital copy, archiving onto (as well as copying of ) CD-R and DVD-R disc(s), reassembly of furnished documents into their original state; packing, delivery of the reproduced copy, and return of the furnished materials by the contractor in a contractor-owned vehicle.

**NOTE:** Some Print Orders, as authorized by the US Attorney's Office, may indicate that additional copies are authorized for release to certain specific legal parties. This request would be in addition to copies ordered by the Government. The contractor will be required to charge these other parties the rates as indicated in this contract for these additional copies. However, the contractor must collect the fees for these additional copies directly from that individual legal party.

**TITLE:** Litigation-Style Scanning & Copying

*Although this is an option year contract, all estimates, averages, etc., are based on one year's production.*

**FREQUENCY OF ORDER/QUANTITY:** Anticipate approximately 8 to 15 orders per year.

**TRIM SIZE:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

**Text:**

Format A: 8-1/2 x 11"

Format B: 8-1/2 x 14"

It is anticipated that most of the copies will be from Format A.

**Tabs:**

9 x 11" for Format A only

**LITIGATION GRADE CLASSIFICATION:** Orders may consist of more than one grade as defined below. It is impossible to determine the precise requirement, so all figures listed are approximate.

**Grade A (Auto-feed -- Routine) – Easy definition: 50 or more pages between roadblocks, single sided.**

Documents that are in excellent condition, usually copies organized the large rubber-banded or clipped sections. Large sections of loose documents that are separated into sections of 50 or more pages by slip-sheets. All documents are the same size, single sided, with no clips or staples.

**Grade B (Light Glasswork) – Easy definition: 25-49 between roadblocks, one or two sides.**

Documents that are in excellent condition, usually copies that are organized in large rubber-banded, clipped or stapled sections. Very similar to Grade A, with slightly more frequent roadblocks. All documents are the same size, single or double sided as furnished. Low staple frequency, no hand on glass and/or other special handling.

**Grade C (Medium Glasswork) – Easy definition: 6-24 between roadblocks.**

Documents that primarily consist of clipped and stapled sections of 8-1/2 x 11” and/or 8-1/2 x 14” paper. Copying and/or scanning of file folder labels and/or index tabs. This type of work tends to entail more handling and organization. Medium staple frequency. Low to minimal special handling required, such as but not limited to, removal and replacement of staples, clips, Post-it type notes.

**Grade D (Heavy Glasswork) – Easy definition: 1-5 between roadblocks.**

Documents that consist of heavily stapled and clipped sections. Documents may consist of a mix of original document trim sizes. Originals may also include folder tabs and/or index tabs. Extensive special handling required, such as but not limited to, removal and replacement of staples, clips, Post-it type notes. No auto-feed, all hand on glass work with possible frequent machine adjustments.

**GOVERNMENT TO FURNISH:**

*Source documents, include but are not limited to, the following:* Furnished material may be photos, or single and/or multiple leaf documents held together with numerous staples or other fasteners in envelopes, folders, binders, boxes, etc. Occasionally, furnished material(s) may be saddle or side-stitched, perfect or case bound. Saddle, perfect bound and case bound publications must be kept intact, cutting at spine WILL NOT be permitted unless specified on the print order (GPO Form 2511).

*Print Orders (GPO Form 2511):* Print orders will generally be enclosed with furnished materials, faxed or sent via email.

*Performance Records:* A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

**CONTRACTOR TO FURNISH:**

All materials and operations, other than those listed under “Government to Furnish,” necessary to produce the product(s) in accordance with these specifications.

The contractor shall also furnish the means and measures to ensure that the furnished materials will be handled in a secure fashion to ensure strict confidentiality of their contents. Please reference “**SECURITY**” section on pages 3 through 5 of this contract.

**PROOFS:** In lieu of proofs the following will be required on all orders. Copying and/or scanning will require second-pass through verification, and is defined as a visual comparison to verify that 100% of the pages/document were captured in copying/scanning. CD/DVD disk production/duplication will require that the contractor check each disk to insure proper file naming, file structure and placement.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12 dated March 2011.

**NOTICE:** Copies of the "Government Paper Specifications Standards" are for sale, on a subscription n basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, D.C. 20402; or on the GPO web site.

The paper to be used will be indicated on each print order. All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

- **Text:** White or Color Offset Book, Basis Size 25 X 38", Basis Weight 50#, equal to JCP Code O-60/O-63, *or at contractor's option*, White or Color Writing, Basis Size 17 X 22", Basis Weight 20#, equal to JCP Code D-10.
- **Tab Dividers\*\*:** White or Color Index, Basis Size 25-1/2 x 30-1/2", Basis Weight 110# equal to JCP Code K10. (\*\*NOTE: At contractor's option, preprinted stock tab dividers may be used for the following: alphabetical A through Z (1/26 cut), numerical 1-25 (1/25 cut), and numerical 26-50 (1/25 cut). Contractor to provide a list of additional preprinted stock tab dividers available to the ordering agency after award.)

**MARGINS:** Margins will be as indicated on the Print Order (GPO Form 2511) or furnished copy.

**COPYING:** Documents reproduce face only or face and back (as indicated on the print order). *Note: It is anticipated that most of the documents are face only.*

Contractor will be required to remove all fasteners from furnished material prior to reproducing, with the exception of perfect and case bound spines. Staples, paper clips, comb binding, etc. must be removed to duplicate, but should be replaced after completion. Government furnished material must be recompiled and refiled in their original state. (NOTE: Post-it notes should be removed, copied, and put back on the original just as it was furnished. The contractor is make *two* copies of such documents: One copy of the original document with the Post-It note(s) affixed or just the Post-It note(s) per the agency instructions; and one copy of the original without the Post-It note(s) affixed.)

Contractor to copy any image on envelope(s), file folders and etc. that contain furnished material.

Material furnished on unusually small stock (receipts, match book covers, personal checks, etc.) must be copied individually on 8½ x 11" sheets unless otherwise indicated. Contractor may image more than one small stock item per sheet as appropriate.

Most of the documents reproduce in black only; however, occasionally, color copying may be required.

**Tab Dividers:** When ordered, copy tab portion of dividers (single color, usually black), face only, 1/3, 1/5, 1/25, 1/26 cut. Exhibit number or letter must print on both sides in black ink. Exhibit numbers may range from 1 to approximately 400. At the contractor's option, image may be printed directly onto the tab itself, or may be printed onto labels that will then be affixed to the tab. Reinforce tabs on both sides and along one side of the bind edge with clear mylar film laminate. Collate and insert into the copies.

**Note:** Reproduced files may require the contractor to substitute separator sheets (a blank or printed colored 8-1/2 x 11" sheet of paper) for each original tab divider, as indicated on the print order in lieu of the tab divider.

Full reverse, bleed pages and/or a solid area over 4 square inches per page shall not be required.

**DIGITAL SCANNING:** The contractor is required to digitally scan case file documents to single-page and multi-page TIFF, JPEG's, and PDF formats and archive onto CD-R/DVD-R disc(s).

Contractor will be required to remove all fasteners from furnished material prior to reproducing, with the exception of perfect and case bound spines. Staples, paper clips, comb binding, etc. must be removed to duplicate, but should be replaced after completion. Government furnished material must be recompiled and refiled in their original state. (NOTE: Post-it notes should be removed, scanned, and put back on the original just as it was furnished. The contractor is make *two* scans of such documents: One scan of the original document with the Post-It note(s) affixed or just the Post-It note(s) per the agency instructions; and one scan of the original without the Post-It note(s) affixed.)

Contractor to scan any image on envelope(s), file folders and etc. that contain furnished material.

Material furnished on unusually small stock (receipts, match book covers, personal checks, etc.) must be scanned individually on 8½ x 11" sheets unless otherwise indicated. Contractor may image more than one small stock item per sheet as appropriate.

Tab dividers, when ordered, scan the tab and/or body areas of furnished dividers. At contractor's option, contractor may use preprinted tab divider sets consisting of: one bank of 1/26<sup>th</sup>-cut tabs alphabetically printing A through Z, and/or; one bank of 1/25<sup>th</sup>-cut tabs numerically printing nos. 1 thru 25 (or as applicable). Some orders may require additional imaging on the face-side of the body of the divider.

Occasionally, the scanned documents will require OCR (Optical Character Recognition) processing.

The contractor shall digitally scan the designated hardcopy originals using image scanning means and methods to digitize the furnished documents at minimum of 300 dpi, to readily accommodate OCR processing. Scan all documents at 1:1 ration unless otherwise indicated on print order.

The final file formats shall include the following qualities and features:

- Scanned imagery incorporated into the specified file format need or need not be text searchable as indicated on the print order.
- All scanned pages, tables, charts, maps and photos shall be aligned (i.e. straight, not skewed). Pages will be centered so that the display does not jump off-center when progressing from left-hand to right-hand pages.
- Scanned RGB color elements shall match the scanned color elements on the source document(s).
- The contractor shall generate, and each PDF file shall contain, thumbnails for each publication page.
- Files shall automatically open the cover page at the "Fit Width" view with the Bookmarks showing. The contractor shall create each file form so that, by default, it navigates with the "continuous pages" setting enabled.
- No security passwords are to be activated in the final files.
- When pages must be rotated, they are to open at 100%.
- The contractor shall assign file names as specified on each print order. Unless otherwise indicated by the DOJ, the contractor shall assign file names in an intuitive manner, to make them as user-friendly as possible using the furnished publication titles and document names. Before assigning any file names, the contractor shall call the DOJ US Attorney contact(s) cited on the print order to discuss the file naming convention(s) to be used for any given order.

**BATES LABELING/ELECTRONIC LABELING (E-Label):** The contractor will be required to electronically endorse a unique document serial number onto the scanned documents in accordance with furnished instructions. This unique number identifies the location of each document in the collection and will control document storage and retrieval processes throughout the course of litigation. The accuracy with which the numbering procedure is performed is therefore critical to the image-based systems and products, and is as important as the physical quality of the image products themselves.

Numbers shall be assigned in accordance with the numbering convention provided by the ordering agency. Contractor's numbering system shall be able to accommodate alphanumeric characters, including embedded blank spaces in any order and length specified by the ordering agency.

Placement of each number (upper-left corner, bottom-center, etc.) will be consistent for a given document population. Numbers must not obscure or replace any of the existing information on the original document pages.

The contractor must have procedures in place to record and account for all numbers used.

Most of the furnished materials will not have Bates identification and will require the contractor to label/letter/number the originals or the copy(s) made, as indicated on the print order.

*While no guarantee can be made of future requirements, based upon past performance, an occasional order under may require Bates Identification of originals only – with no requirement for copying.*

Identification of copies should be made utilizing one or all of the following: labeling, letters, and/or numbers (i.e. DJ 46-41-737) which will be indicated by the Government, by box number, and by folder identification means as follows:

- For items within a file folder, copy identification area of folder (folder face or tab), attach to the top of the folder's copies and securely attach in a non-damaging means. NO RUBBER BANDS.
- For loose items within a box, assemble in sequential order (as received) and attach copy of box number on top of copies in a secure and non-damaging means. NO RUBBER BANDS.
- When all items within a box are loose, group together all copies for that box in sequential order (as received) by suitable, non-damaging means. Copy box number and attach to the top of those. NO RUBER BANDS.

**ARCHIVING (DIGTIAL DELIVEABLE) REQUIREMENTS:**

▪ CD-R for duplication must be a 650 MB (74 minute) or 700 MB (80 minute) capacity, and be used on consumer quality target CD-R drives.

▪ DVD-R for duplication must be a single layer, with a minimum of 4.7 GB capacity, and be used on consumer quality target DVD-R drives.

**WARNING:** All electronic media made by the contractor must be kept accountable and under reasonable security to prevent unauthorized release. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicated media **MUST** be degaussed or securely overwritten and any printouts and non-erasable media shall be destroyed by the contractor.

Disc labeling: The contractor shall label each CD-R/DVD-R as indicated on each print order. Before labeling the CD-R/DVD-R master(s), the contractor shall call the US Attorney's Office contact(s) cited on the print order to discuss the CD-R/DVD-R naming convention(s) to be used for any given order. Unless otherwise indicated by the US Attorney's Office, the contractor shall label each CD-R/DVD-R in a professional manner to most accurately reflect the contents archived thereon.

**Disc packaging:** The contractor shall first slip each CD/DVD disc into a common commercially available CD-R/DVD-R jewel case with the labeled side of the disc facing up. The contractor shall then insert each jewel case with disc into a common commercially available CD/DVD mailer suitable for USPS mailing purposes.

**BLOWBACKS (Hardcopy):** The contractor may be required to generate hardcopy printouts from furnished digital copy or produced PDF file, as indicated on the print order.

**BINDING:** Trim four sides and bind the same way as the copy received. **NOTE: NO ADDITIONAL CHARGES WILL BE ALLOWED FOR BINDING.**

No guarantees can be made; however, various binding styles will be required as follows:

It is anticipated that most of the documents will be required one wire-stitch in the upper left corner. (NOTE: Contractor must be able to stitch books up to ¾" thick.)

Occasionally documents will be loose. The material will be furnished in file folders, paper clipped, etc. The contractor must return the material suitably separated in the order received.

Occasionally the contractor will be required to insert blank color stock in the location of tabs in the original documents.

Documents may require drilling. When specified, drill three holes 1/4", 5/16" or 3/8" in diameter as specified, centered on the left dimension, 4-1/4" center to center. Center of the holes suitable from the margin to ensure no loss of information.

Regards of binding style ordered, **ALL documents/discovery MUST BE PROPERLY PREPARED** as directed by the Government for use during legal trails.

**REASSEMBLY OF ORIGINALS:** Unless otherwise instructed, the contractor will be required to reassemble, refasten and return the original documents in the same sequence and same condition as furnished.

**PACKING:** Furnished originals: Contractor shall re-box, re-pack and seal the furnished originals within the original container(s) in exactly the same way that they were furnished.

Reproduced copies: Contractor shall pack copied contents in sealed shipping carton(s) suitable for subsequent secure handling and shipping. Reproductions shall be packed in the same manner as the furnished originals.

Shipping containers shall not exceed 32 pounds gross weight.

Requirements for containers having a bursting strength of 275 pounds p.s.i. as described in GPO, Pub. 310.2 is waived. Containers must however, have adequate strength to insure safe delivery and storage.

**LABELING AND MARKING:** Reproduce shipping container label from furnished copy, fill in appropriate blanks (including case name and number) and attach to shipping containers. Label **MUST** include BATES/E-LABEL Identification, as applicable.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). **NOTE: THE CONTRACTOR IS TO ACCEPT DISCOVERY DOCUMENTS FROM U.S. ATTORNEY'S OFFICE ONLY UNLESS OTHERWISE DIRECTED BY GPO ATLANTA.**

No definite schedule for pickup of material can be predetermined. **NOTE: Contractor's plant MUST be available to pick up, process, and delivery work 24 hours a day, 7 days a week.**

The following schedule begins upon notification of the availability of each individual print order and Government furnished material. Orders **MUST** be delivered complete within 25 hours to 30 calendar days (including Saturday and Sunday).

Usually there is only one address furnished to pick up materials; however, occasionally there may be one or more addresses as listed below.

- US Attorney's Office, 99 NE 4<sup>th</sup> St., Miami, FL 33132
- US Attorney's Office, 500 East Broward Blvd., 7<sup>th</sup> Floor, Ft. Lauderdale, FL 33394
- US Attorney's Office, 500 S. Australian Ave., Suite 400, West Palm Beach, FL 33401
- US Attorney's Office, 505 S. Second St., Suite 200, Ft. Pierce, FL 34950

*Note: The specific address will be given at time of notification.*

Occasionally, due to the size of the any legal trail, partial deliveries may be required, and will be so indicated on the print order. **THERE WILL BE NO PARTIAL DELIVERIES UNLESS AUTHORIZED BY THE INDIVIDUAL PLACING THE PRINT ORDER.**

**NOTE: Deliveries\* MUST be made to the destination indicated no later than the TIME and DATE indicated on the print order.** As much time as possible will be allowed, however, orders will be placed within a legal environment. In order to satisfactorily accommodate the demands of legal system, the contractor must have sufficient onsite equipment and regularly staffed employees to be able to make as many as 100,000 total impressions of documents of varied size, condition, and assembly within a 3-day period.

**\*EXCEPTION:** Occasionally, due to a change in court date, urgency, etc., it may be necessary for the Government (the U.S. Attorney's Office only) to move one order in front of another. **The contractor is to notify GPO Atlanta immediately of any schedule changes requested – failure to do so may result in a delinquency assessment.**

Unscheduled material such as instructions, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**DISTRIBUTION:** Deliver f.o.b. destination (NO SPLIT SHIPMENTS). Usually there is only one delivery address; however, occasionally there may be one or more addresses as listed below. **INSIDE DELIVERY REQUIRED!**

- US Attorney's Office, 99 NE 4<sup>th</sup> St., Miami, FL 33132
- US Attorney's Office, 500 East Broward Blvd., 7<sup>th</sup> Floor, Ft. Lauderdale, FL 33394
- US Attorney's Office, 500 S. Australian Ave., Suite 400, West Palm Beach, FL 33401
- US Attorney's Office, 505 S. Second St., Suite 200, Ft. Pierce, FL 34950

*Note: The specific address will be given at time of notification.*

Upon completion of each order, all Government furnished material must be returned to the address indicated on the individual print order (GPO Form 2511).



All expenses incidental to the pickup and return of furnished materials and furnishing samples must be borne by the contractor. **(EXCEPTION: The contractor is NOT responsible for expenses involved in the pickup and return of documents/discovery from by defense counsel or other authorized individuals.)**

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

**SECTION 3.- DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)
1.		
(a)	50	10
(b)	50	10
(c)	50	10
(d)	5892	10
2.		
(a)	50	10
(b)	50	10
(c)	50	10
(d)	50	10
3.	50	XXXX
4.		
(a)	10	10
(b)	10	10
II.	(1)	(2)
1.		
(a)	75318	10
(b)	50	10
(c)	50	10
(d)	28861	10
2.		
(a)	10	10
(b)	10	10
(c)	10	10
(d)	7531	10
3.	4786	10
III.		
1.	5339	
2.	133	
3.	155	

**SECTION 4. - SCHEDULE OF PRICES**

GPO Facsimile Number: 404-605-9185/9186

Quotes due by: 11:00 a.m. / Date: February 28, 2017

CONTRACTORS NAME AND SIGNATURE: Fill out and return\* all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Contractor \_\_\_\_\_

(Address) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

(Person to be Contacted) \_\_\_\_\_ (Date) \_\_\_\_\_ (Contractor's Code) \_\_\_\_\_

(Telephone Number) \_\_\_\_\_ (E-mail Address) \_\_\_\_\_

\*\*\*\*\*  
**\*You may FAX the Schedule of Prices pages to the above number, or you may mail to: Atlanta Regional Publishing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.**

**NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.**

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PAYMENT TERMS:

Discounts are offered for payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

\*\*\*\*\*  
THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

\*\*\*\*\*  
Quotes offered are f.o.b. destination.

Quotes for each item listed in its respective format group, as defined in Section 2. – Specifications, must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided, in the category or categories for which quotes are submitted. Bidder may quote in one category and no-quote the other categories. Quotes submitted with any obliterations, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Bid) or blank spaces for an item within the category that a bidder is quoting on may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All billing submitted to the GPO shall be based on the most economical method of production.

**The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.**

Each different classification of litigation by the grade listed below (see pages 9 and 10 for detailed definitions).  
 NOTE: In the event of a dispute as to the grade of the Government furnished documents/discovery, GPO Atlanta will be the final judge.

**Grade A (Auto-feed -- Routine)**

**Grade B (Light Glasswork)**

**Grade C (Medium Glasswork)**

**Grade D (Heavy Glasswork)**

I. COMPLETE PRODUCT: Prices offered must include the cost of all required materials and operations necessary for the complete production and distribution of the product list in accordance with these specifications.

**Prices will be offered "per impression".**

	<u>Format "A"</u>	<u>Format "B"</u>
	(1)	(2)
1. Black Only Copying:		
(a) Grade A .....per impression.....	\$ _____	\$ _____
(b) Grade B .....per impression.....	\$ _____	\$ _____
(c) Grade C .....per impression.....	\$ _____	\$ _____
(d) Grade D .....per impression.....	\$ _____	\$ _____

\_\_\_\_\_  
 (Initials)

	<u>Format "A"</u> (1)	<u>Format "B"</u> (2)
2. Color Copying:		
(a) Grade A .....per impression.....	\$ _____	\$ _____
(b) Grade B .....per impression.....	\$ _____	\$ _____
(c) Grade C .....per impression.....	\$ _____	\$ _____
(d) Grade D .....per impression.....	\$ _____	\$ _____
3. Tab dividers .....each.....	\$ _____	\$ <u>XXXXXX</u>
4. Blowbacks from CD/DVD:		
(a) Black Only .....per impression.....	\$ _____	\$ _____
(b) Color.....per impression.....	\$ _____	\$ _____

II. SCANNING: Documents scanned to TIFF, PDF, or JPEG with a minimum 300 dpi burned to CD/DVD. Cost must include scanning, computer indexing, second pass verification, creating a load file and providing a viewer, as well as the cost of blank CD/DVD + a standard, single clear plastic jewel case for each.

	<u>Format "A"</u> (1)	<u>Format "B"</u> (2)
1. Black Only Scanning:		
(a) Grade A .....per impression.....	\$ _____	\$ _____
(b) Grade B .....per impression.....	\$ _____	\$ _____
(c) Grade C .....per impression.....	\$ _____	\$ _____
(d) Grade D .....per impression.....	\$ _____	\$ _____

\_\_\_\_\_  
 (Initials)

	<u>Format "A"</u> (1)	<u>Format "B"</u> (2)
2. Color Scanning:		
(a) Grade A .....per impression.....	\$ _____	\$ _____
(b) Grade B .....per impression.....	\$ _____	\$ _____
(c) Grade C .....per impression.....	\$ _____	\$ _____
(d) Grade D .....per impression.....	\$ _____	\$ _____
3. Optical Character Recognitions (OCR)...per scan.....	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS:

1. Bates (E-Label) Identification.....per label.....\$ \_\_\_\_\_
2. Duplicate CD, includes standard  
single clear plastic jewel case.....per CD.....\$ \_\_\_\_\_
3. Duplicate DVD, includes standard  
single clear plastic jewel case.....per DVD.....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)**

**SECURITY PLAN:** Indicate below how you intend to meet the security requirements in accordance with these specifications:

Plan for secure document transport outside your facility, whether by contractor-owned vehicle, secure carrier, or other method: \_\_\_\_\_

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Procedure for safeguarding documents and chain of custody: \_\_\_\_\_

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Personnel training and authorization: \_\_\_\_\_

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\_\_\_\_\_  
(Initials)

**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)**

Secured area including locked containers in a locked or secured area during non-duty hours: \_\_\_\_\_

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Electronic file and data storage security measures: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
(Initials)



**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)**

**CERTIFICATION OF NONDISCLOSURE**

**“Attachment A”**

In performance of the contract for Program 3455-S the contractor agrees to comply and assume responsibility for compliance by his/her employees with the requirements listed below.

**I. A. General Safeguards**

1. Some documents and/or items received by the contractor may be sensitive but unclassified (SBU) and must be properly safeguarded from unauthorized disclosure. All materials must be accounted for upon receipt, and securely stored before, during, and after processing in a location which will preclude unauthorized access. In addition, all related output shall be given the same level of protection as required for the source material. SBU data, when not in production, will be securely stored. Release of the materials to anyone not authorized is prohibited.
2. All work shall be performed under the supervision of the contractor or the contractor's responsible employees.
3. The contractor will maintain a list of employees with authorized access. Such list will be provided upon request.
4. Individuals having access to the SBU data will be properly notified by the contractor of the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized access.
5. Any information marked “Official Use Only” or “Sensitive But Unclassified (SBU)” made available in any format or to which access is provided, shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor will be prohibited.
6. All work in progress materials in any format such as electronic files, materials, waste, etc. must be destroyed beyond recognition or reconstruction during production and upon completion of the order.
7. All materials received by the contractor must be returned as specified at the time of service request in the same condition as received. This includes reassembly in stacks, binders, sets, folders, etc., if disassembly was required.
8. The contractor certifies that the data processed during the performance of this contract shall be completely purged from all data storage components of his/her computer facility and no output will be retained by the contractor at the time work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any data remaining in any storage component will be safeguarded to prevent unauthorized inspection or disclosure.

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(Initials)

**(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)**  
**CERTIFICATION OF NONDISCLOSURE**  
**"Continued"**

9. To meet functional and assurance requirements, the security features of the computer network environment must provide for managerial, operational and technical controls. The operating security features of the system must have the following minimum requirements: a security policy, accountability, assurance and documentation (see definitions below). All security features must be available (object reuse, encryption, audit trails, identification/authentication, and discretionary access control) and activated to protect against unauthorized use of and access to SBU information.
- a. A Security Policy must define allowed users and rules of access. The policy should also provide for clearance of all protected information on objects before they are allocated out of or into the system, i.e., object reuse.
  - b. Accountability – Computer systems must be secured from unauthorized access. All security features (audit trails, identification/authentication) must be available and activated to prevent unauthorized access to SBU information.
  - c. Assurance – Access controls and other security features must be implemented and working. The security system should be tested annually to assure it is functioning correctly.
  - d. Documentation – Test documentation should be readily available that describes how and what mechanisms were tested and the results. Design documentation must also be included along with a user's guide and facility manual.
10. Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of SBU information, the terms of the Default clause, GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 [Rev. 6-2001]), incorporated herein by reference, may be invoked, and the contractor will be considered to be in breach of this contract.

**II. B. Contractor Acceptance**

The contractor expressly agrees to all the terms and conditions set forth and agrees to perform according to requirements stated herein, as signed and authorized below:

Contractor : \_\_\_\_\_ GPO Contractor Code No: \_\_\_\_\_

Authorized Signor: \_\_\_\_\_  
(Type or print)

Signature: \_\_\_\_\_  
(Signature and title of person authorized to sign acceptance)

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_