

Program 2967-S: From Date of award to 10-31-14 + 4 option years						
TITLE: LITIGATION SCANNING, COPYING						
				(Contr #1 - E4)	PREVIOUS	
				Capitol Digital	Mirror Imaging	
				CA	CA	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>COMPLETE PRODUCT:</b>					
1.	Litigation scanning to digital image:					
(a)	Scan Black only docs as large as 8-1/2 x 14", per page:					
(1)	Projects Scanned at Contractor's Facility.....	60,050	0.12	7,206.00	0.095	5,704.75
(2)	Projects Scanned On-Site.....	25,750	0.16	4,120.00	0.15	3,862.50
(b)	Scan multi-color docs as large as 8-1/2 x 14", per page:					
(1)	Projects Scanned at Contractor's Facility.....	2,000	0.15	300.00	0.0145	29.00
(2)	Projects Scanned On-Site.....	1000	0.30	300.00	0.22	220.00
(c)	Scan black-only docs larger than 8-1/2 x 14", per sq ft:					
(1)	Projects scanned at Contractor's facility.....	700	0.49	343.00	0.035	24.50
(2)	Projects scanned on-site.....	300	1.49	447.00	1.00	300.00
(d)	Scan multi-color docs larger than 8-1/2 x 14", per sq ft:					
(1)	Projects scanned at Contractor's facility.....	250	2.99	747.50	1.75	437.50
(2)	Projects scanned on-site.....	50	3.98	199.00	2.95	147.50
(e)	On-site set up charges... per onsite assignment.....	3	100.00	300.00	200.00	600.00
(f)	Contractor will be allowed to charge for transportation beyond 60 miles round trip, per mile.....	100	0.55	55.00	0.41	41.00
2.	"Bates" Serial numbering:					
(a)	Electronic endorsement... per page.....	15,000	0.005	75.00	0.005	75.00
(b)	Numbering of source materials not requiring digital capture/scanning...per page.....	2,500	0.04	100.00	0.035	87.50
3.	Indexing, coding:					
(a)	Indexing...per listing.....	1,000	0.39	390.00	0.39	390.00
(b)	Coding (up to 30 keystrokes per field)...per field.....	5000	0.20	1,000.00	0.21	1,050.00
4.	OCR conversion to ASCII text files:					
(a)	Docs as large as 8-1/2 x 14"...per page.....	71,000	0.02	1,420.00	0.0175	1,242.50
(b)	Docs larger than 8-1/2 x 14"...per sq ft.....	1000	0.02	20.00	0.0175	17.50
5.	Conversion to Adobe Acrobat PDF content:					
(a)	Source docs as large as 8-1/2 x 14": Conversion of raster/OCR files to "Image Only" or "Text + Image" PDF files...per page.....	62,000	0.02	1,240.00	0.0175	1,085.00
(b)	Source docs larger than 8-1/2 x 14": Conversion of raster/OCR files to "Image Only" or "Text + Image" PDF files...per page.....	1,000	0.02	20.00	0.0175	17.50
6.	Archiving onto optical discs:					
(a)	Creation of "master" CD-R discs...per disc.....	12	10.00	120.00	10.00	120.00
(b)	Duplication of master CD-R discs...per disc.....	24	5.00	120.00	5.00	120.00
(c)	Creation of "master" DVD-R discs...per disc.....	2	15.00	30.00	15.00	30.00
(d)	Duplication of master DVD-R discs...per disc.....	6	15.00	90.00	10.00	60.00
7.	Generation of xerographic "blowback" copies:					
(a)	Black-only: Prtg 1 side...per sheet:					
(1)	8-1/2 x 11".....	8,000	0.05	400.00	0.05	400.00
(2)	8-12 x 14".....	1,500	0.05	75.00	0.05	75.00
(b)	Black only: Prtg both sides...per sheet:					
(1)	8-1/2 x 11".....	6,000	0.08	480.00	0.08	480.00
(2)	8-1/2 x 14".....	500	0.08	40.00	0.08	40.00
(c)	Color copies: Prtg 1 side...per sheet:					
(1)	8-1/2 x 11".....	1,000	0.35	350.00	0.35	350.00
(2)	8-1/2 x 14".....	300	0.35	105.00	0.35	105.00
(d)	Color copies: Prtg both sides...per sheet:					
(1)	8-1/2 x 11".....	600	0.70	420.00	0.69	414.00
(2)	8-1/2 x 14".....	100	0.70	70.00	0.69	69.00

	Xerographic blowbacks larger than 17 x 11": Prtg 1 side only.						
(e)	Black-only copies...per sq ft.....	1,000	0.45	450.00	0.35	350.00	
(f)	Color copies...per sq ft.....	200	4.00	800.00	6.00	1,200.00	
8.	Heavy litigation copying - Up to 8-1/2 x 11":						
(a)	Black-only: Prtg 1 side...per sheet:						
(1)	First copy.....	5,000	0.10	500.00	0.095	475.00	
(2)	2nd thru 10th copies.....	10,000	0.06	600.00	0.06	600.00	
(b)	Black-only: Prtg 2 sides per sheet:						
(1)	First copy.....	2,700	0.15	405.00	0.15	405.00	
(2)	2nd thru 10th copies.....	5,400	0.09	486.00	0.09	486.00	
(c)	Color copies: Prtg 1 side...per sheet:						
(1)	First copy.....	2,000	0.59	1,180.00	0.59	1,180.00	
(2)	2nd thru 10th copies.....	4,000	0.49	1,960.00	0.49	1,960.00	
(d)	Color copies: Prtg 2 sides...per sheet:						
(1)	First copy.....	500	0.49	245.00	0.49	245.00	
(2)	2nd thru 10th copies.....	1000	0.38	380.00	0.39	390.00	
	Heavy litigation copying - 8-1/2 x 14"						
(e)	Black-only: Prtg 1 side per sheet:						
(1)	First copy.....	850	0.10	85.00	0.10	85.00	
(2)	2nd thru 10th copies.....	1,700	0.06	102.00	0.06	102.00	
(f)	Black-only: Prtg 2 sides per sheet:						
(1)	First copy.....	600	0.15	90.00	0.15	90.00	
(2)	2nd thru 10th copies.....	1,200	0.09	108.00	0.09	108.00	
(g)	Color copies: Prtg 1 side...per sheet:						
(1)	First copy.....	250	0.51	127.50	0.59	147.50	
(2)	2nd thru 10th copies.....	500	0.49	245.00	0.49	245.00	
(h)	Color copies: Prtg 2 sides per sheet						
(1)	First copy.....	100	0.49	49.00	0.49	49.00	
(2)	2nd thru 10th copies.....	200	0.39	78.00	0.39	78.00	
9.	Large format litigation copying larger than 17x 11", to as large as 3x4':						
(a)	Black-only copying...per sq ft:						
(1)	First copy.....	500	0.59	295.00	0.45	225.00	
(2)	2nd thru 10th copies.....	1000	0.49	490.00	0.45	450.00	
(b)	Four color copying...per sq ft:						
(1)	First copy.....	100	5.00	500.00	6.00	600.00	
(2)	2nd thru 10th copies.....	200	4.00	800.00	5.75	1,150.00	
II.	<b>Additional Operations:</b>						
(a)	Drilling 3 holes...per 100 sheets.....	50	N/C		N/C		
(b)	Provision, insertion of colored divider sheets...per 100 sheets.....	10	1.00	10.00	9.95	99.50	
(c)	Provision, prtg, insertion of commercially-available tab dividers...per 100 dividers.....	10	10.00	100.00	10.00	100.00	
(d)	Provision, insertion of white legal index exhibit dividers w/hibit numbers on tabs...per divider.....	500	0.15	75.00	0.15	75.00	
(e)	Provision of manila folders...per folder.....	100	0.25	25.00	1.00	100.00	
(f)	Provision of durable "red well" or "red rope" style expansion pocket folder...per folder.....	50	2.00	100.00	2.00	100.00	
(g)	Provision of vinyl-clad binders, w/ 3 ring metal base element, opening & closing levers, & clear view vinyl pockets on cover & spine:						
1.	3 ring binder, 2" capacity...per binder.....	10	8.00	80.00	6.00	60.00	
2.	Slant-D 3 ring binder, 3" capacity...per binder.....	10	10.00	100.00	8.00	80.00	
3.	Slant-D 3 ring binder, 4" capacity...per binder.....	10	12.00	120.00	11.00	110.00	
4.	Slant-D 3 ring binder, 5" capacity...per binder.....	5	18.00	90.00	20.00	100.00	
(h)	Insertion of mat'ls into 3 ring binders...per binder.....	35	N/C		N/C		
(i)	Copying digital files from furnished storage devices onto contractor-provided storage devices...per Gigabyte.....	500	2.00	1,000.00	1.25	625.00	
	<b>CONTRACTOR TOTALS</b>			<b>\$32,258.00</b>		<b>\$29,664.75</b>	
	<b>DISCOUNT</b>						
	<b>DISCOUNTED TOTALS</b>			<b>\$32,258.00</b>		<b>\$29,664.75</b>	
				<b>AWARDED</b>			

U.S. GOVERNMENT PRINTING OFFICE  
San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**Litigation Scanning, Copying**

as requisitioned from the U.S. Government Printing Office (GPO) by  
DoJ U.S. Attorney's Office, Sacramento, CA and other Government Agencies

Single Award

**From October 1, 2012 to as late as September 30, 2014\***

**SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:**

\* The term of this contract is for one year, beginning October 1, 2012 and ending September 30, 2013, plus as many as one optional 12-month extension period that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

For information of a technical nature call Richard Lee at (707) 748-1970. (No collect calls.)

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within 40-km (25-miles) of Sacramento, CA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

An abstract of previous contract prices is included herein; bidders to minor revisions (including copying of digital files onto digital storage devices) scattered throughout the new contract specifications.

Minimum experience, capacity: Bidders must have converted a min. of 500,000 individual sheets of paper into at least the same number of electronic images consistent with these specifications within the last 24 months prior to submission of the bid. Due to the quick-turnaround time and sensitivity of the litigation materials, the contractor will required to: (1) Process orders placed under this contract at a rate of as many as 6,000 original documents per workday of allotted production time, and; (2) pickup and return Government furnished materials by a contractor employee in a contractor-owned vehicle.

Quotes may be submitted via fax machine. The GPO fax number is (707) 748-1981.

To submit a quote, contractors must execute and submit the 'Schedule of Prices' (pages 18 thru 26) included herein.

## 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. August 2002)). A copy of these publications, as well as other supplemental GPO contract documents, can be obtained at: <http://www.gpo.gov/vendors/gaocab.htm>

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <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.

**DOING BUSINESS WITH THE GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site ( <http://www.gpo.gov/vendors/index.htm> ) where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

**CONTRACTING METHOD:** This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Printing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 4.

**SUBCONTRACTING:** Subcontracting will not be permitted in any part or aspect of the contract requirements described herein.

**DOCUMENT CONVERSION QUALITY ASSURANCE STANDARDS:** The contractor will be required to maintain the following document conversion standards:

- Documents shall be accurately and consistently prepared and unitized in accordance with furnished instructions. File and document integrity and order must be maintained to a level of 100% accuracy.
- All scanning shall be performed in accordance with ANSI/AIIM MS44-1993, *Recommended Practice for Quality Control of Image Scanners*, including the use of text targets. The contractor is responsible for ensuring that all deliverables meet applicable AIIM and ANSI standards. Document resolution, contrast, gray scaling, skew and general workmanship shall be maintained to consistently produce professional results.
- Delivered source input shall be scanned and archived as CCITT Group IV TIFF files.

- Delivered source input shall equal scanned image output. The reproduction ratio and document orientation shall be such that the image is not unnecessarily reduced.
- Deliverables must be without typographical errors and be must be accurate to the design instructions on which they are based. The contractor shall deliver finished products to the Government which do not require quality control review, proofreading, editing, spelling corrections, etc. by the Government.
- Delivered load files and database files shall be free of any operative defects, including, but limited to, the following: Documents scanned out of order; omission of furnished documents; incorrect document numbering and/or page numbering; erroneous coding or index assignments; erroneous document boundaries; erroneous data image retrieval links, etc.
- Delivered CD-R and DVD-R disc(s) shall be operative in a Microsoft Windows operating system environment, unless otherwise instructed.
- Imaged pages shall be returned in the identical order, collation and condition in which they were received.

**DOCUMENT CONVERSION QUALITY CONTROL:** The contractor shall be required to employ a thorough and robust quality control program using the disciplined conventions of a proven quality control system to validate and ensure that source input is consistently and accurately converted to the electronic format(s) described herein. To this end, the contractor shall:

- Stress to its staff the importance of quality control and quality assurance, and convey the sensitive nature and strict confidential content of the furnished materials;
- Utilize automated production workflow software to provide detailed control and tracking reports;
- Provide file tracking methodology and software to ensure fidelity of image output to source input;
- Inspect each image generated, comparing it to the original source document to make sure that the source document is equal to the electronic image; or, if the image has been reduced or enlarged, that the electronic image completely and correctly renders the original source document imagery.
- Utilize a proven production methodology to ensure that images are accurately captured and their data accurately formatted and entered into digital image load files and database record files;
- The contractor shall exercise systematic quality control means and methods whereby all delivered CD-R discs comply with International Standards IEC 908, ISO 10149 specifications and/or the Phillips Orange Book, Part II: CD-R, Vols. 1 and 2 (Version 3.1, 1998), as applicable; and all delivered DVD-R discs comply with DVD Forum Book D specifications (Version 2.0, or most recent version), as applicable.

**COPYING (“Blowbacks”) 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	Furnished original
P-10. Process Color Match	Furnished original

**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 before expiration of the current contract term. 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 two years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

**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.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the contractor receives final payment for the work performed. All other provisions remain the same.

**REMEDY OF PRODUCT DEFECTS:** The Government will reject work not meeting contract quality standards. The contractor shall correct any and all operative defects and replace any and all defective products with corrected deliverable(s) in an expedient and timely fashion at no additional cost to the Government.

Repeated failure to deliver acceptable work may result in contract termination.

**SECURITY:** The contractor must have a security controlled storage area to store all Government furnished legal documents and copies. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, and waste, digital artifacts and/or digital processing remnants must be destroyed.

This contract shall require the contractor to abide by the following operating standards and conditions, as follows:

1. Documents and/or items received by the vendor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being scanned, they will be securely stored in a location, which will prevent unauthorized access. Contractor shall not release or otherwise expose the digital data to any party other than contract principals without expressed written permission of the ordering agency.

2. Individuals having access to documents and/or items during pick-up, scanning/duplication, counting, assembly, delivery, etc., are to be properly notified by the vendor of the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized disclosure.
3. All documents and/or items received by the vendor must be returned to ordering agency, or other locations as specified at time of service request, in the same condition as when received. This includes reassemble in stacks, binders, sets, folders, etc., if disassembly was required during scanning.
4. All digital data generated by the contractor during processing of contract work must be kept accountable and under reasonable security to prevent their unauthorized release or physical compromise. Optical disks are not to be duplicated in whole or part for any other purpose than to satisfy the performance requirements of this contract. After successful completion, delivery and acceptance of a contract project all digital data sets processed during the performance of this contract shall be degaussed or securely overwritten or purged, and any printouts and/or non-erasable media shall be destroyed by the contractor.
5. All waste paper created during duplication of the documents and/or items must be surrendered to the ordering agency for destruction at the time the originals are returned, when requested.
6. *All employees of the successful vendor that will be involved in any phase of this contract must be able to prove United States of America Citizenship.* Each contractor employee will be required to wear a prominently-displayed photo ID at all times during performance of an on-site order at the designated work site.
7. The facility receiving documents and/or items must be designated by the vendor as a drug-free workplace.
8. Third-party couriers will not be permitted. The contractors must pick-up and deliver the Government-finished materials without the aid of outside courier service(s).
9. Ordering agencies shall have the right to send its officers and employees into the office(s) and plant(s) of the contractor for inspection of the facilities and operations provided for the performance of any work at any time during the contract. On the basis of such inspection, the Government may require specific remedy(ies) in cases where the contractor is found to be noncompliance with contract security requirements.

**COLLECTION OF EMPLOYEE INFORMATION:** To prudently ensure that the security of the sensitive Government documents provided to the contractor under the terms of this contract is not compromised or in any way unnecessarily jeopardized, the U.S. Attorney's Office reserves the right to collect personal information from all employees who will be involved with handling, processing and production of USAO orders. USAO reserves the right to request and obtain documented proof of personal identification, including fingerprints, of the aforementioned employees.

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

**Bidders to Note:** The security and confidentiality of Government legal documents handled and processed by the contractor during the execution of this contract are of critical importance to the U.S. Attorney's Office, and other Government agencies. Accordingly, GPO and USAO representatives will be especially attentive to how Government documents will be handled and processed when conducting the preaward survey. Should the preaward survey reveal a security deficiency that jeopardizes or otherwise compromises the secure and the confidential operation of this contract as specified herein, the Government reserves the right to declare the contractor non-responsible if such a deficit cannot or will not be remedied by the contractor in a timely fashion at no additional expense to the Government.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

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

**PAYMENT:** Contractors are required to submit all vouchers through the FAX Gateway. Each invoice submitted to GPO for payment must be for only one job and it must contain a copy of the print order and proof of delivery. If a delivery receipt contains proof of delivery for more than one job, the receipt must be duplicated and a copy submitted with each invoice. To get instructions, go to:  
<http://www.gpo.gov/vendors/payment.htm>

*Note: The contractor shall itemize each billing voucher in accordance with the contract 'Schedule of Prices.'*

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. 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 2.

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

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from October 1, 2012 to September 30, 2013. 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.

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

The Economic price adjustment will be the percentage difference between the 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 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 June 30, 2012, 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.

**NOTIFICATION:** The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the (on-site) digital scanning and/or copying of sensitive Government-furnished legal case file source documents, requiring such operations as document preparation/unitization, disassembly and hand-feeding of original documents; (on-site) document scanning; document numbering/endorsement (digital assignment of an image key to each page); generation of ASCII text files using Optical Character Recognition (OCR) conversion; generation of Adobe Acrobat "Text + Image" PDF files; generation of IPRO LFP, Summation DII and Concordance DAT load files; re-assembly and re-construction of furnished hardcopy originals; generation of "blowback" paper copies; copying/archiving onto CD-R, DVD-R and/or various digital storage devices; packing and delivery.

**TITLE:** Litigation Scanning, Copying.

**FREQUENCY OF ORDERS:** Approx. one to orders per month (avg. 16 orders per year).

**QUANTITY:** Each order will consist of approximately 500 to 50,000 (avg. 9,000) furnished documents per order. If hardcopy reproductions are required, the contractor will be required to make from 1 to 10 (avg. three) copies per furnished original.

**GOVERNMENT TO FURNISH:** Legal case file documents consisting of various sizes and types of simplex/duplex black-only and color litigation source documents. Furnished originals will include legacy documents printed on various paper types.

Furnished case file materials will be submitted in various sizes, types and conditions, and shall include mixed, variable-contrast bound documents, odd-sized receipts, document attachments (including "Post-It" style memo slips, etc.), envelopes, drawings, etc., most typically requiring hand feeding, frequent machine adjustments. Furnished documents are typically stapled, paper-clipped or bound with various mechanical fasteners, and may be organized within file folders, file drawers or other storage media. For the purposes of this contract bidders are to assume that most orders will require heavy deconstruction and reconstruction of document contents and attachments.

Furnished materials will include 216 x 356 mm (8-1/2 x 14") and 432 x 279 mm (17 x 11") documents which will require reducing to 216 x 279 mm (8-1/2 x 11"), as well as other unconventionally sized documents smaller than 216 x 279 mm (8-1/2 x 11").

Occasionally evidentiary materials as large as 91 x 122 cm (3 x 4') will be furnished for scanning.

Occasionally optical disc(s) containing TIF and/or Adobe Acrobat PDF files will be provided for generation of Xerographic copies ("blowbacks") from the furnished digital copy.

It is anticipated that the furnished originals may occasionally include medical X-rays and photographs, which will require the highest fidelity reproduction possible.

Occasionally the customer will furnish a digital storage device (USB thumb drive, external USB hard drive, etc.) with digital copy requiring copying onto contractor-provided storage device(s).

**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.

Provision of On-site Services: The contractor shall be required to perform all document preparation/unitization, scanning, re-assembly and quality control measures on-site. Original documents will not be allowed to leave the designated work site. All drive discs and storage media used onsite by the contractor shall be dedicated to the project at hand and shall not contain any extraneous or unrelated data or software.

Backup copy: The Contractor will be required to maintain a backup copy of all data generated. All files are to be simultaneously mirrored using RAID Level 1 means and methods to magnetic duplexed (independent) hard drives as the documents are scanned.

Security: The contractor shall also furnish the means and measures to ensure that the furnished case file materials will be handled in a secure fashion to ensure strict confidentiality of their contents, as specified herein.

**DOCUMENT BOUNDARY DETERMINATION:** Unless otherwise instructed, document boundaries be established using single level of physical document boundary determination based upon the presence of binding elements such as a staple, paper clip, rubber band, etc.

The contractor shall prepare the collection for scanning by removing staples and other mechanical fasteners and binders, and by marking the boundaries of documents with physical insertion of slip ship or other prominently visible marking element.

Contract projects may require up to three boundary levels (box, folder, document), but most typically will remain at the document level, with documents composed of individual pages.

**DIGITAL SCANNING:** Bidders must have experience in the digital scanning of paper source documents utilizing equipment and techniques consistent with *all* of the specifications below:

- ADF minimum capacity of 100 pages;
- Paper size up to and including 432 x 279 mm (17 x 11”);
- Resolution range up to 300 dpi;
- Frame/border control on all sizing perimeters;
- Skew detection feature available on scanners;
- Contrast and brightness manipulation for client image viewer;

All scanning shall be performed in accordance with ANSI/AIIM MS44-1993, *Recommended Practice for Quality Control of Image Scanners*, including frequent use of calibration test targets to optimize gray scales, resolution, continuous tones, precision measurement marks, linearity, scan size, alignment of page and text characters.

Contractor must also be able to also capture data during the scanning process (typically one global identification field, at no additional cost to the Government).

The contractor shall maintain optimum image quality with continual monitoring and adjustment of the imaging process by the scanning technician to accommodate the varying characteristics of different document populations (including medical X-rays and high-quality photographs requiring individual attention and equipment adjustment for best results).

The contractor will be required to scan the furnished black-only and any color documents at 300 dpi. Contractor to archive the scanned contents as single-page (or multiple-page, but only if specified requested) CCITT Group IV TIFF files.

Furnished or otherwise solicited Government instructions shall indicate whether and what color images will be scanned and archived as RGB or gray scale files.

Contractor shall name the TIFF files in accordance to furnished instructions and/or naming convention.

Unless otherwise instructed, if a source document includes a Post-It note the contractor shall scan the applicable page twice: Once with the Post-It affixed to the parent sheet, and a second time with the Post-It removed from the parent sheet.

Scanned documents must not be split across directories or archival CD-R and/or DVD-R discs.

Second-pass verification will be required on all orders, and is defined as a visual comparison to verify that 100% of the document(s) were captured in scanning.

The contractor shall maintain the document integrity and security throughout the scan processing cycle. The proper collation and integrity of documents, document packets (several documents fastened together), file folders and file drawers must not be lost.

**ON-SITE SCANNING:** Based upon past performance, some of the legal case files will be of a particularly sensitive nature. For security reasons these materials will not be reproduced at the contractor's facility, but will require on-site copying at a facility designated by the ordering agency.

The contractor must have the capability to transport, setup and operate the required equipment to scan case files at a remote site in accordance with the specifications herein.

Each contractor employee will be required to wear a prominently-displayed photo ID at all times during performance of an on-site order at the designated work site.

If the site is more than 40 km (25 miles) from the contractor's facility, the contractor will be reimbursed for additional travel time and exceptional transportation costs with issuance of a contract modification.

**(“BATES”) SERIAL NUMBERING:** The contractor will be required to electronically endorse a unique document serial number onto the scanned documents in accordance with furnished instructions. Likewise, the contractor will be also be required to mechanically stamp or apply a unique document serial number onto copied documents (i.e. those occasional documents not requiring electronic scanning) in accordance with furnished instructions . This unique number identifies the location of each document in the collection and will control document indexing, storage and retrieval processes throughout the course of litigation. The accuracy with which the numbering and indexing procedures are preformed is therefore critical to the image-based systems and products, and is as important as the physical quality of the image products themselves.

Numbers shall in assigned in accordance with the numbering convention provided by the ordering agency. Contractor's numbering system shall be able to accommodate alphanumeric characters, including embedded blank spaces in any order and length specified by the ordering agency.

Placement of each number (upper-left corner, bottom-center, etc.) will be consistent for a given document population. Numbers must not obscure or replace any of the existing information on the original document pages.

The contractor must have procedures in place to record and account for all numbers used.

**OPTICAL CHARACTER RECOGNITION (OCR) CONVERSION:** In addition to digital scanning of furnished source documents, orders may additionally require that the scanned imagery be processed with professional quality OCR software to create and archive ASCII text files that are text searchable.

For the purposes of this contract, machine accuracy is considered acceptable for the OCR conversion process. If at some time during the contract term a higher accuracy is considered necessary, a contract modification will be negotiated and issued to accommodate the additional human intervention required to produce the specified accuracy.

The contractor will be required to use state-of-art OCR software that utilizes voting algorithms to produce the best possible interpretation of the image files, and shall make use of any available techniques that would best enable the OCR software to render the most accurate results. Individual batches of documents may have to be run through on a test basis prior to commencing production runs in order to identify optimal settings for the software.

All OCR text files shall be archived with their respective companion TIFF files and stored within a common folder on the delivered optical media.

**PROVISION OF ADOBE ACROBAT PDF FILES:** The contractor will be required to create Adobe Acrobat PDF files. The delivered PDF content shall be generated using the most recent version of Adobe Acrobat software. The delivered files shall be of such a size and resolution to produce optimum printing results for output on consumer quality desktop printing equipment.

The final Adobe Acrobat PDF documents that shall include the following qualities and features:

- All PDF pages, tables, charts, maps and photos shall be aligned (i.e. straight, not skewed). Pages will be centered so that the display does not jump off-center when progressing from left-hand to right-hand pages.
- Scanned RGB color elements shall match the scanned color elements on the source document(s).
- The contractor shall generate, and each PDF file shall contain, thumbnails for each publication page.
- Files shall automatically open the cover page at the “Fit Width” view with the Bookmarks showing. The contractor shall create each PDF file so that, by default, it navigates with the “continuous pages” setting enabled.
- No security passwords are to be activated in the PDF documents.
- When pages must be rotated, they are to open at 100%.
- Contractor shall deliver each PDF file as an “Original Image with Hidden Text” file.

**INDEXING, CODING:** It is anticipated that a minimal amount of basic document indexing and/or coding may also be required, including, but not limited to, entry of the document number (first and last image numbers), the document date, first author, first addressee, and perhaps one or two other fields, such as verbatim file name or document title, or document type.

Upon occasion a will furnish an incomplete electronic indexing listing (Windows-compatible MS Word table) for each document. The contractor will be required to complete each index listing by incorporating the Beginning Page No. and Ending Page No. for each submitted listing, for inclusion within the corresponding document.

**PROVISION OF LOAD FILES:** USAO litigation support operates with a data environment consisting of Dataflight Concordance database(s). The contractor will be required to create and deliver IPRO LFP, Summation DII and Concordance DAT load files (that will load images and OCR files with positional information) for subsequent successful customer use with USAO Dataflight Concordance database(s), per furnished instructions.

The load file format for each record will include various informational fields (such as, but not limited to: Description, Document Number, Record Number, Endorsed Last Page Number, Beginning Page Number, Directory Location (path), and TIF File name field) in accordance with USAO's format requirements.

To this end, unless otherwise instructed, an IPRO LFP load-file must be created and included on every optical disc created. The name of each file must be the same as its index number. An image viewing system (a viewer) that is able to use the index number to retrieve that image for viewing must be installed on each CD disc. The viewer must be compatible for successful use with USAO Dataflight Concordance database(s). The viewer must compatible with IBM or Macintosh platforms.

**STOCK:** The specifications of all stock 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, and any subsequent amendments thereto.

White Xerographic Bond, grammage of 75 gsm (17 x 22", 20 lbs. per 500 sheets), equal to JCP Code 063, containing a minimum of 30% postconsumer recovered materials.

Colored Writing, grammage of 75 gsm (17 x 22", 20 lbs. per 500 sheets), equal to JCP Code D10, containing a minimum of 30% postconsumer recovered materials.

Four-color copying, "blowbacks": White High Quality Laser Bond, grammage of 90 gsm (17 x 22", 24 lbs. per 500 sheets), equal to JCP Code O61.

**TAB DIVIDERS:** The contractor will be required to provide white legal index exhibit dividers. Tab dividers shall be approx. 1/25th-cut, with an exhibit number printing on both sides of each tab in black. Dividers shall be reinforced on the tabs and long the bind edge with clear Mylar film laminate. Printed exhibit numbers will range from 1 to 400, for collating and insertion into case files. (Avery's legal index exhibit divider, UPC #11370, satisfies this contract requirement.) The contractor shall also provide conventional commercially-available tab dividers, as requested.

**COPYING, GENERATION OF PAPER COPIES (“Blowbacks”):** Contract orders will require the production and delivery of black-only and four-color paper copies generated from furnished hardcopy not requiring digital capture by the contractor, as well as paper copies (a.k.a. “blowbacks”) generated from source documents digitally captured by the contractor or generated from Government-furnished digital media. Paper copies may deliver exclusively as simplex copies, or as both duplex and simplex copies to match the furnished source documents, as instructed.

The contractor shall print reproduced and digitized content with a minimum of 400 DPI. Clear sharp reproduction is required in satisfaction of Quality Level 4 printing attributes. Both color and black copying equipment must be capable of duplex copying while maintaining no visible distortion of the government furnished original(s) when compared to the printed product. The color pages will normally be scattered though out.

Having made one copy from the furnished documents (after numbering the originals), the contractor may make second generation copies (copies of the first copy) provided Quality Level IV printing attributes are satisfied.

Binding of paper copies. Most paper copies will be delivered looseleaf, with slip sheets marking document boundaries, unless otherwise specified by the ordering agency. The contractor may occasionally be required to bind and deliver paper copies in the same fashion as the furnished source documents, or as otherwise instructed by the ordering agency.

Large format copying: Furnished legal case materials will require large format copying, defined herein to be from 432 x 279 mm (17 x 11”) to approx. 91 x 122 cm (3 x 4’).

**QUICK-SCHEUDLE COPIES FROM FURNISHED DIGITAL MEDIA:**

The contractor will be required make Xerographic copies (“blowbacks”) from digitized Government documents typically provided on optical (CD, DVD) media.

The digital documents furnished on the optical discs will typically be submitted as TIF or Adobe Acrobat PDF files. The furnished files will typically be reproduced at a trim size of 216 x 279 mm (8-1/2 x 11”), typically printing in black only, but occasionally including RGB content requiring four-color process reproduction.

**MARGINS:** Follow copy furnished. Original documents smaller than 216 x 279 mm (8-1/2 x 11”) should be centered.

**REASSEMBLY OF ORIGINALS:** The contractor will be required to reassemble, refasten and return the original documents in the exact sequence and identical condition as furnished.



## **DIGITAL COPYING, ARCHIVING:**

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

### Copying, archiving onto optical discs:

All duplicate (burned) CD-R discs shall be manufactured in accordance with the Phillips Orange Book, Part II: CD-R, Vols. 1 and 2 (Version 3.1, 1998).

Duplicate CD-R discs manufactured under the terms of this contract will be 650 MB (74-minute) or 700 MB (80 minute) capacity discs, to be used on consumer quality target CD-ROM drives within a Microsoft Windows operating system environment.

All duplicate (burned) DVD-R discs shall be manufactured in accordance with DVD Forum Book D (using applicable version) specifications.

Duplicate DVD-R discs manufactured under the terms of this contract will be single-layer 4.7 GB capacity (DVD-5) discs, to be used on consumer quality target DVD-ROM drives.

Patent Rights: Several firms claim patent rights, which may be applicable to CD-ROM/DVD-ROM 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/replication of CD-ROM/DVD-ROM's and assert it is impossible to manufacture or duplicate a CD-ROM/DVD-ROM disc without infringing these patents. The patent claims cover, among other things, both the physical structure of and the manner in which data is encoded on a CD-ROM/DVD-ROM. Other firms, including Discovision Associates, Irvine, CA, also claim similar patent rights.

By submission of a bid, bidders certify that they hold a license under all patents applicable to their duplication of CD-ROM/DVD-ROMs.

The contractor shall include the name and a contact phone number of contractor's CD-R and DVD-R media supplier with contractor's bid.

Labeling of discs: Unless more specifically specified by the USAO, the contractor shall label each disc in a professional manner to most accurately reflect the digital contents thereon.

### Copying, archiving onto contractor-provided digital storage device(s):

Occasional orders will include customer provision of digital storage device(s) with digital copy that shall be copied onto contractor-furnished digital storage devices, such as USB thumb drives, external USB hard drives, etc.

Unless otherwise instructed, the copied assets shall be organized on each contractor-provided storage device in the same manner as provided on the original customer-provided storage device.

The contractor will be required to provide storage devices with a storage capacity that is most appropriately sized for accommodating the copied digital files. To this end, the contractor shall first propose a storage device (including manufacturer, model and storage capacity and cost per storage device) to be used before actual purchase of the proposed device(s). This proposal shall be submitted to both Ms. Ingrid Ward at the USAO and to Ms. Rachel Trussel at the GPO.

NOTE: The contractor may not proceed with copying of assets onto a contractor-provided digital storage device without an "OK to Proceed" from the USAO *and* the GPO.

**PACKING:** Pack each legal case file copy set in a cardboard box or carton suitable for subsequent handling and shipping. Package and label each carton per instructions furnished by USAO.

CD-R, DVD-R discs: Unless otherwise instructed, contractor shall insert each CD-R/DVD-R disc into a commercially available paper disc window envelope, with labeled disc side visible through the clear poly window.

**DISTRIBUTION:** Deliver f.o.b. destination to various Government facilities throughout the Sacramento, CA metro region, including:

U.S. Attorney's Office, 555 Capitol Mall, Suite 1558, Sacramento, CA 95814, as indicated on the print order. (Inside delivery required.) USAO contact is Ms. Ingrid Ward at (916) 554-2713.

The contractor shall be reimbursed for delivery of contract products to sites located beyond the Sacramento metro region [greater than 64 km (40 miles) from the CA State Capitol] upon submittal of verifying shipping receipt(s) with the contractor's billing voucher.

The contractor must return all materials furnished by the Government. These materials must be returned by a contractor employee in a contractor-owned vehicle. All expenses incidental to returning furnished materials must be borne by the contractor.

**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).

Government furnished source documents must typically be picked up from and delivered to the address(es) listed under "DISTRIBUTION". Inside delivery is required.

The contractor will be required to make complete production and delivery within 1 to 5 workdays after notification of availability of furnished materials for pickup by the contractor. (Previous contract orders indicate that the contractor will be required to process orders placed under this contract at a rate of as many as 6,000 original documents per workday of allotted production time.)

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 specified.

**SECTION 3.- DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's 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 under this contract. The following item designations correspond to those listed in the "Schedule of Prices".

<b>I.</b>	(1)	(2)	<b>II.</b>	
1. (a)	60,050	25,750	(a)	50
(b)	2,000	1,000	(b)	10
(c)	700	300	(c)	10
(d)	250	50	(d)	500
(e)	3		(e)	100
(f)	100		(f)	50
2. (a)	15,000		(g) 1.	10
(b)	2,500		2.	10
3. (a)	1,000		3.	10
(b)	5,000		4.	5
4. (a)	71,000		(h)	35
(b)	1,000		(i)	500
5. (a)	62,000			
(b)	1,000			
6. (a)	12			
(b)	24			
(c)	2			
(d)	6			
7. (a)	8,000	1,500		
(b)	6,000	500		
(c)	1,000	300		
(d)	600	100		
(e)	1,000			
(f)	200			
8. (a)	5,000	10,000		
(b)	2,700	5,400		
(c)	2,000	4,000		
(d)	500	1,000		
(e)	850	1,700		
(f)	600	1,200		
(g)	250	500		
(h)	100	200		
9. (a)	500	1,000		
(b)	100	200		

**SECTION 4.- SCHEDULE OF PRICES**

GPO Fax Numbers: (707) 748-1980, 1981

Quotes due: 11:00 AM / Date: \_\_\_\_\_

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.

Contractor must make an entry in each of the spaces provided.

An entry of NC (No Charge) shall be entered if Contractor 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 nonresponsive.

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

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.

Charges for oversize documents: A product's chargeable units to be determined by dividing the size of sheet, expressed in square cm (or square inches), and dividing by 929 sq. cm (or 144 sq. inches), with any fractional remainder being counted as a whole.

**I. COMPLETE PRODUCT:** Prices quoted shall include the cost of all required materials and operations (including the provision of database load files, but excepting those items listed under Item II) necessary for the complete production and distribution of the product listed in accordance with these specifications.

1. Litigation scanning to digital image: Prices to be based upon document unitization determined at the physical level.

	<u>Projects scanned at contractor's facility</u> (1)	<u>Projects scanned on-site</u> (2)
(a) Scanning black-only source documents as large as 216 x 356 mm (8.5 x 14").....per page... \$ _____		\$ _____
(b) Scanning multi-color source documents as large as 216 x 356 mm (8.5 x 14").....per page... \$ _____		\$ _____

\_\_\_\_\_  
Initials

	<u>Projects scanned at contractor's facility</u> (1)	<u>Projects scanned on-site</u> (2)
(c) Scanning black-only documents larger than 610x356 mm (8.5 x 14")...per 929 sq. cm (per sq. ft.)... \$ _____		\$ _____
(d) Scanning multi-color documents larger than 610x356 mm (8.5 x 14")...per 929 sq. cm (per sq. ft.)... \$ _____		\$ _____
(e) On-site set-up charge: A one-time set-up charge will be allowed for each on-site assignment. With the exception of Item I.1.(d) hereafter, the charge shall include all travel expenses, all equipment handling/preparation/set-up and transportation costs, and any other expenses required for successful on-site performance.....per on-site assignment ...\$ _____		
(f) The contractor will be allowed to charge for transportation and employee travel expenses incurred by travel to more remote sites. The contractor will be reimbursed according to <b>only</b> that mileage driven <b>beyond</b> a total distance of 96 km (60 miles: or 30 miles each way).....per mile...\$ _____		

2. “Bates” Serial numbering:

- (a) Electronic endorsement.....per page ....\$ \_\_\_\_\_
- (b) Numbering of source materials not  
requiring digital capture/scanning.....per page...\$ \_\_\_\_\_

3. Indexing, coding:

- (a) Indexing.....per listing.....\$ \_\_\_\_\_
- (b) Coding (up to 30 keystrokes per field).....per field .....\$ \_\_\_\_\_

4. OCR conversion to ASCII text files:

- (a) Documents as large as 216 x 356 mm (8-1/2 x 14").....per page ....\$ \_\_\_\_\_
- (b) Documents larger than 610 x 356 mm  
(8-1/2 x 14").....per 929 sq. cm (per sq. foot) .....\$ \_\_\_\_\_

\_\_\_\_\_  
Initials

5. Conversion to Adobe Acrobat PDF content.

- (a) Source documents as large as 216 x 356 mm  
(8-1/2 x 14"): Conversion of raster/OCR files to  
"Image Only" or "Text + Image" PDF files.....per page ....\$ \_\_\_\_\_
- (b) Source documents larger than 216 x 356 mm  
(8-1/2 x 14"): Conversion of raster/OCR files to  
"Image Only" or "Text + Image" PDF files.....per page .....\$ \_\_\_\_\_

6. Archiving onto optical discs: Prices to include labeling, collation and packing.

- (a) Creation of "master" CD-R disc(s).....per disc.....\$ \_\_\_\_\_
- (b) Duplication of master CD-R disc(s).....per disc.....\$ \_\_\_\_\_
- (c) Creation of "master" DVD-R disc(s).....per disc.....\$ \_\_\_\_\_
- (d) Duplication of master DVD-R disc(s).....per disc.....\$ \_\_\_\_\_

7. Generation of Xerographic "blowback" copies:

	216 x 279 mm (8-1/2 x 11") (1)	216 x 356 mm (8-1/2 x 14") (2)
(a) Black-only: Printing one side.....per sheet ...\$	\$ _____	\$ _____
(b) Black-only: Printing both sides.....per sheet ...\$	\$ _____	\$ _____
(c) Color copies: Printing one side.....per sheet....\$	\$ _____	\$ _____
(d) Color copies: Printing both sides.....per sheet....\$	\$ _____	\$ _____

Reimbursement for 432 x 279 mm (17 x 11") documents: Contractor to charge twice the 216 x 279 mm (8-1/2 x 11") rates cited.

Xerographic blowbacks larger than 432 x 279 mm (17 x 11"): Printing one side only.

- (e) Black-only copies.....per 929 sq. cm (per square foot) .....\$ \_\_\_\_\_
- (f) Color copies.....per 929 sq. cm (per square foot).....\$ \_\_\_\_\_

8. Heavy litigation copying (no digital capture required; no scanning charge allowed):

Up to 216 x 279 mm (8-1/2 x 11"):	<u>First copy</u> (1)	<u>2<sup>nd</sup> thru 10<sup>th</sup> copies</u> (2)
(a) Black-only: Printing one side.....per sheet .....\$	\$ _____	\$ _____
(b) Black-only: Printing two sides.....per sheet .....\$	\$ _____	\$ _____

\_\_\_\_\_  
Initials

Up to 216 x 279 mm (8-1/2 x 11'')	<u>First copy</u>	<u>2<sup>nd</sup> thru 10<sup>th</sup> copies</u>
	(1)	(2)
(c) Color copies: Printing one side.....per sheet....\$	_____	\$ _____
(d) Color copies: Printing two sides.....per sheet....\$	_____	\$ _____

216 x 356 mm (8-1/2 x 14'')

(e) Black-only: Printing one side.....per sheet ...\$	_____	\$ _____
(f) Black-only: Printing two sides.....per sheet ....\$	_____	\$ _____
(g) Color copies: Printing one side.....per sheet....\$	_____	\$ _____
(h) Color copies: Printing two sides.....per sheet....\$	_____	\$ _____

Reimbursement for 432 x 279 mm (17 x 11'') documents: Contractor to charge twice the 216 x 279 mm (8-1/2 x 11'') rates cited.

9. Large format litigation copying (no digital capture required: no scanning charge allowed), larger than 432 x 279 mm (17 x 11''), to as large as 91 x 122 cm (3 x 4')

	<u>First copy</u>	<u>2<sup>nd</sup> thru 10<sup>th</sup> copies</u>
	(1)	(2)
(a) Black-only copying.....per square foot.....\$	_____	\$ _____
(b) Four-color copying.....per square foot.....\$	_____	\$ _____

**II. ADDITIONAL OPERATIONS:**

- (a) Drilling three holes.....per 100 sheets.....\$ \_\_\_\_\_
- (b) Provision, insertion of colored divider sheets.....per 100 sheets.....\$ \_\_\_\_\_
- (c) Provision, printing, insertion of commercially-available tab dividers.....per 100 dividers...\$ \_\_\_\_\_
- (d) Provision, insertion of white legal index exhibit dividers with printed exhibit numbers on tabs(Avery's legal Index exhibit divider, UPC #11370, or equal).....per divider....\$ \_\_\_\_\_
- (e) Provision of manila folders.....per folder ....\$ \_\_\_\_\_
- (f) Provision of durable "red well" or "red rope" style expansion (approx. 3 to 5") pocket folder.....per folder .....\$ \_\_\_\_\_

\_\_\_\_\_  
Initials

(g) Provision of vinyl-clad binders, with three-ring metal base element, opening and closing levers, and Clear View vinyl pockets on front cover and spine:

- 1. Three-ring binder, 2" capacity.....per binder ....\$ \_\_\_\_\_
- 2. Slant-D three-ring binder, 3" capacity.....per binder ....\$ \_\_\_\_\_
- 3. Slant-D three-ring binder, 4" capacity.....per binder ....\$ \_\_\_\_\_
- 4. Slant-D three-ring binder, 5" capacity.....per binder ....\$ \_\_\_\_\_

(h) Insertion of materials into three-ring binders.....per binder ....\$ \_\_\_\_\_

(i) Copying digital files from furnished storage device(s) onto contractor-provided storage device(s).....per Gigabite.....\$ \_\_\_\_\_

**CD-R, DVD-R Media:** Contractor shall provide the name of the company(ies) supplying the CD-R/DVD-R media to be used, so that the GPO can verify that the contractor is using licensed CD-R/DVD-R media.

Supplier of CD-R media \_\_\_\_\_  
Supplier of DVD-R media \_\_\_\_\_

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

My production facilities are located within the assumed area of production: \_\_\_\_\_yes \_\_\_\_\_no

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_

a. Number of hours from acceptance of print order to pickup of Government Furnished Material: \_\_\_\_\_

b. Number of hours from pickup of Government Furnished Mat'l to delivery at contractor's plant: \_\_\_\_\_

2. Proposed carrier(s) for delivery of completed product: \_\_\_\_\_

a. Number of hours from notification to carrier to pickup of completed product: \_\_\_\_\_

b. Number of hours from pickup of completed product to delivery at destination: \_\_\_\_\_

\_\_\_\_\_  
Initials



**CONTRACTOR'S NAME AND SIGNATURE:** Fill out and submit all pages in "Section 4.-  
Schedule of Prices", initialing or signing each in the space provided.

Bidder \_\_\_\_\_ GPO Contractor Code No. \_\_\_\_\_

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

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

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

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

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