

U.S. GOVERNMENT PRINTING OFFICE  
Philadelphia, PA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Litigation Support Services

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

U.S. Attorney's Office – Eastern District of New York (EDNY)

Single Award in Two (2) Different Categories related to Two (2) Production Areas

**TERM OF CONTRACT:** The term of this contract is for the period beginning January 1, 2014 and ending December 30, 2014, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Quotes are due by 11:00 a.m., prevailing Philadelphia, PA, time, on December 23, 2013.

**BID SUBMISSION:** This is a small purchase term contract. Facsimile quotes in response to this solicitation are permitted. Facsimile quotes may be submitted directly to the GPO Philadelphia Regional Printing Procurement Office, Fax No. (215) 364-6479. The program number and bid opening date must be specified with the quote. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. ***BIDS RECEIVED AFTER 11:00 A.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.***

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES FOR EACH CATEGORY:**

**CATEGORY 1:** All production facilities used in the manufacture of the products ordered under this contract must be located within a 50-mile radius of 271 Cadman Plaza East, Brooklyn, NY 11201.

**CATEGORY 2:** All production facilities used in the manufacture of the products ordered under this contract must be located within a 100-mile radius of the Federal Court Building, 610 Federal Plaza, Central Islip, NY 11722.

**BIDDERS, PLEASE NOTE:** These specifications have been EXTENSIVELY revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before submitting a quote.

There are no previous prices for this procurement

For information of a technical nature call Karen Capie on (215) 364-6465, x3, or email [kcapie@gpo.gov](mailto:kcapie@gpo.gov). (No collect calls.) If you receive an out of office message for Karen Capie, email [infophiladelphia@gpo.gov](mailto:infophiladelphia@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract, which results from this Invitation for Bid, will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective January 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

**DISPUTES:** 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.

**SUBCONTRACTING:** No subcontracting is allowed.

**DUPLICATING/COPYING DEFINITION:** For the purposes of this contract, duplicating/copying shall be defined as the reproduction of furnished material by means of equipment employing the lithographic process and/or copier-duplicating machines employing electrostatic, thermal, or other copying processes.

**CD-ROM OR DVD DUPLICATION:** Several firms claim patent rights, which may be applicable to CD-ROM or DVD duplication. For example, see <http://www.licensing.philips.com>. U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and duplication of CD-ROMs and DVDs, and assert it is impossible to manufacture or duplicate a CD-ROM or DVD without infringing these patents. The patent claims cover, among other things, both the physical structure of and manner in which data is encoded on a CD-ROM or DVD. Other firms, including Discovision Associates, Irving, CA, also claim similar patent rights.

Each bidder's attention is invited to the patent indemnification provisions of GPO Contract Terms (Publication 310.2 (Rev. 6-01)) since the successful bidder will be responsible for compliance with all applicable patents, including any for CD-ROMs or DVDs.

By submission of a bid, bidders certify that they hold a license under all patents applicable to their duplication of CD-ROMS or DVDs.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Manuscript copy/Camera copy/Electronic media

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period as may mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from January 1, 2014 to December 31, 2014, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending September 30, 2013, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award 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.

**FOR OFFICIAL USE ONLY (FOUO):** The products produced under this contract are designated as "For Official Use Only." The contractor shall take all necessary precautions to ensure against loss of forms, negatives, or other reproducible at any time prior to delivery by the contractor to destination.

**Security Control Plans:** The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for non-government business. Specifically, no Government information shall be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The contractor shall present, in writing, to the Contracting Officer within two (2) calendar days of being notified to do so by the Contracting Officer or his/her representative, detailed plans for the following activities. The workday after notification to submit will be the first day of the schedule. Contractor must submit via email to [kcapie@gpo.gov](mailto:kcapie@gpo.gov); or via fax at (215) 364-6479.

**THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME.**

The Security Control Plans shall provide in detail, at a minimum:

- How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract.
- How all accountable materials will be handled throughout all phases of production.
- How the disposal of waste materials will be handled.
- How all applicable Government-mandated security/privacy/rules and regulations, as cited in this contract, shall be adhered to by the contractor.

Listings of all personnel who will handle orders produced under this contract, including employees authorized to pick up and return furnished materials, and deliver the final products. Additionally, the plan must also include a list of secured carriers that will be used to pick up and return furnished materials, and deliver the final products.

- A listing of all equipment that will be used to produce the products ordered under this contract.
- How the storage and viewing of discovery material will be handled.
- After the start date of this contract, any new employee(s) involved with this contract is/are to be added to the original employee listing furnished to GPO and certified by a Department of Justice representative. This notification about new employees is to be sent to [kcapie@gpo.gov](mailto:kcapie@gpo.gov), [drozdzieski@gpo.gov](mailto:drozdzieski@gpo.gov), and [Kelly.Thurston@usdoj.gov](mailto:Kelly.Thurston@usdoj.gov).

NOTE: Contractor must notify the GPO if any significant changes (relocation of facilities, staffing, equipment, etc.) occur during the term of the contract.

***Personally Identifiable Information (PII):*** It is the contractor's responsibility to properly safeguard personally identifiable information from loss, theft, or inadvertent disclosure, and to immediately notify the Government of any loss of personally identifiable information. Personally identifiable information is "information that can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Reference: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- Personal identification numbers, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number.
- Address information, such as street address or personal email address.
- Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

**Contractor's Authorized Personnel and New Employees :** Prior to being allowed to reproduce certain documents, all contractor employees having access to these U.S. Attorney documents may be required to have a name and fingerprint check clearance prior to any of this type of work being performed. The U.S. Attorney's office will conduct fingerprint checks and other security before this type of work is placed. At the Government's option, some or all of these checks may be performed prior to award.

In addition, the U.S. Attorney's office may require additional background checks including:

- Full disclosure on Standard Form 86 ("Questionnaire for National Security Positions")
- Credit check
- Inquiries from personal references

**Secured Area:** All copying, reproducing, numbering, binding, and packing must be performed in a secured area to the effect that no unauthorized person(s) has access, or is able to handle, or view documents at any time. Site visits to be done on a periodic basis without warning by the ordering agency. When the documents and copies thereof are left unattended, they must be locked in a safe room(s) that requires a key or combination lock. Custody of the key or combination will be limited to qualified personnel. Cleaning and maintenance personnel will not have access to the safe key or combination lock.

**Chain of Custody:** Chain of Custody is required. All furnished material and information shall be strictly confidential and security information shall be maintained. Contractor employees must be briefed as to confidentiality. This includes secured pickup and delivery (bonded courier or company personnel only). Release of the material to anyone not authorized by the Government is prohibited.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands. Unless otherwise stated herein, all extra copies, materials, waste, etc., must be destroyed.

**Safe Custody:** The contractor has the responsibility to ensure that all copy materials remain constantly in safe custody from the time they are picked up (as specified) until the time they are returned.

Safe custody ensures that the legal documents remain in the sealed containers until they arrive at the contractor's secure area within the plant. The legal document containers and litigation copy containers must always remain in view of authorized personnel. No unauthorized personnel are to handle the containers. Sealed containers may be opened at time of pickup with consent of, and in the presence of, authorized DOJ personnel for the purpose of contractor's verification of contents, and then resealed for transport.

The vehicle that the contractor uses to transport containers must be locked at all times unless loading and unloading containers. If authorized personnel must make more than one trip to load or unload containers, the contractor must have another authorized person guarding the containers in the vehicle. Containers in a locked vehicle left unattended by an authorized person are in direct violation of the contract. The only time the containers may be left unattended is in the secure area of the contractor's plant.

The contractor must provide a procedure for safeguarding documents and chain of custody. The procedure should set forth all precautions that will be taken to ensure integrity of documents. A chain of custody form is required to be signed by the contractor upon receipt of materials to be reproduced. The contractor shall take all necessary precautions to ensure against loss of originals or copies at any time from pickup to delivery at destination. Contractor will be required to obtain authorized signatures at each end.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO purchase order will be assigned 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 January, 2014 through December 31, 2014, 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:** Upon completion of each order, the contractor shall submit an itemized statement for billing (including all required backup documentation and delivery/shipping receipts) to the ordering agency for examination and certification as to the correctness of the billing. Email billing to: [Kelly.Thurston@usdoj.gov](mailto:Kelly.Thurston@usdoj.gov). (unless otherwise specified on the print order).

After agency verification, submit all billing invoices to: U.S. Government Printing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401. NOTE: GPO offers a Contractor Fax Billing System. Fax signed off invoices to GATEWAY FAX: 202-512-1851.

**Billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."**

**NOTE:** On occasion, an outside party (e.g., attorney) not associated with the ordering agency may require additional copies of the products reproduced under this contract. When required, the contractor must produce these additional required copies in accordance with the prices submitted in the "SCHEDULE OF PRICES." An authorized attorneys list will be provided with each print order. These copies are in addition to the copies ordered by the ordering agency. The contractor is responsible for collecting all required fees for these services directly from these parties. In no way is the Government liable for any charges for copies in addition to those specifically ordered on the print order.

**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, January 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

### PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (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) "Record" 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.

**CRIMINAL SANCTIONS:** It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1) which is made applicable to contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established there under, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the fast turnaround of black and color duplicating/copying (in the exact order received) litigation documents; scanning; and, duplicating CDs and DVDs from a furnished master; requiring such operations as copy preparation, duplicating/copying in black and full color, file creating, blowbacks, electronic setup, Bates numbering, binding, packing, storage, and distribution.

**TITLE:** Litigation Support Services.

The documents to be reproduced will be of a sensitive nature and will require special safeguards. Release of the material to anyone not authorized by the U.S. Attorney's Office, EDNY NY, is prohibited. All copies must be accounted for and waste sheets destroyed beyond recognition or reconstruction. **If the contractor is keeping a copy so that authorized parties can obtain copies, the contractor must ensure that these copies are safeguarded.**

**NOTICE TO CONTRACTORS:** Contractors are cautioned that this is a labor-intensive contract as copy will be furnished in a variety of binding styles as specified under "GOVERNMENT TO FURNISH." Contractors will be required to separate each page for duplication/copying.

After reproduction, furnished originals and reproductions must be reassembled and bound in the same sequence and manner as they were originally received, unless otherwise specified.

Work placed on this contract will be categorized by the following three levels:

**Normal Work:** This level includes groups of 8-1/2 x 11" or 8-1/2 x 14" sheets in folders, feed able, all copies in one reduction. It is estimated that approximately 25% of the work required on this program will be for normal difficulty work.

**Medium Difficult Work:** This level includes various sizes, but not constantly changing sizes. Some group staples, but not able to just feed work. It is estimated that approximately 55% of the work required on this program will be for medium difficulty work.

**Difficult Work:** Discovery work requiring all glasswork and handwork. Approximately 20% of the work required on this program will be for difficult work. This level includes, but is not limited to, boxes of seized records including ledger books, checks, receipts, medical records, and small notes. See "GOVERNMENT TO FURNISH." Various reductions of copy and reassembly of originals.

**NOTE:** All levels of difficulty must be verified by the ordering agency. The contractor will not be allowed to bill for a level of difficulty not specified on the print order. If discrepancies occur, GPO will determine the level based on the above definitions.

**FREQUENCY OF ORDERS:** Since the volume of work which will be procured under this contract cannot be predetermined, no guarantee can be made as to the number or frequency of orders which will be placed. It is estimated that there will be approximately 50 orders total per year including both Category 1 and Category 2.

**QUANTITY:** Approximately 1 to 10 copies per order.

**NOTE:** An occasional order may require up to approximately 350 copies.

**NUMBER OF PAGES:** Approximately 4 to 60 containers per order.

**NOTE:** An occasional order may have up to 100 containers. Each container consists of approximately 1,500 originals per container.

**TRIM SIZES:**

Format A: Any trim size up to and including 8-1/2 x 11". Approximately 95% of the work will be for this size.

Format B: Any trim size over 8-1/2 x 11" up to and including 8-1/2 x 14". Approximately 5% of the work will be for this size.

**GOVERNMENT TO FURNISH:**

***NOTE: Personnel from the U.S. Attorney's Office may accompany orders to the contractor's facility to describe the requirements of each order.***

Discovery work, various sizes, and types of material considered to be normal, medium difficult, and difficult to handle, as specified above.

Containers of documents may be in banded bundles consisting of any or all of the following items: magazines, printed publications, diaries, ledgers, notebooks, items stapled (1 upper left corner), single sheets, side-stitched books, loose-leaf books, paper or binder-clipped sets, and/or banded sets. All sizes of sticky notes/Post-it style notes, tissue copy, documents with tab dividers, loose receipts, bank checks, Photostats, or medical files stored in folders with EKG strips up to seven (7) feet long.

Copy consisting of line copy, line art, handwritten copy, post-it notes, receipts, time cards, checks, photos, computer printouts, all forms of discovery of various sizes to be reproduced at various focuses and/or scanned to CD/DVD at 100%. It is anticipated that the majority of the copy furnished will be 8-1/2 x 11".

Copy may be furnished in boxes and 3-ring binders, which will be marked by the Government to indicate order in which order they should be copied (i.e., 1 of 3, 2 of 3, 3 of 3). Print order will indicate the estimated number of binders supplied and the size of the NEW binder required. It is estimated that approximately six (6) to twelve (12) times per year, new binders will be required. Binder size will be indicated on the print order. Often, exhibits for trials are held in these binders and copies must be available for judge and all attorneys. There may be an occasion when the DOJ supplies the binders and the copies and the vendor will ONLY DO THE INSERTS, which will be stated on the print order.

Litigation copying documents will consist of a variety of binding styles including stapled sets, paper clipped sets, banded sets, Velo-bound or spiral-bound books, sets separated by colored stock, in file folders, etc. There may be items that do not require duplication, but these items do have to be stored and maintained with the applicable documents for the duration of the trial, or as otherwise indicated on the print order.

Routine copying documents that require no glasswork or staple removal, etc.

Electronic files, saved as .TIFF, .JPEG, or .PDF, provided on CD/DVD for blowbacks, gray-scale and color.

CDs/DVDs to be duplicated and hard drives to be cloned.

Occasionally, tab dividers will be furnished for insertion as indicated.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

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

Upon receipt of a print order where it appears that the estimated cost to produce the order exceeds \$5,000.00, the contractor must notify the USAO, Kelly Thurston, on (718) 254-6229 or at [Kelly.thurston@usdoj.gov](mailto:Kelly.thurston@usdoj.gov).

**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.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

All paper used in each copy must be of a uniform shade.

Reproduced Pages: White Plain Copier, Xerographic (Qualified Product), basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-65.

Index Cover Stock, Colored Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Tab Dividers: White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Clear plastic covers

**DUPLICATING/COPYING:** Contractor must produce exact duplicates of the copy furnished, exactly the way it was furnished to them, unless otherwise indicated on the print order.

All reproduced copy must be legible. At a minimum, duplicated pages must maintain the quality of the furnished original. When the contractor is unable to produce a quality document due to poor furnished material, the contractor must identify the document with the following statement, in all capital letters, "BEST COPY AVAILABLE" in the margins to the document, not overprinted on copy on the document. Copies will not be acceptable if they contain background tone, strip-lines, or are not equal to the furnished copy.

Documents reproduce face only or face and back in black or full color. Majority of orders placed will be for face only in black.

Tab dividers reproduce one side only in black. (NOTE: Standard size tab dividers (8-1/2 x 11" with 1/2" tab, extension) will be required. Majority of tabs required will be for 1/5 cut; however, an occasional order may require a cut other than 1/5.)

**BLOWBACK:** When ordered, the contractor must be able to reproduce (in black or full color) from furnished CDs and DVDs, and bind, as specified on the print order.

Unless otherwise specified on the print order, all copy will be reproduced in black.

Majority of blowback reproductions will be for face only on 8-1/2 x 11" leaves. Occasionally, face and back reproductions and/or a size other than 8-1/2 x 11" may be required.

#### **ELECTRONIC DOCUMENT SETUP:**

*Scanning* – When ordered, the contractor must scan furnished documents to a TIFF or PDF file, onto a CD, DVD, or USB hard drive, as specified on the print order.

When saving to a CD or DVD, the title on the CD/DVD prints on top of disc in black ink. (No disc labels.) All printing on the disc shall comply with the requirements set forth in the International Standards IEC 908 and

amendment ISO 10149 and ISO 9660 for CD-ROM. Inks used for the disc title must not damage the lacquer layer.

When saving to a USB hard drive, the hard drives must be standard USB 2.0 or 3.0 external drives ranging in size from 250 GB to 1 terabyte.

*Optical Character Recognition (OCR)* – When ordered, create OCR files. All documents/pages need to be scanned and converted into single-page TIFF images. All pages of all documents will need an Image Key (i.e., bates number, numbering system) that will identify each TIFF image page. Unless specifically noted, the image key/bates number should NOT be burned into the scanned images.

Contractor is advised that the ordering agency or the courts may request single pages but have the boundaries annotated in the load files.

All pages of all documents should be scanned in at 300 dpi and should be rotated for optimum/viewing readability.

*Indexing* – When specified on the print order, all documents/pages need to be further labeled by appropriate criteria.

*Document Boundaries* – All red wells/folders/binders; pages with rubber bands around them; binder-clipped and paper-clipped pages; and stapled pages, should be treated as one document in order for the ordering agency to determine where a document begins and ends.

Sticky notes/Post-It style notes and the fronts of file folders should be copied/scanned and treated as a document.

Once the documents are scanned as OCR, the Load Files should be created (IPROOCR.lfp). The Load Files needed are the following: The database load files should be ASCII DAT.TXT, Concordance.dat file, and an IPRO Publish.LFP file. The Image Load File format should be ASCII IMG.TXT and an IproProject.LFP File.

**BATES NUMBERING:** Some orders will require Bates numbering for both hard copy and electronic reproductions. It is estimated that approximately 20% of the orders will require some type of Bates numbering.

Orders will require numbering documents prior to duplicating/copying using a Bates numbering machine, numbering stickers, or through electronic means. No missing numbers or number skips unless authorized to meet schedule.

Contractor must be able to do alphanumeric bates numbering with a prefix of a maximum of nine (9) letters and a minimum of nine (9) numbers, in various font sizes. E.G. kt0001, kt0002 or capie0001, capie0002 or some other combination of identifying letters followed by the document numbering.

Jury Questionnaires: Contractor must be able to number each page of one set of the document with the same number and go forward consecutively (i.e., the first 50-page questionnaire is 001 where each of the 50 pages is number 001 and the second 50-page questionnaire has each page numbered 002, and so on.)

**MARGINS:** Unless otherwise specified, center image.

**BINDING:** An occasional order may require more than one type of binding. Bind as indicated on the print order, as follows:

Gather in sequence as furnished.

Side-wire stitched in one or two places and trim four sides.

Velo-bind of suitable capacity. (NOTE: Orders requiring Velo-binding will be for 8-1/2 x 11” products only. Color of the cover(s) will be stated on the print order and may require a clear plastic cover as well.

Drill two round holes, 3/8" in diameter, centered at the top edge of product; or, drill three round holes, 3/8" in diameter, centered on the left side of product, 4-1/4" center to center. Center of holes to be 3/8" from edge of product.

Tab Lipping: 1/5<sup>th</sup> cut, 1/2" wide; round all corners. Insert tab dividers into text where indicated.

Insert into standard 3-ring binders to accommodate 8-1/2 x 11" leaves. Binders are to be white or black, at contractor's option. Binders will range from 1" to 5" capacity, as specified on the print order. If binder capacity is not specified on the print order, contractor is to use appropriate size binder to fit product ordered.

Band in units indicated with a strip of heavy Kraft paper or rubber band around the short dimension.

### **CD AND DVD DUPLICATION:**

When ordered, the contractor must duplicate the furnished CD or DVD master in the number of copies specified on the print order. Additionally, contractor must create a table of contents page, print title on disc, and insert into jewel boxes (see "PACKING" for requirements).

The title on the CD/DVD prints on top of disc in black ink. (No disc labels.) All printing on the disc shall comply with the requirements set forth in the International Standards IEC 908 and amendment ISO 10149 and ISO 9660 for CD-ROM. Inks used for the disc title must not damage the lacquer layer.

**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 4.75" 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.

### **HARD DRIVE CLONING:**

Drive cloning is the process of copying the contents of one computer drive to another drive or to an "image" file. This may be done straight from one drive to another, but more often, the contents of the first drive are written to an image file as an intermediate step, then the second drive is loaded with the contents of the image.

Typically "stand alone drives for cloning" will be provided. Occasionally, contractor may be required to clone multiple drives.

There may be several instances where entire hard drives will need to be copied at the request of the Defense Counsel. When saving to a USB hard drive, the hard drives must be standard USB 2.0 or 3.0 external drives ranging in size from 250 GB to 1 terabyte.

**PROOFS/VERIFICATIONS :** 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/DVD disc production will require that the contractor check each disc to ensure proper file naming, file structure, and placement.

### **PACKING:**

For all CDs/DVDs, insert each disc into a standard clear jewel box.

Pack CDs, DVDs, and/or USB hard drives appropriately so as not to damage discs or hard drives during delivery.

Pack reproduced copies in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product(s) will not be damaged during delivery.

NOTE: RE-PACK ORIGINALS IN ORIGINAL SHIPPING CONTAINERS. Do not replace containers without permission from the ordering agency.

**LABELING AND MARKING** (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

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

NOTE: Contractor MUST maintain markings on original containers, as furnished. Contractor must not label/mark original containers in any way.

**DISTRIBUTION:** Deliver f.o.b. destination to the addresses listed below OR as specified on the print order:

- U.S. Attorney's Office, 271 Cadman Plaza East, Brooklyn, NY 11201
- U.S. Attorney's Office, Federal Court Building, 610 Federal Plaza, Central Islip, NY 11722

The Eastern District of New York includes addresses in Brooklyn, NY, Staten Island NY, and EDNY client agencies and attorneys are often located in Manhattan, NY. It is estimated that 80% of the workload will come out of the Brooklyn, NY and surrounding NY area and 20% will come out of the Central Islip, NY location.

Inside delivery to room number specified is required.

**All orders must be delivered via traceable means or bonded courier.** The contractor must be able to produce a separate signed receipt for these materials at any time during the contract and for two years after the contract year.

On occasion, approximately, 1% of the time, the contractor may be required to deliver f.o.b. destination (reimbursable) outside the ICC commercial zone. Contractor will be reimbursed for delivery charges by submitting all shipping receipts with the billing invoice.

Upon completion of each order, but prior to submitting to GPO for payment, the contractor shall submit an itemized statement for billing (including all required backup documentation and delivery/shipping receipts) to the ordering agency for examination and certification as to the correctness of the billing. Email billing to: [Kelly.Thurston@usdoj.gov](mailto:Kelly.Thurston@usdoj.gov). (unless otherwise specified on the print order). See BILLING.

After agency sign off, vendor must fax copies of signed off invoices and print orders to U.S. Government Printing Office, New York Regional Printing Procurement Office, Fax 212.620.3378, Attn: Shari Daughtry, Procurement Technician.

Unless otherwise specified (see "STORAGE OF DISCOVERY MATERIAL"), upon completion of each order, all furnished material must be returned to the address indicated on the print order.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1214-S, Purchase Order XXXXX, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery, and title of product, if applicable.

All expenses incidental to picking up and returning materials must be borne by the contractor.

**STORAGE OF DISCOVERY MATERIAL:** Contractor will be required to store discovery material as directed by the Government during the course of the contract for ongoing trials, as well as trials that have been completed.

*Storage environment:* The contractor must provide a secure area(s) dedicated to the manufacture and storage of U.S. Attorney's Office discovery (either a separate facility dedicated to this contract, or a walled-in limited access area within the contractor's existing facility). Access to the area(s) shall be limited to security-trained employees involved in production under the contract. All security requirements MUST be maintained, and the storage area MUST be properly organized.

All retained copies shall be processed and stored in satisfaction of the Privacy Act, requiring the contractor to "establish appropriate administrative, technical and physical safeguards to insure the security and confidentiality of records and to protect against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience or unfairness to any individual on whom information is maintained."

Several trials may run concurrently, and as a result, the contractor will be required to store several hundred containers at no additional charge to the Government. The contractor MUST ensure that they are identified in such a way that they do not get inter-mixed. The retained copy shall be stored in each container to provide for quick document identification and easy retrieval. Based upon past performance, various size containers will be utilized, including but not limited to: 14-1/4 x 9 x 4", 15 x 12 x 10", 17-1/4 x 11-1/4 x 10", and 24 x 12 x 10-1/4".

Contractor (s) will be required to store discovery material from when DOJ starts providing the material to them, through superseding indictments and trials where there are multiple defendants and in cases where a defendant could be severed from the group for a separate trial at a later date.

It is the Government's obligation to make the materials available to the Defense. The DOJ does that by providing it to a vendor(s) and directing the Defense to go to the vendor(s) and order a set at his/ her own expense. The contractor (s) is, in effect, selling the copies of DOJ materials, to the individuals, we authorize. DOJ provides the material –DOJ will not pay the contractor to store discovery material.

The contractor will be responsible for updating the Bates Identification Coding system as new documents are received, and furnishing the Government with updated lists. Upon request, the contractor shall furnish the U.S. Attorney's Office with a listing of all documents in storage. The list shall include the attorney's name, the case name, the case number, and the program/print order number. The U.S. Attorney's Office will determine the disposition of the documents, and direct the contractor to deliver the stored material to the Government, or to dispose of the materials (see "SECURITY").

*Workspace for Legal Parties:* Most of the orders will require the contractor to produce and retain a photocopy of all of the discovery material in order for other legal parties to make a second-generation copy at their own expense. In addition to storing the discovery, the contractor must provide adequate space (a minimum of 100 square feet is required) for authorized individuals to read and review, as well as obtain copies of the documents (including those documents picked up at the onset of the contract). Only those parties expressly authorized by the U.S. Attorney's Office may purchase second-generation copies from the contractor. Copies shall be labeled, organized, physically located, and arranged so as to provide expedient access required for quick-schedule reproduction.

Every effort will be made to give as much notification as possible, including making appointments, etc., in order to view the documents; however, occasionally, extreme circumstances may occur where there will be little or no advance notice.

*Duration of Legal document Retention:* Given the unpredictable nature of legal proceedings, it is difficult to state exactly how long any future trial proceeding might last. Based upon past experience, it is realistic to expect that each print order placed during the term of this contract will require the contractor to retain the first-generation copies for a minimum of six (6) months to as long as 30 months after the print order was issued.

The contractor may be required to retain these copies (along with other forms of discovery, as applicable) for as long as 12 months after a print order has been issued at no additional expense to the Government. (NOTE: Storage of retained Government furnished legal documents may be required upon placement of a print order issued as late as the last day of the contract term.)

After the retained copy has been made available to other parties for reproduction for the length of time determined by the U.S. Attorney's Office, it shall be returned to the address indicated at the contractor's expense. All expenses incidental to return of Government materials must be borne by the contractor.

The contractor will be required to contact the U.S. Attorney's Office, Brooklyn, NY, to arrange for the return of retained Government furnished legal documents.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

**NOTE: Contractor's plant must be available to pick up, produce, and deliver work 24 hours a day, seven (7) days a week.**

No definite schedule for pickup of material can be predetermined at this time.

Print order will be provided by the ordering agency.

Contractor will be required to pick up copy and furnished material from locations listed under "DISTRIBUTION" or within a 100-mile radius of Central Islip, NY, or at private law firms. The pick up and delivery locations might include federal agencies, doctor's offices, and federal correctional facilities.

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

NOTE: Because of varying degrees of size and complexity of each order, the schedule requirements for each individual print order will be determined jointly by the Department of Justice and the contractor based on the amount of work involved and the time that can be allowed for that order. The schedule must be agreed upon at time of acceptance of the Government furnished material, and must be indicated on the print order for payment.

Orders must be completed and delivered within the time specified as mutually agreed upon between the ordering agency and the contractor (see "NOTE" above).

Typical schedules range between two (2) to five (5) workdays of notification of the availability of each individual print order and furnished material.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

### SECTION 3. - DETERMINATION OF AWARD

Procurement under this solicitation will be divided into two (2) categories as follows:

**Category 1:** All production facilities used in the manufacture of the products ordered under the contract must be located within a 50-mile radius of 271 Cadman Plaza East, Brooklyn, NY 11201.

**Category 2:** All production facilities used in the manufacture of the products ordered under the contract must be located within a 100-mile radius of the Federal Court Building, 610 Federal Plaza, Central Islip, NY 11722.

The Government will make an award in each category since it is anticipated that one firm may not be able to meet all of the requirements based on the radius restrictions. The lowest bid will be determined by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production, which are the estimated requirements to produce one (1) year's production requirements for Category 1 and Category 2 work under this contract. These units do not constitute, nor are they to be construed as a guarantee of the volume of work which may be ordered for a like period of time.

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

#### CATEGORY 1:

I. 1. (a) (1)	397,575	II. (a)	502
(2)	874,665	(b)	31
(3)	318,060	(c)	3,600
(4)	8,922		
(5)	1	(d.)	1
(6)	1	(e)	1
(b) (1)	20,925	(f) (1)	23
(2)	46,035	(2)	2
(3)	16,740	(3)	80
		(4)	1
		(5)	31
		(6)	50
		(7)	25
2. (a) (1)	29,925		
(2)	65,835	III (a)	58
(3)	23,940	(b)	16
(b) (1)	1,574		
(2)	3,465	IV. (a) (1)	144
(3)	1,260	(2)	144
		(3)	2,592
		(b) (1)	9886
		(2)	1
		(c) (1)	300
		(2)	300
		(3)	300
		(d)	7,200
		(e)	6
		(f)	18
		(g)	2
		(h)	1

CATEGORY 2:

I. 1. (a) (1)	99,394	II. (a)	126
(2)	218,666	(b)	7
(3)	79,515	(c)	900
(4)	2,230	(d)	1
(5)	1		
(6)	1	(e)	1
(b) (1)	24,675	(f) (1)	6
(2)	54,285	(2)	1
(3)	19,740	(3)	20
		(4)	1
		(5)	8
		(6)	12
		(7)	6
2. (a) (1)	7,418	III (a)	14
(2)	16,459		
(3)	5,985	(b)	4
(b) (1)	394	IV. (a) (1)	90
(2)	866	(2)	90
(3)	315	(3)	720
		(b) (1)	2,462
		(2)	1
		(c) (1)	75
		(2)	75
		(3)	75
		(d)	2,111
		(e)	2
		(f)	5
		(g)	1
		(h)	1

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**SECTION 4. - SCHEDULE OF PRICES**

GPO Facsimile Number: (215) 364-6479

Quotes due by: 11:00 a.m. / Date: 12/23/2013

**CONTRACTORS NAME AND SIGNATURE:** Fill out and return\* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Contractor \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) (Zip)

\_\_\_\_\_  
(Person to be contacted) (Telephone Number) (Date) (State Code/Contractor's Code)

\*\*\*\*\*

**(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.)**

\*\*\*\*\*

**PAYMENT TERMS:**

Discounts are offered for payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

\*\*\*\*\*

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

\*\*\*\*\*

Quotes offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

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

Quotes submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

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

Fractional parts of 100 will be prorated at the per-100 rate.

**BILLING INVOICES MUST BE ITEMIZED IN ACCORDANCE WITH THE LINE ITEMS IN THE "SCHEDULE OF PRICES."**

**CATEGORY 1:**

**I. DUPLICATING/COPYING:** Prices offered shall include the cost of all required materials and operations (including stock) necessary for the duplicating/copying of the product listed in accordance with these specifications.

Prices offered for line items I.1. (a) and (b) and 2. (a) and(b) must include the cost of all required Makeready and/or setup media including removing staples, paper clips, etc., reassembling, and binding in the same sequence and manner as received.

**NOTE: Binding of duplicated/copied leaves must be charged under Item II. "BINDING", as applicable.**

1. Duplicating/Copying in Black:

(a) Format A:

- (1) Normal work..... per page ..... \$ \_\_\_\_\_
- (2) Medium difficulty work..... per page ..... \$ \_\_\_\_\_
- (3) Difficult work ..... per page ..... \$ \_\_\_\_\_
- (4) Tab divider.....per divider ..... \$ \_\_\_\_\_
- (5) Colored Index covers.....per complete cover set \$ \_\_\_\_\_
- (6) Clear plastic cover set per complete cover set \$ \_\_\_\_\_

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

(b) Format B:

- (1) Normal work..... per page .... \$ \_\_\_\_\_
- (2) Medium difficulty work..... per page .... \$ \_\_\_\_\_
- (3) Difficult work..... per page .... \$ \_\_\_\_\_

2. Duplicating/Copying in Color:

(a) Format A:

- (1) Normal work..... per page .... \$ \_\_\_\_\_
- (2) Medium difficulty work..... per page .... \$ \_\_\_\_\_
- (3) Difficult work..... per page .... \$ \_\_\_\_\_

(b) Format B:

- (1) Normal work..... per page .... \$ \_\_\_\_\_
- (2) Medium difficulty work..... per page .... \$ \_\_\_\_\_
- (3) Difficult work..... per page .... \$ \_\_\_\_\_

**II. BINDING:** The prices offered for binding leaves shall include the cost of all materials and operations necessary for binding in the style indicated.

**NOTE: Duplicating/copying must be charged under Item I. "DUPLICATING/COPYING," as applicable.**

- (a) Stitching with one or two stitches.....per 100 copies .... \$ \_\_\_\_\_
- (b) Velo-Binding .....per book .... \$ \_\_\_\_\_
- (c) Drilling .....per 100 leaves .... \$ \_\_\_\_\_

Drilling: Four holes will be the maximum for any one run. When drilling documents with tab dividers, each thickness of divider stock will be counted as three (3) leaves.

- (d) Banding with Kraft paper bands..... per 100 bands .. \$ \_\_\_\_\_
- (e) Banding with rubber bands..... per 100 bands .. \$ \_\_\_\_\_

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

(f) Binders: Including the cost of inserting.

- (1) 1" .....per binder ..... \$ \_\_\_\_\_
- (2) 1-1/2" .....per binder ..... \$ \_\_\_\_\_
- (3) 2" .....per binder ..... \$ \_\_\_\_\_
- (4) 2-1/2" .....per binder ..... \$ \_\_\_\_\_
- (5) 3" .....per binder ..... \$ \_\_\_\_\_
- (6) 4" .....per binder ..... \$ \_\_\_\_\_
- (7) 5" .....per binder ..... \$ \_\_\_\_\_

**III. CD AND DVD DUPLICATION:**

- (a) CD Duplication:  
Including cost of disc, printing on disc,  
and jewel box..... per disc ..... \$ \_\_\_\_\_
- (b) DVD Duplication:  
Including cost of disc, printing on disc,  
and jewel box..... per disc ..... \$ \_\_\_\_\_

**IV. ADDITIONAL OPERATIONS:** The prices offered for each of the following operations must include the cost of all required materials and operations.

For orders requiring Bates numbering, the contractor will be allowed a one-time charge per each print order. The contractor will NOT be allowed to charge for subsequent copies on the same print order unless otherwise authorized.

For line items IV. (b) and (c), a page will be based on an 8-1/2 x 11" (93.5 square inches) trim/page-size unit. A charge will be allowed for each page. The number of pages will be determined by dividing its trim size (expressed in square inches) by 93.5 square inches, with any fractional remainder being counted as a whole.

(a) Bates Numbering

- (1) Using numbering machine ..... per 100 numbers ..... \$ \_\_\_\_\_
- (2) Using numbering stickers..... per 100 numbers ..... \$ \_\_\_\_\_
- (3) Using electronic format..... per 100 numbers. .... \$ \_\_\_\_\_

(b) Blowback:

- (1) Reproducing CD or DVD to Paper in black..... per page ..... \$ \_\_\_\_\_
- (2) Reproducing CD or DVD to Paper in color ..... per page ..... \$ \_\_\_\_\_

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

(c) Scanning:

- (1) To a CD, including cost of disc,  
printing on disc, and jewel box .....per 100 pages .... \$ \_\_\_\_\_
- (2) To a DVD, including cost of disc  
printing on disc, and jewel box .....per 100 pages .... \$ \_\_\_\_\_
- (3) To a USB hard drive,  
including cost of USB drive .....per 100 pages .... \$ \_\_\_\_\_
- (d) Creating OCR file and Indexing ..... per 100 printed pages .... \$ \_\_\_\_\_
- (e) Cloning hard drives .....per hard drive .... \$ \_\_\_\_\_
- (f) Labels for binders, redwells, and folders ..... per label .... \$ \_\_\_\_\_
- (g) Manila folders .....per 100 folders .... \$ \_\_\_\_\_
- (h) Redwell folders .....per 100 folders .... \$ \_\_\_\_\_

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(Initials)

**CATEGORY 2:**

**I. DUPLICATING/COPYING:** Prices offered shall include the cost of all required materials and operations (including stock) necessary for the duplicating/copying of the product listed in accordance with these specifications.

Prices offered for line items I.1.(a) and (b) and 2.(a) and (b) must include the cost of all required Makeready and/or setup media including removing staples, paper clips, etc., reassembling, and binding in the same sequence and manner as received.

**NOTE: Binding of duplicated/copied leaves must be charged under Item II. "BINDING", as applicable.**

1. Duplicating/Copying in Black:

(a) Format A:

- (1) Normal work..... per page ..... \$ \_\_\_\_\_
- (2) Medium difficulty work..... per page ..... \$ \_\_\_\_\_
- (3) Difficult work ..... per page ..... \$ \_\_\_\_\_
- (4) 9 x 11" tab divider .....per divider ..... \$ \_\_\_\_\_
- (5) Colored Index covers.....per complete cover set \$ \_\_\_\_\_
- (6) Clear plastic cover set per complete cover set \$ \_\_\_\_\_

(b) Format B:

- (1) Normal work..... per page ..... \$ \_\_\_\_\_
- (2) Medium difficulty work ..... per page ..... \$ \_\_\_\_\_
- (3) Difficult work ..... per page ..... \$ \_\_\_\_\_

2. Duplicating/Copying in Color:

(a) Format A:

- (1) Normal work..... per page ..... \$ \_\_\_\_\_
- (2) Medium difficulty work..... per page ..... \$ \_\_\_\_\_
- (3) Difficult work ..... per page ..... \$ \_\_\_\_\_

(b) Format B:

- (1) Normal work..... per page ..... \$ \_\_\_\_\_
- (2) Medium difficulty work..... per page ..... \$ \_\_\_\_\_
- (3) Difficult work ..... per page ..... \$ \_\_\_\_\_

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

**II. BINDING:** The prices offered for binding leaves shall include the cost of all materials and operations necessary for binding in the style indicated.

NOTE: Duplicating/copying must be charged under Item I. "DUPLICATING/COPYING," as applicable.

(a) Stitching with one or two stitches.....per 100 copies .... \$ \_\_\_\_\_

(b) Velo-Binding .....per book .... \$ \_\_\_\_\_

(c) Drilling .....per 100 leaves .... \$ \_\_\_\_\_

Drilling: Four holes will be the maximum for any one run. When drilling documents with tab dividers, each thickness of divider stock will be counted as three (3) leaves.

(d) Banding with Kraft paper bands ..... per 100 bands .. \$ \_\_\_\_\_

(e) Banding with rubber bands..... per 100 bands .. \$ \_\_\_\_\_

(f) Binders: Including the cost of inserting.

(1) 1" .....per binder .... \$ \_\_\_\_\_

(2) 1-1/2" .....per binder .... \$ \_\_\_\_\_

(3) 2" .....per binder .... \$ \_\_\_\_\_

(4) 2-1/2" .....per binder .... \$ \_\_\_\_\_

(5) 3" .....per binder .... \$ \_\_\_\_\_

(6) 4" .....per binder .... \$ \_\_\_\_\_

(7) 5" .....per binder .... \$ \_\_\_\_\_

**III. CD AND DVD DUPLICATION:**

(a) CD Duplication:  
Including cost of disc, printing on disc,  
and jewel box..... per disc .... \$ \_\_\_\_\_

(b) DVD Duplication:  
Including cost of disc, printing on disc,  
and jewel box..... per disc .... \$ \_\_\_\_\_

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

**IV. ADDITIONAL OPERATIONS:** The prices offered for each of the following operations must include the cost of all required materials and operations.

For orders requiring Bates numbering, the contractor will be allowed a one-time charge per each print order. The contractor will NOT be allowed to charge for subsequent copies on the same print order unless otherwise authorized.

For line items IV.(b) and (c), a page will be based on an 8-1/2 x 11" (93.5 square inches) trim/page-size unit. A charge will be allowed for each page. The number of pages will be determined by dividing its trim size (expressed in square inches) by 93.5 square inches, with any fractional remainder being counted as a whole.

(a) Bates Numbering

- (1) Using numbering machine ..... per 100 numbers ..... \$ \_\_\_\_\_
- (2) Using numbering stickers..... per 100 numbers ..... \$ \_\_\_\_\_
- (3) Using electronic format..... per 100 numbers. .... \$ \_\_\_\_\_

(b) Blowback:

- (1) Reproducing CD or DVD to Paper in black.....per 100 pages ..... \$ \_\_\_\_\_
- (2) Reproducing CD or DVD to Paper in color .....per 100 pages ..... \$ \_\_\_\_\_

(c) Scanning:

- (1) To a CD, including cost of disc,  
printing on disc, and jewel box .....per 100 pages ..... \$ \_\_\_\_\_
- (2) To a DVD, including cost of disc  
printing on disc, and jewel box .....per 100 pages ..... \$ \_\_\_\_\_
- (3) To a USB hard drive,  
including cost of USB drive.....per 100 pages ..... \$ \_\_\_\_\_

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

- (d) Creating OCR file and Indexing..... per 100 printed pages ..... \$ \_\_\_\_\_
- (e) Cloning hard drives .....per hard drive ..... \$ \_\_\_\_\_
- (f) Labels for binders, redwells, and folders..... per label ..... \$ \_\_\_\_\_
- (g) Manila folders.....per 100 folders ..... \$ \_\_\_\_\_
- (h) Redwell folders.....per 100 folders ..... \$ \_\_\_\_\_

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

ITEM NO.	DESCRIPTION	CRS		JAGG		AWARDED	
		East Bruns.,NJ UNIT RATE	COST	Maspeth, NY UNIT RATE	COST	Ricoh UNIT RATE	COST
<b>CATEGORY 1</b>							
COMPLETE PRODUCT:							
1.	BLACK INK COPYING						
a	FORMAT A: PER PAGE						
1	NORMAL WORK	0.001	397.58	0.060	23,854.50	0.070	27,830.25
2	MEDIUM DIFFICULTY	0.001	874.67	0.001	874.67	0.090	78,719.85
3	DIFFICULT WORK	0.048	15,266.88	0.150	47,709.00	0.110	34,986.60
4	9 X 11" TAB DIVIDER	0.200	1,784.40	0.500	4,461.00	2.000	17,844.00
5	Colored Index covers.....per complete cover set	1	20.000	5.000	5.00	1.000	1.00
6	Clear plastic cover set.....per complete cover set	1	20.000	5.000	5.00	1.000	1.00
b.	FORMAT B: PER PAGE						
1	NORMAL WORK	0.001	20.93	0.001	20.93	1.250	26,156.25
2	MEDIUM DIFFICULTY	0.001	46.04	0.001	46.04	1.450	66,750.75
3	DIFFICULT WORK	0.048	803.52	0.001	16.74	1.750	29,295.00
2.	LASER COLOR COPYING :						
a	FORMAT A: INCLUDING PAPER PER PAGE						
1	NORMAL WORK	0.010	299.25	0.001	29.93	0.290	8,678.25
2	MEDIUM DIFFICULTY	0.120	7,900.20	0.001	65.84	0.350	23,042.25
3	DIFFICULT WORK	0.160	3,850.40	0.300	7,182.00	0.450	10,773.00
b	FORMAT B: INCLUDING PAPER PER PAGE						
1	NORMAL WORK	0.100	157.40	0.001	1.57	2.500	3,935.00
2	MEDIUM WORK	0.120	415.80	0.001	3.47	3.000	10,395.00
3	DIFFICULT WORK	0.160	201.60	0.300	378.00	3.500	4,410.00
II	<b>BINDING:</b> Duplicating/copying must be charges under Item 1- duplicating/copying as applicable.						
(a)	Stitching with one or two stitches.....per 100 copies.....	502	1,255.00	0.100	50.20	5.000	2,510.00
(b)	Velo Binding.....per book.....	31	77.50	5.000	155.00	2.500	77.50
(c)	Drilling.....per 100 leaves.....	3,600	21,600.00	3.000	10,800.00	5.000	18,000.00
	Dрил: Four(4) holes maximum for one(1) run. Drilling w tab dividers, divider stock counted as three (3) leaves of stock.						
(d)	Banding with Kraft paper bands.....per 100 bands.....	1	10.00	50.000	50.00	1.000	1.00
(e)	Banding with rubber bands .....per 100 bands.....	1	10.00	10.000	10.00	0.100	0.10
(f)	Binders:						
(1)	1".....	23	15.000	345.00	207.00	4.000	92.00
(2)	1.5".....	2	20.000	40.00	50.00	7.500	15.00
(3)	2".....	80	20.000	1,600.00	640.00	8.000	640.00
(4)	2.5".....	1	20.000	20.00	60.00	8.500	8.50
(5)	3".....	31	20.000	620.00	372.00	12.000	372.00
(6)	4".....	50	20.000	1,000.00	650.00	15.000	750.00
(7)	5".....	25	20.000	500.00	625.00	50.000	1,250.00
III	<b>CD AND DVD REPLICATION</b>						
a	CD duplication: Including cost of disc, printing on disc, and jewel box ...per disc	58	290.00	30.000	1,740.00	5.000	290.00
b.	DVD duplication: Including cost of disc, printing on disc, and jewel box ...per disc	16	160.00	30.000	480.00	5.000	80.00

ITEM NO.	DESCRIPTION	BASIS OF AWARD	CRS East Bruns, NJ UNIT RATE	JAGG Maspeth, NY UNIT RATE	Ricoh Malvern, PA UNIT RATE	COST	AWARDED
<b>CATEGORY 1</b>							
IV ADDITIONAL OPERATIONS :							
(a)	Bates Numbering						
(1)	Using Numbering machine	Per 100 Numbers	144	0.100	14.40	0.100	14.40
(2)	Using Numbering Sticker	Per 100 Stickers	144	0.100	14.40	10.000	1,440.00
(3)	Using electronic format	per 100 numbers	2,592	0.010	25.92	1.000	2,592.00
(b)	Blowbacks						
(1)	Reproducing CD or DVD to Paper in black	Per Page	9,886	0.200	1,977.20	0.050	494.30
(2)	Reproducing CD or DVD to Paper in color	Per Page	1	0.300	0.30	1.000	1.00
(c)	Scanning						
(1)	To a CD Including cost of disc, printing on disc, and jewel box	per 100 pages	300	18.000	5,400.00	20.000	6,000.00
(2)	To a DVD Including cost of disc, printing on disc, and jewel box	per 100 pages	300	18.000	5,400.00	20.000	6,000.00
(3)	To a USB hard drive, Including cost of USB drive	per 100 pages	300	18.000	5,400.00	20.000	6,000.00
(d)	Creating OCR file & indexing	per 100 printed pages	7,200	0.100	720.00	0.001	7.20
(e)	Cloning Hard Drives	per Hard Drive	6	100.000	600.00	250.000	1,500.00
(f)	LABELS FOR BINDERS, REDWELLS, FOLDERS PER LABEL		18	0.100	1.80	1.000	18.00
(g)	MANILLA FOLDERS PER 100		2	3.500	7.00	500.000	1,000.00
(h)	REDWELLS PER 100		1	20.000	20.00	700.000	700.00
<b>CONTRACTOR TOTALS</b>							
			79,147.17		126,309.76		455,728.26
<b>DISCOUNT</b>			2.00%		1,582.94	0.00%	0.00
<b>DISCOUNTED TOTALS</b>					77,564.23		126,309.76
				CRS		JAGG	
				East Brnsw. NJ		Maspeth, NY	
				NR		AWARDED	
							Ricoh Malvern, PA



Program No 1214S Date of Award to Dec. 31, 2014 (Dec. 2018)  
 TITLE: LITIGATION SUPPORT SERVICES =EASTERN DISTRICT

ITEM NO.	DESCRIPTION	BASIS OF AWARD	CRS	East Bruns., NJ	JAGG	Maspeth, NY	Ricoh	Malvern, PA
ADDITIONAL OPERATIONS :		AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
	No previous abstract		NR					
<b>CATEGORY 2</b>								
IV	ADDITIONAL OPERATIONS :							
(a)	Bates Numbering							
	(1) Using Numbering machine .....	90	0.100	9.00	0.100	9.00	100.000	9,000.00
	(2) Using Numbering Sticker .....	90	0.100	9.00	10.000	900.00	20.000	1,800.00
	(3) Using electronic format .....	720	0.010	7.20	1.000	720.00	10.000	7,200.00
(b)	Blowbacks							
	(1) Reproducing CD or DVD to Paper in black .....	2,462	0.200	492.40	5.000	12,310.00	0.045	110.79
	(2) Reproducing CD or DVD to Paper in color .....	1	0.300	0.30	100.000	100.00	0.290	0.29
(c)	Scanning							
	(1) To a CD. Including cost of disc, printing on disc, and jewel box ...	75	18.000	1,350.00	20.000	1,500.00	10.000	750.00
	(2) To a DVD. Including cost of disc, printing on disc, and jewel box ...	75	18.000	1,350.00	20.000	1,500.00	10.000	750.00
	(3) To a USB hard drive, including cost of USB drive ...	75	18.000	1,350.00	20.000	1,500.00	10.000	750.00
	(d) Creating OCR file & Indexing .....	2,111	0.100	211.10	0.001	2.11	5.000	10,555.00
	(e) Cloning Hard Drives .....	2	100.000	200.00	250.000	500.00	25.000	50.00
	(f) LABELS FOR BINDERS, REDWELLS, FOLDERS PER LABEL	5	0.100	0.50	1.000	5.00	0.100	0.50
	(g) MANILA FOLDERS PER 100	1	3.500	3.50	500.000	500.00	3.500	3.50
	(h) REDWELLS PER 100	1	20.000	20.00	700.000	700.00	20.000	20.00
	<b>CONTRACTOR TOTALS</b>			<b>20,763.34</b>		<b>49,051.10</b>		<b>121,021.76</b>
	<b>DISCOUNT</b>			<b>415.27</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
	<b>DISCOUNTED TOTALS</b>			<b>20,348.07</b>		<b>49,051.10</b>		<b>121,021.76</b>
					CRS	JAGG		Ricoh
					East Bruns., NJ	Maspeth, NY		Malvern, PA
					NR			
					AWARDED			