

TITLE: "Scanning" / PROGRAM: 3815-S
TERM: July 1, 2020 to June 30, 2021

Item No	DESCRIPTION	Basis of Award	Melken Solutions		Perin Investigations, LLC		Rise Business Services		
			090	57333	050	68163	050	75545	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	SCANNING, PACKING, AND DISTRIBUTION:								
A.	Scanning up to and including 8-1/2 x 11" (black and color) documents.								
(1)	No intervention, per scan	16,200	x	0.099	1,603.80	0.02	324.00	0.030	486.00
(2)	Light intervention, per scan	10,800	x	0.099	1,069.20	0.05	540.00	0.050	540.00
(3)	Medium intervention, per scan	10,800	x	0.099	1,069.20	0.08	864.00	0.060	648.00
(4)	Heavy intervention, per scan	10,800	x	0.099	1,069.20	0.13	1,404.00	0.070	756.00
(5)	Glass work intervention, per scan	5,400	x	0.099	534.60	0.16	864.00	0.140	756.00
B.	Scanning over 8-1/2 x 11" up to and including 12 x 18" (black and color)								
(1)	No intervention, per scan	8,100	x	0.099	801.90	0.02	162.00	0.035	283.50
(2)	Light intervention, per scan	5,400	x	0.099	534.60	0.05	270.00	0.055	297.00
(3)	Medium intervention, per scan	5,400	x	0.099	534.60	0.08	432.00	0.060	324.00
(4)	Heavy intervention, per scan	5,400	x	0.099	534.60	0.13	702.00	0.075	405.00
(5)	Glass work intervention, per scan	2,700	x	0.099	267.30	0.16	432.00	0.140	378.00
C.	Scanning over 12 x 18" up and including 36 x 48" black documents.								
(1)	No intervention, per scan	675	x	0.52	351.00	3.00	2,025.00	0.800	540.00
(2)	Light intervention, per scan	450	x	0.52	234.00	3.00	1,350.00	0.850	382.50
(3)	Medium intervention, per scan	450	x	0.52	234.00	3.00	1,350.00	0.900	405.00
(4)	Heavy intervention, per scan	450	x	0.52	234.00	3.00	1,350.00	0.950	427.50
(5)	Glass work intervention, per scan	225	x	0.52	117.00	3.00	675.00	1.050	236.25
D.	Scanning over 12 x 18" up and including 36 x 48" color documents.								
(1)	No intervention, per scan	675	x	0.52	351.00	6.00	4,050.00	0.850	573.75
(2)	Light intervention, per scan	450	x	0.52	234.00	6.00	2,700.00	0.900	405.00
(3)	Medium intervention, per scan	450	x	0.52	234.00	6.00	2,700.00	0.950	427.50
(4)	Heavy intervention, per scan	450	x	0.52	234.00	6.00	2,700.00	1.000	450.00
(5)	Glass work intervention, per scan	225	x	0.52	117.00	6.00	1,350.00	1.100	247.50
E.	Scanning with conversion to vector for AutoCAD format for over 12 x 18" up and including 36 x 48" in black.								
(1)	No intervention, per scan	675	x	0.52	351.00	6.00	4,050.00	1.350	911.25
(2)	Light intervention, per scan	450	x	0.52	234.00	6.00	2,700.00	1.400	630.00
(3)	Medium intervention, per scan	450	x	0.52	234.00	6.00	2,700.00	1.450	652.50
(4)	Heavy intervention, per scan	450	x	0.52	234.00	6.00	2,700.00	1.500	675.00
(5)	Glass work intervention, per scan	225	x	0.52	117.00	6.00	1,350.00	1.550	348.75
F.	Scanning with conversion to vector for AutoCAD format for over 12 x 18" up and including 36 x 48" in color.								
(1)	No intervention, per scan	675	x	0.52	351.00	10.00	6,750.00	1.400	945.00
(2)	Light intervention, per scan	450	x	0.52	234.00	10.00	4,500.00	1.450	652.50
(3)	Medium intervention, per scan	450	x	0.52	234.00	10.00	4,500.00	1.500	675.00
(4)	Heavy intervention, per scan	450	x	0.52	234.00	10.00	4,500.00	1.550	697.50
(5)	Glass work intervention, per scan	225	x	0.52	117.00	10.00	2,250.00	1.600	360.00
II.	EXTERNAL STORAGE DEVICES:								
	External storage device, per hard drive	25	x	132.50	3,312.50	150.00	3,750.00	180.00	4,500.00
III.	ADDITIONAL OPERATIONS:								
A.	Indexing with hyperlinks, per 100 files	900	x	4.40	3,960.00	2.00	1,800.00	30.00	27,000.00
B.	*System Timework, per 30 minutes	12	x	16.42	197.04	40.00	480.00	25.00	300.00

CONTRACTOR TOTALS
DISCOUNT if any
DISCOUNTED TOTALS

	Awarded			
	\$20,168.54	\$68,274.00	\$46,708.50	
1%				
10 Days	\$20,168.54	\$68,274.00	\$46,708.50	

Prepared by: Darla Wear
Reviewed by: Beverly Boecher 6/29/2020

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

SCANNING

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

U.S. Department of Commerce: National Oceanic and Atmospheric Administration

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning July 01, 2020 and ending June 30, 2021, 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: Offers shall be opened at 11:00 a.m., prevailing Denver, CO, time, on June 25, 2020 at the U.S. Government Publishing Office, Denver Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

QUOTATION SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to bidsdenver@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The 3815-S bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m., prevailing Denver, CO time, on June 25, 2020, on the bid opening date specified above will not be considered for award.

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 a 100-mile radius of Boulder, 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 bidder of the responsibility for compliance with these schedule requirements.

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

Scanning
Program 3815-S (06/21)

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The offeror's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

OFFERORS, PLEASE NOTE: This is a new contract. All offerors are cautioned to familiarize themselves with all provisions of these specifications before bidding.

This is a new offering, there is no history. An abstract of previous prices is not available.

Scanning
Program 3815-S (06/21)

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quote 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 Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

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

QUALITY ASSURANCE STANDARDS: The following documents and publications shall apply to these specifications: In the event of conflict between the documents and publications referenced herein and the content of this specification shall be considered a superseding requirement.

Printing of Digital Media Label Only

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension/Electronic Media

All scanning will be done at Three Star (300 ppi, 8 or 16 bit).

All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI): FADGI September 2016 Technical Guidelines for Digitizing Cultural Heritage Materials, Creation of Raster Image Files. Bound Volumes: General Collection Standard.

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function for this procurement is conversion of hardcopy to portable document files. Each file to be supplied at highest resolution possible suitable for posting online/web. Subcontracting will not be permitted.

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).

Scanning
Program 3815-S (06/21)

The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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 July, 01 2020 through June 30, 2021, 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 March 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.

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

Scanning
Program 3815-S (06/21)

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.

POST AWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by the Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Denver Regional Office, immediately after award. At the option of the Government, the post award conference may be held via teleconference or waived.

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 July 01, 2020 through June 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", 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.

Scanning
Program 3815-S (06/21)

PAYMENT: The GPO Denver Regional Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification a copy of the approved billing certification sheet and the accompanying 2511 print order with all additional pages are to be submitted by the agency and the contractor to the GPO Denver office, via fax (303) 236-5332 or email to: InfoDenver@gpo.gov.

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>.

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 15000, 25000, 45000, 65000, 85000, 95000 the billing certification requirement is WAIVED.

Scanning
Program 3815-S (06/21)

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of scanning of pages and engineering drawings, requiring such operations as disassembling of camera copy, Optical Character Recognition (OCR) scanning, indexing, reassembling government furnished material, packing and delivery. Documents will be scanned with universal PDF file extensions. All scanning will be true optical resolution. Interpolating to a higher resolution will not be permitted.

TITLE: Scanning

FREQUENCY OF ORDERS: Approximately 12 orders per year.

NUMBER OF PAGES: Approximately 5,000 – 10,000 pages per order.

TRIM SIZES:

Scanning documents (Black and Color): up to 8-1/2 x 11". It is anticipated that 60% of all orders will be 8-1/2x11".

Scanning documents (Black and Color): over 8-1/2 11" up to 12 x 18". It is anticipated that 30% of all orders will be 11 x 17".

Scanning Oversized documents (Black and Color): over 12 x 18" and up to 36 x 48". It is anticipated that 10% of all orders will be oversized, up to 36 x 48".

GOVERNMENT TO FURNISH:

Hard copy documents may be furnished including, but not limited to, 2-sided GBC bound; blueprints; bound books; envelopes; faxes; fold-ins; forms (8-1/2 x 11"); half pages; maps; newspapers; oversized documents (documents over 12 x 18"); photos; pin-fed and non-pin-fed computer forms; receipts; sticky notes; bound in folders; folded products; paper clipped; sticky notes affixed; stapled.

Contractor will be required to separate each page for scanning/conversion. Content includes single-sided; double-sided; black only; carbon copies; color; embossed image; grayscale; hand-written; laser print; line-work; photocopies; text; typewritten. Documents may be fragile; have edges frayed; be of good quality originals; be of poor quality originals; yellowed.

Old and out of print books will require individual special handling to insure the integrity of the binding and text pages for scanning purposes. Rebound of books is not necessary but contents must be kept in order and rubber band together for return to agency.

A wide variety of documents could include, but is not limited to, old and/or brittle originals that must be handled with care; carbon copy; carbonless copy; colored paper; plain white paper; tracing paper; onion skin; and thermal paper. Oversize documents of various types and sizes up to 36 x 48".

Due to the nature of scanning there may be services and products that this contract does not cover. In the event that the agency places an order that requires services or products not covered under this contract, it will be the responsibility of the contractor to contact the Government Publishing Office, Denver Regional Office, with the cost on those items not covered to establish cost prior to proceeding. Invoicing for products or services not covered under the terms of the contract prior to establishing cost may result in denial of payment on those items. Under no circumstance will the contractor stop work due to payment issues.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

Scanning
Program 3815-S (06/21)

LIABILITY OF GOVERNMENT OWNED PROPERTY: The contractor will be responsible for the Government property whether in the performance of the contract or in transit during pickup and/or return of such furnished property to the Government in accordance with GPO Contract Terms, Contract Clause, No. 9.

WARNING: All media provided by the Government, and duplicates made by the contractor or their representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. The scanned material or media must not 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 nonerasable media shall be destroyed by the contractor.

PORTABLE HARD DRIVE: The term "hard drive" refers to a non-volatile digital storage device with either a magnetic rotating disk or a solid state/flash memory bank. The external hard drives must have at least one USB A, USB B, or USB C connection or whatever the most common universal connection formats that are available. No Micro- or Mini- USB or Flash drives. A SATA is acceptable, but the supplied drives must also have a USB connection conforming to the previously mentioned requirement. SSD's must have the same connection capability, and should be in an external hard drive format. The capacity of hard drives is variable and should be sufficient to hold an order. The hard drives shall be in conformance with standards set by the ISO.

Contractor shall save final files to an external hard drive.

CONSULTATION: It is anticipated that prior to placing a print order or during the course of production of an order, the agency may consult with the contractor over the telephone or face-to-face at the agency's location regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone, video, and/or person-to-person inquiries of a technical nature which will NOT require access to the contractor's electronic prepress system (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government.

COMPUTER TIMEWORK: Computer timework can be provided for zoning, which consists of complex formatting such as, cross-column headings, tables, footnotes, mathematical symbols, text wrapped around images, etc., or may require text blocks to be delineated so that OCR can interpret the arrangement properly.

NOTE: For more complex consultations related to electronic media, a system timework charge will be permitted. "System timework" must be supported by a statement outlining in detail the operation for which payment is claimed. System timework for up to three (3) hours for author's alterations (AA's) may be signed off by the agency on the billing certification. System timework which exceeds three (3) hours or for other than AA's will only be allowed under exceptional circumstances and must be specifically authorized by the Contracting Officer using a subsequent contract modification(s). In case of dispute, the Contracting Officer reserves the right to final determination as to the operation and/or number of hours chargeable under III. B.

Timework will be rounded up to closest 30-minute increments. Prior to work, the contractor will be required to inform the agency of the approximate time required.

SCANNER IMAGING PERFORMANCE AND MONITORING: Scanner performance and consistency at the start of production for each print order shall be evaluated prior to scanning by the contractor with the DICE Device Level Target (available as the Golden Thread target from Image Science Associates). Contractor is responsible for obtaining targets and evaluation software.

If scanner performance drops below the required minimum FADGI level specified, the contractor shall stop all scanning and address the deficiency. Failure by the contractor to address the deficiency may require the contractor to re-scan documents at no expense to the Government. No extra time can be allowed for this re-scanning; such operations must be accomplished within the original production schedule allotted in the specifications.

Scanning
Program 3815-S (06/21)

Contractor shall capture a digital image of the DICE Device Level Target for each scanner being used at the start of production of each print order, providing the file(s) to the point of contact on the print order. Additionally, if any changes are made to the scanner(s) (e.g., maintenance, calibration, and/or repair) that would indicate a change in quality or speed of effort, the contractor shall capture digital images of the targets prior to scanning and provide them to point of contact on the print order. In the event of an issue identified by the ordering agency, the ordering agency will provide the files to the GPO Denver for evaluation.

DOCUMENT PREPARATION: The contractor shall provide document preparation services to include, but not limited to, pre- and post-document handling services and document reconstruction services.

Hard copy documents may be furnished loose, bound, stapled, clipped, rubber-banded, in binders or folders, affixed notes, etc. Contractor must disassemble the furnished documents before production.

Material furnished on unusually small stock (receipts, match book covers, personal checks, etc.) must be reproduced individually on 8-1/2 x 11" sheets unless otherwise indicated.

Furnished originals may include documents with Post-It style note(s) affixed. The contractor is to make two copies of such documents: One copy of the original document with the Post-It note(s) affixed; and one copy of the original without the Post-It note(s) affixed. Any removed sticky notes on documents prior to scanning must be replaced in their original positions when scanning is complete.

Documents may be fragile, have frayed edges, be of poor quality, yellowed, etc. The contractor will be required to inspect all documents to determine their suitability for scanning. If contractor determines that any document is unsuitable, contractor to contact the point of contact per print order for further guidance.

Contractor must exercise reasonable care to ensure that the integrity of the material is preserved. Where materials are stapled, or otherwise fastened or bound, care must be used in taking the materials apart to ensure that part of the document is not obliterated or that the authenticity of the document becomes questionable.

The contractor is required to re-stitch or rubber band furnished material in the same order or manner as received, unless otherwise specified by the ordering agency.

SCANNING: Scan documents furnished by the Government. Furnished documents will mostly be in letter, legal, tabloid sizes, and oversized documents will require scanning. Minimum Three Star (300 ppi, 8 or 16 bit) will be required. All documents must be scanned at 100-percent scale. Scanned documents shall be scanned to a resolution high enough to achieve good readable and printable files. The contractor will be required to save images as Adobe Acrobat Portable Document Format (PDF) files. PDF's will be image-only or text-searchable via Adobe Acrobat Pro (versions DC or later) software.

Contractor shall scan all documents as furnished (i.e., in black only or color), unless print order indicates otherwise.

INTERVENTION: The level of handwork intervention required for scanning the furnished document(s) is specified below:

No Intervention: Approximately 30% of the total furnished source materials that shall be ready to be inserted into the automated document scanner requiring no deconstruction. (For example, loose-leaf documents that are all one size.)

Light Intervention: Approximately 20% of the total furnished source materials that shall require slight deconstruction before being inserted into the automatic document scanner. (For example, all one standard size documents that are rolled, stapled, or paper clipped.)

Scanning
Program 3815-S (06/21)

Medium Intervention: Approximately 20% of the total furnished source materials that shall require moderate deconstruction before being inserted into the automatic document scanner and consist of light intervention. (For example, documents of various standard sizes; may include folder tabs and/or tab dividers; sticky notes to be removed and replaced.)

Heavy Intervention: Approximately 20% of the total furnished source materials that shall require difficult deconstruction before being inserted into the automatic document scanner and consist of light and/or medium intervention. (For example, documents of various standard sizes; may include that are folded, torn, or stuck together.)

Glass Work: Approximately 10% of the total furnished source materials that consist of originals that can only be scanned manually on the scanner glass and may include, but are not limited to, receipts, half-pages, envelopes, onion skin or thermal facsimile paper, odd-sized originals, checks, permanently bound books, two-sided spiral bound publications, computer forms that cannot automatically feed, and extremely poor quality originals that require extensive handling and analysis on a page-by-page basis.

DOCUMENT CLEAN-UP: The contractor will be responsible for the following image clean-up requirements at no additional charge to the agency:

Contractor to straighten image(s) that are furnished skewed, any ghost images removed, and remove excessive blank margins by cropping.

Saved files are to be optimized for read only.

If required by the agency, Contractor to compress files following agency's requirements with the use of JPEG 2000 or later.

The viewer image retrieval indexing will be indicated by the agency.

The scanned items must be OCR / search-able compliant. The scanned documents must be converted using OCR. The OCR target format is PDF Image Only.

Once an OCR file is created, the contractor will be required to use a software application that identifies unrecognized character strings; and/or a standard spelling checker; and/or visual comparison against the original(s). Contractor must also embed all fonts. The resulting OCR output must have an accuracy rate of 98% and will be burned to an external hard drive. Text pages and documents that are to be searchable only with a *.PDF extension with an OCR "overlay". It is understood that handwritten items or older, faded text will not be able to reach these standards. OCR is not expected where there is handwriting. Extra care is required where there is handwriting for legibility.

Scanned/converted documents are to be text-searchable.

Oversize documents required for items such as architectural/engineering, technical, BIM, utility drawings, etc. will require "Raster to Vector" Conversion that can be read using a Raster/Vector conversion software in such a manner that the drawings can be read by AutoCAD, such as Scan2CAD. These architectural drawings will be imaged in PDF vector format with all text converted using OCR for incorporation into AutoCAD. Not all oversize drawings will require AutoCAD conversion. Drawings requiring conversion will be indicated by the agency.

FILE NAMING: Contractor to use the file naming convention for single-page PDF or multiple-page PDFs as indicated per print order. The fields required, field length, and the format of the fields will be in this order: Building Number (6-digits-Short Text); Project Number (6-digits-Short Text); Task Number (6-digits-Short Text); Fiscal Year (4-digits-Short Text), plus additional information if supplied (see below). Simple file naming, up to 30 characters, will be required of all scans. Example: Bldg06-00123A-45678B-FY20-ADMN

Scanning
Program 3815-S (06/21)

METADATA: Contractor to identify metadata as specified by the ordering agency. Metadata is to be stored with the fields required, field length, and the format of the fields will be in this order: Building Number (6-digits-Short Text); Project Number (6-digits-Short Text); Task Number (6-digits-Short Text); Fiscal Year (4-digits-Short Text), plus additional information if supplied (see below). Simple file naming, up to 30 characters, will be required of all scans. Example: Bldg06-00123A-45678B-FY20-ADMN

Additional information as provided by the agency for searching:

ADMIN – Administrative – Shall include the following: Invoices, Site Notices, Correspondence, Project Tracker with Log.

PREA – Pre-Award – Shall include the following: PR (Purchase Request), Solicitation, Contract Award, PR Documents, PR Package, Proposals.

CONA – Contract Award – Shall include the following: Contract, Correspondence: Pre-work, Schedule, Safety Plan, Pre-work Meeting Minutes.

DESN – Design – Shall include the following: Correspondence: Meeting Minutes, Mods with Log, RFIs with RFI Log, Design Submittals, Final documents, As-built Drawings, Specifications, Any other final documentation that reasonably fits this description.

CONS – Construction – CONS – Shall include the following: Correspondence – Meeting Minutes, Mods with Logs, Photos, RFI with RFI log, Submittals with Submittal Log, Final Documents, As-built Drawings, O&M Manuals, Any other final documentation that reasonably fits this description.

INDEXING: Contractor to provide a searchable Microsoft Excel spreadsheet containing active links to all files. These links will be based on the metadata or file naming.

EXTERNAL HARD DRIVES: Contractor shall save final files to an external hard drive per print order. Affix label on hard drives in black ink. All external hard drives will have the following information typeset on the labels: Print order number; Date materials received; Date materials shipped to agency; or as specified on the print order.

VERIFICATIONS: In lieu of proofs, the following will be required on all orders:

Contractor will be required to perform 2nd pass verification which is defined as a visual comparison to verify that 100% of the pages/documents were captured in scanning.

Digital media production will require that the contractor check each drive to ensure complete metadata, file naming, file structure, and indexing.

PACKING: Re-pack furnished materials in the original boxes in their original order as received. Pack external hard drives separately with labeling that identifies electronic media within and pack suitable. Contractor must maintain markings on original containers, as furnished.

LABELING AND MARKING: Contractor to download the GPO Form 905, R. 7-15 “Labeling and Marking Specifications” form, located at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf>, fill in appropriate blanks, and attach to shipping containers.

Contractor may be required to label containers to include case title, case number, and any other identifying feature as instructed by the ordering agency.

Scanning
Program 3815-S (06/21)

DISTRIBUTION: Deliver f.o.b. destination to Boulder, CO. Destination requires inside delivery.

OCAO Facility and Logistics Division-Publications Branch (303-497-6465)
325 Broadway, MC4
Boulder, CO 80305-3337

Upon completion of each order, when applicable, all furnished material must be returned to the address indicated on the print order. These materials must be packaged and returned separately from the entire job. Unless otherwise specified, these materials must be returned in the order they were received by the contractor. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

Upon completion of each order, contractor must notify the ordering agency and to infodenver@gpo.gov (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 3815-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to picking up of Government furnished materials and returning 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 print order (GPO Form 2511).

Furnished material must be picked up from and delivered to the ordering agency.

The following schedule begins at the time of notification of the availability of print order and furnished material.

No definite schedule for pickup of material/placement of orders can be predetermined. It is anticipated one order will be placed per month.

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

Contractor must complete production and distribution within 30 to 45 workdays, as stated on the print order.

The delivery date indicated on the print order is the date products are to be delivered f.o.b. destination to the destination specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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 must notify the U.S. GPO of the date of delivery. Upon completion of each order, contractor must contact the GPO Denver RO at infodenver@gpo.gov or via facsimile at (303) 236-5304.

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 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 (1) 16,200
(2) 10,800
(3) 10,800
(4) 10,800
(5) 5,400

B (1) 8,100
(2) 5,400
(3) 5,400
(4) 5,400
(5) 2,700

C (1) 675
(2) 450
(3) 450
(4) 450
(5) 225

D (1) 675
(2) 450
(3) 450
(4) 450
(5) 225

E (1) 675
(2) 450
(3) 450
(4) 450
(5) 225

F (1) 675
(2) 450
(3) 450
(4) 450
(5) 225

II. 25

III. A 900
B 12

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SECTION 4. - SCHEDULE OF PRICES

Offers 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.

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

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 vouchers 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. SCANNING, PACKING, AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary, for the complete scanning, the complete application of optical character recognition (OCR) applied to the raster file, indexing, packing, and distribution of the furnished material listed in accordance with these specifications.

The prices offered shall be all-inclusive for scanning documents, creating searchable PDF files, as ordered.

A. Scanning up to and including 8-1/2 x 11” (black and color) documents.

- (1).. No intervention, per scan..... \$ _____
- (2).. Light intervention, per scan \$ _____
- (3).. Medium intervention, per scan \$ _____
- (4).. Heavy intervention, per scan \$ _____
- (5).. Glass work intervention, per scan..... \$ _____

B. Scanning over 8-1/2 x 11” up to and including 12 x 18” (black and color) documents.

- (1).. No intervention, per scan..... \$ _____
- (2).. Light intervention, per scan \$ _____
- (3).. Medium intervention, per scan \$ _____
- (4).. Heavy intervention, per scan \$ _____
- (5).. Glass work intervention, per scan..... \$ _____

Initials

Scanning
 Program 3815-S (06/21)

- C. Scanning over 12 x 18" up and including 36 x 48" black documents.
 - (1).. No intervention, per scan \$ _____
 - (2).. Light intervention, per scan \$ _____
 - (3).. Medium intervention, per scan \$ _____
 - (4).. Heavy intervention, per scan \$ _____
 - (5).. Glass work intervention, per scan \$ _____

- D. Scanning over 12 x 18" up and including 36 x 48" color documents.
 - (1).. No intervention, per scan \$ _____
 - (2).. Light intervention, per scan \$ _____
 - (3).. Medium intervention, per scan \$ _____
 - (4).. Heavy intervention, per scan \$ _____
 - (5).. Glass work intervention, per scan \$ _____

- E. Scanning with conversion to vector for AutoCAD format for over 12 x 18" up and including 36 x 48" in black.
 - (1).. No intervention, per scan \$ _____
 - (2).. Light intervention, per scan \$ _____
 - (3).. Medium intervention, per scan \$ _____
 - (4).. Heavy intervention, per scan \$ _____
 - (5).. Glass work intervention, per scan \$ _____

- F. Scanning with conversion to vector for AutoCAD format for over 12 x 18" up and including 36 x 48" in color.
 - (1).. No intervention, per scan \$ _____
 - (2).. Light intervention, per scan \$ _____
 - (3).. Medium intervention, per scan \$ _____
 - (4).. Heavy intervention, per scan \$ _____
 - (5).. Glass work intervention, per scan \$ _____

II. EXTERNAL STORAGE DEVICES: Prices offered shall include the cost of all required materials, operations, and labeling necessary for the production external storage.

External storage device, per hard drive. \$ _____

III. ADDITIONAL OPERATIONS:

- A. Indexing with hyperlinks, per 100 files \$ _____
- B. *System Timework, per 30 minutes \$ _____

*NOTE: For system timework, a timework charge will be permitted. "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds three hours or for other than aa's will only be allowed under exceptional circumstances. It must be specifically authorized by the Contracting Officer using a subsequent contract modification(s). In case of dispute, the Contracting Officer reserves the right to final determination as to the operation and/or number of hours chargeable.

 Initials

Scanning
Program 3815-S (06/21)

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 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)

Scanning
Program 3815-S (06/21)

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 or offer 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 bid 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 Bid) (Date)

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

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID



THIS SECTION FOR GPO USE ONLY

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