

U.S. GOVERNMENT PRINTING OFFICE  
PHILADELPHIA, PA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of  
Xerographic Reproduction

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

U.S. Attorney's Office –Eastern District of New York  
Multiple Award

The term of this contract is for the period

Beginning July 1, 2012 and ending June 30, 2013

**BID OPENING:** Bids shall be publicly opened at 2 p.m., prevailing Philadelphia time, on<BOD> **June 11 2012.**  
</BOD>

**RESTRICTED PRODUCTION AREA:** All production facilities used in the manufacture of the product(s) ordered under this contract **MUST** be located within a 100-mile radius of Central Islip, NY 11722.

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

For information of a technical nature call Karen Capie , x 12 (215)364-6465 (No collect calls) or email kcapie@gpo.gov .

**Contractor's plant must be available to pickup, produce, and deliver work 24 hours a day, 7 days a week.**

**CHAIN OF CUSTODY REQUIRED. ALL FURNISHED MATERIAL, INFORMATION SHALL BE STRICTLY CONFIDENTIAL, AND SECURITY INFORMATION SHALL BE MAINTAINED. EMPLOYEES MUST BE BRIEFED AS TO CONFIDENTIALITY, THIS INCLUDES SECURED PICKUP & DELIVERY (BONDED COURIER OR COMPANY PERSONNEL ONLY.)** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless, otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed. Contractor may require certification upon award .

**Product is designated as: For Official Use Only:** The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducible at any time prior to delivery by him to a transportation agent or delivery to destination. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials waste, etc must be destroyed.

**NOTE:** Prior to award, the contractor will be required to submit a written explanation as to how the contractor will safeguard the data provided by the agency. Explanation must be submitted via e-mail (kcapie@gpo.gov) or fax to (215-364-6479)

**FAXED OR TELEGRAPHED BIDS ARE NOT ACCEPTABLE**

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 December 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 (Rev. 8-02)).

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.

**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	Camera copy

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

**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.

**Contractor's plant must be available to pickup, produce, and deliver work 24 hours a day, 7 days a week.**

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

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### SECURITY

**Contractor's Authorized Personnel:** Prior to being allowed to copy 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. U.S. Attorney's office will conduct fingerprint check 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. Clearance must be granted to the applicable employees before such work is placed (or award is made if applicable).

In addition, the U.S. Attorney's office may require additional background checks including but not limited to:  
1--Full disclosure on Standard Form 86 "Questionnaire for National Security Positions"; 2--Credit check; and  
3--Inquiries from personal references.

**Secured Area:** All copying, reproducibles, numbering, binding, and packing must be done in a secured area to the effect that no unauthorized person 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 agency. When the documents and copies thereof are left unattended, they must be locked in a safe room or rooms that require 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.

**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 at the U.S. Attorney's Office until the time they are returned.

**Safe custody ensures that the legal documents remain in the sealed cartons until they arrive at the contractor's secure area within plant. The legal document cartons and litigation copy cartons must always remain in view of authorized personnel. No non-authorized personnel are to handle the cartons. Sealed cartons 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 cartons must be locked at all times unless loading and unloading cartons. If authorized personnel must make more than one trip to load or unload cartons, the contractor must have another authorized person guarding the cartons in the vehicle. Cartons in a locked vehicle left unattended by an authorized person are in direct violation of the contract. The only time the cartons may be left unattended is in the secure area of the 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. Chain of custody form is required to be signed by contractor upon receipt of materials to be copied. The contractor shall take all necessary precautions to insure against loss of originals or copies at any time from pickup to delivery to destination. Contractor will be required to obtain authorized signatures at each end.

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

**WARNING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed **beyond recognition or reconstruction.**

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**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. 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.

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(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.

**PAYMENT:** To expedite payment from The Government Printing Office, use of the Bar Code Cover Sheet is mandatory. Refer to the following web pages for specific instructions:

Bar Code Cover Sheet: (<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>)

Getting Paid Quickly:

(<http://www.gpo.gov/vendors/payment.htm#billing>)

GPO Billing Instructions:

(<http://www.gpo.gov/vendors/billing.htm>)

When requested on the print order: Prior to submitting a voucher for payment the contractor is responsible for furnishing a copy of their detailed invoice to the Department of Justice, U.S. Attorney's Office, Brooklyn , NY

**Copies of all vouchers must be sent to the U.S. Government Printing Office, Philadelphia Regional Printing Procurement Office Printing Procurement Office, 928 Jaymor Road, Suite A-190, Southampton, PA 18966. Fax to 215-364-6479.**

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from July 1, 2012 through June 30, 2013. 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.

**Contractor's plant must be available to pickup, produce, and deliver work 24 hours a day, 7 days a week.**

**Upon receipt of a print order where it appears that the estimated cost to complete the work is over \$5,000, the vendor will notify the USAO (Kelly Thurston:718-254-6229 or { HYPERLINK "mailto:Kelly.thurston@usdoj.gov" }).**

**Where is it apparent upon receipt of the print order and review of the instructions that the cost to complete the order will exceed \$25,000, the vendor will seek authorization from the USAO prior to beginning work. The vendor will notify the USAO (Kelly Thurston: 718-254-6229 or { HYPERLINK "mailto:Kelly.thurston@usdoj.gov" }).**

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QUANTITIES: This contract is 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(s) 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(s), requirements in excess of the limit on total orders under this contract, if any.

Order not completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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 because of urgency prior to the earliest date, that shipment/delivery may be specified under this contract, and if the contractor(s) 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, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low 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, except when the shipping/delivery schedule cannot be met.

**NOTE: CONTRACTOR WILL BE REQUIRED TO SUBMIT A NEGOTIATED PER COPY CHARGE TO OUTSIDE PARTIES UPON AWARD OF THE CONTRACT. THIS PRICE WILL NOT BE USED IN DETERMINATION OF AWARD, BUT WILL BE ESTABLISHED FOR THE ENTIRE TERM OF THE CONTRACT AND WILL ONLY BE USED WHEN AUTHORIZED ATTORNEYS LIST IS PROVIDED.**

Program1214-M  
Litigation Copying (EDNY) (07/12-06/13)

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## SECTION 2. - SPECIFICATIONS

**COPYING DEFINITION:** Litigation copying consists of the copying (including color) of printed materials related to on-going legal proceedings and processes. In addition to the handling of the furnished and replicated material, including its disassembly, binding (rebinding), and Bates identification as ordered, there is the requirement for the absolute protection of, and accounting for, the materials against damage, loss, and/or dissemination to unauthorized personnel. In addition, the vendor will be **required to open and print** scanned images and documents from the hard drive **or duplicate a hard drive** at the request of the defense counsel.

**SCOPE:** <Scope> These specifications cover **litigation copying** (see definition above ) and/or scanning to CD/DVD of numerous documents (such as, court transcripts, trial exhibits, checks, photos, and various forms of discovery), requiring such operations as copy pickups, copy preparation, Bates Identification( see p.9 for details) may be required on either furnished originals or copies (includes stamping ID number directly onto document or affixing labels with the ID number to the document, as indicated), disassembly of original documents, hand and machine feeding of original documents, black only and/or full color copying, indexing, load file creation, OCR scanning, duplicating CDs/DVDs, and blowbacks from CDs/DVDs, drilling, providing legal index exhibit dividers, re-assembly of original documents, assembly and binding of copies, storage of discovery documents during ongoing trials, and delivery. </Scope>

The documents 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 (see below) can obtain copies, they must ensure that these copies are safeguarded.**

On some print orders, the Department of Justice, U.S. Attorney's Office, will indicate that copies are authorized for release to certain specified parties, i.e. Defense counsel. This would be in addition to copies ordered by the Government for delivery to their or other EDNY locations. However, the contractor must collect the 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.

TITLE: <Title>Xerographic Reproduction</Title>.

**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 quantity and number of pages, which will be ordered. It is **ESTIMATED** that there will be approximately 150 orders per year.

**QUANTITY:** Estimated: 1 to 10 copies per order. **Occasional orders: 30 to 350 copies. Occasionally, approx. 10% of the time, as many as 60 plus boxes may be involved.**

**NUMBER OF PAGES:** Estimated: 4 cartons per order; 1,500 originals per carton.

**TRIM SIZES:** Format "A" will include any trim size up to and including 8-1/2 x 11".

Format "B" will include any trim size over 8-1/2 x 11" up to and including 8-1/2 x 14".

Format "C" will include any trim size over 8-1/2 x 14" up to and including 11 x 17". Occasional orders will require copies over 11 x 17".



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GOVERNMENT TO FURNISH: Discovery work, various sizes, and types of material considered to be easy, moderately difficult, and difficult to handle.

Boxes of documents, documents may be in banded bundles consisting of any or all of the following items : magazines, printed publications, diaries, ledgers and notebooks; stapled 1 upper left corner, single sheets, side stitched books, and looseleaf books. All sizes of "Post-it" notes, tissue copy, some will have tabs, loose receipts, bank checks, photostats, or medical files stored in folders with EKG strips to 7 feet long.

**GOVERNMENT TO FURNISH:** Copy consisting of line copy, line art, handwritten copy, post-it notes, receipts, time cards, checks, photos, computer printouts, European size paper, etc. (all forms of discovery) of various sizes (maximum 14-7/8 x 11") 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 will be furnished in boxes\*, 3-ring binders, and/or file cabinet drawers, which will be marked by the Government to indicate order in which they should be copied (i.e., 1 of 3, 2 of 3, etc.). **\*NOTE: Based upon past performance the number of boxes furnished per order will range from 1 to approximately 60. There will be cases where there will be more than 100 boxes per case.**

Litigation copying documents will consist of a variety of binding styles including stapled sets, paper clipped sets, banded sets, velo 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.

3-ring binders will occasionally be furnished.

Occasionally tab dividers will be furnished for insertion as indicated.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

CD-ROMs; DVD's

Personnel from the U.S. Attorney's Office may accompany orders to describe the requirements of each order.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

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

**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.

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**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 June 2011.

White Recycled Plain Copier, Xerographic (qualified product), (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP O-65. Hammermill Savings W.P. 50 D.P. (#19400-1) has been used successfully in the past.

**PRINTING:** Documents print face only or face and back in black. 70% will print one side with the balance printing 2 sides. An occasional order (7%) for LASER color copying will be required.

All reproduced copy must be legible. 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.

Tab dividers usually but not always 1/5 cut, printed in black ink , printed on 1 side. 9 x 11".

**BATES NUMBERING: THERE WILL BE A ONE-TIME CHARGE ALLOWED FOR BATES STAMPING PER PRINT ORDER. CONTRACTOR WILL NOT BE ALLOWED TO CHARGE FOR SUBSEQUENT COPIES ON THE SAME PRINT ORDER UNLESS OTHERWISE AUTHORIZED.**

- (a) Vendor must be able to do alphanumeric bates numbering with a prefix of a minimum of six (6) letters and a minimum of nine (9) numbers. They should be able to vary the font size.
- (b) Jury Questionnaires: Vendor 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 number 002 and so on.)

Contractors will be required to work with :

**CD-ROMs**

- 1- Copy CD from CD-ROM's do not combine supplied sources .Exact copy required
- 2- Copy CD to paper (hard copy)
- 3- Copy hard copy to CD-ROM's in PDF format

**DVD- R's**

- 1- Copy DVD from DVD-R's do not combine supplied sources .Exact copy required
- 2- Copy DVD to paper (hard copy)
- 3- Copy hard copy to DVD-R standard format

Contractor will be required to make paper copies from supplied CD-ROM's, DVD-R's and entire hard drives as supplied by the government. Personnel from the U.S. Attorney's office or an investigating agency may accompany the furnished materials.

All copy will be treated as black and white except where indicated, contractor will print in color.

**OCR (Optical Character Recognition) - All documents/pages need to be scanned and converted into single page TIFF (Text Image File Format) images. All pages of all documents will need an Image Key (i.e., bates number, numbering system) that will identify each TIFF image page. All Pages of all documents should be scanned in at 300 dpi and should be rotated at optimum/viewing readability. Unless specifically noted, the image key/bates number should NOT be burned into the scanned images.**

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Vendor is advised that an agency or court may ask for single pages but have the boundaries annotated in the load files. Indexing – per individual requirement, 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 (This is essential for we need to know where a document begins and ends).

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

If the courts require it, all documents will need to be Optical Character Recognized (OCR). Once the documents are scanned and OCR'd, the Load Files should be created. (IPROOCR.lfp)

The Load Files needed are the following: The database load files should be ASCIIDAT.TXT, Concordance.dat file, and an IPRO Publish.LFP file. The Image Load File format should be ASCIIIMG.TXT and an IproProject.LFP File.

All data should be produced on CD's, or DVD's.

Contractor must produce exact duplicate(s) of the copy furnished, binding, and separating exactly the way it was furnished to them, *unless otherwise indicated on the print order.*

**Contractor's plant must be available to pickup, produce, and deliver work 24 hours a day, 7 days a week.**

**DISK MANUFACTURING:** CD-ROM and DVD-ROM disks produced under this contract shall be in compliance with standards set by the International Standards Origination (ISO). Disks are (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 disk.

**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/DVD disk production will require that the contractor check each disk to insure proper file naming, file structure and placement.

**MARGINS:** Center image or as ordered.

**BINDING:** Collate in the same sequence as furnished, bind each group of documents within a set, as required on the print order, such as with one wire stitch in the upper left corner, side stitch with 2 wire stitches, paper, or rubber band, as ordered.

Drill 2 holes (3/8" in diameter) at top of sheets, or 3 holes (3/8" in diameter) at left side of sheets, or as ordered.

An occasional order will require Velo binding, drilling, front, and back covers, and assembly.

Occasional orders will require numbering documents prior to copying using a Bate numbering machine, numbering stickers, or through electronic means, as required. No missing numbers or number skips unless authorized to meet schedule.

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**PACKING: RE-PACK ORIGINALS IN ORIGINAL CONTAINERS.** Do not replace cartons without permission of the Department of Justice. Pack xerographic copies in shipping containers. Each shipping container must not exceed 45 pounds when fully packed.

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

**LABELING AND MARKING** (Package and/or Container label): Maintain original markings on cartons, as submitted.

**DISTRIBUTION:** Deliver f.o.b. destination to all addresses listed below:

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

**INSIDE DELIVERY REQUIRED TO ROOM NUMBER SPECIFIED.** All orders must be shipped via traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract and for 2 years after the contract year.

Orders, which result in delivery outside the ICC commercial zone, will require the contractor to apply the appropriate delivery charge. Contractor will be reimbursed for delivery charge by submitting a properly completed receipt with the voucher for billing.

Upon completion of each order, all furnished material must be returned either to the pick up address or the address indicated on the Print Order.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies 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, 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.

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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.”

Pursuant to the Privacy Act, any contractor employee who willfully discloses the content of the retained Government material to any person or agency not entitled to receive it shall be subject to criminal penalty and a fine.

Several trials may run concurrently, and as a result, the contractor will be required to store **several hundred boxes** at no additional charge to the Government. The contractor **MUST** insure that they are identified in such a way that they do not get inter-mixed. The retained copy shall be stored in each carton so as to provide for quick document identification and easy retrieval. Based upon past performance, various size cartons 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”.

The contractor will be responsible for updating the Bates Identification Coding system as new documents are received, and furnishing the Government with updated lists as applicable in order to be in compliance with the Federal regulations of Criminal Procedures.

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 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 it (see SECURITY on pages 3-4).

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.

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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. But based upon past experience, it is realistic to expect that each work order placed during the term of this contract will require the contractor to retain the first-generation copies for a minimum of 6 months to as long as of 30 months after the work 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 work order has been issued *at no additional expense to the Government.***  
(Note that storage of retained Government furnished legal documents may be required upon placement of a work 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.

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SCHEDULE: No definite schedule can be established at this time. Contractor will be required to pickup copy and furnished material from various locations from the address listed under "DISTRIBUTION" OR within the 100-mile radius of Central Islip, NY or to private law firms. The pick up and delivery locations might include federal agencies, doctor's offices and federal correctional facilities. The contractor must bear all costs incurred in the pick-up of furnished materials. Print Order will be provided by the Department. Normally 2 to 5 or more workday's production time, see below:

**NOTE:** Because of varying degrees of difficulty, the schedule requirements and the degree of difficulty 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. The schedule and the degree of difficulty must be agreed upon at acceptance of the Government Furnished Material, and must be indicated on the Print Order for payment. ALL LEVELS OF DIFFICULTY MUST BE VERIFIED BY AGENCY. CONTRACTOR WILL NOT BE ALLOWED TO BILL FOR LEVEL OF DIFFICULTY NOT ON PRINT ORDER. IF DISCREPANCIES OCCUR, GPO WILL DETERMINE THE LEVEL BASED ON THE BELOW DEFINITIONS.

Difficult work: Discovery work requiring all glasswork and handwork. This is 50% of the work required on this program. This includes, but not limited to, boxes of seized records including, magazines, ledgers, checks, receipts, medical records, and small notes. See "GOVERNMENT TO FURNISH:". Various reductions of copy and reassembly of originals.

Medium difficulty: Various sizes, but not constantly changing sizes. Some group staples, but not able to just feed work.

Normal work: Groups of 8-1/2 x 11" or 8-1/2 x 14" sheets in folders, feedable, all copies in one reduction.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

(See GPO Contract Terms (Publication 310.2) (rev. 9-88), Section 12, Notice of Compliance with Schedules (Page 15).)

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.

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

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

In order to make multiple awards and to determine the sequence of bidders, the Government will apply the prices offered by each bidder in the "Schedule of Prices" to the following units of production, which are the estimated requirements to produce 12 months orders 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.

In placing work, the Government will first communicate with the low contractor to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only with those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within 30 minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Notwithstanding any sequence of contractors established as a result of the Determination of Award, the Government reserves the right, without limitation, to establish a specific sequence of contractors for any or all print orders to be issued under this contract, by abstracting the contract prices of each contractor against actual print orders to be issued and adding any applicable costs to the Government for transportation of the finished product to all destinations. In the event a specific sequence is established, such sequence of contractors shall control the order in which the print order(s) is offered. The determination to establish a specific sequence or sequences shall not be cause for an adjustment in the contract price or any other term or condition of the contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.



NUMPAGES }

SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK

(cont.)

I	(a)(1)	1,782,000			
	(2)	3,564,000			
	(3)	3,564,000			
	(4)	450			
	(5)	200			
	(6)	250			
	(b)(1)	1			
	(2)	1			
	(3)	1			
	(c)(1)	450			
	(2)	1			
	(3)	1			
	2. (a)(1)	27,000			
	(2)	450			
	(3)	450			
	(4)	900			
	(5)	4,500			
	(b)(1)	540			
	(2)	540			
	(3)	540			
	(c)(1)	54,000			
	(2)	540			
	(3)	540			
II	(a)	440			
	(b)	9,400			
	(c)	(1) 194,400			
		(2) 237,600			
		(3) 288,000			
III	(a)	150			
	(b)	4,000			
	(c)	(1) 86,400			
		(2) 129,600			
		(3) 144,000			
IV.	(a)	50			
	(b)	500			
	(c)	4,920			
	(d)	4,920			
	(e)	8,000			
	(f)	5,400			
	(g)	210			
	(h)	4,050,000			
	(i)	500			
	(j)	4,120			
	(k)	20			
	(l)	4,720			
	(m)	112			
	(n)				
	(1)	14			
	(2)	7			
	(3)	7			
	(4)	7			
	(5)	590			
	(6)	70			
	(7)	7			

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#### SECTION 4.- SCHEDULE OF PRICES

**SUBMISSION OF OFFERS AND EVALUATION:** The offer shall be based upon supplying paper that meets or exceeds the minimum percentage of waste paper as required by this solicitation. By submission of an offer, offerors are certifying that the paper to be supplied contains at least the minimum percentage specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

Bids offered are f.o.b. destination.

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

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

NUMPAGES }

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

Format "A": Up to 8-1/2 x 11".

Format "B": Over 8-1/2 x 11", up to 8-1/2 x 14".

Format "C": Over 8-1/2 x 14", up to 11 x 17".

1. Black ink copying:

(a) FORMAT A: Per page, include paper:

(1) Normal work.....\$ \_\_\_\_\_

(2) Medium difficulty.....\$ \_\_\_\_\_

(3) Difficult work.....\$ \_\_\_\_\_

(4) 9 x 11" tab divider printed 1 side black ink 1/5 cut.....each.....\$ \_\_\_\_\_

(5) Over 11 x 17" to 25 x 38", mounted in 1/4" foamcore.....each.....\$ \_\_\_\_\_

(6) Over 11 x 17" to 25 x 38", printed on 20lb bond, no mounting each \$ \_\_\_\_\_  
(Price to include folding to 8-1/2 x 11" when required)

b) FORMAT B: Per page, include paper:

(1) Normal work.....\$ \_\_\_\_\_

(2) Medium difficulty.....\$ \_\_\_\_\_

(3) Difficult work.....\$ \_\_\_\_\_

(c) FORMAT C: Per page, include paper:

(1) Normal work.....\$ \_\_\_\_\_

(2) Medium difficulty.....\$ \_\_\_\_\_

(3) Difficult work.....\$ \_\_\_\_\_

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

NUMPAGES }

2. LASER Color copying:

(a) FORMAT A: Per page, include paper:

- (1) Normal work.....\$ \_\_\_\_\_
- (2) Medium difficulty.....\$ \_\_\_\_\_
- (3) Difficult work.....\$ \_\_\_\_\_
- (4) Over 11 x 17" to 25 x 38", mounted in 1/4" foamcore.....each.....\$ \_\_\_\_\_
- (5) Over 11 x 17" to 25 x 38, just printed on 20lb bond ( Price to include folding to 8-1/2 x 11".....\$ \_\_\_\_\_

(b) FORMAT B: Per page, include paper:

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

(c) FORMAT C: Per page, include paper:

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

II. CD-ROMs

(a) COPY CDs TO CDs: Cost to include all costs related to copy CD to CD. Cost to include the cost of the CD, Jewel case, labeling of the CD and sealing the case. Per CD \$ \_\_\_\_\_

(b) COPY CD TO PAPER: Cost to include all cost related to copy CD to paper, including cost of paper. Per 8-1/2 x 11" unit \$ \_\_\_\_\_

(c) COPY HARD COPY TO A CD USING PDF FORMAT: Cost to include all cost relating to copy hard copy to CD-ROMs.  
(1) Normal work per 8-1/2 x 11 unit \$ \_\_\_\_\_  
(2) Medium Difficulty per 8-1/2 x 11" unit: \$ \_\_\_\_\_  
(3) Difficult work per 8-1/2 x 11" unit: \$ \_\_\_\_\_

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

NUMPAGES }

III. DVD-R's

- (a) COPY DVDs TO DVDs: Cost to include all costs related to copy DVD to DVD. Cost to include the cost of the DVD, Jewel case, labeling of the DVD and sealing the case. Per DVD \$ \_\_\_\_\_
- (b) COPY DVD TO PAPER: Cost to include all cost related to copy DVD to paper, including cost of paper. Per 8-1/2 x 11" unit \$ \_\_\_\_\_
- (c) COPY HARD COPY TO A DVD-R USING STANDARD FORMAT: Cost to include all cost relating to copy hard copy to DVD.
  - (1) Normal work per 8-1/2 x 11 unit \$ \_\_\_\_\_
  - (2) Medium Difficulty per 8-1/2 x 11" unit: \$ \_\_\_\_\_
  - (3) Difficult work per 8-1/2 x 11" unit: \$ \_\_\_\_\_

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

- (a) Banding with kraft paper bands.....per 100 bands.....\$ \_\_\_\_\_
- (b) Banding with rubber bands.....per 100 bands.....\$ \_\_\_\_\_
- (c) Bate numbering of documents.....per 100 numbers.....\$ \_\_\_\_\_
- (d) Numbering of documents using stickers.....per 100 numbers.....\$ \_\_\_\_\_
- (e) Numbering of documents using electronic format.....per 100 numbers.....\$ \_\_\_\_\_
- (f) Drilling (each run).....per 100 leaves.....\$ \_\_\_\_\_  
Four holes will be the maximum for any one run.
- (g) Velo binding.....per book.....\$ \_\_\_\_\_
- (h) **COMPLETE PRODUCT**: Scanning/Ocr'ing/Indexing.....per printed page.....\$ \_\_\_\_\_
- (i) 60 lb. colored paper .....per page \$ \_\_\_\_\_
- (j) Labels for binders, red wells & folders per label \$ \_\_\_\_\_
- (k) Audio cassettes and VHS tapes each \$ \_\_\_\_\_
- (l) Manila folders per 100 \$ \_\_\_\_\_
- (m) Redwells per 100 \$ \_\_\_\_\_

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

NUMPAGES }

(n) Binders : EACH

(1) 1".....	\$ _____
(2) 1.5".....	\$ _____
(3) 2".....	\$ _____
(4) 2.5".....	\$ _____
(5) 3".....	\$ _____
(6) 4".....	\$ _____
(7) 5 ".....	\$ _____

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders, which are outside the scope of the contract. If such orders are placed, contractor is to notify GPO Philadelphia immediately. Failure to do so may result in nonpayment.

ZA1390

**RESTRICTED AREA OF PRODUCTION:** My production facilities are located within the RESTRICTED area of production for: Yes \_\_\_\_\_ No \_\_\_\_\_ (contractors who answer "no" will NOT be considered).

**DUE TO THE RESTRICTIONS OF THE CONTRACT REQUIREMENTS, THE CONTRACTOR MUST FURNISH WITH THEIR QUOTE A COMPLETE LISTING OF ALL PERSONNEL AND EQUIPMENT THAT WILL BE USED UNDER PROGRAM 1214-M, AS WELL AS THE PLAN FOR STORING AND VIEWING THE DISCOVERY MATERIAL.**

**FURTHER, THE CONTRACTOR MUST IMMEDIATELY NOTIFY GPO PHILADELPHIA REGARDING ANY SIGNIFICANT CHANGES (SUCH AS, RELOCATION OF FACILITIES, STAFFING, EQUIPMENT) THAT MAY OCCUR AFTER AWARD OF THE CONTRACT.**

**BIDDERS NAME AND SIGNATURE:** Fill out and return (3) copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder \_\_\_\_\_

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

By \_\_\_\_\_

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

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

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

NUMPAGES }

### Sample Bid Envelope

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

Program: 1214-M	<div style="border: 1px solid black; padding: 5px; text-align: center;">Apply Postage</div>
From: _____	
Address: _____ _____	
Check Appropriate: <input type="checkbox"/> Bid Enclosed <input type="checkbox"/> No Bid	
U. S GOVERNMENT PRINTING OFFICE 928 JAYMORE ROAD, SUITE A-190 SOUTHAMPTON, PA 18966-3820	
Bids will be received Until June 11, 2012 At 2 P.M. EST.	

Program No 1214S Date of Award to Dec. 31, 2014 (Dec. 2018)								
TITLE: LITIGATION SUPPORT SERVICES =EASTERN DISTRICT								
		CRS		JAGG		AWARDED		
		East Bruns., NJ		Maspeth, NY		Malvern, PA		
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>CATEGORY 1</b>								
I COMPLETE PRODUCT:								
1. BLACK INK COPYING								
a	FORMAT A: PER PAGE							
1	NORMAL WORK	397,575	0.001	397.58	0.060	23,854.50	0.070	27,830.25
2	MEDIUM DIFFICULTY	874,665	0.001	874.67	0.001	874.67	0.090	78,719.85
3	DIFFICULT WORK	318,060	0.048	15,266.88	0.150	47,709.00	0.110	34,986.60
4	9 X 11" TAB DIVIDER	8,922	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	20.00	5.000	5.00	1.000	1.00
6	Clear plastic cover set.....per complete cover set	1	20.000	20.00	5.000	5.00	1.000	1.00
b.	FORMAT B: PER PAGE							
1	NORMAL WORK	20,925	0.001	20.93	0.001	20.93	1.250	26,156.25
2	MEDIUM DIFFICULTY	46,035	0.001	46.04	0.001	46.04	1.450	66,750.75
3	DIFFICULT WORK	16,740	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	29,925	0.010	299.25	0.001	29.93	0.290	8,678.25
2	MEDIUM DIFFICULTY	65,835	0.120	7,900.20	0.001	65.84	0.350	23,042.25
3	DIFFICULT WORK	23,940	0.160	3,830.40	0.300	7,182.00	0.450	10,773.00
b	FORMAT B: INCLUDING PAPER PER PAGE							
1	NORMAL WORK	1,574	0.100	157.40	0.001	1.57	2.500	3,935.00
2	MEDIUM WORK	3,465	0.120	415.80	0.001	3.47	3.000	10,395.00
3	DIFFICULT WORK	1,260	0.160	201.60	0.300	378.00	3.500	4,410.00
II BINDING: Duplicating/copying must be charges under Item 1- duplicating/copying as applicable.								
(a)	Stitching with one or two stitches.....per 100 copies.....	502	2.500	1,255.00	0.100	50.20	5.000	2,510.00
(b)	Velo Binding.....per book.....	31	2.500	77.50	5.000	155.00	2.500	77.50
(c)	Drilling.....per 100 leaves.....	3,600	6.000	21,600.00	3.000	10,800.00	5.000	18,000.00
Drill: 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	10.000	10.00	50.000	50.00	1.000	1.00
(e)	Banding with rubber bands.....per 100 bands.....	1	10.000	10.00	10.000	10.00	0.100	0.10
(f)	Binders:							
(1)	1".....	23	15.000	345.00	9.000	207.00	4.000	92.00
(2)	1.5".....	2	20.000	40.00	25.000	50.00	7.500	15.00
(3)	2".....	80	20.000	1,600.00	8.000	640.00	8.000	640.00
(4)	2.5".....	1	20.000	20.00	60.000	60.00	8.500	8.50
(5)	3".....	31	20.000	620.00	12.000	372.00	12.000	372.00
(6)	4".....	50	20.000	1,000.00	13.000	650.00	15.000	750.00
(7)	5".....	25	20.000	500.00	25.000	625.00	50.000	1,250.00
III CD AND DVD REPLICATION								
a	CD duplication: Including cost of disc, printing on disc, and jewel box ...per disc	58	5.000	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	10.000	160.00	30.000	480.00	5.000	80.00



Program No 1214S Date of Award to Dec. 31, 2014 (Dec. 2018)								
TITLE: LITIGATION SUPPORT SERVICES =EASTERN DISTRICT								
		CRS		JAGG		Ricoh		
CATEGORY 1		East Bruns.,NJ		Maspeth, NY		Malvern, PA		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
IV ADDITIONAL OPERATIONS :								
(a)	Bates Numbering							
(1)	Using Numbering machine ..... Per 100 Numbers.....	144	0.100	14.40	0.100	14.40	100.000	14,400.00
(2)	Using Numbering Sticker ..... Per 100 Stickers	144	0.100	14.40	10.000	1,440.00	20.000	2,880.00
(3)	Using electronic format..... per 100 numbers.....	2,592	0.010	25.92	1.000	2,592.00	10.000	25,920.00
(b)	Blowbacks							
(1)	Reproducing CD or DVD to Paper in black ..... Per Page.....	9,886	0.200	1,977.20	0.050	494.30	0.045	444.87
(2)	Reproducing CD or DVD to Paper in color..... Per Page.....	1	0.300	0.30	1.000	1.00	0.290	0.29
(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	10.000	3,000.00
(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	10.000	3,000.00
(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	10.000	3,000.00
(d)	Creating OCR file & Indexing.....per 100 printed pages.....	7,200	0.100	720.00	0.001	7.20	5.000	36,000.00
(e)	Cloning Hard Drives.....per Hard Drive.....	6	100.000	600.00	250.000	1,500.00	25.000	150.00
(f)	LABELS FOR BINDERS, REDWELLS, FOLDERS PER LABEL	18	0.100	1.80	1.000	18.00	0.100	1.80
(g)	MANILA FOLDERS PER 100	2	3.500	7.00	500.000	1,000.00	3.500	7.00
(h)	REDWELLS PER 100	1	20.000	20.00	700.000	700.00	20.000	20.00
<b>CONTRACTOR TOTALS</b>				<b>79,147.17</b>		<b>126,309.76</b>		<b>455,728.26</b>
<b>DISCOUNT</b>			2.00%	<b>1,582.94</b>	0.00%	<b>0.00</b>	0.00%	<b>0.00</b>
<b>DISCOUNTED TOTALS</b>				<b>77,564.23</b>		<b>126,309.76</b>		<b>455,728.26</b>
			CRS		JAGG		Ricoh	
			East Brmsw. NJ		Maspeth, NY		Malvern, PA	
			NR		AWARDED			

Program No 1214S Date of Award to Dec. 31, 2014 (Dec. 2018)								
TITLE: LITIGATION SUPPORT SERVICES =EASTERN DISTRICT								
			NR		AWARDED			
No previous abstract			CRS		JAGG		Ricoh	
CATEGORY 2			BASIS OF AWARD		East Bruns.,NJ		Maspeth, NY	
					Malvern, PA			
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I COMPLETE PRODUCT:								
1. BLACK INK COPYING								
a. FORMAT A: PER PAGE								
1	NORMAL WORK	99,394	0.001	99.39	0.060	5,963.64	0.070	6,957.58
2	MEDIUM DIFFICULTY	218,666	0.001	218.67	0.001	218.67	0.090	19,679.94
3	DIFFICULT WORK	79,515	0.048	3,816.72	0.150	11,927.25	0.110	8,746.65
4	9 X 11" TAB DIVIDER	2,230	0.200	446.00	0.500	1,115.00	2.000	4,460.00
5	Colored Index covers.....per complete cover set	1	20.000	20.00	5.000	5.00	1.000	1.00
6	Clear plastic cover set.....per complete cover set	1	20.000	20.00	5.000	5.00	1.000	1.00
b. FORMAT B: PER PAGE								
1	NORMAL WORK	24,675	0.001	24.68	0.001	24.68	INB	0.00
2	MEDIUM DIFFICULTY	54,285	0.001	54.29	0.001	54.29	INB	0.00
3	DIFFICULT WORK	19,740	0.048	947.52	0.001	19.74	INB	0.00
2. LASER COLOR COPYING:								
a. FORMAT A: INCLUDING PAPER PER PAGE								
1	NORMAL WORK	7,418	0.010	74.18	0.001	7.42	1.250	9,272.50
2	MEDIUM DIFFICULTY	16,459	0.120	1,975.08	0.001	16.46	1.450	23,865.55
3	DIFFICULT WORK	5,985	0.160	957.60	0.300	1,795.50	1.750	10,473.75
b. FORMAT B: INCLUDING PAPER PER PAGE								
1	NORMAL WORK	394	0.100	39.40	0.001	0.39	0.290	114.26
2	MEDIUM WORK	866	0.120	103.92	0.001	0.87	0.350	303.10
3	DIFFICULT WORK	315	0.160	50.40	0.300	94.50	0.450	141.75
II BINDING: Duplicating/copying must be charges under Item 1- duplicating/copying as applicable.								
(a)	Stitching with one or two stitches.....per 100 copies.....	126	2.500	315.00	0.100	12.60	5.000	630.00
(b)	Velo Binding.....per book.....	7	2.500	17.50	5.000	35.00	2.500	17.50
(c)	Drilling.....per 100 leaves.....	900	6.000	5,400.00	6.000	5,400.00	5.000	4,500.00
Drill: 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	10.000	10.00	50.000	50.00	1.000	1.00
(e)	Banding with rubber bands.....per 100 bands.....	1	10.000	10.00	100.000	100.00	0.100	0.10
(f) Binders:								
(1)	1".....	6	15.000	90.00	9.000	54.00	4.000	24.00
(2)	1.5".....	1	20.000	20.00	25.000	25.00	7.500	7.50
(3)	2".....	20	20.000	400.00	25.000	500.00	8.000	160.00
(4)	2.5".....	1	20.000	20.00	60.000	60.00	8.500	8.50
(5)	3".....	8	20.000	160.00	30.000	240.00	12.000	96.00
(6)	4".....	12	20.000	240.00	30.000	360.00	15.000	180.00
(7)	5".....	6	20.000	120.00	30.000	180.00	50.000	300.00
III CD AND DVD REPLICATION								
a	CD duplication: Including cost of disc, printing on disc, and jewel box ...per disc	14	5.000	70.00	30.000	420.00	5.000	70.00
b	DVD duplication: Including cost of disc, printing on disc, and jewel box ...per disc	4	10.000	40.00	30.000	120.00	5.000	20.00

Program No 1214S Date of Award to Dec. 31, 2014 (Dec. 2018)								
TITLE: LITIGATION SUPPORT SERVICES =EASTERN DISTRICT								
No previous abstract								
NR								
CRS JAGG Ricoh								
<b>CATEGORY 2</b>								
ITEM NO.	DESCRIPTION	BASIS OF AWARD	East Bruns., NJ	Maspeth, NY	Malvern, PA			
IV	ADDITIONAL OPERATIONS :	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(a)	Bates Numbering							
(1)	Using Numbering machine ..... Per 100 Numbers.....	90	0.100	9.00	0.100	9.00	100.000	9,000.00
(2)	Using Numbering Sticker ..... Per 100 Stickers.....	90	0.100	9.00	10.000	900.00	20.000	1,800.00
(3)	Using electronic format.....per 100 numbers.....	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..... Per Page.....	2,462	0.200	492.40	5.000	12,310.00	0.045	110.79
(2)	Reproducing CD or DVD to Paper in color..... Per Page.....	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 ... per 100 pages...	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 ... per 100 pages...	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 ... per 100 pages...	75	18.000	1,350.00	20.000	1,500.00	10.000	750.00
(d)	Creating OCR file & Indexing.....per 100 printed pages.....	2,111	0.100	211.10	0.001	2.11	5.000	10,555.00
(e)	Cloning Hard Drives.....per Hard Drive.....	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>			2.00%	<b>415.27</b>	0.00%	<b>0.00</b>	0.00%	<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								