

| Program 2950-S | | | | | | | | |
|--------------------------------------|--|--------|--------------------|----------|-----------|----------|-----------|-----------|
| TITLE: Litigation Scanning & Copying | | | | | | | | |
| | | | JE Marketing Group | | Omni Pro | | PREVIOUS | |
| | | | AZ | | CA | | D4.LLC | |
| | | | Basis of | | | | CA | |
| ITEM NO | DESCRIPTION | AWARD | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST |
| I. | COMPLETE PRODUCT: | | | | | | | |
| 1. | Litigation scanning to digital image: | | | | | | | |
| (a) | Scanning black-only source documents as large as 8-1/2 x 14"...per page | | | | | | | |
| | Projects scanned at Contractor's facility..... | 85,000 | 0.11 | 9,350.00 | 0.04 | 3,400.00 | 0.12 | 10,200.00 |
| (b) | Scanning multi-color source documents as large as 8-1/2 x 14"...per page | | | | | | | |
| | Projects scanned at Contractor's facility..... | 4,800 | 0.18 | 864.00 | 0.10 | 480.00 | 0.20 | 960.00 |
| (c) | Scanning black-only documents larger than 8-1/2 x 14"...per sq ft | | | | | | | |
| | Projects scanned at Contractor's facility..... | 220 | 0.35 | 77.00 | 0.12 | 26.40 | 0.39 | 85.80 |
| (d) | Scanning multi color documents larger than 8-1/2 x 14"...per sq ft | | | | | | | |
| | Projects scanned at Contractor's facility..... | 400 | 0.45 | 180.00 | 0.25 | 100.00 | 0.50 | 200.00 |
| 2. | | | | | | | | |
| | ("Bates") serial numbering: | | | | | | | |
| (a) | Electronic endorsement...per page..... | 36,000 | 0.01 | 360.00 | 0.01 | 360.00 | 0.01 | 360.00 |
| (b) | Numbering of source materials not requiring digital capture/scanning...per page..... | 10,000 | 0.06 | 600.00 | 0.02 | 200.00 | 0.05 | 500.00 |
| 3. | OCR conversion to searchable ASCII text files: | | | | | | | |
| (a) | Documents as large as 8-1/2 x 14"...per page..... | 36,000 | 0.02 | 720.00 | 0.01 | 360.00 | 0.02 | 720.00 |
| (b) | Documents larger than 8-1/2 x 14"...per sq ft..... | 100 | 0.02 | 2.00 | 0.01 | 1.00 | 0.02 | 2.00 |
| 4. | Indexing, coding: | | | | | | | |
| (a) | Indexing...per listing..... | 1000 | 0.99 | 990.00 | 0.10 | 100.00 | 0.99 | 990.00 |
| (b) | Coding (up to 30 keystrokes per field)...per field... | 200 | 0.10 | 20.00 | 0.15 | 30.00 | 0.10 | 20.00 |
| 5. | Conversion to Adobe Acrobat PDF content. | | | | | | | |
| (a) | Conversion of raster/OCR files to "Image Only" or "Text +Image" PDF files..per page..... | 24000 | 0.03 | 720.00 | 0.01 | 240.00 | 0.03 | 720.00 |
| (b) | Source documents larger than 8-1/2 x 14": Conversion of raster/OCR files to "Image Only" or "Text +Image" PDF files..per page..... | 200 | 0.03 | 6.00 | 0.01 | 2.00 | 0.03 | 6.00 |
| 6. | Archiving onto optical discs: | | | | | | | |
| (a) | Creation of "master" CD-R discs...per disc..... | 10 | 15.00 | 150.00 | 5.00 | 50.00 | 10.00 | 100.00 |
| (b) | Duplication of master CD-R discs...per disc..... | 30 | 10.00 | 300.00 | 5.00 | 150.00 | 8.00 | 240.00 |
| (c) | Creation of "master" DVD-R discs...per disc..... | 2 | 20.00 | 40.00 | 5.00 | 10.00 | 15.00 | 30.00 |
| (d) | Duplication of master DVD-R discs...per disc..... | 6 | 15.00 | 90.00 | 5.00 | 30.00 | 12.00 | 72.00 |

| | | | | | | | | | |
|-----|---|--------|------|----------|------|----------|------|----------|--|
| 7. | Generation of Xerographic "blowback" copies: | | | | | | | | |
| (a) | Black-only: Prtg 1 side....per sheet | | | | | | | | |
| (1) | 8-1/2 x 11"..... | 35,000 | 0.04 | 1,400.00 | 0.03 | 1,050.00 | 0.04 | 1,400.00 | |
| (2) | 8-1/2 x 14"..... | 1,000 | 0.05 | 50.00 | 0.06 | 60.00 | 0.05 | 50.00 | |
| (b) | Black-only: Prtg both sides...per sheet | | | | | | | | |
| (1) | 8-1/2 x 11"..... | 20,000 | 0.08 | 1,600.00 | 0.05 | 1,000.00 | 0.08 | 1,600.00 | |
| (2) | 8-1/2 x 14"..... | 1,000 | 0.10 | 100.00 | 0.06 | 60.00 | 0.10 | 100.00 | |
| (c) | Color copies: Prtg 1 side...per sheet | | | | | | | | |
| (1) | 8-1/2 x 11"..... | 2,000 | 0.30 | 600.00 | 0.14 | 280.00 | 0.35 | 700.00 | |
| (2) | 8-1/2 x 14"..... | 2,000 | 0.45 | 900.00 | 0.15 | 300.00 | 0.50 | 1,000.00 | |
| (d) | Color copies: Prtg both sides...per sheet | | | | | | | | |
| (1) | 8-1/2 x 11"..... | 1,200 | 0.70 | 840.00 | 0.25 | 300.00 | 0.70 | 840.00 | |
| (2) | 8-1/2 x 14"..... | 1,200 | 0.90 | 1,080.00 | 0.28 | 336.00 | 1.00 | 1,200.00 | |
| | Xerographic blowbacks larger than 17 x 11" | | | | | | | | |
| | Prtg 1 side only. | | | | | | | | |
| (e) | Black-only copies...per sq ft..... | 500 | 0.45 | 225.00 | 0.05 | 25.00 | 0.45 | 225.00 | |
| (f) | Four-color copies...per sq. ft..... | 100 | 4.75 | 475.00 | 0.15 | 15.00 | 5.00 | 500.00 | |
| 8. | Litigation copying: | | | | | | | | |
| | Up to 8-1/2 x 11": | | | | | | | | |
| (a) | Black-only: Prtg 1 side....per sheet | | | | | | | | |
| (1) | First copy..... | 20,000 | 0.12 | 2,400.00 | 0.05 | 1,000.00 | 0.13 | 2,600.00 | |
| (2) | 2nd thru 10th copies..... | 20,000 | 0.12 | 2,400.00 | 0.05 | 1,000.00 | 0.06 | 1,200.00 | |
| (b) | Black-only: Prtg both sides...per sheet | | | | | | | | |
| (1) | First copy..... | 20,000 | 0.12 | 2,400.00 | 0.08 | 1,600.00 | 0.13 | 2,600.00 | |
| (2) | 2nd thru 10th copies..... | 20,000 | 0.12 | 2,400.00 | 0.08 | 1,600.00 | 0.06 | 1,200.00 | |
| (c) | Four-color: Prtg 1 side...per sheet | | | | | | | | |
| (1) | First copy..... | 2,000 | 0.35 | 700.00 | 0.15 | 300.00 | 0.39 | 780.00 | |
| (2) | 2nd thru 10th copies..... | 2,000 | 0.35 | 700.00 | 0.15 | 300.00 | 0.39 | 780.00 | |
| (d) | Four-color: Prtg both sides...per sheet | | | | | | | | |
| (1) | First copy..... | 1,200 | 0.40 | 480.00 | 0.28 | 336.00 | 0.75 | 900.00 | |
| (2) | 2nd thru 10th copies..... | 1,200 | 0.40 | 480.00 | 0.28 | 336.00 | 0.75 | 900.00 | |
| | 8-1/2 x 14": | | | | | | | | |
| (e) | Black-only: Prtg 1 side....per sheet | | | | | | | | |
| (1) | First copy..... | 2,000 | 0.13 | 260.00 | 0.05 | 100.00 | 0.13 | 260.00 | |
| (2) | 2nd thru 10th copies..... | 2,000 | 0.13 | 260.00 | 0.05 | 100.00 | 0.13 | 260.00 | |
| (f) | Black-only: Prtg both sides...per sheet | | | | | | | | |
| (1) | First copy..... | 2,000 | 0.13 | 260.00 | 0.08 | 160.00 | 0.13 | 260.00 | |
| (2) | 2nd thru 10th copies..... | 2,000 | 0.13 | 260.00 | 0.08 | 160.00 | 0.13 | 260.00 | |
| (g) | Four-color: Prtg 1 side...per sheet | | | | | | | | |
| (1) | First copy..... | 600 | 0.35 | 210.00 | 0.15 | 90.00 | 0.39 | 234.00 | |
| (2) | 2nd thru 10th copies..... | 600 | 0.35 | 210.00 | 0.15 | 90.00 | 0.39 | 234.00 | |
| (h) | Four-color: Prtg both sides...per sheet | | | | | | | | |
| (1) | First copy..... | 200 | 0.40 | 80.00 | 0.28 | 56.00 | 0.45 | 90.00 | |
| (2) | 2nd thru 10th copies..... | 200 | 0.40 | 80.00 | 0.28 | 56.00 | 0.45 | 90.00 | |
| 9. | Large format litigation copying, larger than 17 x 11", to as large as 3 x 4': | | | | | | | | |
| (a) | Black-only copying...per sq ft: | | | | | | | | |
| (1) | First copy..... | 200 | 0.45 | 90.00 | 0.20 | 40.00 | 0.45 | 90.00 | |
| (2) | 2nd thru 10th copies..... | 200 | 0.45 | 90.00 | 0.20 | 40.00 | 0.45 | 90.00 | |
| (b) | Four-color copying...per sq ft: | | | | | | | | |
| (1) | First copy..... | 200 | 5.00 | 1,000.00 | 1.20 | 240.00 | 5.00 | 1,000.00 | |
| (2) | 2nd thru 10th copies..... | 200 | 5.00 | 1,000.00 | 1.20 | 240.00 | 5.00 | 100.00 | |

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|------------|---|-----|-------|------------------|-------|------------------|-------|------------------|--|
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| II. | Add'tl Operations: | | | | | | | | |
| (a) | Drilling 2 or 3 holes...per 100 sheets..... | 50 | N/C | | 0.03 | 1.50 | NC | | |
| (b) | Provision, insertion of colored divider sheets per 100 sheets..... | 10 | N/C | | 10.00 | 100.00 | NC | | |
| (c) | Provision, prtng, insertion of commercially- available tab dividers...per 100 dividers..... | 6 | 18.00 | 108.00 | 7.00 | 42.00 | 20.00 | 150.00 | |
| (d) | Provision, insertion of white legal index exhibit dividers w/ prt'd exhibit numbers on tabs (Avery's legal Index exhibit divider, UPC # 11370, or equal per divider..... | 500 | 0.20 | 100.00 | 0.08 | 40.00 | 0.22 | 110.00 | |
| (e) | Provision of manila folders...per folder..... | 100 | 0.20 | 20.00 | 0.25 | 25.00 | 0.22 | 22.00 | |
| (f) | Provision of durable "redwell" or "red rope" style expansion (approx 3-5") pocket folder...per folder.. | 50 | 3.00 | 150.00 | 1.25 | 62.50 | 3.00 | 150.00 | |
| (g) | Provision of vinyl-clad binders, w/ 3 ring metal base element, opening & closing levers, and Clear View' vinyl pockets on front cover & spine: | | | | | | | | |
| (1) | Round ring, 2" capacity...per binder..... | 20 | 5.75 | 115.00 | 3.80 | 76.00 | 5.75 | 115.00 | |
| (2) | Round ring, 3" capacity...per binder..... | 15 | 6.75 | 101.25 | 3.90 | 58.50 | 6.75 | 101.25 | |
| (3) | Slant-D, 3" capacity...per binder..... | 12 | 6.75 | 81.00 | 4.25 | 51.00 | 6.75 | 81.00 | |
| (4) | Slant-D, 4" capacity...per binder..... | 20 | 10.00 | 200.00 | 5.00 | 100.00 | 10.00 | 200.00 | |
| (5) | Slant-D, 5" capacity...per binder..... | 3 | 15.00 | 45.00 | 5.25 | 15.75 | 15.00 | 45.00 | |
| (h) | Insertion of materials into 3-ring binders per binder..... | 70 | N/C | | N/A | | NC | | |
| (i) | Folding (foldins,etc)...per fold, per sheet..... | 500 | 0.02 | 10.00 | N/A | | 0.02 | 10.00 | |
| (j) | Velo binding (includes the cost of binders & punching of holes...per piece..... | 50 | 1.75 | 87.50 | 0.65 | 32.50 | 1.90 | 95.00 | |
| (k) | Plastic comb binding (includes the binder & punching of holes...per piece..... | 50 | 1.75 | 87.50 | 0.75 | 37.50 | 1.90 | 95.00 | |
| (l) | Binding with Acco fastener (includes the cost of the fastener/pressure bar & drilling of 2 holes per piece..... | 80 | 1.00 | 80.00 | 0.30 | 24.00 | 1.00 | 80.00 | |
| (m) | Rebinding of furnished Velo-bound & comb bound products...per piece..... | 30 | 1.00 | 30.00 | 0.30 | 9.00 | 1.00 | 30.00 | |
| (n) | Mounting on 3/16" foam board...per sq ft..... | 50 | 3.00 | 150.00 | 2.00 | 100.00 | 3.00 | 150.00 | |
| (o) | Mounting 1/2" foam board...per sq ft..... | 20 | 3.25 | 65.00 | 3.50 | 70.00 | 3.25 | 65.00 | |
| (p) | *Customer-authorized digital time work applicable to 'Digital Time Work' section herein...per hour..... | 10 | 45.00 | 450.00 | 75.00 | 750.00 | 45.00 | 450.00 | |
| | | | | | | | | | |
| | CONTRACTOR TOTAL | | | \$39,739.25 | | \$18,414.65 | | \$38,703.05 | |
| | DISCOUNT | | | | | | | | |
| | DISCOUNTED TOTALS | | | 39,739.25 | | 18,414.65 | | 38,703.05 | |
| | | | | | | | | | |
| | | | | | | AWARD | | | |
| | | | | | | | | | |

U.S. GOVERNMENT PUBLISHING OFFICE
San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Litigation Scanning and Copying

as requisitioned from the U.S. Government Publishing Office (GPO) by
Dept. of Justice: U.S. Attorney's Office, San Diego, CA

Single Award

The term of this contract is for one year, beginning **DATE OF AWARD and ending September 30, 2021**, plus as many as four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

For information of a technical nature email azada@gpo.gov or call Alan Zada at (707) 748-1970 ext. 6. (No collect calls.)

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within 60 miles from the U.S. Attorney's Office, 880 Front Street, San Diego, CA 92101.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:

NOTE: Orders will be placed and processed within a legal environment. The contractor must have sufficient onsite equipment and regularly-staffed employees to be able to digitally process and/or make as many as three copies of each of as many as 40,000 legal documents of varied size, condition and assembly within a 24 hour period. All contract orders must be picked-up and delivered by an employee of the contractor in contractor-owned vehicle.

R-1

- **The assumed production area has been changed to 60 miles.**
- **The accelerated delivery requirement/schedule has been removed from pages 14, 15, 22, 23 and 28.**
- **Vendor is to provide a Point of Contract (POC) to include Name, phone and email address to be available outside regular business hours.**
- **Occasionally, more than one pickup and delivery may be required on the same day**

QUOTE DUE DATE: 11:00 AM Pacific Time on THURSDAY OCTOBER 15, 2020 at the U.S. Government Publishing Office, San Francisco Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

SUBMISSION OF QUOTES: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST FAX quotes to **1-800-859-2835** for this solicitation. No other method of quote submission will be accepted at this time.

Program 2950-S and the quote opening date must be specified in the subject line of the FAX submission. Quotes received after the opening date specified above will not be considered for award.

To submit a quote, contractors must execute and submit the 'Schedule of Prices' pages 24 through 30, herein.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

SECTION 1 - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (*GPO Pub 310.2, Effective December 1987, (Rev. 1-18)* – the light blue cover)
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (*GPO Pub. 310.1, Effective May 1979 (Rev. 09-19)* – the dark blue cover) –
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, has been revised. The new clause can be found at [ww.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This revised clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the ‘GPO Contractor Connection’ link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor’s seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

SUBCONTRACTING: Contractor may subcontract the digital scanning of large format legacy maps and documents only.

CONTRACTING METHOD: This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 4.

FACSIMILE BIDS: Facsimile bids are permitted.

- (a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

- (c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.
- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to **1-800-859-2835 ONLY**, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
 - (1) Receipt of garbled or incomplete bid.
 - (2) Availability or condition of the receiving facsimile equipment.
 - (3) Incompatibility between the sending and receiving equipment.
 - (4) Delay in transmission or receipt of bid.
 - (5) Failure of the bidder to properly identify the bid.
 - (6) Illegibility of bid.
 - (7) Security of bid data.

DOCUMENT CONVERSION QUALITY ASSURANCE STANDARDS: The contractor will be required to maintain the following document conversion standards:

- Documents shall be accurately and consistently prepared and unitized in accordance with furnished instructions. File and document integrity and order must be maintained to a level of 100% accuracy.
- All scanning shall be performed in accordance with ANSI/AIIM MS44-1993, *Recommended Practice for Quality Control of Image Scanners*, including the use of text targets. The contractor is responsible for ensuring that all deliverables meet applicable AIIM and ANSI standards. Document resolution, contrast, gray scaling, skew and general workmanship shall be maintained to consistently produce professional results.
- Delivered source input shall be scanned and archived as CCITT Group IV TIFF files.
- Delivered source input shall equal scanned image output. The reproduction ratio and document orientation shall be such that the image is not unnecessarily reduced.
- Deliverables must be without typographical errors and be must be accurate to the design instructions on which they are based. The contractor shall deliver finished products to the Government which do not require quality control review, proofreading, editing, spelling corrections, etc. by the Government.
- Delivered load files and database files shall be free of any operative defects, including, but limited to, the following: Documents scanned out of order; omission of furnished documents; incorrect document numbering and/or page numbering; erroneous document boundaries; erroneous data image retrieval links, etc.
- Delivered IPRO (including Scan-IT), Summation and Opticon load files shall operate successfully with customer's Concordance database;

- Delivered CD-R and DVD-R disc(s) shall be operative in a Microsoft Windows operating system environment, unless otherwise instructed.
- Imaged pages shall be returned in the identical order, collation and condition in which they were received, unless otherwise stated.

DOCUMENT CONVERSION QUALITY CONTROL: The contractor shall be required to employ a thorough and robust quality control program using the disciplined conventions of a proven quality control system to validate and ensure that source input is consistently and accurately converted to the electronic format(s) described herein. To this end, the contractor shall:

- Stress to its staff the importance of quality control and quality assurance, and convey the sensitive nature and strict confidential content of the furnished materials;
- Utilize automated production workflow software to provide detailed control and tracking reports;
- Provide file tracking methodology and software to ensure fidelity of image output to source input;
- Inspect each image generated, comparing it to the original source document to make sure that the source document is equal to the electronic image; or, if the image has been reduced or enlarged, that the electronic image completely and correctly renders the original source document imagery.
- Utilize a proven production methodology to ensure that images are accurately captured and their data accurately formatted;
- Utilize a proven production methodology ensuring that images are accurately recorded and their data accurately recorded into the IPRO LFP, Summation DII and Opticon load file(s);
- The contractor shall exercise systematic quality control means and methods whereby all delivered CD-R discs comply with International Standards IEC 908, ISO 10149 specifications and/or the Phillips Orange Book, Part II: CD-R, Vols. 1 and 2 (Version 3.1, 1998), as applicable; and all delivered DVD-R discs comply with DVD Forum Book D specifications (Version 2.0, or most recent version), as applicable.

COPYING, GENERATION OF HARDCOPY (“Blowbacks”) QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:
Product Quality Levels:

- (a) Printing Attributes — Level IV.
- (b) Finishing 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 | Furnished original, Avg. type size, density |
| P-10. Process Color Match | Furnished original, Psychological Reference Colors* |

* Psychological Reference Colors: These are colors, which are seen regularly, easily recognized and readily remembered. Psychological research has shown that people tend to agree on the appearance of these basic color references. Examples of such psychological reference colors include blue sky, green grass, red apples and human flesh.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor before expiration of the current contract term. 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 five 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.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the contractor receives final payment for the work performed. All other provisions remain the same.

REMEDY OF PRODUCT DEFECTS: The Government will reject work not meeting contract quality standards. The contractor shall correct any and all operative defects and replace any and all defective products with corrected deliverable(s) in an expedient and timely fashion at no additional cost to the Government.

Repeated failure to deliver acceptable work may result in contract termination.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- a. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- b. Address information, such as street address or personal email address;
- c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands. Contractor is cautioned that no Government

provided information shall be used for nongovernment business. Specifically, no Government information shall be used for the benefit of a third party.

Contractor must immediately notify GPO and DOJ of any loss of personally identifiable information.

SECURITY REQUIREMENTS: The contractor must have a security controlled storage area to store all Government furnished legal documents and copies. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, and waste, digital artifacts and/or digital processing remnants must be destroyed.

This contract shall require the contractor to abide by the following operating standards and conditions, as follows:

1. Documents and/or items received by the vendor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being scanned, they will be securely stored in a location, which will prevent unauthorized access. Contractor shall not release or otherwise expose the digital data to any party other than contract principals without expressed written permission of the ordering agency.
2. Individuals having access to documents and/or items during pick-up, scanning/duplication, counting, assembly, delivery, etc., are to be properly notified by the vendor of the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized disclosure.
3. All documents and/or items received by the vendor must be returned to ordering agency, or other locations as specified at time of service request, in the same condition as when received. This includes reassembly in stacks, binders, paper-clipped sets, folders, etc., if disassembly was required during scanning.
4. Chain of 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 the documents remain in the sealed cartons until they arrive at the contractor's secure area within contractor's plant. The document cartons must always remain in view of authorized personnel. No unauthorized personnel are to handle the cartons. 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 insure integrity of documents. A chain of custody form is required to be signed by contractor upon receipt of materials to be scanned. Contractor must have a dedicated, secure and lockable area for storing and scanning the documents. Contract cannot use third-party couriers, the contractor must pick up and deliver all Agency material without the aid of outside courier service(s). The vehicle that the contractor uses to transport the furnished job materials must be locked at all times unless loading and unloading 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 the secure area of the plant.
5. All digital data generated by the contractor during processing of contract work must be kept accountable and under reasonable security to prevent their unauthorized release or physical

compromise. Optical disks are not to be duplicated in whole or part for any other purpose than to satisfy the performance requirements of this contract. After successful completion, delivery and acceptance of a contract project all digital data sets processed during the performance of this contract shall be degaussed or securely overwritten or purged, and any printouts and/or non-erasable media shall be destroyed by the contractor.

6. All waste paper created during duplication of the documents and/or items must be surrendered to the ordering agency for destruction at the time the originals are returned, when requested.
7. *All employees of the successful vendor that will be involved in any phase of this contract must be able to prove U.S. Citizenship.* Each contractor employee will be required to wear a prominently-displayed photo ID when picking up or delivering material.
8. The facility receiving documents and/or items must be designated by the vendor as a drug-free workplace.
9. Third-party couriers will not be permitted. The contractors must pick-up and deliver the Government-finished materials without the aid of outside courier service(s).
10. Ordering agencies shall have the right to send its officers and employees into the office(s) and plant(s) of the contractor for inspection of the facilities and operations used for the contract performance at any time during the contract. On the basis of such inspection, the Government may require specific remedy(ies) in cases where the contractor is found to be noncompliance with contract security requirements.
11. The Government retains the right to conduct on-site security reviews at any time during the term of the contract.
12. A Security Control Plan must be submitted by contractor prior to award and approved by agency. The plan shall contain at a minimum:
 - (1) How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
 - (2) Explain how all accountable materials will be handled throughout all phases of production
 - (3) How the disposal of waste materials will be handled;
 - (4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

NON-DISCLOSURE AGREEMENT: A non-disclosure agreement provided by the Agency must be signed by the contractor before any documents and/or items will be released by the Agency to the contractor.

COLLECTION OF EMPLOYEE INFORMATION: To prudently ensure that the security of the sensitive Government documents provided to the contractor under the terms of this contract is not compromised or in any way unnecessarily jeopardized, the U.S. Attorney's Office (USAO) reserves the right to collect personal information from all employees who will be involved with handling, processing

and production of USAO orders. USAO reserves the right to request and obtain documented proof of personal identification, including fingerprints, of the aforementioned employees.

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 pre-award 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet

- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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.

ORDERING: Items to be furnished under this contract may be ordered by the issuance of print orders (GPO Form 2511); or by individual order forms, to be designed and/or approved by the ordering agency and furnished by the contractor.

If individual order forms are used, then, at time intervals mutually convenient to the contractor and the Government, print orders (GPO Form 2511) will be subsequently issued by the Government to summarize the work authorized by issuance of the order forms. The print order (GPO Form 2511) will authorize payment for the summary of the confirmed work performance.

Orders may be issued under the contract from **Date of award and ending September 30, 2021** 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.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction 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, DC 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/how-to-work-with-us/agency/billing-and-payment>.

Note: The contractor shall itemize each billing voucher in accordance with the contract 'Schedule of Prices.'

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.

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. 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 delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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.

SCANNING/DOCUMENT CONVERSION SERVICES PERFORMED AT CONTRACTORS FACILITIES: In carrying out the work under this Contract, the contractor's personnel shall not be deemed GPO or DOJ employees. The contractor has a responsibility to convey this fact to its personnel

performing work at, and for, DOJ facilities. As such, all personnel issues involving contractor employees, such as discipline, request for pay raises, and other related matters, shall be appropriately resolved by the contractor. Contractor shall pay all salaries, wages, benefits, payroll, and other taxes to or on account of all contractor personnel arising out of or resulting from services performed pursuant to this Contract and GPO nor DOJ shall not be liable for the payment of such salaries, wages, benefits, payroll and other taxes to or on account of any such personnel.

The Contractor shall provide technically competent personnel to fulfill all Government requirements for the services herein to ensure that customer delivery dates are met with the highest customer satisfaction. All contractor and subcontracted personnel shall be experienced, knowledgeable and capable of operating all equipment and software in their functional area(s). The Government reserves the right to accept or reject applicants based on their qualifications and/or resumes or actual performance abilities. The Contractor shall notify the COTR immediately and follow-up in writing within three (3) work days, the names of any employees assigned to this contract that are dismissed from this contract, regardless of reason.

Contract personnel performing work under this contract must be informed of the sensitivity of the materials; and must preclude loss of, theft of, destruction of, or unauthorized access to the materials.

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.

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.

The Government will not be responsible for training Contractor personnel. Exceptions may be made in order to familiarize Contractor personnel with DOJ procedures, the DOJ File Plan, or any new Government-furnished equipment not listed in this contract and furnished during the life of the contract. One such exception will be a half-day training on the records assessment portion of work to detail how the determination will be made for movement and disposition of materials.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from **DATE OF AWARD and ending September 30, 2021**. 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.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" 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 the 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 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 **July 31, 2020**, 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.

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

SECTION 2. - SPECIFICATIONS

SCOPE: These contract specifications encompass the (on-site) digital scanning and/or copying of sensitive Government-furnished legal case file source documents, requiring such operations as document preparation/unitization, disassembly and hand-feeding of original documents; (on-site) document scanning, black-only and four-color process copying; document ("Bates") numbering and/or endorsement (physical or digital assignment of an image key to each page); generation of ASCII text files using Optical Character Recognition (OCR) conversion; generation of Adobe Acrobat "Text + Image" PDF files; generation of IPRO LFP (including Scan-IT), Summation DII and Concordance DAT load files; re-assembly and re-construction of furnished hardcopy originals; generation of black-only and four-color process "blowback" paper copies from furnished or contractor-created digital files; storage/retention of Government documents for third-party reproduction, drilling, provision of legal index exhibit dividers, folders, three-ring binders; archiving onto CD-R and/or DVD-R discs; packing and (accelerated) delivery.

NOTE: Orders will be placed within a legal environment. The contractor must have sufficient onsite equipment and regularly-staffed employees to be able to make as many as five copies of each of as many as 40,000 legal documents of varied size, condition and assembly within a 24 hour period. In order to satisfactorily accommodate the demands of the legal system, the contractor must be available 24 hours each day, seven days a week. All contract orders must be picked-up and delivered by an employee of the contractor in a contractor-owned vehicle.

TITLE: Litigation Scanning and Copying.

FREQUENCY OF ORDERS: Approximately zero to five (avg. one) order per month.

QUANTITY: It is estimated that each order will consist of approximately 200 to 60,000 (avg. 12,000) legal document pages. The contractor will be required to make from 1 to 10 (avg. two) copies per furnished original.

PAGE SIZE OF COPIES: Typically 8-1/2" x 11", to as large as 3' x 4'.

GOVERNMENT TO FURNISH: Reproducible copy (case files) consisting of various sizes and types of source documents, such as: reports, letters and receipts, maps, drawings, etc. Most furnished documents will be 8-1/2 x 11". Furnished materials will include 8-1/2 x 14" and 17 x 11" documents which will require reducing to 8-1/2 x 11", as well as other unconventionally sized documents smaller than 8-1/2 x 11".

Occasionally evidentiary materials as large as 3 x 4' will be furnished for reproduction.

Occasionally optical disc(s) containing TIF and/or Adobe Acrobat PDF files will be provided for generation of Xerographic copies ("blowbacks") from the furnished digital copy.

It is anticipated that the furnished originals may occasionally include medical X-ray/radiological images and photographs, and other diagnostics images (MRI, etc.) which will require the high fidelity reproduction.

- Approx. **50%** of the total furnished source materials have consisted of stapled or clipped documents, requiring **light deconstruction and reconstruction** of attachments.
- Approx. **25%** of the total furnished source materials have consisted of stapled or clipped letter and legal size documents, requiring folder tabs and/or tab dividers to be copied or inserted, **moderate deconstruction and reconstruction** of attachments.
- Approx. **25%** of the total furnished source materials have consisted of variable-contrast stapled or clipped letter and legal size documents plus odd-sized receipts, envelopes, photographs, etc, requiring folder tabs and/or tab dividers to be copied or inserted, frequent machine adjustments, **extensive/heavy deconstruction and reconstruction** of attachments, including "copy only tagged" documents.

Rarely an order will consist of seized materials consisting of various forms of evidentiary documents, including medical sonograms. These documents have typically been hastily gathered and assembled without previous organization, requiring the contractor to organize the furnished documents in accordance with customer instructions.

The Government may furnish plastic document protectors and/or three-ring binders.

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.

Customer Service: The contractor will be required to consistently communicate and coordinate relevant job details and developments (and address any project questions) in a prompt and timely manner. Unless otherwise provided, contract contact is Carl Smith, Administrative Services Specialist: 619-546-8222 Fax: 619-546-0622. Email: carl.smith@usdoj.gov. The contractor shall also inspect projects and provide a cost estimate based upon the contractor's quoted 2950-S contract prices.

Backup copy: The Contractor will be required to maintain a backup copy of all data generated. All files are to be simultaneously mirrored using RAID Level 1 means and methods to magnetic duplexed (independent) hard drives as the documents are scanned.

Security: The contractor shall also furnish the means and measures to ensure that the furnished case file materials will be handled in a secure fashion to ensure strict confidentiality of their contents, as specified herein.

DOCUMENT BOUNDARY DETERMINATION: Unless otherwise instructed, document boundaries shall be established using single level of physical document boundary determination based upon the presence of binding elements such as a staple, paper clip, rubber band, etc.

The contractor shall prepare the collection for scanning by removing staples and other mechanical fasteners and binders, and by marking the boundaries of documents with physical insertion of slip ship or other prominently visible marking element.

Contract projects may require up to three boundary levels (box, folder, document), but most typically will remain at the document level, with documents composed of individual pages.

DIGITAL SCANNING: Bidders must have experience in the digital scanning of paper source documents utilizing equipment and techniques consistent with *all* of the specifications below:

- ADF (Automated Document Feeder) minimum capacity of 100 pages;
- Paper size up to and including 17 x 11”;
- Resolution range up to 300 dpi;
- Frame/border control on all sizing perimeters;
- Skew detection feature available on scanners;
- Contrast and brightness manipulation for client image viewer;

All scanning shall be performed in accordance with ANSI/AIIM MS44-1993, *Recommended Practice for Quality Control of Image Scanners*, including frequent use of calibration test targets to optimize gray scales, resolution, continuous tones, precision measurement marks, linearity, scan size, alignment of page and text characters.

Contractor must also be able to also capture data during the scanning process (typically one global identification field, at no additional cost to the Government).

The contractor shall maintain optimum image quality with continual monitoring and adjustment of the imaging process by the scanning technician to accommodate the varying characteristics of different document populations (including medical X-rays and high-quality photographs requiring individual attention and equipment adjustment for best results).

The contractor will be required to scan the furnished black-only and any color documents at 300 dpi. Contractor shall archive the scanned contents as single-page or multiple-page files (as specifically instructed) CCITT Group IV TIFF files.

Furnished or otherwise solicited Government instructions shall indicate whether and what color images will be scanned and archived as RGB or gray scale files.

Contractor shall name the TIFF files in accordance to furnished instructions and/or naming convention.

Unless otherwise instructed, if a source document includes a Post-It note the contractor shall scan the applicable page twice: Once with the Post-It affixed to the parent sheet, and a second time with the Post-It removed from the parent sheet, before the Post-It is re-affixed to the original as furnished.

Scanned documents must not be split across directories or archival CD-R and/or DVD-R discs.

Second-pass verification will be required on all orders, and is defined as a visual comparison to verify that 100% of the document(s) were captured in scanning.

The contractor shall maintain the document integrity and security throughout the scan processing cycle. The proper collation and integrity of documents, document packets (several documents fastened together), file folders and file drawers must not be lost.

(“BATES”) SERIAL NUMBERING: The contractor will be required to electronically endorse a unique document serial number onto the scanned documents in accordance with furnished instructions. Likewise, the contractor will be also be required to mechanically stamp or otherwise apply a unique

document serial number onto copied documents (i.e. those occasional documents not requiring electronic scanning) 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 preformed 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 in 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.

OPTICAL CHARACTER RECOGNITION (OCR) CONVERSION: In addition to digital scanning of furnished source documents, orders may additionally require that the scanned imagery be processed with professional quality OCR software to create and archive ASCII text files that are text searchable.

For the purposes of this contract, machine accuracy is considered acceptable for the OCR conversion process. If at some time during the contract term a higher accuracy is considered necessary, a contract modification will be negotiated and issued to accommodate the additional human intervention required to produce the specified accuracy.

The contractor will be required to use state-of-art OCR software that utilizes voting algorithms to produce the best possible interpretation of the image files, and shall make use of any available techniques that would best enable the OCR software to render the most accurate results. Individual batches of documents may have to be run through on a test basis prior to commencing production runs in order to identify optimal settings for the software.

All OCR text files shall be archived with their respective companion TIFF files and stored within a common folder on the delivered optical media.

INDEXING, CODING: It is anticipated that a minimal amount of basic document indexing and/or coding may also be required, including, but not limited to, entry of the document number (first and last image numbers), the document date, first author, first addressee, and perhaps one or two other fields, such as verbatim file name or document title, or document type.

Upon occasion a will furnish an incomplete electronic indexing listing (Windows-compatible MS Word table, or a WordPerfect file) for each document. The contractor will be required to complete each index listing by incorporating the Beginning Page No. and Ending Page No. for each submitted listing, for inclusion within the corresponding document.

PROVISION OF ADOBE ACROBAT PDF FILES: The contractor will be required to create Adobe Acrobat PDF files. The delivered PDF content shall be generated using the most recent version of

Adobe Acrobat software. The delivered files shall be of such a size and resolution to produce optimum printing results for output on consumer quality desktop printing equipment.

The final Adobe Acrobat PDF documents that shall include the following qualities and features:

- All PDF 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 PDF file so that, by default, it navigates with the “continuous pages” setting enabled.
- No security passwords are to be activated in the PDF documents.
- When pages must be rotated, they are to open at 100%.
- Contractor shall deliver each PDF file as an “Original Image with Hidden Text” file.

PROVISION OF LOAD FILES: USAO litigation support operates with a data environment consisting of Dataflight Concordance database(s). The contractor will be required to create and deliver IPRO LFP (including Scan-IT), Summation DII and Concordance DAT load files (that will load images and OCR files with positional information) for subsequent successful customer use with USAO Dataflight Concordance database(s), per furnished instructions.

The load file format for each record will include various informational fields (such as, but not limited to: Description, Document Number, Record Number, Endorsed Last Page Number, Beginning Page Number, Directory Location (path), and TIF File name field) in accordance with USAO’s format requirements.

To this end, a load-file (per USAO instruction) must be created and included on every optical disc created. The name of each file must be the same as its index number. An image viewing system (a viewer) that is able to use the index number to retrieve that image for viewing must be installed on each CD disc. The viewer must be compatible for successful use with USAO Dataflight Concordance database(s). The viewer must be compatible with IBM or Macintosh platforms.

STOCK: GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective firms should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

JCP Code* O63, Plain Copier, Xerographic, Laser Printer; Colors, Basis Size 17 X 22", 20 lb.
JCP Code* D10, Writing; Colors (With Tablet Stock Option), Basis Size 17 X 22", 20 lb.

Four-color copying, "blowbacks": JCP Code* O61, High Quality Xerographic Copier, Laser Printer, Basis Size 17 X 22", 24 lb.

While postconsumer fiber is encouraged, the minimum postconsumer fiber requirement is waived. All other attributes remain unchanged.

TAB DIVIDERS: The contractor will be required to provide white legal index exhibit dividers. Tab dividers shall be approx. 1/25th-cut, with an exhibit number printing on both sides of each tab in black. Dividers shall be reinforced on the tabs and long the bind edge with clear Mylar film laminate. Printed exhibit numbers will range from 1 to 400, for collating and insertion into case files. (Avery's legal index exhibit divider, UPC #11370, satisfies this contract requirement.) The contractor shall also provide conventional commercially-available tab dividers, as requested.

COPYING, GENERATION OF PAPER COPIES ("Blowbacks"): Contract orders will require the production and delivery of black-only and four-color paper copies generated from furnished hardcopy not requiring digital capture by the contractor, as well as paper copies (a.k.a. "blowbacks") generated from source documents digitally captured by the contractor or generated from Government-furnished digital media. Paper copies may deliver exclusively as simplex copies, or as both duplex and simplex copies to match the furnished source documents, as instructed.

The contractor shall print reproduced and digitized content with a minimum of 400 DPI. Clear sharp reproduction is required in satisfaction of Quality Level 4 printing attributes. Both color and black copying equipment must be capable of duplex copying while maintaining no visible distortion of the government furnished original(s) when compared to the printed product. The color pages will normally be scattered though out.

Having made one copy from the furnished documents (after numbering the originals), the contractor may make second generation copies (copies of the first copy) provided Quality Level IV printing attributes are satisfied.

Large format copying: Furnished legal case materials will require large format copying, defined herein to be from 17 x 11" to approx. 3 x 4'.

QUICK-SCHEDULE COPIES FROM FURNISHED DIGITAL MEDIA:

The contractor will be required make Xerographic copies ("blowbacks") from digitized Government documents typically provided on optical (CD, DVD) media.

The digital documents furnished on the optical discs will typically be submitted as TIF or Adobe Acrobat PDF files. The furnished files will typically be reproduced at a trim size of 8-1/2 x 11", typically printing in black only, but occasionally including RGB content requiring four-color process reproduction.

MARGINS: Follow copy furnished. Original documents smaller than 8-1/2 x 11" should be centered.

DIGITAL TIME WORK: Occasionally the furnished materials will require additional digital time work, which could include such operations as basic desktop publishing operations, typesetting, copy

fitting, scanning, digital inclusion of exhibit prefix characters, digital duplication of furnished media, digital production of custom tabs, spines, folders, etc.

DRILLING: As indicated on the print order, originals and/or copies will require drilling three 1/4" holes, 4-1/4" center-to-center, with centers locating 3/8" from left edge; or two-hole drilling of two 1/4" holes, 2-3/4" center-to-center, with centers locating 3/8" from top edge.

BINDING: The contractor will typically be required to collate all copies in numerical sequence and staple and/or clip copies per furnished originals. "Loose leaf" binding styles will include slip-sheeting with colored stock, insertion of copies into three-ring binders and insertion of copies into commercially-available office folders and/or "redwell" expansion-type file folders, according to furnished instructions.

Velo binding, plastic combing binding and Acco fastening will also be required.

Rebinding of submitted Velo-bound and comb-bound case file documents will be required.

MOUNTING: Occasionally copies of evidentiary materials will require mounting on foam board, as instructed by the ordering party.

REASSEMBLY OF ORIGINALS: Unless otherwise instructed on the Print Order, the contractor will typically be required to reassemble, refasten and return the original documents in the same order, same manner and in the same condition as furnished.

Occasionally an order may require the contractor to insert furnished source documents into furnished plastic document protectors. If plastic document protectors are furnished, the contractor will be required to insert the original documents into the protectors (typically two sheets, back-to-back, per protector) and assemble/insert the protectors into three-ring binders per furnished instructions before returning to the U.S. Attorney's Office.

DIGITAL ARCHIVING:

All duplicate (burned) CD-R discs shall be manufactured in accordance with the Phillips Orange Book, Part II: CD-R, Vols. 1 and 2 (Version 3.1, 1998).

Duplicate CD-R discs manufactured under the terms of this contract will be 650 MB (74-minute) or 700 MB (80 minute) capacity discs, to be used on consumer quality target CD-ROM drives within a Microsoft Windows operating system environment.

All duplicate (burned) DVD-R discs shall be manufactured in accordance with DVD Forum Book D (using applicable version) specifications.

Duplicate DVD-R discs manufactured under the terms of this contract will be single-layer 4.7 GB capacity (DVD-5) discs, to be used on consumer quality target DVD-ROM drives.

Patent Rights: Several firms claim patent rights, which may be applicable to DVD replication (CD replication patents having expired). For example, see <http://www.licensing.philips.com>. U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the

manufacture and replication of DVD discs and assert it is impossible to manufacture or replicate a DVD disc without infringing these patents. The patent claims cover, among other things, both the physical structure of and the manner in which data is encoded onto a replicated DVD, as well as the blank disc media used to replicate *both* CD/DVD discs. Other firms, including Discovision Associates, Irvine, CA, also claim similar patent rights.

By submission of a bid, bidders certify that they hold a license under all patents applicable to their replication of CD/DVD discs.

The contractor shall include the name and a contact phone number of contractor's CD-R and DVD±R media supplier with contractor's bid.

Labeling of discs: Unless more specifically specified by the customer, the contractor shall label each disc in a professional manner to most accurately reflect the digital contents archived thereon.

Warning: All electronic media made by the contractor must be kept accountable and under reasonable security to prevent their unauthorized release. Disks 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 duplicate media shall be degaussed or securely overwritten and any printouts and non-erasable media shall be destroyed by the contractor.

PACKING: Pack each legal case file copy set in a cardboard box or carton suitable for subsequent handling and shipping. Label each carton according to instructions furnished by the ordering agency.

CD-R, DVD±R discs: Unless otherwise instructed, contractor shall insert each CD-R/DVD±R disc into a commercially available paper disc window envelope, with labeled disc side visible through the clear poly window.

DISTRIBUTION: Materials will typically be retrieved from and completed orders delivered f.o.b. destination to:

U.S Attorney's Office, 880 Front Street (4th, 5th or 6th Floor), San Diego, CA 92101.

The contractor shall be reimbursed for the occasional order that requires pickup and delivery of materials at destinations beyond the San Diego metro region upon submittal of verifying pickup and/or delivery receipt(s) with the contractor's billing voucher.

The contractor must return all reproducibles furnished by the Government.

All expenses incidental to pickup and return of Government materials must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual work order form or print order (GPO Form 2511B).

Furnished material must be picked up from and delivered to the addresses listed under "DISTRIBUTION". Inside pickup and delivery is required, including various sites within the general San Diego metro region.

The delivery schedule for all orders begins at that time the Government notifies the contractor that the print order and Government furnished materials are available and ready for pickup by the contractor.

Pickup and delivery of materials by the contractor will be required during regular business hours (approx. 8:00 AM to 6:00 PM). If an occasional order requires pickup and delivery beyond normal business hours, the Government will provide for pickup and delivery of job materials.

The contractor will typically be required to make complete production and delivery within one (next day) to 10 workdays after notification of availability of furnished materials for pickup by the contractor.

OCCASIONALLY, MORE THAN ONE PICKUP AND DELIVERY MAY BE REQUIRED ON THE SAME DAY.

The "ship/deliver" date indicated on the print order is the date (and time, if specified) products must be delivered to the destination specified.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted 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 under this contract.

| I. | (1) | (2) | II. | |
|-----------|--------|--------|------------|-----|
| 1. (a) | 85,000 | | (a) | 50 |
| (b) | 4,800 | | (b) | 10 |
| (c) | 220 | | (c) | 6 |
| (d) | 400 | | (d) | 500 |
| | | | (e) | 100 |
| | | | (f) | 50 |
| | | | (g) | |
| 2. (a) | 36,000 | | 1. | 20 |
| (b) | 10,000 | | 2. | 15 |
| 3. (a) | 36,000 | | 3. | 12 |
| (b) | 100 | | 4. | 20 |
| 4. (a) | 1,000 | | 5. | 3 |
| (b) | 200 | | (h) | 70 |
| 5. (a) | 24,000 | | (i) | 500 |
| (b) | 200 | | (j) | 50 |
| 6. (a) | 10 | | (k) | 50 |
| (b) | 30 | | (l) | 80 |
| (c) | 2 | | (m) | 30 |
| (d) | 6 | | (n) | 50 |
| 7. (a) | 35,000 | 1,000 | (o) | 20 |
| (b) | 20,000 | 1,000 | (p) | 10 |
| (c) | 2,000 | 2,000 | | |
| (d) | 1,200 | 1,200 | | |
| (e) | 500 | | | |
| (f) | 100 | | | |
| 8. (a) | 20,000 | 20,000 | | |
| (b) | 20,000 | 20,000 | | |
| (c) | 2,000 | 2,000 | | |
| (d) | 1,200 | 1,200 | | |
| (e) | 2,000 | 2,000 | | |
| (f) | 2,000 | 2,000 | | |
| (g) | 600 | 600 | | |
| (h) | 200 | 200 | | |
| 9. (a) | 200 | 200 | | |
| (b) | 200 | 200 | | |

SECTION 4 - SCHEDULE OF PRICES
GPO Fax Numbers: 1-800-859-2835
11:00 AM Pacific Time on OCTOBER 15, 2020.

Quotes offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Contractor must make an entry in each of the spaces provided.

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

Quotes submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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.

Fractional parts of 100 shall be prorated at the "per 100" rate.

I. COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations (including the provision of database load files, but excepting those items listed under Items II and III) necessary for the complete production and distribution of the product listed in accordance with these specifications.

1. Litigation scanning to digital image: Prices to be based upon document unitization determined at the physical level.

Projects scanned at contractor's facility

- (a) Scanning black-only source documents
as large as 8.5 x 14".....per page.....\$ _____
- (b) Scanning multi-color source documents
as large as 8.5 x 14".....per page.....\$ _____
- (c) Scanning black-only documents larger than
8.5 x 14"per sq. ft.....\$ _____
- (d) Scanning multi-color documents larger than
8.5 x 14"per sq. ft.....\$ _____

Initials

2. ("Bates") serial numbering:

- (a) Electronic endorsement.....per page\$ _____
- (b) Numbering of source materials not requiring digital capture/scanning.....per page\$ _____

3. OCR conversion to searchable ASCII text files:

- (a) Documents as large as 8-1/2 x 14".....per page\$ _____
- (b) Documents larger than 8-1/2 x 14")per sq. foot....\$ _____

4. Indexing, coding:

- (a) Indexing.....per listing.....\$ _____
- (b) Coding (up to 30 keystrokes per field).....per field.....\$ _____

5. Conversion to Adobe Acrobat PDF content.

- (a) Source documents as large as 8-1/2 x 14": Conversion of raster/OCR files to "Image only" or "Text + Image" PDF files.....per page.....\$ _____
- (b) Source documents larger than 8-1/2 x 14": Conversion of raster/OCR files to "Image only" or "Text + Image" PDF files.....per page.....\$ _____

6. Archiving onto optical discs: Prices to include labeling, collation and packing.

- (a) Creation of "master" CD-R disc(s).....per disc.....\$ _____
- (b) Duplication of master CD-R disc(s).....per disc.....\$ _____
- (c) Creation of "master" DVD-R disc(s).....per disc.....\$ _____
- (d) Duplication of master DVD-R disc(s).....per disc.....\$ _____

7. Generation of Xerographic "blowback" copies:

| | <u>8-1/2 x 11"</u> (1) | <u>8-1/2 x 14"</u> (2) |
|---|---------------------------|---------------------------|
| (a) Black-only: Printing one side.....per sheet ...\$ | _____ | \$ _____ |
| (b) Black-only: Printing both sides.....per sheet....\$ | _____ | \$ _____ |
| (c) Color copies: Printing one side.....per sheet....\$ | _____ | \$ _____ |
| (d) Color copies: Printing both sides.....per sheet....\$ | _____ | \$ _____ |

Initials

Reimbursement for 17 x 11" documents: Contractor to charge twice the 8-1/2 x 11" rates cited.

Xerographic blowbacks larger than 17 x 11": Printing one side only.

- (e) Black-only copies.....per square foot.....\$ _____
- (f) Four-color copies.....per square foot\$ _____

8. Litigation copying (no digital capture required; no scanning charge allowed):

| Up to 8-1/2 x 11": | <u>First copy</u> (1) | <u>2nd thru 10th copies</u> (2) |
|---|--------------------------|--|
| (a) Black-only on one side.....per sheet\$ _____ | \$ _____ | \$ _____ |
| (b) Black-only on both sides.....per sheet.....\$ _____ | \$ _____ | \$ _____ |
| (c) Four-color on one side.....per sheet\$ _____ | \$ _____ | \$ _____ |
| (d) Four-color on both sides.....per sheet\$ _____ | \$ _____ | \$ _____ |

| 8-1/2 x 14": | <u>First copy</u> (1) | <u>2nd thru 10th copies</u> (2) |
|---|--------------------------|--|
| (e) Black-only on one side.....per sheet\$ _____ | \$ _____ | \$ _____ |
| (f) Black-only on both sides.....per sheet.....\$ _____ | \$ _____ | \$ _____ |
| (g) Four-color on one side.....per sheet\$ _____ | \$ _____ | \$ _____ |
| (h) Four-color on both sides.....per sheet\$ _____ | \$ _____ | \$ _____ |

Reimbursement for 17 x 11" documents: Contractor to charge twice the 8-1/2 x 11" rates cited.

9. Large format litigation copying (no digital capture required; no scanning charge allowed), larger than 17 x 11", to as large as 3 x 4':

| | <u>First copy</u> (1) | <u>2nd thru 10th copies</u> (2) |
|--|--------------------------|--|
| (a) Black-only copying.....per square foot\$ _____ | \$ _____ | \$ _____ |
| (b) Four-color copying.....per square foot.....\$ _____ | \$ _____ | \$ _____ |

II. ADDITIONAL OPERATIONS:

- (a) Drilling two or three holes.....per 100 sheets\$ _____
- (b) Provision, insertion of colored divider sheets.....per 100 sheets.....\$ _____
- (c) Provision, printing, insertion of
Commercially-available tab dividers.....per 100 dividers ...\$ _____

Initials

- (d) Provision, insertion of white legal index exhibit dividers with printed exhibit numbers on tabs (Avery's legal Index exhibit divider, UPC #11370, or equal).....per divider....\$ _____
- (e) Provision of manila folders.....per folder\$ _____
- (f) Provision of durable "redwell" or "red rope" style expansion (approx. 3 to 5") pocket folder.....per folder\$ _____
- (g) Provision of vinyl-clad binders, with three-ring metal base element, opening and closing levers, and 'Clear View' vinyl pockets on front cover and spine:
 - 1. Round ring, 2" capacity.....per binder\$ _____
 - 2. Round ring, 3" capacity.....per binder\$ _____
 - 3. Slant-D, 3" capacity.....per binder\$ _____
 - 4. Slant-D, 4" capacity.....per binder\$ _____
 - 5. Slant-D, 5" capacity.....per binder\$ _____
- (h) Insertion of mat'ls into three-ring binders.....per binder ...\$ _____
- (i) Folding (foldins, etc.).....per fold, per sheet.....\$ _____
- (j) Velo binding (includes the cost of binders and punching of holes).....per piece.....\$ _____
- (k) Plastic comb binding (includes the binder and punching of holes).....per piece\$ _____
- (l) Binding with Acco fastener (includes the cost of the fastener/pressure bar and drilling of two holes).....per piece\$ _____
- (m) Rebinding of furnished Velo-bound and comb-bound products.....per piece\$ _____
- (n) Mounting on 3/16" foam board.....per square foot....\$ _____
- (o) Mounting on 1/2" foam board.....per square foot.....\$ _____
- (p) * Customer-authorized digital time work (applicable to 'Digital Time Work' section herein).....per hour\$ _____

Initials

* All such time work must be expressly authorized by the customer before the work is initiated by the contractor. The contractor shall be reimbursed for such work upon submittal of a receipt signed by the customer authorizing reimbursement for the additional time work charged by the contractor.

Initials

DISCOUNTS: Discounts are offered for payment as follows: _____ percent, _____ calendar days.
See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

AMENDMENT(S): Contractor hereby acknowledges amendment(s) number(ed) _____

QUOTE ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this Quote is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the Firm) from the date for receipt of Quotes, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day Quote acceptance period may result in expiration of the Quote prior to award.

My production facilities are located within the assumed area of production: _____yes _____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material: _____

b. Number of hours from pickup of Government Furnished Mat'l to delivery at contractor's plant: _____

2. Proposed carrier(s) for delivery of completed product: _____

a. Number of hours from notification to carrier to pickup of completed product: _____

b. Number of hours from pickup of completed product to delivery at destination: _____

FIRM’S NAME AND SIGNATURE: Unless specific written exception is taken, the contractor, by signing and submitting a quote, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the Quote being declared non-responsive.

Firm _____
(Contractor Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Quote) (Date)

(Printed Name) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

| | | | | | | | | | |
|-----|--|--------|-------|----------|-------|----------|--|--|--|
| (2) | 8-1/2 x 14'..... | 2,000 | 0.50 | 1,000.00 | 0.69 | 1,380.00 | | | |
| (d) | Color copies: prtng both sides..per sheet | | | | | | | | |
| (1) | 8-1/2 x 11"..... | 1,200 | 0.70 | 840.00 | 0.79 | 948.00 | | | |
| (2) | 8-1/2 x 14"..... | 1,200 | 1.00 | 1,200.00 | 0.89 | 1,068.00 | | | |
| € | Black-only copies...per sq foot..... | 500 | 0.45 | 225.00 | 0.45 | 225.00 | | | |
| (f) | 4-color copies...per sq foot..... | 100 | 5.00 | 500.00 | 10.00 | 1,000.00 | | | |
| 8. | Litigation copying (no digital capture required; no scanning charge allowed): Up to 8-1/2 x 11" | | | | | | | | |
| (a) | Black only on 1 side...per sheet | | | | | | | | |
| (1) | First copy..... | 20,000 | 0.13 | 2,600.00 | 0.13 | 2,600.00 | | | |
| (2) | 2nd thru 10th copies..... | 20,000 | 0.06 | 1,200.00 | 0.13 | 2,600.00 | | | |
| (b) | Black only on both sides...per sheet | | | | | | | | |
| (1) | First copy..... | 20,000 | 0.13 | 2,600.00 | 0.15 | 3,000.00 | | | |
| (2) | 2nd thru 10th copies..... | 20,000 | 0.06 | 1,200.00 | 0.15 | 3,000.00 | | | |
| © | 4 color on 1 side...per sheet | | | | | | | | |
| (1) | First copy..... | 2,000 | 0.39 | 780.00 | 0.59 | 1,180.00 | | | |
| (2) | 2nd thru 10th copies..... | 2,000 | 0.39 | 780.00 | 0.59 | 1,180.00 | | | |
| (d) | 4 color on both sides...per sheet | | | | | | | | |
| (1) | First copy..... | 1,200 | 0.75 | 900.00 | 0.79 | 948.00 | | | |
| (2) | 2nd thru 10th copies..... | 1,200 | 0.75 | 900.00 | 0.79 | 948.00 | | | |
| | 8-1/2 x 14": | | | | | | | | |
| € | Black-only on 1 side...per sheet | | | | | | | | |
| (1) | First copy..... | 2,000 | 0.13 | 260.00 | 0.14 | 280.00 | | | |
| (2) | 2nd thru 10th copies..... | 2,000 | 0.13 | 260.00 | 0.14 | 280.00 | | | |
| (f) | Black-only on both sides...per sheet | | | | | | | | |
| (1) | First copy..... | 2,000 | 0.13 | 260.00 | | | | | |
| (2) | 2nd thru 10th copies..... | 2,000 | 0.13 | 260.00 | 0.16 | 320.00 | | | |
| (g) | Four-color on 1 side...per sheet | | | | 0.16 | | | | |
| (1) | First copy..... | 600 | 0.39 | 234.00 | | | | | |
| (2) | 2nd thru 10th copies..... | 600 | 0.39 | 234.00 | 0.69 | 414.00 | | | |
| (h) | Four-color on both side...per sheet | | | | 0.69 | | | | |
| (1) | First copy..... | 200 | 0.45 | 90.00 | 0.89 | 178.00 | | | |
| (2) | 2nd thru 10th copies..... | 200 | 0.45 | 90.00 | 0.89 | 178.00 | | | |
| 9. | Large format litigation copying (no digital capture required; no scanning charge allowed), larger than 17 x 11", to as large as 3 x 4': | | | | | | | | |
| (a) | Black-only copying...per sq foot | | | | | | | | |
| (1) | First copy..... | 200 | 0.45 | 90.00 | 0.45 | 90.00 | | | |
| (2) | 2nd thru 10th copies..... | 200 | 0.45 | 90.00 | 0.45 | 90.00 | | | |
| (b) | Four-color copying...per sq foot | | | | | | | | |
| (1) | First copy..... | 200 | 5.00 | 1,000.00 | 10.00 | 2,000.00 | | | |
| (2) | 2nd thru 10th copies..... | 20 | 5.00 | 100.00 | 10.00 | 200.00 | | | |
| II. | Additional Operations: | | | | | | | | |
| (a) | Drilling 2 or 3 holes...per 100 sheets..... | 50 | NC | | NC | | | | |
| (b) | Provision, insertion of colored divider sheets per 100 sheets..... | 10 | NC | | 0.01 | 0.10 | | | |
| © | Provisio, insertion of commercially- available tab dividers...per 100 dividers..... | 6 | 20.00 | 120.00 | 25.00 | 150.00 | | | |
| (d) | Provision, insertion of white legal index exhibit dividers w/ printed exhibit numbers on tabs (Avery's legal Index exhibit divider,UPC # 11370, or equal...per divider..... | 500 | 0.22 | 110.00 | 0.25 | 125.00 | | | |
| € | Provision of manila folders...per folder..... | 100 | 0.22 | 22.00 | 0.25 | 25.00 | | | |
| (f) | Provision of durable "redwell" or "red rope" style expansion (approx 3 to 5") pocket folder per folder..... | 50 | 3.00 | 150.00 | 3.50 | 175.00 | | | |
| (g) | Provision of vinyl-clad binders, with 3 ring metal base element, opening & closing levers, & Clear View' vinyl pockets on front cover & spine: 1. Round ring, 2" capacity...per binder..... | 20 | 5.75 | 115.00 | 6.25 | 125.00 | | | |
| 2. | Round ring, 3" capacity...per binder..... | 15 | 6.75 | 101.25 | 7.25 | 108.75 | | | |
| 3. | Slant-D, 3" capacity...per binder..... | 12 | 6.75 | 81.00 | 7.25 | 87.00 | | | |
| 4. | Slant-D, 4" capacity...per binder..... | 20 | 10.00 | 200.00 | 12.00 | 240.00 | | | |
| 5. | Slant-D,5" capacity...per binder..... | 3 | 15.00 | 45.00 | 18.25 | 54.75 | | | |
| (h) | Insertion of mat'ls into 3 ring binders.per binder... | 70 | NC | | NC | | | | |
| (i) | Folding(foldins,etc)...per fold, per sheet..... | 500 | 0.02 | 10.00 | 0.02 | 10.00 | | | |
| (j) | Velo binding(includes the cost of binders & punching of holes)...per piece..... | 50 | 1.90 | 95.00 | 2.00 | 100.00 | | | |
| (k) | Plastic comb binding(includes the binder & | | | | | | | | |

