

PROGRAM 2093S TERM: January 1, 2014 THROUGH December 31, 2014

This is the year base, this contract has 4 more Government option years

TITLE: Optical Character Recognition (OCR) Scanned Documents to Compact Disc

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Pacific Office Automation Beaverton, OR		GPO Estimate	
		UNIT RATE	COST	UNIT RATE	COST
I. SCANNING, PACKING, AND DISTRIBUTION					
(a) Producing a bitonal file, must be a minimum of 600 ppi (1-bit bitonal; ITU-T group 4 compression)					
(1) Auto-Feed scanning; up to and including 12-3/4 x 14", cost per page.....	553	0.06	33.18	0.08	44.24
(2) Light scanning; up to and including 12-3/4 x 14", cost per page.....	829	0.10	82.90	0.08	66.32
(3) Medium scanning; up to and including 12-3/4 x 14", cost per page.....	1933	0.15	289.95	0.12	231.96
(4) Heavy or Glasswork scanning; up to and including 12-3/4 x 14", cost per page.....	1381	0.20	276.20	0.12	165.72
(5) Book-cradle scanning; up to and including 12-3/4 x 14", cost per page.....	829	0.30	248.70	0.30	248.70
(6) Oversize scan. Cost per square foot.....	57	0.25	14.25	0.20	11.40
(b) Producing a gray-scale raster file, must be a minimum of 400 ppi (8-bit grayscale) (no compression)					
(1) Auto-Feed scanning; up to and including 12-3/4 x 14", cost per page.....	332	0.08	26.56	0.07	23.24
(2) Light scanning; up to and including 12-3/4 x 14", cost per page.....	497	0.12	59.64	0.07	34.79
(3) Medium scanning; up to and including 12-3/4 x 14", cost per page.....	1160	0.17	197.20	0.20	232.00
(4) Heavy or Glasswork scanning; up to and including 12-3/4 x 14", cost per page.....	829	0.22	182.38	0.20	165.80
(5) Book-cradle scanning; up to and including 12-3/4 x 14", cost per page.....	497	0.35	173.95	0.35	173.95
(6) Oversize scan. Cost per square foot.....	34	0.25	8.50	0.20	6.80
(c) Producing a color raster file, must be a minimum of 400 ppi (24-bit color)(no compression)					
(1) Auto-Feed scanning; up to and including 12-3/4 x 14", cost per page.....	221	0.15	33.15	0.15	33.15
(2) Light scanning; up to and including 12-3/4 x 14", cost per page.....	332	0.20	66.40	0.79	262.28
(3) Medium scanning; up to and including 12-3/4 x 14", cost per page.....	772	0.25	193.00	0.89	687.08
(4) Heavy or Glasswork scanning; up to and including 12-3/4 x 14", cost per page.....	553	0.30	165.90	0.25	138.25
(5) Book-cradle scanning; up to and including 12-3/4 x 14", cost per page.....	332	0.40	132.80	0.40	132.80
(6) Oversize scan. Cost per square foot.....	23	0.45	10.35	1.50	34.50
(d) Producing a gray scale raster file for archival reproduction. Must have a minimum of 8-bit, 800 ppi grayscale (no compression)					
(1) Auto-Feed scanning; up to and including 12-3/4 x 14", cost per page.....	156	0.08	12.48	0.08	12.48
(2) Light scanning; up to and including 12-3/4 x 14", cost per page.....	234	0.10	23.40	0.10	23.40
(3) Medium scanning; up to and including 12-3/4 x 14", cost per page.....	546	0.15	81.90	0.15	81.90
(4) Heavy or Glasswork scanning; up to and including 12-3/4 x 14", cost per page.....	390	0.20	78.00	0.20	78.00
(5) Book-cradle scanning; up to and including 12-3/4 x 14", cost per page.....	234	0.30	70.20	0.30	70.20
(6) Oversize scan. Cost per square foot.....	16	0.30	4.80	0.08	1.28
(e) Producing a color raster file for archival reproduction. Must have a minimum of 24-bit, 800 ppi color, RGB mode (no compression)					
(1) Auto-Feed scanning; up to and including 12-3/4 x 14", cost per page.....	39	0.15	5.85	0.15	5.85
(2) Light scanning; up to and including 12-3/4 x 14", cost per page.....	59	0.20	11.80	0.20	11.80
(3) Medium scanning; up to and including 12-3/4 x 14", cost per page.....	135	0.25	33.75	0.25	33.75
(4) Heavy or Glasswork scanning; up to and including 12-3/4 x 14", cost per page.....	98	0.30	29.40	0.30	29.40
(5) Book-cradle scanning; up to and including 12-3/4 x 14", cost per page.....	59	0.40	23.60	0.40	23.60
(6) Oversize scan. Cost per square foot.....	5	0.45	2.25	0.15	0.75
II. CD PRODUCTION					
(a) Producing an OCR, CD with searchable files only. Burning up to and including 12-3/4 x 14" pages to the CD. Cost per page.....					
(b) Producing an OCR, CD with searchable and editable file. Burning up to and including 12-3/4 x 14" pages to the CD. Cost per page.....	9750	0.05	487.50	0.05	487.50
(c) Burning non-OCR oversize to one of the above CD types. Cost per square foot.....	3250	0.05	162.50	0.05	162.50
(d) Burning OCR oversize to one of the above CD types. Cost per square foot.....	14	0.10	1.40	0.05	0.70
(e) Copying CD's which were produced under this contract. Cost per CD.....	121	0.15	18.15	0.05	6.05
(f) Copying CD's which were produced under this contract. Cost per CD.....	45	5.00	225.00	10.00	450.00
III ADDITIONAL OPERATIONS					
(a) Electronic Proofs. Cost per page.....	325	0.05	16.25	0.05	16.25
(b) Computer Time Work. Cost per hour.....	3	50.00	150.00	65.00	195.00
CONTRACTOR TOTALS			\$ 3,633.24		\$ 4,383.39
DISCOUNT			NET \$ -		NET \$ -
DISCOUNTED TOTALS			30 days \$ 3,633.24		30 days \$ 4,383.39

AWARDED

review by: _____

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Optical Character Recognition (OCR) Scanned Documents to Compact Disc

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

**U.S. Department of Agriculture
Forest Service
Portland, OR**

Single Award

The term of this contract is for the period

beginning January 1, 2014 and ending December 31, 2014

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Seattle time, on December 19, 2013.

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 30-mile radius of Portland, OR.

Any bidder intending to use production facilities outside this area should furnish information with the bid, see page 14, 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.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PRINTING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 2093-S" on the outside of the envelope.



The following web address will allow you to print a copy of the 910 form.
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>



The following web address will allow you to print a copy of the current pricing abstract.
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Seattle> Scroll down and click on 2093-S.
The spread sheet will be in a PDF format.

For information of a technical nature call Felicia Buchko, Ext. # 3, or email fbuchko@gpo.gov or call Ken Foster, Ext. # 7, or e-mail kfoster@gpo.gov, other questions should be directed to the contract administrator, Lautretz Moore, Ext. # 2, or e-mail lmoore@gpo.gov Phone: (206) 764-3726 (no collect calls).

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 Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf> <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

The above links will enable viewing of the most current versions of the afore mentioned documents.

SUBCONTRACTING: The predominant production function is Optical Character Recognition (OCR) scanning documents to Compact Disc.

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

Production Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from MIL-STD-105):

- (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	Government furnished materials or approved proof.
Document scanning.....	100% accuracy rate.
Optical character recognition (OCR) scanning.....	98% accuracy rate.
When required image parameters for documents with legibility or diffuse characters, handwritten annotations or other markings, low inherent contrast, staining, fading, halftone illustrations or photographs:	8-bit grayscale mode – adjust scan resolution to produce a QI (Quality Index) of 8 for smallest significant character or 8-bit grayscale mode – 400 ppi for documents with smallest significant character of 1.0 mm or larger. NOTE: Regardless of approach used, adjust scan resolution to produce a minimum pixel measurement across the long dimension of 4,000 lines for 8-bit files.

Scan Resolution:

Scan bitonal at 600 pixels per inch [ppi] (1-bit bitonal; ITU-T group 4 compression)
Scan grayscale at 400 ppi (8-bit grayscale) (no compression)
Scan color at 400 ppi (24-bit color) (no compression)

Some orders will require archival reproduction quality which will require 800 ppi.
Grayscale at 8-bit, 800 ppi grayscale (no compression)
Color at 24-bit, 800 ppi color, RGB mode (no compression)

COMPACT DISC ATTRIBUTES:

CD quality control: Each disc produced under this contract must meet or exceed the requirements of these specifications.

1. Verify the integrity of all user data against the original Government furnished material.
2. Verify the integrity of error detection and error correction coding for each sector of the user data area.
3. Verify the UDF/ISO 9660 directory structure.

SECURITY: The contractor must have a security controlled storage area to store all Government furnished 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.

The contractor must be able to sign and adhere with the following Security Agreement if required:

The undersigned vendor agrees to all standards and conditions set forth in this Security Agreement.

1. Documents and/or items received by the vendor could be rare/irreplaceable and must be properly safeguarded. When documents and/or items are not being copied, they will be securely stored in a location which will preclude unauthorized access.
2. Individuals having access to documents and/or items during pick-up, duplication, counting, assembly, delivery, etc., are to be properly notified by the vendor and cautioned to preclude loss, theft, or destruction.
3. All documents and/or items received by the vendor must be returned to the agency, or other locations as specified at time of service request, in the same condition as when received. This includes reassemble in stacks, binders, sets, folders, etc., if disassembly was required during duplication.

PREAWARD TEST: The Contracting Officer, at his option, may require the prospective contractor to run a test order when supplied with the Government Furnished Materials as described within these specifications. There will be no cost to the Government for this test. In the opinion of the Contracting Officer, if the pre-award test ordered, does not meet or exceed the Specified Standards found in the **QUALITY ASSURANCE LEVELS AND STANDARDS**, the contractor may be declared non-responsible.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 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.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

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 prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause on page 1. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "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, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

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.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials. Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber. By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract. When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

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 shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from January 1, 2014 through December 31, 2014. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.



<http://winapps.access.gpo.gov/fms/vouchers/barcode/>

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of optical character recognition scanning of pages and oversize documents, requiring such operations as OCR scanning to CD that is searchable only, and/or OCR scanning to CD that is searchable and editable. Some oversize documents will be scanned and burned to CD with a universal file extension, including TIFF and PDF. Packing and delivery are also required under the terms of this contract.

TITLE: Optical Character Recognition (OCR) Scanned Documents to Compact Disc

FREQUENCY OF ORDERS: Approximately 13 orders per year.

PAGES: Approximately 1000 pages and 4 oversize documents per order.

QUANTITY: Most orders will require the production of one or two compact disc sets per order.

TRIM SIZES:

Page: Up to and including 12-3/4 x 14"

Oversize: over 12-3/4 x 14" up to and including 34 x 44", with an average size of 17 x 22".

Compact disk: 4.72" in diameter.

GOVERNMENT TO FURNISH:

Copy can consist of text pages, line drawings, tables and maps. Some pages may consist of less than ideal imagery for OCR and may require image enhancement.

A wide variety of documents could include, but is not limited to, old and/or brittle originals that must be handled with care; white, green, pink, and yellow carbon copy memos; onion skin paper; hand-colored maps; books and reports; newspaper articles; and white bond paper.

Oversize documents of various types and sizes, to include Size "E" engineering drawings; 34 x 44".

GPO Form 905 for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried on copy or film or in electronic files, must not be on finished product.

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.

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This web site must allow the agency to print proofs from the site when required.

WARNING: All media provided by the Government, and duplicates made by the contractor or his representatives, 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 nonerasable media shall be destroyed by the contractor.

DISK MANUFACTURING: Compact Disc produced under this contract shall be in conformance with ISO 9660 Standards. Disk are 120mm (4.72") in diameter, single sided with a highly reflective metal layer sealed with a protective lacquer.

METALIZING: The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disk.

PRINTING: Print the face of each CD in black, per the agencies' instructions. Paper labels will not be allowed.

SCANNING: The contractor will be required to produce a raster file. Approximately 50% of all scanning will be bitonal, approximately 30% will be grayscale, while the balance will be color.

Use book scanner for scanning documents with case binding or perfect binding unless otherwise indicated. At the request of the agency some orders will allow the spine of publication(s) to be cut off, allowing auto-feeding. Other publications will not allow the spine to be removed, thus requiring a scanning device to remove and/or reduce gutter-margin distortion; i.e. a book-cradle scanner.

Scan Resolution:

Scan bitonal at 600 pixels per inch [ppi] (1-bit bitonal; ITU-T group 4 compression)

Scan grayscale at 400 ppi (8-bit grayscale) (no compression)

Scan color at 400 ppi (24-bit color) (no compression)

Some orders will require archival reproduction quality which will require 800 ppi.

Grayscale at 8-bit, 800 ppi grayscale (no compression)

Color at 24-bit, 800 ppi color, RGB mode (no compression)

Contractor is required to contact the agency if the instructions on the 2511 (Print Order) are unclear regarding required scanning resolution.

Oversize documents will be scanned at a suitable ppi, normally with a *.PDF file extension. Some oversize documents may require OCR.

Contractor is to use a scanning alignment target.

Contractor to provide a minimum of two different file formats for each document scanned. Multi-page TIFFs specified for multi-page document scans and OCR Searchable PDF/A.

When required, files must be named with alphanumeric sequences.

Original materials to be returned intact and in original condition. Remove any sticky notes on documents prior to scanning and then replace them to their original positions when scanning is completed. Rebind documents using same binding materials as when presented for scanning.

Scan color covers in color unless otherwise specified.

Scanning will be graded as follows:

Auto-feed: Pages will run successfully through an auto feeding chute, little to no prep-work; approximately 10%.

Light scanning: Staples and/or paper clips which are consistently located in the same location; approximately 15%.

Medium scanning: Staples and/or paper clips with sticky notes. Fasteners can be located anywhere on the page; page size is consistent. Saddle stitched, comb, spiral and velo bound books of consistent trim size will be under this category; approximately 35%.

Heavy scanning and Glasswork: Staples and/or paper clips with sticky notes. Fasteners can be located anywhere on the page; page sizes are mixed and may have low contrast and hard to scan pages; some pages must be hand-placed on copy/scanning glass; approximately 25%.

Book Cradle Scanning: approximately 15%.

COMPUTER TIMEWORK: Can consist of image post processing and zoning required by the ordering agency.

Zoning: Complex formatting such as, cross-column headings, tables, footnotes, mathematical symbols, text wrapped around images, etc., may require text blocks to be delineated so that OCR can interpret the arrangement properly.

Image Post Processing: De-speckle, de-skew, cropping and rotation and blank backside removal and adjustments for tonal balance in the case of images from photographic materials.

Timework will be rounded up to closest 15-minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required.**

POST OCR PROCESSING: The contractor will be required to use a software application that identifies unrecognized characters or character strings; and/or a standard spelling checker; and/or visual comparison against the original(s).

The resulting optical character recognition output must have an accuracy rate of 98% and will be burned to compact disc with a variety of extensions, including but not limited to: *.TXT; *.DOC; *.WPD; *.JPEG; *.PDF or *.TIFF. Text pages and documents that are to be searchable only, will normally have a *.PDF extension with an OCR "overlay". Text pages and documents that are to be searchable and editable will normally have one of the three extensions: *.TXT, *.DOC or *.WPD.

PROOFS: At agency request contractor to submit one electronic proof (for content only). Proof will be evaluated for accuracy in searchability, text flow and image position.

Submit proof to agency via email or contractors ftp site at the option of the ordering agency. Contact agency to confirm receipt of proofs.

Contractor must not produce final production discs prior to receiving an "ok to produce"

PACKING: Suitable.

LABELING AND MARKING (Package and/or Container label): Use GPO Form 905 to mark all shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to: Areas within a 30 mile radius of Portland, OR

Some orders may require the contractor to pick up Government furnished materials outside of the listed distribution area. On these orders the contractor will be reimbursed for common ground shipping charges by submitting their shipping receipts with their invoice.

Upon completion of each order, all originals must be returned to the ordering Department in original condition. All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing sample copies must be borne by the contractor.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency and to infoseattle@gpo.gov. Call the agency to confirm receipt of documentation. The subject line of this message shall include "PROGRAM 2093S" and the applicable PRINT ORDER number. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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). Schedule starts the day of notification of the availability of the Print Order and the Government Furnished Material.

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

Proofs will be held up to 1 workday.

Orders will require 5 workdays for complete production and delivery from the time the ordering department notifies the contractor that Government furnished materials are available for pick up. The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) 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 12 months' work 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 the term of this contract.

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

- I. (a) (1) 553
(2) 829
(3) 1933
(4) 1381
(5) 829
(6) 57

- (b) (1) 332
(2) 497
(3) 1160
(4) 829
(5) 497
(6) 34

- (c) (1) 221
(2) 332
(3) 772
(4) 553
(5) 332
(6) 23

- (d) (1) 156
(2) 234
(3) 546
(4) 390
(5) 234
(6) 16

- (e) (1) 39
(2) 59
(3) 135
(4) 98
(5) 59
(6) 5

- II. (a) 9750
(b) 3250
(c) 14
(d) 121
(e) 45

- III. (a) 325
(b) 3

SECTION 4.- SCHEDULE OF PRICES

Bids 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.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), N/A or blank spaces for an item will be declared nonresponsive.

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

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

I. SCANNING, PACKING, AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary, for the complete scanning, packing and distribution of the products listed in accordance with these specifications.

(a) Producing a bitonal file, must be a minimum of 600 ppi (1-bit bitonal; ITU-T group 4 compression).

- (1). Auto-Feed scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (2). Light scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (3). Medium scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (4). Heavy or Glasswork scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (5). Book-cradle scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (6). Oversize scan. Cost per square foot. \$ _____.

(b) Producing a gray-scale raster file, must be a minimum of 400 ppi (8-bit grayscale)(no compression).

- (1). Auto-Feed scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (2). Light scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (3). Medium scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (4). Heavy or Glasswork scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (5). Book-cradle scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (6). Oversize scan. Cost per square foot. \$ _____.

(c) Producing a color raster file, must be a minimum of 400 ppi (24-bit color)(no compression).

- (1). Auto-Feed scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (2). Light scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (3). Medium scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (4). Heavy or Glasswork scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (5). Book-cradle scanning; up to and including 12-3/4 x 14", cost per page. \$ _____.
- (6). Oversize scan. Cost per square foot. \$ _____.

Initials

(d) Producing a gray scale raster file for archival reproduction. Must have a minimum of 8-bit, 800 ppi grayscale (no compression)

- (1). Auto-Feed scanning; up to and including 12-3/4 x 14", cost per page. \$_____.
- (2). Light scanning; up to and including 12-3/4 x 14", cost per page. \$_____.
- (3). Medium scanning; up to and including 12-3/4 x 14", cost per page. \$_____.
- (4). Heavy or Glasswork scanning; up to and including 12-3/4 x 14", cost per page. \$_____.
- (5). Book-cradle scanning; up to and including 12-3/4 x 14", cost per page. \$_____.
- (6). Oversize scan. Cost per square foot. \$_____.

(e) Producing a color raster file for archival reproduction. Must have a minimum of 24-bit, 800 ppi color, RGB mode (no compression)

- (1). Auto-Feed scanning; up to and including 12-3/4 x 14", cost per page. \$_____.
- (2). Light scanning; up to and including 12-3/4 x 14", cost per page. \$_____.
- (3). Medium scanning; up to and including 12-3/4 x 14", cost per page. \$_____.
- (4). Heavy or Glasswork scanning; up to and including 12-3/4 x 14", cost per page. \$_____.
- (5). Book-cradle scanning; up to and including 12-3/4 x 14", cost per page. \$_____.
- (6). Oversize scan. Cost per square foot. \$_____.

II. CD PRODUCTION: Prices quoted shall include the cost of all required materials and operations necessary, for the complete application of optical character recognition applied to the raster file, burning files to the CD with the required file extensions, the CD, labeling each CD, and packaging in a clear plastic slim-line jewel case in accordance with these specifications.

- (a) Producing an OCR, CD with searchable files only. Burning up to and including 12-3/4 x 14" pages to the CD. Cost per page. \$_____.
- (b) Producing an OCR, CD with searchable and editable files. Burning up to and including 12-3/4 x 14" pages to the CD. Cost per page. \$_____.
- (c) Burning non-OCR oversize to one of the above CD types. Cost per square foot. \$_____.
- (d) Burning OCR oversize to one of the above CD types. Cost per square foot. \$_____.
- (e) Copying CD's which were produced under this contract. Cost per CD. \$_____.

III. ADDITIONAL OPERATIONS

- (a) Electronic Proofs. Cost per page. \$_____.
- (b) Computer Time Work. Cost per hour. \$_____.

Initials

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 must complete the following information.

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

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

Number of hours from pickup of Government Furnished Material to delivery at contractor's plant. _____

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

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

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

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on the GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

City - State

By _____
Signature and title of person authorized to sign this bid

Person to be contacted

Telephone Number