

Program 7746S  
LITIGATION SCANNING/COPYING  
TERM: 2/1/2014 THROUGH 1/31/2015 WITH OPTION YEARS

Item No.	DESCRIPTION	Basis		Copy Scan & More	
		of	Award	350	23542
				UNIT RATE	COST
<b>I.</b>	<b>Scanning Complete Product</b>				
(a)	<b>Black Image Only: 8-1/2 x 11" up to 17 x 11" per 94 sq inch unit (except I (a)6.)</b>				
1	Autofeed.....per scan	1,120	x	0.12	134.40
2	Light Intervention.....per scan	50	x	0.14	7.00
3	Medium Intervention.....per scan	4,475	x	0.17	760.75
4	Heavy Intervention.....per scan	30	x	0.19	5.70
5	Glass Placement.....per scan	30	x	0.21	6.30
6	Oversize (over 17 x 11") ..... per sq foot	1,760	x	0.40	704.00
(b)	<b>Color Copies: 8-1/2 x 11" up to 17 x 11" per 94 sq inch unit (except I (b)6.)</b>				
1	Autofeed.....per scan	3,170	x	0.30	951.00
2	Light Intervention.....per scan	30	x	0.36	10.80
3	Medium Intervention.....per scan	530	x	0.45	238.50
4	Heavy Intervention.....per scan	30	x	0.55	16.50
5	Glass Placement.....per scan	30	x	0.65	19.50
6	Oversize (over 17 x 11") ..... per sq foot	500	x	0.75	375.00
<b>II.</b>	<b>DVD .....per each</b>	20	x	15.00	300.00
<b>III.</b>	<b>Blowbacks/Hard copies.....per page size unit</b>				
(a)	Black copying.....per image	3,870	x	0.10	387.00
(b)	Color Copying.....per image	1,600	x	0.49	784.00
(c)	Over 11 x 17"				
(1)	Black image only.....per square foot	1,650	x	0.50	825.00
(2)	Color image .....per square foot	460	x	2.50	1,150.00
(d)	Tab Dividers.....per tab divider	565	x	0.40	226.00
<b>IV.</b>	<b>PAPER ..... per 100 leaves</b>				
(a)	White Offset Book 50 lb, White Bond 20 lb, or White Copier 20-24 lb.	70	x	NC	0.00
(b)	Colored Writing, 20 lb.	2	x	1.00	2.00
(c)	White Gloss Book, 80 lb.	1	x	3.00	3.00
(d)	White Index. 90-110 lb.	1	x	2.00	2.00
(e)	Colored Index, 90-110 lb.	1	x	2.50	2.50
<b>V.</b>	<b>ADDITIONAL OPERATIONS</b>				
(a)	Stitching/stapling with one or two stitches.....per book	150	x	0.01	1.50
(b)	Folding (continuous folds).....per 100 folds	10	x	1.00	10.00
(c)	Drilling each run.....per 100 sheets	60	x	1.00	60.00
(d)	3-Ring Binders (1") .....per binder	3	x	6.50	19.50
(e)	3-Ring Binders (2") .....per binder	3	x	8.50	25.50
(f)	3-Ring Binders (3") .....per binder	18	x	10.00	180.00
(g)	3-Ring Binders (4") .....per binder	3	x	13.00	39.00

Contractor Totals	7,246.45
Discount	Net
Discounted Totals	7,246.45
	<b>AWARDED</b>

**THIS CONTRACT IS BEING SOLICITED AS A  
SMALL PURCHASE PROCUREMENT**

**Program 7746-S**  
Specifications by BS

Page 1 of 14

U.S. GOVERNMENT PRINTING OFFICE  
Oklahoma City, OK

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Litigation Scanning/Copying**

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

**Department of Justice (Tulsa, OK)**

Single Award

**NOTICE TO BIDDERS:** The term of this contract is for one year and up to four option years beginning February 1, 2014. Special attention should be directed to the following clauses in Section 1 of this contract: "**ECONOMIC PRICE ADJUSTMENT**" and "**OPTION TO EXTEND**".

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Denver, Colorado time, on January 9, 2014.

Facsimile Telephone Numbers: **(303) 236-5332 or (303) 236-5304**  
Mail To: **U.S. Government Printing Office**  
**Denver Regional Printing and Procurement Office**  
**Suite 208**  
**12345 W Alameda Parkway**  
**Denver CO 80228-2842**

**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 the Tulsa, OK commercial zone as defined as defined by the Federal Motor Carrier Safety Administration (FMCSA). Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**IMPORTANT NOTICE:** Bidders **MUST demonstrate professional competence and experience in the specialized area of litigation printing (i.e. copying/duplicating as defined on page 2 of these specifications).** The government will inspect the facilities of bidders before award.

For information of a technical nature call (303) 236-5292 (No collect calls).

## **SECTION 1.- GENERAL TERMS AND CONDITIONS**

**CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES:** Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:

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

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
  - (b) Finishing (item related) Attributes -- Level IV.
  - (c) Exception - Color copying must be of good quality, must not contain background tone, and must be equal to or better than the average product produced on a 600 dpi, or finer color copier.
- Inspection Levels (from ANSI/ACQC Z1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy
Document Scanning	100% accuracy rate
Document coding rate	95% accuracy rate
Optical character recognition (OCR) scanning	98% accuracy rate

**COPYING DEFINED:** For the purpose of this agreement, copying shall be defined as the automatic copy-processing or copier-duplicating by machines employing electrostatic, thermal, or other copying processes without the necessity of intermediate plates or masters.

**LITIGATION SCANNING/COPYING DEFINED:** Litigation scanning/copying consists to the scanning of printed materials related to on-going legal proceedings and processes. In addition to the handling of the furnished and new material, including its disassembly, reassembly, binding (rebinding), and labeling as ordered, there is the requirement for the absolute protection of, and accounting for, the materials against damage, loss, and/or dissemination to unauthorized personnel.

**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 60 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 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 periodic pricing revision.

**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. 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, Seasonally Adjusted," published monthly in the CPI Detailed Report by the 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 For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period 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.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers 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 February 1, 2014 through January 31, 2015 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein.

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

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

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

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

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

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

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

**PAYMENT:** Submit all vouchers for payment through FAX Gateway. Visit: [www.gpo.gov/vendors/billing.htm](http://www.gpo.gov/vendors/billing.htm) for complete instructions. To expedite payment, use the Bar Code Cover sheet that is located at: <http://winapps.access.gpo.gov/fms/vouchers/barcode>.

## **SECTION 2. - SPECIFICATIONS**

**SCOPE:** These specifications cover the production of small quantity copying services of litigation materials requiring such operations as pick up, disassembly, scanning of originals, DVD/CD-ROM production, suitable black and full-color copying/reproduction, reassembly, binding, packing, and delivery with very short notice with very short time requirements.

**TITLE:** Litigation scanning/copying.

**FREQUENCY OF ORDERS:** Approximately two to six or more orders per year. Due to the nature of litigation scanning the quantity and frequency of orders may vary widely.

**QUANTITY:** One to 500 copies per order. Except in unusual circumstances the requirements will be for one or two sets of CD/DVD's.

**GOVERNMENT TO FURNISH:** A print order (form 2511), camera copy to be scanned and/or reproduced at various focuses. The camera copy will consist of a wide range of materials, some of which are not suitable for automatic feeder operations on duplicating equipment. Occasionally electronic media will be furnished.

**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.

**SCANNING:** The final product will be an electronic version of an administrative record in the form of read-only searchable PDF files on indexed, searchable DVDs. The files must be organized, indexed for search and retrieval purposes. Each DVD and each individual document file on that DVD must be searchable by key word. Index each DVD for the documents contained therein and include in the index a link function to the coinciding document. DVD indexing may include the following information for each document on the DVD or as otherwise instructed: (1) the title or a brief narrative description of the document; (2) the date the document was created, or, if that date is not available, another pertinent date; (3) the document's bates-stamped page number(s); (4) a direct electronic link to the document, and (5) create Table of Contents. Scanned documents must be fully text searchable (Adobe Acrobat PDF). Zoning and post OCR processing required. All documents must be positioned/aligned to process correctly through the required OCR software. The resulting optical character recognition output must have an accuracy rate of 98%. Scanning will require second-pass verification, and is defined as a visual comparison to verify that 100% of the pages/documents were captured in scanning. All scanned images to be no less than 300 dpi.

Scanned image will be produced as either single page TIFF'S, JPEG'S, or multi-page PDF files. All blank scanned pages will be removed prior to burning the DVD. All scanned documents must be electronically bates numbered in sequential order in the lower right-hand corner, from start to finish. Do NOT cover old numbers. No missing numbers. Do NOT bates number the originals. Bates numbers overlaid on the image but not actually burned into the image will NOT be accepted. Hyperlink Bates numbers to the document according to the customer provided index. An image management system will be required on all discs produced.

**IMAGE MANAGEMENT SYSTEM:** A load-file created with data-normalization using the agency's parameters of tables, keys, relationships, and an image viewing system (the viewer) that is able to retrieve images for viewing and allow for word searches must be installed on each disc. The viewer

must be compatible with standard litigation support software, similar to but not limited to Summation; Concordance or Litigator's Notebook. The viewer must indicate document boundaries and be compatible with IBM or Macintosh platforms. The naming of the files and viewer image retrieve indexing will be indicated by the ordering agency.

All projects will require Concordance and Opticon load files. Any fielded information that is captured will be delivered in the Concordance load file. This is in addition to any requested IPRO load file.

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

**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.

**SCANNING OPERATIONS:** Will consist of one or any combination of the following levels of handling:

- **AUTOFEED MATERIALS:** Consecutive unbound originals printed face only or face and back only, and which do not require the changing of focus (reduction/enlargement), paper color, and/or paper size.
- **MEDIUM INTERVENTION:** 10 or more loosely bound, stapled ulc, or clipped together consecutive pages of originals printed face only and/or face and back suitable for automatic feed; letter and legal size originals; manual exposure adjustments; copying of tabs and/or file folders; or which may require the changing of focus (reduction/enlargement), paper color, and/or paper size.
- **HEAVY INTERVENTION:** Small groups of consecutive pages, including pages marked (with "post it" or similar notes) for special handling, printed face only and/or face and back suitable for automatic feed; of various sized material up to legal size including odd shaped items such a envelopes, receipts, and so on that permit automatic feeding on copying equipment; extensive manual exposure adjustments to assure readable reproductions; and/or may require the frequent change of focus (reduction/enlargement), paper color, and/or paper size.
- **GLASS PLACEMENT:** Highest level of contractor intervention requiring the hand placement of copy on copier glass. Frequently involves extensive handling of copy prior to and following copying, and special effort by the operator to achieve optimum copy reproduction quality.

**DVD MANUFACTURING:** DVD-ROM discs produced under this contract shall be in compliance with standards set by the International Standards Origination (ISO). Discs are 120mm (4.72") in diameter, single sided with a highly reflective metal layer sealed with a protective lacquer. The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disc. Each DVD-ROM will be labeled in black ink with the appropriate file name/contents. All discs produced must include a standard, single clear plastic jewel box.

DVD disc production will require that the contractor to check each disc to insure proper file naming, file structure and placement. Scanned images will be produced as Adobe Acrobat PDF files-read only (compatible with 9.0 Reader and with IBM and/or Macintosh platforms). Contractor is to include the Adobe Reader 9.0 software on each DVD. Contractor will be required to comply with completion and submission of the "Adobe Reader Distribution Agreement" as required by Adobe.

**BLOWBACKS/COPYING/DUPLICATING:**

- Reproduce face only or face and back in black; and head to head or head to foot, as indicated on the print order via any suitable method that meets the quality requirements of the specifications.
- Divider tabs will reproduce face only in black ink only (in addition an occasional order will have face only body copy in black ink only).

**COLOR COPYING:** Color copying of 8½ x 11" or 17 x 11" leaves will be face only or face and back; head to head or head to foot, as indicated on the print order.

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

The paper to be used will be indicated on each print order. All text paper used in each copy must be of a uniform shade.

White Offset Book, basis weight 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60, or at contractor's option, White Bond, basis weight 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G10, or White Plain Copier, Xerographic, basis weight 20 - 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-60.

Buff, Green, Blue, Pink, Goldenrod, Tan, Salmon, & Yellow Writing, basis weight 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White Litho (Gloss) Coated Book, basis weight: 80 lbs per 500 sheets, 25 x 38", equal to JCP Code A180.

White and Colored Index, basis weight 90 lbs. per 500 sheets, 25½ x 30½", equal to JCP Code K10.  
Note: The contractor at their option may furnish 110 lb. Index.

**MARGINS:** Approximate to the original copy.

**PACKING:** Pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed.

**BINDING:** Various binding operations not limited to the following will be ordered. Generally these operations will apply to the reassembly of the original documents:

- **Stitching/stapling:** Wire stitch/staple in upper left corner or wire stitch/staple in two places on the 11" left (as ordered).
- **Folding:** 17 x 11 foldins will fold with one parallel fold to 8½ x 11" or with two parallel accordion folds to 8½ x 11" (if the foldin is part of a larger publication). Gather foldins at the end of the text or inserted throughout text.
- **Tab Dividers:** Orders may require 1/5th cut (or other various cuts) on the 11". Overall tab dividers shall be 9 x 11" sheets including tab extension. Composition services may be required for the tab dividers. See "COMPOSITION" below. Orders may also require pre-manufactured tab dividers, letter or numbered as ordered, equal to Avery Ready Tabs with mylar reinforced tabs.
- **Drilling:** May be required with ¼", 5/16", or 3/8" round holes. The size and number of holes required will be indicated on the order. It is anticipated that most orders will be for 3 holes, ¼" diameter, 4¼" center to center, 3/8" from the 11" left edge.
- **3-Ring Binders** 1, 2, 3, and 4" capacity.



Note: Due to the extensive requirements of litigation services all contractors are requested to submit copies of price lists of additional services furnished. These price lists and/or other prices submitted will be used as a guide to establish prices to be paid for additional services not included or anticipated in this solicitation.

**PRIOR APPROVAL AND WRITTEN MODIFICATION IS REQUIRED FROM THE GPO CONTRACTING OFFICER TO CHARGE FOR ANY OPERATIONS OUTSIDE OF THE CONTRACT.**

**COMPOSITION:** (Tab dividers) Since no specific typefaces will be specified, the successful bidder must furnish a suitable typeface.

**DISTRIBUTION:** Deliver f.o.b. destination to location(s) in the Tulsa, OK area.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

**RECEIPT FOR DELIVERY:** The 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 so on; date delivery made; and signature of the Government agent accepting delivery.

**SCHEDULE:** Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order document.

The furnished material must be picked up from and delivered to the address on the print order.

No arrangements will be made by the Government to wrap or otherwise prepare the furnished material in preparation for delivery to the contractor's plant.

The government may bring the print order and material to the contractor's plant and remain on-site to observe the order during production. The contractor is to provide full plant access to the inspector(s) for them to fulfill their duties. The materials not actively involved in production must be kept in a safe place and protected against loss or disclosure.

The schedule begins immediately upon phone notification of the availability of the print order and furnished material. No predetermined schedule for pickup or arrival of material is possible. Most orders placed will require complete production and distribution within 12 to 24 hours. Remainder orders may have schedules exceeding 24 hours due to their extreme magnitude.

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.

**SECTION 3. - DETERMINATION OF AWARD AND PLACEMENT OF WORK**

The Government will determine the lowest offer by applying the prices offer in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce **one year's** 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 under this contract.

I.	(a)	(1)	<b>1120</b>	V.	(a)	<b>150</b>
		(2)	<b>50</b>		(b)	<b>10</b>
		(3)	<b>4475</b>		(c)	<b>60</b>
		(4)	<b>30</b>		(d)	<b>3</b>
		(5)	<b>30</b>		(e)	<b>3</b>
		(6)	<b>1760</b>		(f)	<b>18</b>
	(b)	(1)	<b>3170</b>		(g)	<b>3</b>
		(2)	<b>30</b>			
		(3)	<b>530</b>			
		(4)	<b>30</b>			
		(5)	<b>30</b>			
		(6)	<b>500</b>			
II.			<b>20</b>			
III.	(a)		<b>3870</b>			
	(b)		<b>1600</b>			
	(c)	(1)	<b>1650</b>			
		(2)	<b>460</b>			
	(d)		<b>565</b>			
IV.	(a)		<b>70</b>			
	(b)		<b>2</b>			
	(c)		<b>1</b>			
	(d)		<b>1</b>			
	(e)		<b>1</b>			

**The term of this contract is for one year and up to four option years.**

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**SECTION 4. - SCHEDULE OF PRICES**

Offers offered are f.o.b. destination.

Offerors must make an entry in each of the spaces provided. Offers 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 the offeror intends to furnish individual items at no charge to the Government.

Offers must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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

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

Fractional parts of 100 will be prorated.

I. SCANNING - COMPLETE PRODUCT (except Items II through V): 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. A charge will be allowed for each "page unit" for Items I. (a) and (b). The number of units will be determined by dividing its page/trim size (expressed in square inches) by 94 square inches (up to 11x 17"), any product exceeding 11x17" will be charged under (a)(6) and (b)(6) with any fractional remainder being counted as a whole. **NOTE: A scanning charge will be allowed for ALL "LITIGATION COPYING" regardless of whether the final output is hard copies (blowbacks) or DVD/CD ROM.**

(a) Black and white scanned to PDF with a minimum 300 dpi burned to DVD. The cost must include the scanning, OCR conversion, electronic Bates numbering, computer indexing, second pass verification, creating a load file and provide a viewer.

- 1. Autofeed..... per scan..... \$ \_\_\_\_\_
- 2. Light intervention..... per scan..... \$ \_\_\_\_\_
- 3. Medium intervention..... per scan..... \$ \_\_\_\_\_
- 4. Heavy intervention..... per scan..... \$ \_\_\_\_\_
- 5. Glass placement..... per scan..... \$ \_\_\_\_\_
- 6. Over-sized..... per square foot..... \$ \_\_\_\_\_

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

(b) Color scanned to TIFF, PDF, or JPEG with a minimum 300 dpi. The cost must include the scanning, OCR Processing, indexing, Bates numbering, second pass verification, creating a load file and provide a viewer.

- 1. Autofeed..... per scan..... \$ \_\_\_\_\_
- 2. Light intervention..... per scan..... \$ \_\_\_\_\_
- 3. Medium intervention..... per scan..... \$ \_\_\_\_\_
- 4. Heavy intervention..... per scan..... \$ \_\_\_\_\_
- 5. Glass placement..... per scan..... \$ \_\_\_\_\_
- 6. Over-sized..... per square foot..... \$ \_\_\_\_\_

II. DVD: Including labeling, jewel box and placement within .....per each..... \$ \_\_\_\_\_

III. BLOWBACKS/ HARD COPIES: Per page size units (except as indicated)

- (a) Black copying ..... per image ..... \$ \_\_\_\_\_
- (b) Color copying ..... per image ..... \$ \_\_\_\_\_
- (c) Over 11 x 17"
  - (1) Black only ..... per sq foot ..... \$ \_\_\_\_\_
  - (2) Color ..... per sq foot ..... \$ \_\_\_\_\_
- (d) Die cut Tab Dividers (includes composition, die-cutting, paper, collating, and inserting) per tab divider..... \$ \_\_\_\_\_

IV. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices bid.

Computation of the net number of leaves will be based by dividing its trim size by 94 square inches, with any fractional remainder being counted as a whole.

- |   | <b>Per 100<br/>leaves</b> |
|---|---------------------------|
| (a) White Offset Book, 50 lb., White Bond, 20 lb., or White Plain Copier, Xerographic 20 - 24 lb..... | \$ _____                  |
| (b) Colored Writing, 20-lb.....   | \$ _____                  |
| (c) White Gloss Book, 80-lb.....  | \$ _____                  |
| (d) White Index, 90 - 110 lb.....   | \$ _____                  |
| (e) Colored Index, 90 - 110 lb.....   | \$ _____                  |

\_\_\_\_\_  
 Initials

**V. ADDITIONAL OPERATIONS:** These operations may be required for reassembling originals after scanning.

- (a) Stitching/stapling with one or two stitches.....per book..... \$ \_\_\_\_\_
- (b) Folding (continuous folds)..... per 100 folds..... \$ \_\_\_\_\_
- (c) Drilling (each run).....per 100 sheets..... \$ \_\_\_\_\_  
NOTE: A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8". Three holes will be the maximum for any one run. When drilling pamphlets or books with separate covers, each thickness or cover stock will be counted as three leaves; each ply of a foldin will be counted as a single leaf.
- (d) 3-Ring Binders (1")..... per binder..... \$ \_\_\_\_\_
- (e) 3-Ring Binders (2")..... per binder..... \$ \_\_\_\_\_
- (f) 3-Ring Binders (3")..... per binder..... \$ \_\_\_\_\_
- (g) 3-Ring Binders (4")..... per binder..... \$ \_\_\_\_\_

\_\_\_\_\_  
Initials

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:**

\_\_\_\_\_ **Percent**, \_\_\_\_\_ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Offeror hereby acknowledges amendment(s) number (ed) \_\_\_\_\_

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 ..... \_\_\_\_\_

**OFFERORS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "OFFER" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.**

**OFFEROR'S NAME AND SIGNATURE:** When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated. In addition a completed signed copy of the form 910 is required. Do not enter prices on GPO form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO form 910.

Bidder \_\_\_\_\_

Contractor's Code

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
e-mail address