

ITEM NO	DESCRIPTION	BASIS OF AWARD	Proteus Discovery		Technical Imaging Systems		SIMILAR/PREVIOUS	
			360-71929	86149	UNIT RATE	COST	UNIT RATE	COST
I.	SCANNING, PACKING, AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary, for the complete scanning, the complete application of optical character recognition applied to the raster file, indexing, packing, and distribution of the products listed in accordance with these specifications.							
(a)	Producing a bitonal file, must be a minimum of 300 ppi (1-bit bitonal); ITU-T group 4 compression).							
(1)	No Intervention scanning, up to and including 8-1/2 x 14", cost per page.	1069	0.12	\$ 128.28	0.035	\$ 37.42	0.035	\$ 37.42
(2)	Light Intervention scanning, up to and including 8-1/2 x 14", cost per page.	1069	0.14	\$ 149.66	0.045	\$ 48.11	0.045	\$ 48.11
(3)	Medium Intervention scanning, up to and including 8-1/2 x 14", cost per page.	1069	0.20	\$ 213.80	0.065	\$ 69.49	0.065	\$ 69.49
(4)	Heavy Intervention scanning, up to and including 8-1/2 x 14", cost per page.	8554	0.25	\$ 2,138.50	0.085	\$ 727.09	0.085	\$ 727.09
(5)	Glass Work scanning, up to and including 8-1/2 x 14", cost per page.	8554	0.37	\$ 3,164.98	0.25	\$ 2,138.50	0.25	\$ 2,138.50
(6)	Book Cradle scanning, up to and including 8-1/2 x 14", cost per page.	1069	0.75	\$ 801.75	0.30	\$ 320.70	0.30	\$ 320.70
(7)	Oversize scan. Cost per square foot.	3086	3.00	\$ 9,258.00	0.25	\$ 771.50	0.25	\$ 771.50
(b)	Producing a gray-scale raster file, must be a minimum of 300 ppi (8-bit grayscale).							
(1)	No Intervention scanning, up to and including 8-1/2 x 14", cost per page.	178	0.12	\$ 21.36	0.035	\$ 6.23	0.035	\$ 6.23
(2)	Light Intervention scanning, up to and including 8-1/2 x 14", cost per page.	178	0.14	\$ 24.92	0.045	\$ 8.01	0.045	\$ 8.01
(3)	Medium Intervention scanning, up to and including 8-1/2 x 14", cost per page.	178	0.20	\$ 35.60	0.065	\$ 11.57	0.065	\$ 11.57
(4)	Heavy Intervention scanning, up to and including 8-1/2 x 14", cost per page.	1426	0.25	\$ 356.50	0.085	\$ 121.21	0.085	\$ 121.21
(5)	Glass Work scanning, up to and including 8-1/2 x 14", cost per page.	1426	0.37	\$ 527.62	0.25	\$ 356.50	0.25	\$ 356.50
(6)	Book Cradle scanning, up to and including 8-1/2 x 14", cost per page.	178	0.75	\$ 133.50	0.30	\$ 53.40	0.30	\$ 53.40
(7)	Oversize scan. Cost per square foot.	514	3.50	\$ 1,799.00	0.25	\$ 128.50	0.25	\$ 128.50
(c)	Producing a color raster file, must be a minimum of 300 ppi (24-bit color).							
(1)	No Intervention scanning, up to and including 8-1/2 x 14", cost per page.	535	0.18	\$ 96.30	0.035	\$ 18.73	0.035	\$ 18.73
(2)	Light Intervention scanning, up to and including 8-1/2 x 14", cost per page.	535	0.25	\$ 133.75	0.045	\$ 24.08	0.045	\$ 24.08
(3)	Medium Intervention scanning, up to and including 8-1/2 x 14", cost per page.	535	0.35	\$ 187.25	0.065	\$ 34.78	0.065	\$ 34.78
(4)	Heavy Intervention scanning, up to and including 8-1/2 x 14", cost per page.	4277	0.45	\$ 1,924.65	0.085	\$ 363.55	0.085	\$ 363.55
(5)	Glass Work scanning, up to and including 8-1/2 x 14", cost per page.	4277	0.65	\$ 2,780.05	0.25	\$ 1,069.25	0.25	\$ 1,069.25
(6)	Book Cradle scanning, up to and including 8-1/2 x 14", cost per page.	535	0.95	\$ 508.25	0.30	\$ 160.50	0.30	\$ 160.50
(7)	Oversize scan. Cost per square foot.	1543	12.00	\$ 18,516.00	0.25	\$ 385.75	0.25	\$ 385.75
(d)	Producing a gray scale raster file for archival reproduction. Must have a minimum of 8-bit, 600 ppi grayscale.							
(1)	No Intervention scanning, up to and including 8-1/2 x 14", cost per page.	45	0.24	\$ 10.80	0.20	\$ 9.00	0.20	\$ 9.00
(2)	Light Intervention scanning, up to and including 8-1/2 x 14", cost per page.	45	0.30	\$ 13.50	0.22	\$ 9.90	0.22	\$ 9.90
(3)	Medium Intervention scanning, up to and including 8-1/2 x 14", cost per page.	45	0.40	\$ 18.00	0.24	\$ 10.80	0.24	\$ 10.80
(4)	Heavy Intervention scanning, up to and including 8-1/2 x 14", cost per page.	356	0.50	\$ 178.00	0.26	\$ 92.56	0.26	\$ 92.56
(5)	Glass Work scanning, up to and including 8-1/2 x 14", cost per page.	356	0.70	\$ 249.20	0.55	\$ 195.80	0.55	\$ 195.80
(6)	Oversize scan. Cost per square foot.	129	12.00	\$ 1,548.00	0.45	\$ 58.05	0.45	\$ 58.05
(e)	Producing a color raster file for archival reproduction. Must have a minimum of 24-bit, 600 ppi color, RGB mode.							
(1)	No Intervention scanning, up to and including 8-1/2 x 14", cost per page.	134	0.24	\$ 32.16	0.20	\$ 26.80	0.20	\$ 26.80
(2)	Light Intervention scanning, up to and including 8-1/2 x 14", cost per page.	134	0.30	\$ 40.20	0.22	\$ 29.48	0.22	\$ 29.48
(3)	Medium Intervention scanning, up to and including 8-1/2 x 14", cost per page.	134	0.40	\$ 53.60	0.24	\$ 32.16	0.24	\$ 32.16
(4)	Heavy Intervention scanning, up to and including 8-1/2 x 14", cost per page.	1069	0.50	\$ 534.50	0.26	\$ 277.94	0.26	\$ 277.94
(5)	Glass Work scanning, up to and including 8-1/2 x 14", cost per page.	1069	0.70	\$ 748.30	0.55	\$ 587.95	0.55	\$ 587.95
(6)	Oversize scan. Cost per square foot.	386	14.00	\$ 5,404.00	0.45	\$ 173.70	0.45	\$ 173.70
II.	COPYING AND BLOW-BACKS: Stock prices must be included in the run cost.							
(a)	Gray-scale copying, up to and including 8-1/2 x 11", cost per page.	936	0.25	\$ 234.00	0.07	\$ 65.52	0.09	\$ 84.24
(b)	Gray-scale copying, over 8-1/2 x 11" up to and including 11 x 17", cost per page.	104	0.75	\$ 78.00	0.14	\$ 14.56	0.15	\$ 15.60
(c)	Color copying, up to and including 8-1/2 x 11", cost per page.	401	0.89	\$ 356.89	0.15	\$ 60.15	0.22	\$ 88.22
(d)	Color copying, over 8-1/2 x 11" up to and including 11 x 17", cost per page.	401	1.25	\$ 501.25	0.20	\$ 80.20	0.22	\$ 88.22
III.	EXTERNAL STORAGE DEVICES: Prices offered shall include the cost of all required materials and operations necessary for the production of external storage devices in accordance with the specifications. Cost must include burning files to the storage devices with the required file extensions, and labeling each storage device in accordance with these specifications.							
(a)	Downloading files to external storage devices compatible with the agency's computer platform. Cost will include downloading and storage devices.							
(1)	16GB Flash drive, cost per flash drive	18	45.00	\$ 810.00	12.00	\$ 216.00	24.00	\$ 432.00
IV	ADDITIONAL OPERATIONS:							
(a)	Computer Time Work. Cost per hour.	4	125.00	\$ 500.00	36.00	\$ 144.00	35.00	\$ 140.00
CONTRACTOR TOTALS				\$ 54,210.12		\$ 8,939.41		\$ 9,207.26
DISCOUNT				\$ -		\$ -	NET	\$ -
DISCOUNTED TOTALS				\$ 54,210.12		\$ 8,939.41	30 days	\$ 9,207.26

AWARDED

Reviewed by: _____

Program 2028-S
Specifications by FB
Reviewed by RW

U.S. GOVERNMENT PUBLISHING OFFICE
Northwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Scanning

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

Department of Energy
Bonneville Power Administration
Portland, OR

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning February 1, 2025 and ending January 31, 2026, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be opened virtually at 1:00 p.m., Eastern Time (ET), on January 22, 2025 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after the bid opening date and time specified above will not be considered for award.*

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 25-mile radius of Portland, OR.

Scanning
2028-S (01/26)

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature, contact GPO Northwest at infonorthwest@gpo.gov and fbuchko@gpo.gov or 206-764-3726.

Scanning
2028-S (01/26)

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. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

SUBCONTRACTING: Subcontracting will not be permitted in part or whole in any aspect for the production of work placed against this contract.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

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	Government furnished material
Document Scanning	100% accuracy rate
Optical Character Recognition (OCR) scanning	a minimum of 98% accuracy rate

Some documents will require text to be scanned separately from the images at 600 dpi; the charts and images are scanned at 300 dpi and descreened. The two files are then placed in a layout program to recreate the product.

All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI): FADGI May 2023 Technical Guidelines for Digitizing Cultural Heritage Materials. Based on the product being scanned, refer to Chapter 3: Evaluation Criteria Values for Specific Material Types for the most applicable category.

FADGI Three Star

Scanning
2028-S (01/26)

SCANNER IMAGING PERFORMANCE AND MONITORING: Scanner performance and consistency during production shall be evaluated daily prior to scanning by the contractor with the DICE Device Level Target (available as the Golden Thread target from Image Science Associates). Contractor is responsible for obtaining targets and evaluation software.

If scanner performance drops below the required minimum FADGI level specified, the contractor shall stop all scanning and address the deficiency. Failure by the contractor to address the deficiency may require the contractor to re-scan documents at no expense to the Government. No extra time can be allowed for this re-scanning; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor shall capture a digital image of the DICE Device Level Target for each scanner being used at the start of each day's production and provide the file(s) to the agency. Additionally, if any changes are made to the scanner(s) (e.g., maintenance, calibration, and/or repair), the contractor shall capture digital images of the targets prior to scanning and provide them to the agency. In the event of an issue identified by the ordering agency, the ordering agency will provide the files to the GPO for evaluation.

Monitoring: GPO may request Device Level Target and accompanying report upon request throughout contractor performance. Files are to be uploaded on GPO filesharing at filesharing.gpo.gov. Prior to uploading, contractor to contact qcpp@gpo.gov for instructions. Files are to be named: [Program_Jacket_Printorder_date (e.g., XXXs_XXXXXX_XXXXX_mmddyy) or Jacket_Date (e.g., XXXXXX_mmddyy)].

SECURITY: The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducibles at any time prior to delivery by them to a transportation agent or delivery to destination.

Some documents may contain Personally Identifiable Information (PII) or Classified Information.

All documents must be secured.

The contractor must have a security controlled storage area to store all Government furnished 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.

The contractor must be able to sign and adhere with the following Security Agreement if required:

The undersigned vendor agrees to all standards and conditions set forth in this Security Agreement.

1. Documents and/or items received by the vendor could be rare/irreplaceable and must be properly safeguarded. When documents and/or items are not being copied, they will be securely stored in a location which will preclude unauthorized access.
2. Individuals having access to documents and/or items during pick-up, duplication, counting, assembly, delivery, etc., are to be properly notified by the vendor and cautioned to preclude loss, theft, or destruction.

Scanning
2028-S (01/26)

3. All documents and/or items received by the vendor must be returned to the 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 duplication.

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

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

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

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

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet

Scanning
2028-S (01/26)

- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PREAWARD TEST: The Contracting Officer, at their option, may require the prospective contractor to run a test order (not to exceed 100 sheets or pages) when supplied with the Government Furnished Materials as described within these specifications. There will be no cost to the Government for this test. If, in the opinion of the Contracting Officer, the pre-award test, does not meet or exceed the Specified Standards found in the QUALITY ASSURANCE LEVELS AND STANDARDS, and proper handling of the Government Furnished Materials is not demonstrated, the contractor may be declared non-responsible.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from February 1, 2025 to January 31, 2026, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

Scanning
2028-S (01/26)

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending October 31, 2025, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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 February 1, 2025 through January 31, 2026 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

Scanning
2028-S (01/26)

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

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

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

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Scanning
2028-S (01/26)

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of scanning of pages and engineering drawings, requiring such operations as OCR scanning, disassembling – reassembling of camera copy, indexing, copying, packing and delivery. Documents will be scanned with a universal file extension, including TIFF, PDF and JPG files, normally at a 10:1 ratio. All scanning will be true optical resolution, interpolating to a higher resolution will not be permitted.

Due to the nature of scanning services there may be services and products that this contract does not cover. In the event that the agency places an order that requires services or products not covered under this contract it will be the responsibility of the contractor to contact the Government Publishing Office, Seattle Regional Office, with the cost on those items not covered to establish cost prior to invoicing. Invoicing for products or services not covered under the terms of the contract prior to establishing cost may result in no payment on those items. Under no circumstance will the contractor stop work due to payment issues.

INVOICING: Due to the nature of the work, the quantity, page count and extent of preparation will not be known on some orders until after the work is complete. Therefore, the contractor will be required to submit an itemized invoice to the ordering agency. The ordering agency will sign off and date the provided invoice. This will be the invoice used when submitting information to the GPO financial management department for payment.

TITLE: Scanning

FREQUENCY OF ORDERS: Approximately 15 to 20 orders a year with approximately 10 to 30 boxes per order. Some orders may have more or less than 10-30 boxes.

PAGES: Approximately 2,750 pages in an order. Some orders may have significantly less or significantly more than 2,750 pages.

Approximately 60% of pages will be black/bitonal; approximately 10% of pages will be gray-scale, approximately 30% will be color.

QUANTITY: Most orders will require the production of one or two storage devices (flash drives).

TRIM SIZES:

Page:	Up to and including 8-1/2 x 14"
Oversize:	Over 8-1/2 x 14" up to and including 11 x 17"

GOVERNMENT TO FURNISH: Hard copy documents may be furnished including, but not limited to, 2-sided GBC bound; blueprints; bound books; envelopes; faxes; fold-ins; forms (8.5 x 11"); half pages; maps; newspapers; non-standard sizes; oversized documents; photos; pin-fed computer forms; non pin-fed computer forms; receipts; sticky notes; bound in folders; folded products; paper clipped; sticky notes affixed; stapled.

Content includes single-sided; double-sided; black only; carbon copies; color; embossed image; grayscale; hand-written; laser print; line-work; photocopies; text; typewritten.

Documents may be fragile; have edges frayed; be of good quality originals; be of poor quality originals; yellowed.

Scanning
2028-S (01/26)

A wide variety of documents could include, but is not limited to, old and/or brittle originals that must be handled with care; carbon copy; carbonless copy; colored paper; plain white paper; tracing paper; onion skin; thermal paper.

Old and out of print books that will require individual special handling to insure the integrity of the binding and text pages.

Documents are usually stored in storage boxes.

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 or in electronic files, must not be on finished product.

Due to the sensitivity of the Government furnished materials, all pick-up and return of Government furnished materials must be prepared and transmitted in a secure manner which prevents loss, theft, or unauthorized access. See Security.

GPO Form 905 for shipping container labels.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish”, necessary to produce the product in accordance with these specifications.

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This website must allow the agency to post and retrieve Government Furnished Materials from the site when required.

WARNING: All media provided by the Government, and duplicates made by the contractor or their representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Storage devices 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 nonerasable media shall be destroyed by the contractor.

PRINTING/COPYING: Approximately 3% of orders will require printing. Clear sharp reproduction is required. A minimum of 600 dpi for grayscale and color images. Both color and gray-scale copying reproduction must be with no appreciable shift or drift in color from the Government furnished materials. Approximately 90% of printing will have a trim size up to and including 8.5 x 11” trim size, and approximately 10% of printing will have a trim size over 8.5 x 11” up to and including 11 x 17”.

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. 13” dated September 2019.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color specified.

White Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G10.

Scanning
2028-S (01/26)

DOCUMENT PREPARATION:

Contractor will be required to separate each page for scanning/conversion.

Contractor may disassemble the furnished document before scanning.

For the majority of orders the contractor may not cut apart books to scan. At the request of the agency some orders will allow the spine of publication(s) to be cut off, the contractor must receive approval in writing from the agency prior to cutting apart books.

The contractor will be required to inspect all documents to determine their suitability for scanning. If contractor determines that any document is unsuitable, contractor to contact the agency.

Some pages may consist of less than ideal imagery for OCR and may require image enhancement.

The documents may require the removal and replacement of staples, paper clips, and rubber-bands. Contractor must exercise reasonable care to ensure that the integrity of the material is preserved. Where materials are stapled, or otherwise fastened or bound, care must be used in taking the materials apart to ensure that part of the document is not obliterated or that the authenticity of the document becomes questionable.

After scanning, the contractor is required to re-assemble furnished documents in the same order or manner as received.

SCANNING AND CONVERSION: Various resolutions and various DPI's will be required. For the purpose of these specifications the following definitions will define PPI and DPI.

PPI – Pixels Per Inch. A measure of image resolution when the image is captured on a scanner.

DPI – Dots Per Inch. A measurement of output device (printer or image setter) resolution.

The contractor will be required to produce a raster file.

Contractor shall scan all documents as furnished (i.e., black only documents in black only (bitmap); grayscale only documents in grayscale; color documents in color). For color documents, the color mode to be RGB, CMYK as indicated by the agency.

Scan Resolution: On orders where compression is acceptable the compression requirements will be indicated on the print order.

Scan bitonal at 300 pixels per inch [ppi] (1-bit bitonal; ITU-T group 4 compression)

Scan grayscale at 300 ppi (8-bit grayscale), files will be created with no compression or compression.

Scan color at 300 ppi (24-bit color), files will be created with no compression or compression.

Some orders will require archival reproduction at 600 ppi. Resolution will be indicated on the print order.

Grayscale at 8-bit, grayscale, files will be created with no compression or compression.

Color at 24-bit, RGB mode, files will be created with no compression or compression.

Scanning
2028-S (01/26)

Contractor is required to contact the agency if the instructions on the 2511 (Print Order) are unclear regarding scanning resolution (ppi), printing resolution (dpi), or compression requirements.

Oversize documents will be scanned at a suitable ppi, normally with a *.PDF file extension. Some oversize documents may require OCR.

Contractor is to use a scanning alignment target.

When indicated on the print order two different file formats for each document scanned will be required. Multi-page TIFFs specified for multi-page document scans and OCR Searchable PDF/A.

Simple file naming, up to 30 characters, will be required of all scans.

Original materials to be returned intact and in original condition. Remove any sticky notes on documents prior to scanning and then replace them to their original positions when scanning is complete. Rebind documents using same binding materials as when presented for scanning, unless otherwise instructed by the agency.

The level of handwork intervention required for scanning the furnished document(s) is specified below:

No Intervention: Approximately 5% of the total furnished source materials that shall be ready to be inserted into the automated document scanner requiring no deconstruction. (For example, looseleaf documents that are all one size.)

Light Intervention: Approximately 5% of the total furnished source materials that shall require slight deconstruction before being inserted into the automatic document scanner. (For example, all one standard size documents that are rolled, stapled, or paper clipped.)

Medium Intervention: Approximately 5% of the total furnished source materials that shall require moderate deconstruction before being inserted into the automatic document scanner and consist of light intervention. (For example, documents of various standard sizes; may include folder tabs and/or tab dividers; sticky notes to be removed and replaced.)

Heavy Intervention: Approximately 40% of the total furnished source materials that shall require difficult deconstruction before being inserted into the automatic document scanner and consist of light and/or medium intervention. (For example, documents of various standard sizes; may include pages that are folded, torn, or stuck together.)

Glass Work: Approximately 40% of the total furnished source materials that consist of originals that can only be scanned manually on the scanner glass and may include, but are not limited to, receipts, half-pages, envelopes, onion skin or thermal facsimile paper, odd-sized originals, checks, permanently bound books, two-sided spiral bound publications, computer forms that cannot automatically feed, and extremely poor quality originals that require extensive handling and analysis on a page-by-page basis.

Book Cradle Scanning: Approximately 5%. Use an over-head book scanner and a book-cradle for scanning documents with case binding or perfect binding to remove gutter and margin distortion. At the request of the agency some orders will allow the spine of publication(s) to be cut off, allowing auto-feeding. Other publications will not allow the spine to be removed, thus requiring the above described book scanner with a minimum 300 ppi optical resolution capability.

Scanning
2028-S (01/26)

DOCUMENT CLEAN-UP:

Contractor will be responsible for the following image clean-up requirements: Contractor to deskew (images straightened); Contractor to crop image(s) as specified; Contractor to despeckle (remove spots/dirt) image(s); Contractor to redact data as specified.

Saved files are to be optimized for Web viewing, read-only, high-resolution printing, low-resolution printing.

If requested by the agency Contractor to compress files following agency's requirements.

Contractor to follow agency instructions regarding file naming convention.

The viewer image retrieval indexing will be indicated by the agency.

The scanned items must be OCR / search-able compliant. The scanned documents must be converted using Optical Character Recognition (OCR). The OCR target format is PDF Image Only, PDF Image + text, PDF Normal, MS Word, etc.

Scanned/converted documents are to be text-searchable.

Contractor to return scanned/converted documents as a indicated on print order including single page PDF and multiple page PDF.

When requested by the agency the Contractor shall save final files to external storage device (flash drive).

If requested by the agency the Contractor to furnish blowback copies of the saved files. Copies are to be output as indicated on the print order, including black only, grayscale, color.

COMPUTER TIMEWORK: Timework will be rounded up to closest 15-minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required.**

Can consists of image post processing and zoning and bates numbering required by the ordering agency.

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

Image Post Processing: De-speckle, de-skew, cropping and rotation and blank backside removal and adjustments for tonal balance in the case of images from photographic materials.

Bates numbering: If required by the agency the contractor will be required to bates number documents. No missing number or number skips are allowed, unless otherwise specified. If the agency requests bates numbering the contractor must contact the agency for details on where the numbering to be located.

Some orders may require the contractor's plant to provide a qualified technician and computer workstation allowing the agency representative to view and instruct the technician on needed contrast signal, resolution, and color balance targets per scan. This requirement of the contract will be invoiced as computer timework.

Scanning
2028-S (01/26)

POST OCR PROCESSING: The contractor will be required to use a software application that identifies unrecognized character strings; and/or a standard spelling checker; and/or visual comparison against the original(s).

The resulting optical character recognition output must have an accuracy rate of 98% and will be saved with a variety of extensions, including but not limited to: *.TXT; *.DOC; *.WPD; *.JPG; *.PDF or *.TIFF. Text pages and documents that are to be searchable only, will normally have a *.PDF extension with an OCR “overlay”. Text pages and documents that are to be searchable and editable will normally have one of the three extensions: *.TXT, *.DOC or *.WPD.

PACKING: Suitable.

LABELING AND MARKING (Package and/or Container label): Use GPO Form 905 to mark all shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to: Areas within a 25 mile radius of Portland, OR. No third party courier, the contractor must pickup and deliver the Government Furnished Materials and finished external storage devices to the agency. Drivers coming into the Bonneville Power Facility must be a citizen. Hours of access to the Bonneville Power Facility are 7am – 3:30pm.

At the option of the agency an occasional order may be delivered to the contractor by the agency.

Two people must be with the boxes for transport. Once boxes are secured at the contractor’s facility the agency must be able to constantly communicate with the contractor.

The documents must be available for review by the agency during production.

Upon completion of each order, all originals must be returned to the ordering Department in original condition. All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing sample copies must be borne by the contractor.

When approved by the agency, the contractor may use third party couriers when shipping outside of 25 mile radius from Portland, OR. Contractor must receive written approval from the agency prior to using third party couriers. Contractor will be reimbursed for shipping outside of the 25 mile radius of Portland by submitting shipping receipts with their invoice. Contractor must provide copies of all shipping documentation / shipping receipts when submitting billing invoice to GPO.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency and to compliance@gpo.gov and to infonorthwest@gpo.gov . Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 2028S", and the applicable PRINT ORDER number. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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). Schedule starts the day of notification of the availability of the Print Order and the Government Furnished Material.

Furnished Material must be picked up from and delivered to the ordering agency.

Scanning
2028-S (01/26)

The size and complexity of the order will determine the delivery schedule. Normally within 10 to 15 workdays from the time the ordering department notifies the contractor that Government furnished materials are available for pickup. The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

Scanning
2028-S (01/26)

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one (1) year's production 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 for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(a)	(1)	1069	II.	(a)		936
		(2)	1069			(b)	104
		(3)	1069			(c)	401
		(4)	8554			(d)	401
		(5)	8554	III.	(a)	(1)	18
		(6)	1069				
		(7)	3086				
(b)	(1)	178	IV.	(a)		4	
	(2)	178					
	(3)	178					
	(4)	1426					
	(5)	1426					
	(6)	178					
	(7)	514					
(c)	(1)	535					
	(2)	535					
	(3)	535					
	(4)	4277					
	(5)	4277					
	(6)	535					
	(7)	1543					
(d)	(1)	45					
	(2)	45					
	(3)	45					
	(4)	356					
	(5)	356					
	(6)	129					
(e)	(1)	134					
	(2)	134					
	(3)	134					
	(4)	1069					
	(5)	1069					
	(6)	386					

Program 2028-S
Specifications by FB
Reviewed by RW

SECTION 4.- SCHEDULE OF PRICES

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.

I. SCANNING, PACKING, AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary, for the complete scanning, the complete application of optical character recognition applied to the raster file, indexing, packing, and distribution of the products listed in accordance with these specifications.

(a) Producing a bitonal file, must be a minimum of 300 ppi (1-bit bitonal; ITU-T group 4 compression).

- (1) No Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (2) Light Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (3) Medium Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (4) Heavy Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (5) Glass Work scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (6) Book Cradle scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (7) Oversize scan. Cost per square foot. \$ _____

Initials

Scanning
2028-S (01/26)

(b) Producing a gray-scale raster file, must be a minimum of 300 ppi (8-bit grayscale).

- (1) No Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (2) Light Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (3) Medium Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (4) Heavy Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (5) Glass Work scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (6) Book Cradle scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (7) Oversize scan. Cost per square foot. \$ _____

(c) Producing a color raster file, must be a minimum of 300 ppi (24-bit color).

- (1) No Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (2) Light Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (3) Medium Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (4) Heavy Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (5) Glass Work scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (6) Book Cradle Scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (7) Oversize scan. Cost per square foot. \$ _____

(d) Producing a gray scale raster file for archival reproduction. Must have a minimum of 8-bit, 600 ppi grayscale.

- (1) No Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (2) Light Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (3) Medium Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (4) Heavy Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (5) Glass Work scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (6) Oversize scan. Cost per square foot. \$ _____

(e) Producing a color raster file for archival reproduction. Must have a minimum of 24-bit, 600 ppi color, RGB mode.

- (1) No Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (2) Light Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (3) Medium Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (4) Heavy Intervention scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (5) Glass Work scanning; up to and including 8-1/2 x 14", cost per page. \$ _____
- (6) Oversize scan. Cost per square foot. \$ _____

Initials

Scanning
2028-S (01/26)

II. COPYING AND BLOW-BACKS: Stock prices must be included in the run cost.

- (a) Gray-scale copying, up to and including 8-1/2 x 11", cost per page. \$ _____
- (b) Gray-scale copying, over 8-1/2 x 11" up to and including 11 x 17", cost per page. \$ _____
- (c) Color copying, up to and including 8-1/2 x 11", cost per page. \$ _____
- (d) Color copying, over 8-1/2 x 11" up to and including 11 x 17", cost per page. \$ _____

III. EXTERNAL STORAGE DEVICES: Prices offered shall include the cost of all required materials and operations necessary for the production of external storage devices in accordance with the specifications. Cost must include burning files to the storage devices with the required file extensions, and labeling each storage device in accordance with these specifications.

- (a) Downloading files to external storage devices compatible with the agency's computer platform. Cost will include downloading and storage devices.

(1) 16GB Flash drive, cost per flash drive. \$ _____

IV. ADDITIONAL OPERATIONS:

- (a) Computer Time Work. Cost per hour. \$ _____

Initials

Scanning
2028-S (01/26)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor’s city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications. *NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(Contractor Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)