

Program 3033-S Revision Three Term 1/1/25 to 12/31/25
 TITLE: Document Scanning

ITEM NO	DESCRIPTION	BASIS OF AWARD	A King Dailey LLC		Array		Leave A Legacy Inc.		OREADY LLC		Supreme Company Wholesaler of Books Inc	
			48504 UNIT RATE	COST	050-65592 UNIT RATE	COST	050-51092 UNIT RATE	COST	65825 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, OCR, Text Recognition, File Naming, Packing, and Distribution of the products listed in accordance with these specifications.											
(a)	Scanning up to and including 8.5" x 11", black/bitonal											
1.	No Intervention, per page	4320	0.12	\$ 518.40	0.06	\$ 259.20	0.10	\$ 432.00	1.00	\$ 4,320.00	0.10	\$ 432.00
2.	Light Intervention, per page	7200	0.12	\$ 864.00	0.08	\$ 576.00	0.15	\$ 1,080.00	1.00	\$ 7,200.00	0.12	\$ 864.00
3.	Medium Intervention, per page	7200	0.12	\$ 864.00	0.12	\$ 864.00	0.30	\$ 2,160.00	1.00	\$ 7,200.00	0.14	\$ 1,008.00
4.	Heavy Intervention, per page	5760	0.12	\$ 691.20	0.18	\$ 1,036.80	0.40	\$ 2,304.00	1.00	\$ 5,760.00	0.15	\$ 864.00
5.	Glass Work, per page	4320	0.15	\$ 648.00	0.22	\$ 950.40	0.40	\$ 1,728.00	1.00	\$ 4,320.00	0.25	\$ 1,080.00
6.	Oversize scan, cost per square foot	3520	0.25	\$ 880.00	2.00	\$ 7,040.00	0.50	\$ 1,760.00	15.00	\$ 52,800.00	0.50	\$ 1,760.00
(b)	Scanning up to and including 8.5" x 11", grayscale											
1.	No Intervention, per page	4320	0.12	\$ 518.40	0.06	\$ 259.20	0.10	\$ 432.00	1.00	\$ 4,320.00	0.15	\$ 648.00
2.	Light Intervention, per page	7200	0.12	\$ 864.00	0.08	\$ 576.00	0.15	\$ 1,080.00	1.00	\$ 7,200.00	0.17	\$ 1,224.00
3.	Medium Intervention, per page	7200	0.12	\$ 864.00	0.12	\$ 864.00	0.30	\$ 2,160.00	1.00	\$ 7,200.00	0.20	\$ 1,440.00
4.	Heavy Intervention, per page	5760	0.12	\$ 691.20	0.18	\$ 1,036.80	0.40	\$ 2,304.00	1.00	\$ 5,760.00	0.25	\$ 1,440.00
5.	Glass Work, per page	4320	0.15	\$ 648.00	0.22	\$ 950.40	0.40	\$ 1,728.00	1.00	\$ 4,320.00	0.25	\$ 1,080.00
6.	Oversize scan, cost per square foot	3520	0.25	\$ 880.00	2.00	\$ 7,040.00	0.50	\$ 1,760.00	15.00	\$ 52,800.00	0.50	\$ 1,760.00
(c)	Scanning up to and including 8.5" x 11", color											
1.	No Intervention, per page	2160	0.12	\$ 259.20	0.35	\$ 756.00	0.13	\$ 280.80	1.00	\$ 2,160.00	0.50	\$ 1,080.00
2.	Light Intervention, per page	3600	0.12	\$ 432.00	0.35	\$ 1,260.00	0.18	\$ 648.00	1.00	\$ 3,600.00	0.65	\$ 2,340.00
3.	Medium Intervention, per page	3600	0.12	\$ 432.00	0.35	\$ 1,260.00	0.33	\$ 1,188.00	1.00	\$ 3,600.00	0.70	\$ 2,520.00
4.	Heavy Intervention, per page	2880	0.12	\$ 345.60	0.85	\$ 2,448.00	0.43	\$ 1,238.40	1.00	\$ 2,880.00	0.85	\$ 2,448.00
5.	Glass Work, per page	2160	0.15	\$ 324.00	0.85	\$ 1,836.00	0.43	\$ 928.80	1.00	\$ 2,160.00	1.00	\$ 2,160.00
6.	Oversize scan, cost per square foot	1760	0.25	\$ 440.00	5.00	\$ 8,800.00	0.53	\$ 932.80	15.00	\$ 26,400.00	1.50	\$ 2,640.00
CONTRACTOR TOTALS				\$11,164.00		\$37,812.80		\$24,144.80		\$204,000.00		\$ 26,788.00
DISCOUNT			1.00%			\$ -		\$ -	1.00%		2.00%	
DISCOUNTED TOTALS			15 days	\$11,164.00		\$37,812.80		\$24,144.80	10 days	\$204,000.00	5 days	\$ 26,788.00

AWARDED

For Review: _____

Program 3033-S Revision Three
Specifications by FB
Reviewed by RW

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Northwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Document Scanning

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

USDA Forest Service, National Forest Service Library, Fort Collins CO

Single Award

CONTRACTING METHOD: This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 4. The sealed bidding terminology as used throughout these specifications is synonymous with their negotiated procurement counterparts unless specifically stated otherwise. Negotiated pursuant to 41 U.S.C. 5(1).

TERM OF CONTRACT: The term of this contract is for the period beginning January 1, 2025 and ending December 31, 2025, 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.

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 200-mile radius of the Rocky Mountain Research Station located at 240 W. Prospect Road, Fort Collins, CO.

Revision One issued to correct "Quote Opening" and Quote Submission" Language.

Revision Two issued to change language for "RESTRICTION ON LOCATION OF PRODUCTION FACILITIES" and change "TERM OF CONTRACT".

Revision Three issued to change language for "RESTRICTION ON LOCATION OF PRODUCTION FACILITIES" and change "TERM OF CONTRACT" and change transport requirements (see page 10) and change maximum page size (see page 7) and remove the 35mm slides.

QUOTE OPENING: Quotes shall be opened at 1:00 P.M., Eastern Time (ET), on December 10, 2024 at the U.S. Government Publishing Office.

QUOTE SUBMISSION: Submit quotes via email to bids@gpo.gov for this solicitation. No other method of quote submission will be accepted. The company name, program number, and date established for submission of quotes must be specified in the subject line of the email. *Quotes received after the quote submission date and time specified above will not be considered for award.*

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

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The offeror's email provider may have different size limitations for sending email; however, offerors are advised not to exceed GPO's stated limit.
4. When the email quote is received by GPO, it will remain unopened until the specified quote opening time. Government personnel will not validate receipt of the emailed quote prior to quote 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 quote receipt at the specified location.

OFFERORS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective offerors should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

For information of a technical nature, contact infonorthwest@gpo.gov and fbuchko@gpo.gov .

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SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Quote 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.

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

All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI): [FADGI](#) September 2016 Technical Guidelines for Digitizing Cultural Heritage Materials, Creation of Raster Image Files. Bound Volumes: General Collection Standard.

Three Star (300 ppi, 8 or 16 bit).

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

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.

NOTIFICATION: The contractor will be notified of availability or nonavailability 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.

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

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period 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 January 1, 2025 to December 31, 2025, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending September 30, 2024, 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.

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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 January 1, 2025 through December 31, 2025 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.

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.

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PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct 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
- 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.

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>.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of scanning requiring such operations as removing and transporting documents to scanning facility; scanning; Section 508 accessibility requirements (OCR and Text Recognition); file naming; returning materials.

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, Northwest 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.

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FREQUENCY OF ORDERS: Approximately 1 order a month. The monthly pickup will consist of approximately 2 banker boxes.

PAGES:

Approximately 6,000 pages per order (approximately 2 banker boxes with approximately 3,000 pieces of materials per box).

Approximately 72,000 pages during one year.

Approximately 80% of pages will be black/gray-scale; approximately 20% of pages will be color.

TRIM SIZES:

Approximately 80% of pages are 8.5" x 11" and approximately 20% are smaller or larger.

Majority of oversize pages (including fold outs) are 8.5" x 14" and/or 11" x 17".

Pages may be up to and including 11" x 17".

GOVERNMENT TO FURNISH:

Materials are packaged in banker boxes consisting of mixed media and materials: print books and materials in various bindings such as buckram, paper, glue, spiral, screws, prongs; photographic materials such as photos loose and pasted into books, fold-out maps or inserted materials; careful handling of fragile paper materials that may chip or tear.

Majority of boxes are located at the Ft Collins CO address. An occasional pickup may be in Lakewood CO.

Hard copy documents may be furnished loose, bound, etc. Contractor will be required to separate each page for scanning/conversion.

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Type of products to be scanned may include but are not limited to: 2-Sided GBC bound; Blueprints; Bound books; Checks; Envelopes; Faxes; Fold-ins; Forms (8.5 x 11"); Half pages; Maps; Mimeograph; 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 may include but is not limited to: Single-sided; Double-sided; Black Only; Carbon copies; Color; Embossed image; Grayscale; Handwritten; Laser print; Line-work; Photocopies; Text; Typewritten.

Type of paper to be scanned may include but is not limited to: Carbon copy; Tracing paper; Carbonless copy; Onion skin; Colored paper; Thermal paper; Plain white paper.

Contractor may disassemble the furnished document before scanning.

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

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.

Materials must be returned to original state as much as possible. I.E. paper clips placed back in position, staples added where removed for scanning, sticky notes returned to original location, etc. For books, manuscripts, and publications, the cover is to be removed intact and the pages placed back inside the cover and rubber banded.

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

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 ordering agency.

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.

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

No Intervention: Approximately 15% 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 25% 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.)

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Medium Intervention: Approximately 25% 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 20% 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 15% 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.

SCANNING AND CONVERSION:

Color Mode required: Grayscale, Black (Bitmap), RGB, CMYK.

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 and CMYK.

Photographs will require scanning of both sides if there is writing on the backside of the photo.

The files must not be compressed.

Digital files are to be saved as Adobe PDFs, and must have OCR and Text Recognition accessibility options applied to the files by the contractor.

Contractor to use the following as the file naming convention: Contractor must save scanned files in a folder that corresponds with the month/year on GPO Form 2511. I.E. Jan-2024. Each publication is to be saved, in that folder, by Publication Title (first letter capital with no spaces), with underscore then month and year added for duplicate titled publications with a total character count of no more than 30. Example: The Common and Systematic Nomenclature of Cyclic Diterpenes publication would be ComSystNomenCyclicDiter_Oct68, ComSystNomenCyclicDiter_Jan99.

The scanned documents must be converted using Optical Character Recognition (OCR). The OCR target format is PDF Image + Text.

Scanned/converted documents are to be text-searchable.

Contractor to return scanned/converted documents as single page PDF and multiple page PDF.

Contractor to upload final files to the ordering agency's site.

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DISTRIBUTION: Deliver f.o.b. destination to: within a 100-mile radius of the Rocky Mountain Research Station located at 240 W. Prospect Road, Fort Collins, CO.

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

Contractor is content custodian and responsible for pickup and return of materials to and from Ft. Collins and can use 3rd-party transport (i.e. FedEx, UPS) except USPS. Vendor must make arrangements with agency prior to pickup or delivery of materials. Materials to be picked up or delivered to address as indicated on GPO Form 2511.

Contractor must receive written approval from the agency prior to using third party couriers other than FedEx or UPS.

Upload digital files to an agency provided site (uploaded to a Box Pinyon shared web folder to be setup by the agency upon contract award).

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 3033S, PRINT ORDER XXXXX". 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: 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.

Contractor may hold materials for 4 weeks, before returning the Government furnished material.

Quality review of scanned documents for OCR, text recognition, color, completeness, and scan quality. The contractor will receive an email from the agency when the scans are approved or if changes are needed.

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

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest quote by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

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

- | | | | |
|-----------|------------|-----------|------|
| I. | (a) | 1. | 4320 |
| | | 2. | 7200 |
| | | 3. | 7200 |
| | | 4. | 5760 |
| | | 5. | 4320 |
| | | 6. | 3520 |
| | (b) | 1. | 4320 |
| | | 2. | 7200 |
| | | 3. | 7200 |
| | | 4. | 5760 |
| | | 5. | 4320 |
| | | 6. | 3520 |
| | (c) | 1. | 2160 |
| | | 2. | 3600 |
| | | 3. | 3600 |
| | | 4. | 2880 |
| | | 5. | 2160 |
| | | 6. | 1760 |

SECTION 4.- SCHEDULE OF PRICES

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.

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

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

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, OCR, Text Recognition, File Naming, Packing, and Distribution of the products listed in accordance with these specifications.

(a) Scanning up to and including 8.5” x 11”, black/bitonal

- 1. No Intervention, per page \$ _____
- 2. Light Intervention, per page \$ _____
- 3. Medium Intervention, per page \$ _____
- 4. Heavy Intervention, per page \$ _____
- 5. Glass Work, per page \$ _____
- 6. Oversize scan, cost per square foot \$ _____

(b) Scanning up to and including 8.5” x 11”, grayscale

- 1. No Intervention, per page \$ _____
- 2. Light Intervention, per page \$ _____
- 3. Medium Intervention, per page \$ _____
- 4. Heavy Intervention, per page \$ _____
- 5. Glass Work, per page \$ _____
- 6. Oversize scan, cost per square foot \$ _____

(Initials)

Document Scanning
3033s (10/25), Revision Three

(c) Scanning up to and including 8.5" x 11", color

- | | |
|--|----------|
| 1. No Intervention, per page | \$ _____ |
| 2. Light Intervention, per page | \$ _____ |
| 3. Medium Intervention, per page | \$ _____ |
| 4. Heavy Intervention, per page | \$ _____ |
| 5. Glass Work, per page | \$ _____ |
| 6. Oversize scan, cost per square foot | \$ _____ |

(Initials)

Document Scanning
3033s (10/25), Revision Three

My production facilities are located within the restricted area of production..... _____yes _____no

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 offeror has selected the city and state shown below in the address block, and the quote 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): Offeror hereby acknowledges amendment(s) number(ed) _____

QUOTE ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, if this quote is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of quotes, 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 quote acceptance period may result in expiration of the quote prior to award.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, by signing and submitting a quote, 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 quotes. Failure to sign the signature block below may result in the quote being declared non-responsive.

Offeror _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

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