

TITLE: "Litigation Copying (including scanning to CD-ROM/ DVD-ROM color copying)" / PROGRAM: 2810-S
TERM: November 1, 2015 to October 31, 2016 (w/Options)

Item No	DESCRIPTION	Basis of Award	Ricoh USA		Rise Business Services		Prev: Rise	
			370	44057	050	75545	STATE 050	CODE 75545
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	SCANNING: scanned to TIFF, PDF, or JPEG with a minimum 300 dpi loaded to a CD/DVD Rom. The cost must include the scanning, computer indexing, second pass verification, creating a load file, provide a viewer and cost of the CD/DVD Rom/s.							
(a)	Black and white							
1.	Autofeed per scan	500 x	0.10	50.00	0.05	25.00	0.03	15.00
2.	Light intervention per scan	500 x	0.10	50.00	0.07	35.00	0.05	25.00
3.	Medium intervention per scan	500 x	0.10	50.00	0.08	40.00	0.07	35.00
4.	Heavy intervention per scan	675,000 x	0.08	54,000.00	0.09	60,750.00	0.09	60,750.00
5.	Glass placement per scan	435 x	0.19	82.65	0.16	69.60	0.12	52.20
6.	Over-sized per square foot	7750 x	0.45	3,487.50	0.25	1,937.50	0.49	3,797.50
(b)	Color							
1.	Autofeed per scan	50 x	0.25	12.50	0.09	4.50	0.49	24.50
2.	Light intervention per scan	50 x	0.25	12.50	0.09	4.50	0.49	24.50
3.	Medium intervention per scan	50 x	0.25	12.50	0.09	4.50	0.49	24.50
4.	Heavy intervention per scan	78,000 x	0.25	19,500.00	0.10	7,800.00	0.49	38,220.00
5.	Glass placement per scan	50 x	0.35	17.50	0.16	8.00	0.49	24.50
6.	Over-sized per square foot	2,650 x	3.00	7,950.00	0.59	1,563.50	3.50	9,275.00
(c)	OCR							
1.	Uncorrected searchable Optical Character Recognition (OCR) conversion..... per scan	4700 x	0.01	47.00	0.01	47.00	0.01	47.00
2.	Corrected searchable Optical Character Recognition (OCR) conversion..... per scan	993,000 x	0.01	9,930.00	0.00125	1,241.25	0.01	9,930.00
II.	OBJECTIVE, SUBJECTIVE, AND IN-TEXT CODING:							
(a)	Bibliographic objective coding.....per 100 fields	30 x	15.00	450.00	15.00	450.00	6.25	187.50
(b)	Bibliographic subjective coding.....per 100 fields	10 x	25.00	250.00	18.00	180.00	6.25	62.50
(c)	In-text coding (to include, but will not be limited to names, locations, dates, and important numbers).....per 100 fields	10 x	25.00	250.00	18.00	180.00	7.25	72.50
(d)	Document boundaries (based on 4 pages per document 1:4 ratio)							
1.	Standard (physical) document boundaries.....per 100 boundaries	5 x	NC		NC		N/C	
2.	Logical (relational-ship) document boundaries.....per 100 boundaries	5 x	35.00	175.00	NC		N/C	
(e)	Electronic Bates stamping.....per 100 numbers	10 x	35.00	350.00	1.00	10.00	1.00	10.00
III.	COPYING OR BLOWBACKS COMPLETE PRODUCT:							
	BLACK IMAGE ONLY: 8-1/2 x 11" up to and including 17 x 11":							
(a)	Autofeeded Materials.....per page unit	500 x	0.05	25.00	0.05	25.00	0.04	20.00
(b)	Light Intervention.....per page unit	500 x	0.065	32.50	0.07	35.00	0.05	25.00
(c)	Medium Intervention.....per page unit	500 x	0.085	42.50	0.09	45.00	0.08	40.00
(d)	Heavy Intervention.....per page unit	21,400 x	0.09	1,926.00	0.099	2,118.60	0.09	1,926.00
(e)	Glass Placement.....per page unit	500 x	0.125	62.50	0.16	80.00	0.11	55.00
	COLOR COPYING:							
(f)	Color copying 8-1/2 x 11" to 11 x 17" per page unit	3200 x	0.45	1,440.00	0.25	800.00	0.49	1,568.00
(g)	Die cut Tab Dividers (includes composition, die-cutting, paper, collating, and inserting):							
1.	Leaves duplicated/copied face onlyper each	50 x	0.25	12.50	0.15	7.50	0.15	7.50
2.	Leaves duplicated/copied face and backper each	70 x	0.25	17.50	0.25	17.50	0.15	10.50
(h)	Oversized items (INCLUDES cost of paper):							
1.	Black image only 17 x 11" up to 36 x 108" per square foot	170 x	0.45	76.50	0.49	83.30	0.49	83.30
2.	Color copy or equal 17 x 11" up to 36 x 108" per square foot	80 x	3.50	280.00	3.90	312.00	3.90	312.00
IV.	PAPER: Per 100 leaves							
(a)	White Offset Book, 50 lb., White Bond, 20 lb. or White Plain Copier, Xerographic, 20-24 lb.	205 x	NC		NC		N/C	
(b)	White Writing, 20 lb.	15 x	NC		NC		N/C	
(c)	Colored Writing, 20 lb.	2 x	NC		NC		N/C	
(d)	White Vellum Finish Cover 65 lb.	5 x	NC		NC		N/C	
(e)	Colored Vellum Finish Cover 65 lb.	5 x	NC		NC		N/C	
(f)	White Index, 90 - 110 lb.	5 x	NC		NC		N/C	
(g)	Colored Index, 90 - 110 lb.	3 x	NC		NC		N/C	

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			370	44057	050	75545	STATE 050	CODE 75545
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
V.	ADDITIONAL OPERATIONS:							
(a)	Stitching/stapling with one or two stitches.....per book	2,000 x	0.25	500.00	0.10	200.00	0.49	980.00
(b)	Binding, plastic coil.....per book	10 x	3.00	30.00	1.00	10.00	0.98	9.80
(c)	Binding, ACCO.....per book	10 x	3.00	30.00	1.00	10.00	0.98	9.80
(d)	Binding, Wire-O.....per book	10 x	3.00	30.00	1.00	10.00	0.98	9.80
(e)	Binding, plastic comb binding.....per book	10 x	3.00	30.00	1.00	10.00	0.98	9.80
(f)	Binding, tape.....per book	10 x	3.00	30.00	1.00	10.00	0.98	9.80
(g)	Binding, velo.....per book	10 x	3.00	30.00	1.00	10.00	0.98	9.80
	Binders:: with two inside pockets and clearview on cover and spine							
(h)	3-Ring O-Ring binders:							
1.	1" capacity.....per each	5 x	6.00	30.00	6.50	32.50	3.50	17.50
2.	2" capacity.....per each	5 x	7.50	37.50	8.50	42.50	6.50	32.50
(i)	3-Ring D-Ring Binders							
1.	3" capacity.....per each	5 x	17.00	85.00	10.50	52.50	12.50	62.50
2.	4" capacity.....per each	5 x	35.00	175.00	25.00	125.00	20.50	102.50
3.	5" capacity.....per each	5 x	45.00	225.00	27.50	137.50	32.50	162.50
(j)	Drilling (each run).....per 100 sheets	100 x	1.00	100.00	1.50	150.00	1.00	100.00
(k)	Timework.....per hour	15 x	35.00	525.00	25.00	375.00		
VI.	MATERIALS HANDLING:							
(a)	Boxes.....per each	1,500 x	3.00	4,500.00	0.25	375.00	2.00	3,000.00
(b)	Staging/preparation by the contractor at the Government's facility...per 10 Boxes	30 x	25.00	750.00	40.00	1,200.00	25.00	750.00
(c)	Storage of hard copy materials at the contractor's facility.....per 10 boxes	30 x	5.00	150.00	0.50	15.00	60.00	1,800.00
(d)	Pull request (sequential group of files).....per group	20 x	50.00	1,000.00	10.00	200.00	10.00	200.00
(e)	Destruction/Shredding of GFM.....per 10 boxes	10 x	50.00	500.00	25.00	250.00	20.00	200.00
VII.	PICKUP AND DELIVERY OF GFM:							
(a)	Zone 1: 51 to 150 miles							
1	Range - up to 100 boxes.....per 10 boxes	5 x	100.00	500.00	5.00	25.00	95.00	475.00
2	Range - from 101 boxes to 650 boxes.....per 10 boxes	20 x	25.00	500.00	23.27	465.40	95.00	1,900.00
3	Range - more than 650 boxes.....per 10 boxes	60 x	15.00	900.00	25.22	1,513.20	95.00	5,700.00
(b)	Zone 2: 151 to 300 miles							
1	Range - up to 100 boxes.....per 10 boxes	5 x	200.00	1,000.00	28.30	141.50	99.00	495.00
2	Range - from 101 boxes to 650 boxes.....per 10 boxes	20 x	50.00	1,000.00	42.90	858.00	99.00	1,980.00
3	Range - more than 650 boxes.....per 10 boxes	60 x	15.00	900.00	46.49	2,789.40	99.00	5,940.00
(c)	Zone 3: 301 to 600 miles							
1	Range - up to 100 boxes.....per 10 boxes	5 x	400.00	2,000.00	29.40	147.00	105.00	525.00
2	Range - from 101 boxes to 650 boxes.....per 10 boxes	20 x	100.00	2,000.00	45.32	906.40	105.00	2,100.00
3	Range - more than 650 boxes.....per 10 boxes	60 x	30.00	1,800.00	49.10	2,946.00	105.00	6,300.00
(d)	Zone 4: 601 to 1000 miles							
1	Range - up to 100 boxes.....per 10 boxes	1 x	600.00	600.00	60.50	60.50	107.00	107.00
2	Range - from 101 boxes to 650 boxes.....per 10 boxes	2 x	150.00	300.00	58.95	117.90	107.00	214.00
3	Range more than 650 boxes.....per 10 boxes	6 x	30.00	180.00	63.87	383.22	107.00	642.00
(e)	Zone 5: 1000 to 1400 miles							
1	Range - up to 100 boxes.....per 10 boxes	1 x	800.00	800.00	98.80	98.80	114.00	114.00
2	Range - from 101 boxes to 650 boxes.....per 10 boxes	2 x	200.00	400.00	100.49	200.98	114.00	228.00
3	Range - more than 650 boxes.....per 10 boxes	6 x	60.00	360.00	108.49	650.94	114.00	684.00
(f)	Zone 6: over 1400 miles							
1	Range - up to 100 boxes.....per 10 boxes	1	1,000.00	1,000.00	109.90	109.90	123.00	123.00
2	Range - from 101 boxes to 650 boxes.....per 10 boxes	2	250.00	500.00	135.00	270.00	123.00	246.00
3	Range - more than 650 boxes.....per 10 boxes	6 x	60.00	360.00	150.00	900.00	123.00	738.00
	CONTRACTOR TOTALS			\$124,449.65		\$93,673.39		\$162,601.80
	DISCOUNT if any		NET		2%-10		NET	
	DISCOUNTED TOTALS			\$124,449.65	AWARDED	\$93,673.39		\$162,601.80

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Litigation Scanning/Copying
and
General/Archival (non-litigation) Document Scanning/Conversion to Digital Data**

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

Various Federal agencies in the Denver, Colorado, area

Single Award

NOTICE TO BIDDERS: The term of this contract is for one year **and up to four option years** beginning November 1, 2015. Special attention should be directed to the following clauses in Section 1 of this contract: "**ECONOMIC PRICE ADJUSTMENT**" and "**NOTIFICATION**".

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

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 2:00 p.m. prevailing time Denver, Colorado, on **September 25, 2015.**

Facsimile Telephone Numbers: **(303) 236-5332 or (303) 236-5304**

Mail To: **U.S. Government Publishing Office**

Denver Regional Office

Suite 208

12345 W. Alameda Parkway

Lakewood, CO 80228

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract **MUST** be located **25-miles of the Federal Office Building/U.S. Court House in downtown Denver, Colorado.** **For purposes of this contract the contractor must have an established ongoing facility physically located in this area at the time of bid closing.**

IMPORTANT NOTICE: BIDDERS MUST demonstrate professional competence and experience in the specialized area of scanning and document conversion (including indexing). The government may inspect the facilities of bidder before award.

NOTE: These specifications have been revised EXTENSIVELY.

For information of a technical nature call Bob Stanley (303) 236-5292 x3 (no collect calls) or email to rstanley@gpo.gov.

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. 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 & standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes - Level IV.
- (b) Finishing 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/ASQC Z 1.4):

- (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	96% accuracy rate
Optical character recognition (OCR)	96% accuracy rate

* Where electronic files are furnished, the Specified Standard in the absence of hard originals will be uniformity of image throughout for blowbacks or copying, all other standards remain for scanning attributes.

PREDOMINANT FUNCTION: The predominant function is high-resolution scanning and document conversion (including but not limited to OCR scanning, indexing/coding, bates numbering, creating blowbacks and/or hard copies etc.) of book volumes, forms, drawings, and other miscellaneous items and saving scans of entire product in various electronic file formats to DVD or other media and drives including but not limited to an external hard drive, an FTP site, or into a government network folder, as well as storage of both hard copy and electronic files.

SUBCONTRACTING: Subcontracting is not permitted in part or whole of any aspect of the predominant production function of work placed on this contract. Bidders who must subcontract these operations will be declared non-responsible.

Any subcontractor utilized (for other than the items listed above) in the performance of this contract must be approved by the contracting officer and the ordering agency and in addition must have adequate security in place to meet the requirements of this contract.

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 COPYING/SCANNING DEFINED: Litigation copying/scanning consists of the copying and/or scanning to electronic files 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 absolute protection of, and accounting for, the materials against damage, loss, and/or dissemination to unauthorized personnel.

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 contract shall be divided into up to five periods. The first period shall extend from November 1, 2015 to October 31, 2016. Each additional period shall extend from November 1st of the subject year to October 31st of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under 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 - All Urban Consumers, for Commodities less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three 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.

NOTIFICATION: 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.

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 November 1, 2015 through October 31,

2016 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.

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.

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, any 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 that 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.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. In addition the contractor may be required to submit a detailed production plan including but not limited to specific security measures in place, in both the storage and production aspects of materials handling for delivery, pickup and storage of materials. The contractor may be required to submit their employees to a minimum risk background check.

Generally, it not anticipated that the scanning of personally identifiable information (PII) will be part of this requirement. In the event PII is part of an individual order, the contractor will be notified, by the ordering agency, when the order is placed and the following clauses regarding the Privacy Act will apply:

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency

function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. An agency officer or employee may be criminally liable for violations of the Privacy act if 1974, as amended. Since this contract provides for the design, development, or operation of a system of records on individuals, the contractor and their employees are considered employees of the agency for the purpose of criminal penalties under the Act. See also, DOD 5400.11-R, DOD Privacy Program, for minimum standards for protection or safeguarding personal information when records are included in a system of records. This regulation also provides guidance for disposal or records containing personal data.

PRIVACY ACT

(a) The contractor agrees:

(1) that since this contract specifically provides for the design, development, or operation of a system of records on individuals on behalf of an agency to accomplish an agency function, the agency will apply the requirements of the Act to the contractor and its employees working on the contract. The system of records operated under the contract is deemed to be maintained by the agency and is subject to the Act.

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) **"operation of a system of records"** means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) **"records"** means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) **"system of records"** on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

ADDITIONAL SECURITY REQUIREMENTS: It is anticipated that some of the agencies participating on this contract will require non-disclosure agreements from all employees who are participating in any capacity on this contract. These agreements may be specific to the individual agencies or orders or may be general in nature.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

PAYMENT: The Government Publishing 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.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**. **In addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5332 ATTN: Procurement Technician or emailed to InfoDenver@gpo.gov.**

For the purpose of earning the discount when a prompt payment discount is offered by a bidder, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

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

SUBMISSION OF BIDS: Facsimile bids are permitted.

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

(c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.

(d) Facsimile bids must contain the required signatures.

(e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.

(f) Submit facsimile bid to FAX No. **(303) 236-5332 or (303) 236-5304**, one bid per facsimile.

(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.
- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of scanning/copying services of litigation materials and/or non-litigation materials (archival/record scanning) requiring such operations as pick up, disassembly, suitable black and full-color copying/reproduction or scanning, indexing/bates numbering (electronic), reassembly, binding, indexing, load file creation, OCR conversion, saving to suitable electronic storage devices (CD-ROM, DVD-ROM, thumb drive, hard drive, or similar secure storage devices) of both hard copy and electronic files, packing, and delivery with very short notice and with very short turnaround requirements.

TITLE: Litigation Scanning/Copying and general/archival (non-litigation) document scanning/conversion to digital data

FREQUENCY OF ORDERS: Approximately one to ten orders per month placed by various agencies.

PAGES: Ten to 500,000 or more pages per order. Most orders will be for less than 20,000 pages.

SIZES: Text, Covers, Forms: 8-1/2 x 11", 11 x 17". Tab Dividers: 9 x 11" (9" dimension includes 1/2" tab extension). Oversized Drawings: over 11 x 17" up to 36 x 108".

QUANTITY: One to 100 sets of hard copies. It is anticipated that most orders will be for far less than 100 copies. Electronic Files - One to five sets. The nature of this litigation work is for very small quantities with many orders only requiring one hard copy or electronic files of all items furnished. For orders requiring tab dividers approximately 2 to 100 sets per item in banks of 3 to 7 (most of these requirements will be for 3rd or 5th cut).

GOVERNMENT TO FURNISH: Print Orders. Camera copy. The camera copy will consist of a wide range of materials, some of which are **not** suitable for automatic feeder operations on duplicating equipment. Electronic text, audio and video files submitted on various types of electronic media storage devices. CD's and DVD's for duplication.

WARNING: All electronic media furnished by the Government, or and duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of the contract. All duplicate material must be degaussed or securely overwritten and any printouts and non-erasable media shall be destroyed by the contractor.

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.

DISC MANUFACTURING: CD-ROM and 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.

LITIGATION SCANNING: IPRO scanning software is required on the majority of litigation scanning. All scanned images must have a minimum resolution of 300 DPI resolution. Scanned image will be produced as either single page TIFF'S, JPEG'S, or multi-page PDF files, as ordered. All blank scanned pages will be removed prior to burning the CD/DVD. When required images burned to disc must be indexed with a computer generated non-repeating sequential number or non-repeating sequential alpha-

numeric, or by electronic Bates numbering as applicable. Hyperlink Bates numbers to the document according to the customer provided index.

IMAGE MANAGEMENT SYSTEM: An Image Management System will be required on all discs produced. 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 litigation 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.

OBJECTIVE, SUBJECTIVE, AND IN-TEXT CODING: Objective: Bibliographic objective coding for the purpose of this contract will be defined as coding that does not require the contractor to read or understand the body of the text, but can be copied verbatim from the document into the appropriate database field. This will include, but is not limited to: headers, footers, fax channel date lines, date stamping, marginalia, signature lines, to/from and cc lines, subject lines, titles, authors, pre-existing Bates stamps, dates, and purchase order numbers.

- Subjective: Bibliographic subjective coding will include but not be limited to a summary of the documents content or analysis of issues.
- In-text: In-text coding is the capture of information referenced within the body of the document. In-text coding will include but not be limited to names, locations, dates, and important numbers.

Standards for document boundaries will be based on a 1:4 ratio. Either "Standard Document Determination" (Physical) or "Logical Document Determination" (relationship boundaries) will be indicated in the print order.

OPTICAL CHARACTER RECOGNITION (OCR) SCANNING: The contractor will be required to produce an uncorrected searchable raster file. Scan resolution for all files intended for OCR recognition will be bi-level, normally 300 dpi. Drawings are to be scanned at a suitable dpi. Some orders may require zoning and post OCR processing.

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.

The resulting optical character recognition output must have an accuracy rate of 98% and will be burned to CD read-only or DVD read-only with a variety of extensions, including but not limited to JPEG, PDF, or TIFF.

COPYING (including Blowbacks): Reproduce face only or face and back (head to head or head to foot) in black ink as indicated on the print order.

Tab Divider will reproduce face only and face and back on the tab extensions in black ink only (in addition an **occasional** order will have face only **body** copy in black ink only) and may be Xerox 5090 or 5390 or equal.

Color copying will be face only or face and back (head to head or head to foot) on white stock, as indicated on the print order.

Copying equipment must be digital in nature and maintain fidelity with a minimum of 600 DPI for all black/white and color images. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift in color from the Government furnished materials. Equipment must be capable of duplex copying while maintaining no visible distortion of the Government furnished originals when compared to the printed product. Color pages will be intermittently mixed in the documents.

Copying/scanning operations by the contractor 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.
- **LIGHT INTERVENTION:** 25 or more consecutive pages of loosely bound originals printed face only or face and back only suitable for automatic feed; image quality of originals such as to permit automatic exposure adjustment by copying equipment; and which do **NOT** require the changing of focus (reduction/enlargement), paper color, and/or paper size.
- **MEDIUM INTERVENTION:** 10 or more consecutive pages of loosely bound 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 as 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.

Other operations anticipated:

- Oversize black and/or full-color maps/drawings - Over 17 x 11" up to 36 x 108".
- Bates numbering (electronic). Electronic Bates stamping will be included in the scanned image when required (**Bates numbers overlaid on the image but not actually burned into the image will not be allowed**). Hyperlink Bates numbers to the document according to the customer provided index. Physical Bates stamping will require both sequential numbering from start to finish and sequential numbering with listed missing numbers or broken lots.
- Furnishing die cut tab dividers (stock and custom).
- Blow-backs: Both color and b/w may be required from CD and/or DVD.

PROOFS: In lieu of proofs the following will be required on all orders. Copying and scanning will require second-pass verification, and is defined as a visual comparison to verify that 100% of the pages/documents were captured in copying/scanning. CD and DVD disc production will require that the contractor check each disc to ensure proper file naming, file structure, and placement.

On large non-litigation scanning jobs the contractor may be required to scan an initial group of documents to verify quality and indexing prior to the production of the remainder of the order. This will be paid for at contract prices.

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. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

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.

Stock provided by the contractor will be from the following list:

- White Offset Book, basis weight 25 x 38", 50 lbs. per 500 sheets equal to JCP Code A60,
or at contractor's option -
- White Bond, basis weight 17 x 22", 20 lbs. per 500 sheets equal to JCP Code G10,
or at contractor's option -
- White Plain Copier, Xerographic, and basis weight 17 x 22", 20 - 24 lbs. per 500 sheets equal to JCP Code O-60.
- White and Colored Writing, basis weight 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.
- White and Colored Vellum Finish Cover, basis weight 20 x 26", 65 lbs. per 500 sheets equal to JCP Code L20.
- White and Colored Index, basis weight 25½ x 30½", 90 lbs. per 500 sheets equal to JCP Code K10.
Note: The contractor **at their option** may furnish 110 lb. Index.

MARGINS: Approximate to the original copy.

BINDING: The binding requirements will be primarily utilized for the rebinding or restoration of furnished documents after scanning is complete.

Various binding operations not limited to the following will be ordered:

- Stitching/stapling: Wire stitch/staple in upper left corner or wire stitch/staple in two places on the 11" left.
- Coil binding: Plastic coil binding may be required.
- Acco binding: ACCO binding may be required.
- Wire-O binding: Wire-O binding may be required.
- Plastic comb binding: Plastic comb binding may be required.
- Tape binding: Tape binding may be required.
- Velo binding: Velo binding may be required (black plastic tamper-resistant strips or equal Velo binding).
- Drilling
- Binders

Punch suitable for: plastic comb binding, wire binding, ACCO binding, coil binding, Wire-O binding, or Velo binding. The contractor is to furnish the styles above in suitable colors of a suitable capacity.

Binders required are to fit sheets 9 x 11" (including ½" tab), punched with 3 round ¼" to 3/8" diameter holes, 4¼" center to center on 11" Binding edge. The size of the closed binder approximately 11½ x (10¼" - 11½").

MATERIAL: Vinyl - Virgin, nonmigratory, non-rigid, polyvinyl chloride material, meeting the following minimum specifications and/or tests:

Masland Impact test: Must withstand cracking when formed into a loop of ½" inside diameter and struck with a force of a minimum of five pounds while material is a -18°C (0°F) plus/minus

-
18°C
(5°F).

Gage: 0.015" plus/minus
0.001".

Additives: The material shall have no additives which at temperatures of -25°F to +120°F shall bleed or in any way depart from the basic material. **Color:** White. **Grain:** Contractor's option.

CONSTRUCTION: Vinyl covering shall be electronically dielectrically heat sealed over No. 1 quality binders boards, 0.125" thick, plus or minus 0.0025", forming securely sealed edges all around the binder and on each side of the backbone, as hinges. The binders shall have a clear vinyl sheet on the front cover and spine open at the top to allow for inserting of cover sets. Binders boards to have smooth edges, and the outer corners round cornered. Grain of boards must be parallel to the short dimension. The concealed metal backbone to be securely riveted to the metal loose-leaf element with no free play, by not less than two metal rivets.

Metal Loose-leaf Element (Standard - for use on up to 2" capacity binders only): Standard ring mechanism of three hard drawn steel, round/oval at Government's option, ring of 1" up to a 2" capacity, spaced 4¼" center to center with upright opening and closing levers at each end, and spring back for uniform tension, alignment of rings, and smooth operation. The binding back with two anchors (studs) for concealed construction must be at least as wide as widest part of binding element. All exposed metal parts shall be nickel plated and corrosion resistant.

Metal Loose-leaf Element (Heavy Duty - for use on all 3" or larger binders): Ring type with heavy duty ring mechanism of three hand drawn steel, Slant "D", spaced 4¼" center to center with upright opening and closing levers and spring back for uniform tension, alignment of rings, and smooth operation. The binding back with two anchors or studs for concealed construction must be at least as wide as widest part of binding element. All exposed metal parts shall be nickel plated and corrosion resistant.

Note: The capacity of a "D" ring binder will be determined by measuring the inside of the flat side of the ring.

Sheet Lifters: Each binder is to be equipped with two full length, quarter sheet sized approximately 2" size flat or rounded at the contractor's option, 0.030" thick, color at the contractor's option with all corners rounded.

Backing Plates: The backing plate consists of two pieces of at least .050" board or, at contractor's option, backing plate may be steel or plastic. One piece on each side of the attaching steel plates (may be two plates, each at least 2" long, 1" each side of the rivet top and bottom, or a single full-length plate) with the rivet inserted so that the head of each rivet head shall be completely concealed and no impression shall show on the outside backbone of the binder.

Note: Due to the extensive requirements of litigation services all contractors are requested to submit copies of price lists of additional services offered. 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.

MATERIAL HANDLING: The clauses under this section apply primarily to Government Furnished Materials (GFM).

PACKING: Pack in shipping containers/Bankers boxes. Each shipping container must not exceed 45 pounds when fully packed. When ordered, the contractor will furnish Banker's boxes (approximately 1.2 cubic feet) to the Government for the purpose of preparing the materials for pickup.

STAGING/PREPARATION: At the Government's option, the contractor may be required to prepare GFM for shipping to the contractor's facility. This may include packing the files in contractor furnished Banker's boxes, properly marking boxes as to sequence and other pertinent information. This does not include inspection, evaluation, or removal of copies or files. This function is the sole responsibility of the Government.

STORAGE: This section primarily applies to archival/record scanning. It is not anticipated that litigation scanning will have these requirements.

Storage area for hard copy must be adequate to store a minimum of 1,000 banker boxes (1.2 ft.³ each) in an orderly fashion that would allow access to specific files or in the event the ordering agency requires access to these files in an emergency situation, as it is anticipated that a portion of these files may be active.

Occasionally, the ordering agency will require that the contractor return the furnished documents (or a small subset of the furnished documents) that have already been picked up by the contractor. This is a "pull request". File folders may be identified by identification number, project name, associated shipment and box number, or file title.

The storage area must be onsite (the contractor's production facility), climate controlled, have adequate security (camera coverage and restricted entry utilizing keypad or biometric scanning), a fire suppression system and adequate protection from flooding.

It is anticipated due to the nature of archival/record scanning that the contractor may be required to continue to store these documents for a period of time after completion of the scanning project until the agency makes the decision as to where the hardcopies will be delivered to or whether they will be destroyed in whole or part.

DESTRUCTION/SHREDDING OF GOVERNMENT FURNISHED MATERIAL (GFM):

On occasion, the contractor may be required to shred or otherwise destroy original material. When required the contractor may subcontract this operation utilizing a firm specializing in secure document disposal that is mutually agreeable to the Government and the contractor. The contractor must provide the ordering agency with a memo stating the process and giving the quantity of the disposal documents both in page count and pre-disposal cubic feet.

DISTRIBUTION: Both pickup and delivery of GFM and the completed order will fob the agency (Government) facility within a 50 mile radius of the Federal Office Building/U.S. Court House in downtown Denver, Colorado.

Outside of this 50 mile radius delivery of the completed order will be fob destination, freight prepaid and add (reimbursable).

“Inside Pickup and Delivery required”, as indicated on the print order.

PICKUP AND DELIVERY OF GFM:

Although this contract is primarily for the Denver, Colorado metropolitan area it is anticipated that on occasion the requirement may be utilized outside of this area. When this need arises the contractor will be compensated as per the contract "Schedule of Prices" under item VII. Pickup and Delivery of GFM.

“Chain of Custody” is of particular importance regarding the services ordered on this contract. Contractor will be required to pick up and deliver GFM utilizing a secure method observing normal procedures insuring "chain of custody" by utilizing their own cleared personnel and vehicles for pickup and delivery or a bonded courier. Other means or carrier which are mutually agreeable with the Government and the contractor may be utilized. No intermediate storage or transfers of the GFM will be allowed without the express permission of the Government. This applies regardless of whether the pickup and return of furnished materials is within the Denver metropolitan area or outside of the area.

The Government, at its discretion, may deliver and pick up the materials to and from the contractor’s facility, at the Government’s expense, utilizing whatever means the government feels are appropriate. When this occurs no charges will be allowed for pickup and/or return of government furnished materials.

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.

LITIGATION SCANNING COPYING:

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

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 access to the inspector(s) necessary 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 48 hours. Some orders may have schedules exceeding 48 hours due to their volume.

NOTE: For the purposes of this agreement, a normal workday will consist of 24 consecutive hours and the normal workweek may include Saturday and Sunday or holidays.

ARCHIVAL/RECORD SCANNING (document conversion):

Due to the variables surrounding these orders it is not possible to establish fixed schedules. Schedules will be established by mutual agreement between the contractor and the Government. In the event an agreement cannot be reached between the contractor and the agency the contracting officer will intervene and establish a schedule.

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.

REFERENCES: Contractors choosing to submit prices are encouraged to also provide a list of references to which they have provided the same or similar services as required by these specifications.

FIRM OR INDIVIDUALS NAME

POINT OF CONTACT

PHONE NUMBER

SECTION 3. - DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will determine the lowest bid by applying the prices bid 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)	500	IV	(a)		205	VII	(a)	1.	5
		(2)	500		(b)		15			2.	20
		(3)	500		(c)		2			3.	60
		(4)	675,000		(d)		5	(b)	1.	5	
		(5)	435		(e)		5		2.	20	
		(6)	7750		(f)		5		3.	60	
	(b)	(1)	50		(g)		3	(c)	1.	5	
		(2)	50	V	(a)		2,000		2.	20	
		(3)	50		(b)		10		3.	60	
		(4)	78,000		(c)		10	(d)	1.	1	
		(5)	50		(d)		10		2.	2	
		(6)	2650		(e)		10		3.	6	
	(c)	(1)	4700		(f)		10	(e)	1.	1	
		(2)	993,000		(g)		10		2.	2	
II	(a)		30		(h)	1.	5		3.	6	
	(b)		10			2.	5	(f)	1.	1	
	(c)		10		(i)	1.	5		2.	2	
	(d)	1.	5			2.	5		3.	6	
		2.	5			3.	5				
	(e)		10		(j)		100				
III	(a)		500		(k)		15				
	(b)		500	VI	(a)		1,500				
	(c)		500		(b)		30				
	(d)		21,400		(c)		3020				
	(e)		500		(d)		20				
	(f)		3,200		(e)		10				
	(g)	1.	50								
		2.	70								
	(h)	1.	170								
		2.	80								

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

Some orders for litigation work placed will require complete production and distribution within 12 to 48 hours.

SECTION 4. - SCHEDULE OF PRICES

Bids are f.o.b. destination within a 50 mile radius of the Federal Office Building/U.S. Court House in downtown Denver, Colorado and fob destination reimbursable for shipments outside of this area.

Bids for each item listed in its respective group, as defined in "SECTION 2 – SPECIFICATIONS", must include the cost of all required materials and operations in accordance with these specifications.

The 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. Bids submitted with "NB" (No Bid), "NA" (Not Applicable), or blank spaces for an item may be declared nonresponsive

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

Prices 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 will be prorated.

I. SCANNING: scanned to TIFF, PDF, or JPEG with a minimum 300 dpi loaded to a CD/DVD Rom. The cost must include the scanning, computer indexing, second pass verification, creating a load file, provide a viewer and cost of the CD/DVD Rom/s.

- (a) Black and white
 - 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
 - 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**..... \$ _____
- (c) 1. Uncorrected searchable Optical Character Recognition (OCR) conversion **per scan**..... \$ _____
- 2. Corrected searchable Optical Character Recognition (OCR) conversion **per scan**..... \$ _____

II. OBJECTIVE, SUBJECTIVE, AND IN-TEXT CODING:

- (a) Bibliographic objective coding. Objective coding includes, but is not limited to fields such as document data, document type, pre-existing Bates numbers, attachment range, document title, author, and recipient. It is coding that does not require the contractor to read or understand the text but can be copied verbatim from the document into the appropriate database field.
per 100 fields..... \$ _____
- (b) Bibliographic subjective coding. Subjective coding includes, but is not limited to a summary of the content of the document or analysis of issues.
per 100 fields..... \$ _____
- (c) In-text coding is the capture of information referenced within the body or the document. In-text coding will include, but will not be limited to names, locations, dates, and important numbers.
per 100 fields..... \$ _____
- (d) Document boundaries must show the placement of paper clips, staples, dividers, stick-notes, and etc. Boundaries will be based on 4 pages per document 1:4 ratio.
 - 1. Standard (physical) document boundaries..... **per 100 boundaries**..... \$ _____
 - 2. Logical (relational-ship) document boundaries.. **per 100 boundaries**..... \$ _____
- (e) Electronic Bates Stamping **per 100 numbers** \$ _____

(Initials)

III. COPYING OR BLOWBACKS COMPLETE PRODUCT (except Items IV, V and VII) : Prices quoted shall include the cost of all required materials and operations except those covered in Items IV, V and VII 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 III. (a - h). The number of units will be determined by dividing its page/trim size (expressed in square inches) by 94 square inches, with any fractional remainder being counted as a whole.

BLACK IMAGE ONLY: 8½ x 11" up to and including 17 x 11"

- (a) AUTOFEED MATERIALS: **per page unit**..... \$ _____
- (b) LIGHT INTERVENTION: **per page unit**..... \$ _____
- (c) MEDIUM INTERVENTION: **per page unit**..... \$ _____
- (d) HEAVY INTERVENTION: **per page unit**..... \$ _____
- (e) GLASS PLACEMENT:..... **per page unit**..... \$ _____
- COLOR COPYING:
- (f) Color copying 8½ x 11" TO 11 x 17"..... **per page unit**..... \$ _____
- (g) Die cut Tab Dividers (includes composition, die-cutting, paper, collating, and inserting):
 - 1. Leaves duplicated/copied face only **per each** \$ _____
 - 2. Leaves duplicated/copied face and back **per each** \$ _____
- (h) Oversized items: (**INCLUDES cost of paper**).
 - 1. Black image only. Over 17 x 11" up to 36 x 108" **per square foot** \$ _____
 - 2. Color copy or equal. Over 17 x 11" up to 36 x 108" **per square foot** \$ _____

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 on the following:

Page size will be determined by dividing its trim size by 94 square inches, with any fractional remainder being counted as a whole.

Per 100 leaves

- (a) White Offset Book, 50 lb., White Bond, 20 lb., or White Plain Copier, Xerographic 20 - 24 lb. \$ _____
- (b) White Writing, 20-lb..... \$ _____
- (c) Colored Writing, 20-lb..... \$ _____

 (Initials)

	<u>Per 100 leaves</u>
(d) White Vellum-Finish Cover, 65 lb.....	\$ _____
(e) Colored Vellum-Finish Cover, 65 lb.....	\$ _____
(f) White Index, 90 - 110 lb.....	\$ _____
(g) Colored Index, 90 - 110 lb.....	\$ _____

V. ADDITIONAL OPERATIONS:

(a) Stitching/stapling with one or two stitches.....	per book	\$ _____
(b) Binding, plastic coil.....	per book	\$ _____
(c) Binding, ACCO.....	per book	\$ _____
(d) Binding, Wire-O.....	per book	\$ _____
(e) Binding, plastic comb binding.....	per book	\$ _____
(f) Binding, tape.....	per book	\$ _____
(g) Binding, velo.....	per book	\$ _____

Binders: with two inside pockets and clearview on cover and spine)

(h) Binders 3-Ring (O- ring)		
1. 1" capacity	per each	\$ _____
2. 2" capacity	per each	\$ _____
(i) Binders 3-Ring (D-Ring)		
1. 3" capacity	per each	\$ _____
2. 4" capacity	per each	\$ _____
3. 5" capacity	per each	\$ _____
(j) Drilling (each run).....	per 100 leaves	\$ _____

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.

(k) Timework	per hour	\$ _____
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NOTE: Operations which cannot be properly classified under any other item shall be charged as "**Timework**" and **will be specifically authorized** on the print order for a maximum of three hours. In excess of three hours must be by Contract Modification.

 (Initials)

VI. MATERIALS HANDLING: For purposes of pricing below the term “boxes” shall refer to “Banker’s boxes” of 1.2 ft.³ capacity.

- (a) Boxes per each \$ _____
 The charge for boxes will be allowed only when the Government specifically orders boxes to assist in their preparation of materials for pickup or return of GFM or the boxes are required in conjunction with VI(b) “Staging” by the contractor. The charges will not be allowed for boxes that the contractor uses internally in the organization or preparation of materials.
- (b) Staging/preparation by the contractor at the Government’s facility * per 10 boxes . \$ _____
- (c) Storage of hard copy materials at the contractor’s facility* per 10 boxes . \$ _____
 Note: this charge will only be allowed when storage is required **after** completion of the project.
- (d) Pull request (sequential group of files) per group \$ _____
 Note: pickup and redelivery of materials under (d) shall be at the governments expense.
- (e) Destruction/Shredding of GFM*per 10 boxes . \$ _____

* If the contractor chooses to use boxes or containers of a different capacity the pricing will be prorated based on the 1.2 ft.³ capacity prices bid (on Items VI(b), (c), and (e) above).

VII. PICKUP AND DELIVERY OF GFM:

These rates apply to Government Furnished Materials (GFM). The following prices cover the cost of pickup and delivery of GFM to destinations within each of the six zones (see below). Prices must be submitted in the order and manner requested; minimum charges will NOT be accepted. Failure to bid charges to any zone may eliminate the bidder from consideration for award.

All pickup and deliveries of GFM as well as the completed order within a 50 mile radius of the Federal Office Building/U.S. Court House in downtown Denver, Colorado will be fob destination and no charges will be allowed for pickup and delivery of either GFM or the finished product.

Boxes as specified below refers to Bankers boxes of 1.2 cubic feet capacity each.

	Zone		Up to 100 boxes (approximately 120 cubic feet) 1.	From 101 boxes to 650 boxes (780 cubic feet) 2.	Over 651 boxes 3.
(a)	1	per 10 boxes	\$ _____	\$ _____	\$ _____
(b)	2	per 10 boxes	\$ _____	\$ _____	\$ _____
(c)	3	per 10 boxes	\$ _____	\$ _____	\$ _____
(d)	4	per 10 boxes	\$ _____	\$ _____	\$ _____
(e)	5	per 10 boxes	\$ _____	\$ _____	\$ _____
(f)	6	per 10 boxes	\$ _____	\$ _____	\$ _____

 (Initials)

Reimbursement for transportation costs for pickup and delivery of GFM will be made in accordance with the contractor's quoted charges. Bidder must quote the specified unit charge for each zone listed above. Fractional parts of at the unit rate will be prorated.

EXPLANATION OF SHIPPING CHARGES: Destinations which are located within the continental United States and the District of Columbia fall within one of six zones, as defined hereinafter **The zones are based on radius from Federal Office Building/U.S. Court House in downtown Denver, Colorado:**

- Zone 1: 51 to 150 miles
- Zone 2: 151 to 300 miles
- Zone 3: 301 to 600 miles
- Zone 4: 601 to 1000 miles
- Zone 5: 1000 to 1400 miles
- Zone 6: over 1400 miles

(Initials)

DISCOUNTS ARE BID FOR PAYMENT AS FOLLOWS:

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

Bidder hereby acknowledges amendment(s) number (ed) _____

BIDDERS 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.

BIDDER'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

(Street Address)

(City - State)

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

(Person to be contacted)

(Telephone Number)

e-mail address

(Facsimile Number)

SAMPLE OF THE BID ENVELOPE

In order to ensure proper processing of all bids the following information is suggested on all bid envelopes.

Program Number 2810-S	Postage Stamp Required Here
From: _____	
Address: _____	

ENCLOSED	
Bids will be received until September 25, 2015 at 2 P.M. prevailing Denver time.	U.S. Government Publishing Office Denver Regional Office Suite 208 12345 W. Alameda Parkway Lakewood, CO 80228-2842