

Program No 2819-S Term DOA To 03/31/2019					
TITLE: Microform and Other Miscellaneous Products					
				American Micro Data	
				Denver, CO	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	
I.	MICROFORM OPERATIONS, SCANNING, ARCHIVING, PACKING & DIST.				
a.	Source Document Preparation, per hour	96	\$18.00	\$1,728.00	
b.	Microfilm and Jackets (16/35 mm) incl. cost for loading the jacket, per jacket	730	\$0.40	\$292.00	
c.	Diazo Duplication (105 mm), per microfiche/jacket	730	\$0.30	\$219.00	
d.	Engineering Microfilm (customer card - over 18x24" (35mm flat)), per card	16,828	\$0.50	\$8,414.00	
e.	Aperture Card (1st customer card) (mounted and verified), per card	9,028	\$0.20	\$1,805.60	
f.	Aperture Card (2nd customer card) (mounted and verified), per card	9,028	\$0.13	\$1,173.64	
g.	Aperture Card Keypunch Indexing (1st customer card), per card	9,028	\$0.40	\$3,611.20	
h.	Aperture Card Keypunch Indexing (2nd customer card), per card	20,863	\$0.15	\$3,129.45	
i.	Alpha Index jackets, including titling the jacket , per jacket	1,399	\$0.40	\$559.60	
j.	Duplicate Jackets, including loading and titling the jacket, per jacket	2,600	\$0.30	\$780.00	
k.	Reproduce Drawings (12 x 18"), per copy	1,902	\$0.40	\$760.80	
l.	Reproduce Drawings (Over 12 x 18" up to & including 24 x 36"), per copy	3,333	\$1.25	\$4,166.25	
m.	Microfiche Scanning (500k image or < project, 300 dpi), inc. cost to save to a CD-ROM, per microfiche	76,937	\$0.06	\$4,616.22	
n.	Small Format Paper Scanning (8-1/2x11" up to and inc 11x17") inc. cost to save to a CD-ROM, per scan	63,287	\$0.06	\$3,797.22	
o.	Manipulating TIFF File before Archiving, including transfer on file to final output, per file	34,101	\$0.02	\$682.02	
p.	Converting Image to PDF file, per file	111,933	\$0.02	\$2,238.66	
q.	Indexing TIFF Images, Alpha Code & Numeric Deed (max. 12 characters), per record	4,560	\$0.10	\$456.00	
r.	Creation of Multi-Page TIFF (attaching), per image	10,321	\$0.01	\$103.21	
s.	Setup, per run	1	\$25.00	\$25.00	
t.	Color Scanning (24-bit, 2-page up format), per scan	5,844	\$0.10	\$584.40	
u.	CD Mastering, per master	10	\$15.00	\$150.00	
v.	CD Duplication, per disc	250	\$7.50	\$1,875.00	
w.	Inserting CD into Jewel Case (including labeling), per case	10	\$0.20	\$2.00	
x.	Inserting CD into Window Envelope, per envelope	250	\$0.20	\$50.00	
	CONTRACTOR TOTALS			\$41,219.27	
	DISCOUNT		2%	\$824.39	
	DISCOUNTED TOTALS			\$40,394.88	

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Microform and Other Miscellaneous Products

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

Various Government Agencies in the Denver and Fort Collins, CO Areas

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending March 31, 2019, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

QUOTES OPENING: Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on March 27 2018.

QUOTATION SUBMISSION: Submit quotes in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile quotations in response to this solicitation are permitted. Facsimile quotations may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The Program number and quote opening date must be specified with the quotation. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January 2018. ***The GPO 910 "BID" Form is NOT required. Offerors are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.***

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 100-mile radius of Denver, CO. Any offeror intending to use production facilities outside this area should furnish information with the quote 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 offeror of the responsibility for compliance with these schedule requirements.

OFFERORS, PLEASE NOTE: The specifications have been extensively revised; therefore, all offerors are cautioned to familiarize themselves with all provisions of these specifications before submitting a quote, with particular attention to the following: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective offerors should carefully read this publication as the applicable terms within become an integral part of this contract.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Deb Eichfeld at (303) 236-5292, x7; or email deichfeld@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quotation will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)), GPO Contract Terms, Quality Assurance Through Attributes Program for Microforms (GPO Publication 310.3, effective August 31, 1988 (Rev. 2/2017)), and ANSI Standard, Sampling Procedures and Tables for Inspection by Attributes (ANSI/ASQ Z1.4).

Revised GPO Contract Terms (GPO Publication 310.2) is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

GPO QATAP for Microforms (GPO Publication 310.3) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/310-3-contract-terms-microforms262f0930b44a64308413ff00001d133d.pdf>.

Standards referenced in this contract are those that are current at the time of contract solicitation.

SUBCONTRACTING: Subcontracting is not allowed.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

CONTRACTOR'S QUALITY ASSURANCE SYSTEM: The contractor must provide and maintain an effective quality assurance system.

The contractor's quality assurance system must include, at a minimum, the following elements to the degree necessary for the end products under this contract:

1. Environmental storage controls that assure temperature and humidity are within ISO 18911.
2. Environmental air quality controls in microfilming and duplicating areas that meet ISO 14644-1 and 14644-2.
3. Controls that assure raw materials meet all applicable requirements and that proper storage and issuing procedures are followed.
4. Controls that assure all steps in the process will generate products that conform to all requirements of this contract.
5. Maintenance and calibration records on all applicable production and inspection equipment.
6. Inspection procedures and adequate records to assure conformance to all requirements of this contract.
7. Other applicable quality assurance records such as, raw material certifications, condition and timeliness of furnished materials, and outside laboratory analyses if performed.

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 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 five (5) 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 authorized pricing adjustment(s).

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 Date of Award to March 31, 2019, 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 December 31, 2017, 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.

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

IMAGE STABILITY: The contractor must submit certification, from an independent testing agency, that the residual thiosulfate concentrations for archival microforms are in compliance with ISO 18919 - 1999. The certificate must indicate that the test procedure utilized was the Methylene Blue Method as described in ISO 18917 - 1999.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor’s representatives at the GPO, Denver, CO, immediately after award. At the Government’s option, the postaward conference may be held via teleconference.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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 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 March 31, 2019, 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/electronic order shall be "issued", upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to 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.

PAYMENT: Immediately upon completion of a print order, the contractor is required to furnish their billing invoice to the ordering agency for examination and certification as to correctness of billing as applicable to the work performed. Contractor to submit billing to the ordering agency as specified on the print order.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt thereof.

After examination and certification by the ordering agency, contractor must submit their invoice to GPO.

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 receiving payment. 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>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000, the billing certification requirement is WAIVED.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of microforms requiring such operations as pickup, inspection, preparation, indexing, microfilming, duplicating, inserting into jackets, CD duplication, scanning, digital image manipulation, aperture cards, packing, and distribution.

TITLE: Microform and Other Miscellaneous Products.

FREQUENCY OF ORDERS: Approximately 30 orders per year.

Six agencies within the Denver and Fort Collins, CO areas may place print orders at any time. Multiple items may be ordered on the same print order requiring the same schedule.

QUANTITY: Approximately 25 to 25,000 copies per order.

NUMBER OF PAGES: Approximately 100 to 5,000 pages per order.

GOVERNMENT TO FURNISH: Original copy (source document) will consist of one or more of the following:

- Text pages in sizes up to and including 8-1/2 x 14". Most text pages are typed but some may be handwritten.
- Bound volume copy.
- Oversized maps, charts, and tables (larger than 8-1/2 x 14"). Copy may be rolled or folded ozalid (or similar) paper print or may be rolled Mylar positives, film negatives, photostat negatives, brown or black or sepias. Most maps will be approximately 24 x 36" or 36 x 36". An occasional map may be for up to 60" in maximum dimension.
- Well, drilling, or geophysical logs. Copy may be rolled in up to 18" wide continuous sepias or continuous pre-folded paper prints (8-1/2 x 12" segments) of various lengths (similar to fan-folded computer printout sheets).
- Developed roll microfilm (16 mm or 35 mm).
- Computer printout up to and including 11 x 15".
- 105 x 148 mm microfiche and/or jacket master for diazo duplication.
- Facsimile for shipping container labels (7-7/8 x 6-1/8" image size).

Identification markings such as register marks, commercial identification marks of any kind, etc., carried on furnished copy (as specified above), must not print on finished product.

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 is responsible for providing microcopy resolution test cards (targets) composed of five (5) ISO Test Charts No. 2. The constructed targets must meet ANSI/AIIM MS23. The test charts must meet ANSI/ISO 3334.

LIABILITY FOR GOVERNMENT PROPERTY: The contractor will be held responsible for replacing lost or damaged Government property, whether in the process of operations or in transit.

INSPECTION OF SOURCE DOCUMENTS (INCLUDING MICROFICHE AND JACKET): Immediately upon receipt, the contractor will be required to inspect all source documents to determine their suitability for microfilming by comparing the furnished source documents with the print order and contract specifications. Contractor to annotate any discrepancies and immediately contact the appropriate agency representative.

If a microform or publication is found to be defective during inspection, the contractor will discontinue work on that print order. After all publications on that order have been inspected, the contractor will call the ordering agency for further instructions.

Contractor is responsible for the safe return of all unsuitable source documents and is required to maintain signed receipts for this material. Unsuitable source documents must be returned within two (2) workdays of receipt thereof. For each source document publication returned without microfilming because of unsuitability, a detailed listing of the defects must be included.

Returned unsuitable source documents must be packed separately from the remainder of the print order and delivered to the agency, and shall be accompanied by a receipt indicating the GPO print order number, classification number, and title of publication(s) being returned.

The Government has the final approval as to whether a publication will be microfilmed.

PREPARATION OF SOURCE DOCUMENTS: Contractor will be required to prepare all source documents as follows:

Furnished looseleaf and occasionally bound publications are NOT to be cut apart unless given permission to do so by the ordering agency. If ordered to be cut apart, pages are to be clean cut; torn edges will not be permitted. In addition, pages are to be cut so the image will appear parallel to the trimmed edges both horizontally and vertically. Publications which have been cut apart need not be rebound, but all pages must be returned to their original pagination and each publication must be banded separately. The contractor must replace any source document where, by his own negligence, the image is damaged or the pages have not been cut according to specifications. This will be accomplished at no cost to the Government.

Casebound publications are **NEVER** to be cut apart (a book cradle may be required to shoot copy).

Pages are NOT to be renumbered, for they are to be exactly as submitted; however, some copy may require to be turned 90 degrees. Numbering must be legible, leaving the original page number legible.

MICROFILMING REQUIREMENTS FOR 16 MM MICROFILM: All well, drilling, and geophysical logs, up to 18" wide by various continuous lengths, shall be filmed on 16 mm at 1:32 and inserted in chambers of 4 x 6" microfiche and/or jackets. If a log is too long to fit entirely in one chamber of the jacket, the continuation shall be inserted in the next chamber below. Where a continuation is necessary, it shall include an overlap of at least 4" of the original log.

MICROFILMING REQUIREMENTS FOR 35 MM MICROFILM: All oversized maps, charts, and tables shall be filmed on 35 mm film at a reduction ratio determined by the contractor (unless specified by the ordering agency), based on the size of the document image area, as follows:

<u>Reduction</u>	<u>Maximum Size</u>
1:12	14-3/4 x 19-1/2"
1:14	16-1/2 x 22-1/2"
1:16	19-1/2 x 26"
1:18	21-1/2 x 29"
1:20	24 x 32"
1:22	27 x 36"
1:24	29 x 39"
1:27	33 x 44"
1:30	37 x 49"

NOTE: All reproductions must be readable after reductions.

Whenever possible in the size ranges given above, contractor shall film in horizontal mode. In 1:24-size range, if not possible to film in horizontal mode, contractor shall film in vertical mode. Documents larger than 37 x 49" shall be filmed in horizontal mode in sections with at least 2" of overlap between sections; the reduction ratio used to film large documents in sections shall be selected to result in the fewest sections possible. Sections shall be inserted in jacket in logical sequence.

DUPLICATING REQUIREMENTS: The contractor shall not use any type of tape on any archival microforms.

The second generation negative diazo microfiche and/or jacket produced under this contract must:

- Be produced directly from either the contractor's produced and/or furnished first generation negative archival silver-gelatin master.
- Be right reading on the emulsion side.
- Duplicates must not have a resolution loss of more than one test pattern below that of the furnished master microfiche and/or jacket on any ISO Test Chart No. 2 within the frame. This applies to all test charts within the frame.
- Be long-term, Class B film (viewing only) in accordance with ANSI IT9.5-1988.

ENGINEERING MICROFILM (CUSTOMER/APERTURE CARD):

- Over 18 x 24" (35 mm) flat.
- 16 mm silver halide film.
- 24X Reduction.
- Comic mode, right reading.
- Density .95 to 1.15

APERTURE CARDS (CUSTOMER CARD):

- Mount 35 mm microfilm. (NOTE: Contractor is responsible for verifying the correct microfilm goes in the correct aperture card.)
- Natural color card stock.
- Titling required.
- Duplicate aperture cards using blue base stock (3 mil).
- Scan microfilm aperture cards
- Key punch index microfilm aperture cards (16-character file frame)
- Staple

JACKETING AND JACKET TITLING:

Jacketing:

- 16 mm microfilm loaded into 4 x 6" channel jackets
- 16 mm and 35 mm microfilm both (when applicable) loaded into 4 x 6" five channel combination 16/35 mm jackets.
- 35 mm microfilm loaded into 4 x 6" two channel jackets.
- Jackets to be inserted into industry standard envelopes. Envelopes shall be manufactured to permit easy insertion/removal of product.

Jacket Titling:

- Print directly on the Mylar header of each jacket.
- Each field is set in a specific alignment on the jacket title as per print order.
- Title must be evenly spaced from the top of the jacket to the top of title characters across the entire jacket.

DIAZO (105 MM) DUPLICATING:

- Collate duplicate film into customer specified order.
- Duplicates to be inserted into industry standard envelopes. Envelopes shall be manufactured to permit easy insertion/removal of product.

CD MASTERING AND DUPLICATION:

- Mastering
- Duplicate 5 to 50 copies (as ordered) of the original CD.
- Label each CD, as specified.
- When ordered, insert each CD into industry standard jewel case. Label jewel cases, as specified.
- When ordered, insert each CD into industry standard, windowed CD envelope.
- Index TIFF images (Alpha code and numeric deed 12 character max)
- Create multi-page TIFF (attaching)
- Transfer from media to hard drive

REPRODUCTION OF PAPER PRINTS:

- Shoot D-size drawings same size or at a reduced focus with sizes ranging from 12 x 18" to 24 x 36", as specified on the print order.

FILM SCANNING:

- 16 mm microfiche and/or jacket scanning.
- 35 mm aperture card and/or jacket scanning.
- Microfiche and/or jacket scanning (500 K image project)
- 200 x 200 and 300 x 300 dpi, as specified.
- TIFF, JPEG, and PDF formats, as specified.
- Final product delivered on CD-ROM.
- Microfiche and/or jacket inspection and preparation
- Setup, as required.
- 35mm furnished slides scanned to JPG files (must be 300 dpi when reproduced at 4 x 6" requiring a scan at 1,200 dpi).

SMALL FORMAT PAPER SCANNING:

- 8-1/2 x 11" up to and including 11 x 17".
- 200 x 200 and 300 x 300 dpi, as specified.
- TIFF, JPEG, and PDF formats, as specified.
- Final product delivered on CD-ROM.
- 24-Bit color scanning in a 2-page up format with image enhancement applications for deskew, despeckle, and contract; multi-page PDF and single page TIFFGIV file output; file indexing and media included.

PACKING: Pack suitable so as to ensure that the product is not damaged and the package will not open nor split during the delivery process.

Packing material shall contain no adhesive or chemical that might produce a degenerative effect upon the film or enclosure (envelopes, packages, etc.) and shall be free from particulate matter. All packing material must be in accordance with ISO 18902-2001.

Microfilm: Securely wrap reels together using cardboard or other means in order to guarantee safe delivery. All shipments must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through a small package carrier delivery system.

Contractor shall be responsible for replacement and delivery costs of items not received by addressees resulting from improper packaging and/or labeling. Replacement copies must be received at destination within five (5) workdays of notification that such replacement is necessary.

LABELING AND MARKING: Protective envelopes containing first or second generation microfiche and/or jacket are to be marked in such a manner as to indicate the film generation contained (handwritten is not acceptable). Protective envelopes containing diazo microfiche and/or jacket need not be marked.

Inks used on envelopes must have a pH value no less than 7.0 and shall contain no chemicals that may produce a degenerative effect upon the film or protective envelopes.

Contractor to label reels indicating the background density, resolution target reading, and reel number.

Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to various addresses in the Denver, CO, and Fort Collins, CO metropolitan areas.

Deliveries will be accepted between the hours of 8:00 a.m. and 3:30 p.m., (Denver time), Monday through Friday, excluding Government holidays.

Delivery Receipts: 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 invoice for payment.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 2819-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping methods, and title of product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Within five (5) workdays of completion of each order, contractor to deliver all furnished materials to one (1) address in the Denver, CO, and Fort Collins, CO metropolitan areas, as specified on the print order. These materials must be packed and returned separately (by traceable means) from the entire print order.

All expenses incidental to picking up and returning materials (when applicable), submitting proofs, and furnishing sample copies 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 print order (GPO Form 2511).

Contractor to pick up print order and furnished materials at various Government agencies in the Denver and Fort Collins, CO, metropolitan areas. The contractor will be notified by telephone by 11:00 a.m., local time, the day the order is to be issued. Contractor to pick up the print order and furnished materials the SAME workday.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notifications of availability of the print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and distribution must be completed within two (2) to five (5) workdays of receipt of notification of availability of the print order and furnished material. (NOTE: Majority of all orders issued will be for five (5) workdays.)

NOTE: All orders will be checked for compliance and accepted or rejected within 10 workdays of receipt of delivery. All orders found not to be in compliance of Quality Assurance provisions will be returned to the contractor for correction at contractor's expense. Returned orders are subject to the same schedule requirement as the original order.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, 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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the U.S. GPO Denver Regional Office via email at infodenver@gpo.gov, or via facsimile at (303) 236-5332.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest offer by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production requirements 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 for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I.	(a)	96
	(b)	730
	(c)	730
	(d)	16,828
	(e)	9,028
	(f)	9,028
	(g)	9,028
	(h)	20,863
	(i)	1,399
	(j)	2,600
	(k)	1,902
	(l)	3,333
	(m)	76,937
	(n)	63,287
	(o)	34,101
	(p)	111,933
	(q)	4,560
	(r)	10,321
	(s)	1
	(t)	5,844
	(u)	10
	(v)	250
	(w)	10
	(x)	250

SECTION 4. - SCHEDULE OF PRICES

Quotes submitted 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. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared non-responsive.

An entry of "NC" (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government. Quotes submitted with "NB" (No Quote), "NA" (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any quotes 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 quote or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

I. MICROFORM OPERATIONS, SCANNING, ARCHIVING, PACKING, AND DISTRIBUTION:

Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

Items I.(b), (c), (i), and (j) must include the cost of envelopes and inserting into envelopes.

- (a) Source Document Preparation.....per hour.....\$_____
- (b) Microfilm and Jackets (16 mm/35 mm),
including cost for loading the jacket per jacket.....\$_____
- (c) Diazo Duplication (105 mm)..... per microfiche/jacket.....\$_____
- (d) Engineering Microfilm (Customer Card - over 18 x 24" (35 mm flat))..... per card.....\$_____
- (e) Aperture Card (1st Customer Card) (mounted and verified)..... per card.....\$_____
- (f) Aperture Card (2nd Customer Card) (mounted and verified)..... per card.....\$_____
- (g) Aperture Card Key punch Indexing (1st Customer Card)..... per card.....\$_____
- (h) Aperture Card Key punch Indexing (2nd Customer Card)..... per card.....\$_____
- (i) Alpha Index Jackets, including titling the jacket..... per jacket.....\$_____
- (j) Duplicate Jackets, including loading and titling the jacket per jacket.....\$_____

(Initials)

- (k) Reproduce Drawings (12 x 18")..... per copy\$ _____
- (l) Reproduce Drawings (Over 12 x 18" up to and including 24 x 36") per copy\$ _____
- (m) Microfiche Scanning (500K image or < project, 300 dpi),
including cost to save to a CD-ROM per microfiche\$ _____
- (n) Small Format Paper Scanning (8-1/2 x 11" up to and including 11 x 17"),
including cost to save to a CD-ROM per scan\$ _____
- (o) Manipulating TIFF File before Archiving, including transfer of file
to final output per file\$ _____
- (p) Converting image to PDF file..... per file\$ _____
- (q) Indexing TIFF Images, Alpha Code and Numeric Deed
(maximum 12 characters) per record\$ _____
- (r) Creation of Multi-Page TIFF (attaching) per image\$ _____
- (s) Setup..... per run\$ _____
- (t) Color Scanning (24-bit, 2-page up format) per scan\$ _____
- (u) CD Mastering per master\$ _____
- (v) CD Duplication..... per disc\$ _____
- (w) Inserting CD into Jewel Case (including labeling)..... per case\$ _____
- (x) Inserting CD into Window Envelope per envelope\$ _____

My production facilities are located within the assumed area of productionyes _____no

NOTICE: Offerors 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 Material
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 _____

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the offeror has selected the city and state shown below in the address block, and the quote will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Offeror 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 offeror) 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.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, 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 fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

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

Offeror _____
(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)

(Person to be Contacted) (Telephone Number) (Email)