

TITLE:	LITIGATION AND NON-LITIGATION SUPPORT SERVICES											
AGENCY:	Security and Exchange Commission (SEC)											
TERM:	March 1, 2020 thru February 28, 2021										CURRENT CONTRACTOR	
				RICOH USA, INC		RICOH						
			BASIS OF	Exton, PA		Malvern, PA						
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST						
1	Duplicating / Copying in Black Only:											
(a)	Grade A-----per printed page											
(1)	8-1/2 x 11" and 8-1/2 x 14"	1,965	0.065	127.73	0.036	70.74						
(2)	11 x 17"	150	0.105	15.75	0.076	11.40						
(b)	Grade B-----per printed page											
(1)	8-1/2 x 11" and 8-1/2 x 14"	921	0.075	69.08	0.041	37.76						
(2)	11 x 17"	60	0.125	7.50	0.096	5.76						
(c)	Grade C-----per printed page											
(1)	8-1/2 x 11" and 8-1/2 x 14"	558	0.085	47.43	0.051	28.46						
(2)	11 x 17"	75	0.15	11.25	0.116	8.70						
(d)	Grade D-----per printed page											
(1)	8-1/2 x 11" and 8-1/2 x 14"	57,693	0.11	6,346.23	0.051	2,942.34						
(2)	11 x 17"	48	0.17	8.16	0.136	6.53						
(e)	Grade E-----per printed page											
(1)	8-1/2 x 11" and 8-1/2 x 14"	270	0.16	43.20	0.125	33.75						
(2)	11 x 17"	225	0.21	47.25	0.25	56.25						
(f)	Grade F-----per printed page											
(1)	8-1/2 x 11" and 8-1/2 x 14"	1,005	0.19	190.95	0.145	145.73						
(2)	11 x 17"	30	0.25	7.50	0.25	7.50						
2.	Duplicating / Copying in Color:-----per printed page											
(1)	8-1/2 x 11" and 8-1/2 x 14"-----	11,733	0.29	3,402.57	0.246	2,886.32						
(2)	11 x 17"-----	243	0.35	85.05	0.376	91.37						
II.	OVERSIZED XEROGRAPHIC DOCUMENTS AND OVERSIZED FULL COLOR INK JET OR ELECTROSTATIC DOCUMENTS:											
(a)	Oversized documents in black only -----per sq. ft.											
(b)	Oversized documents in full color-----per sq. ft.											
III.	SCANNING DOCUMENTS:											
(a)	Auto feed scanning (documents up to and including 8-1/2 x 11"-----per scan											
(b)	Hand placement scanning (documents up to and including 8-1/2 x 11"-----per scan											
(c)	Auto feed scanning (documents over 8-1/2 x 11" up to and including 11 x 17")-----per scan											
(d)	Hand placement scanning (documents 8-1/2 x 11" up to and including 11 x 17")-----per scan											
(e)	Scanning oversized black only documents (documents over 11 x 17")-----per sq. ft.											
(f)	Scanning oversized color documents (documents over 11 x 17")-----per sq. ft.											
(g)	Scanning Bates-numbering and duplicating in black (8-1/2 x 11")-----per scan											
(h)	Scanning Bates- numbering and duplicating in color (8-1/2 x 11")-----per scan											
(i)	Naming PDF files (litigation orders only)-----per file											
IV.	BLOWBACK: Reproducing (from CD, DVD, USB, Drive, external hard drive, and PDF files via email or FTP) to paper											
(a)	Reproducing in black (8-1/2 x 11" and 8-1/2 x 14") per printed page-----											
(b)	Reproducing in color (8-1/2 x 11" and 8-1/2 x 14") per printed page-----											
(c)	Reproducing in black (11 x 17")-----per printed page											
(d)	Reproducing in color (11 x 17")-----per printed page											
(e)	Reproducing oversized black only documents (documents over 11 x 17")-----per sq. ft.-----											
(f)	Reproducing oversized color documents (documents over 11 x 17")-----per sq. ft.-----											

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V.	CD AND DVD DUPLICATION: Prices offered must include cost of disc and jewel case, printing on disc, and inserting into jewel case.					
(a)	CD Duplication-----per disc-----	6	5.80	34.80	5.00	30.00
(b)	DVD Duplication -----per disc-----	3	7.00	21.00	5.00	15.00
VI.	PAPER: Will be based on the net number of leaves furnished for the product (s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered. Computation of the net number of leaves will be based on the following:					
	Xerographic Copies (Text) - Eack page-size leaf.					
	Xerographic Copies (Cover) - Two page-size leaves will be allowed for each complete cover.					
	Tab Dividers - Each divider.					
	Oversized Black Xerographic and Oversized Full Color Documents - Per square foot.					
	NOTE: Change for tab divider stock must be charged under line item Vi.i.(g)(l).					
I	Xerographic Copies:					
(a)	White Offset Book (50-lb.) or at contractor's option, White Writing (20-lb.) Or White Plain Copier, Xerographic (20-lb.)-----per Leaf					
(1)	8-1/2 x 11" and 8-1/2 x 14"	570,348	0.015	8,555.22	0.008	4,562.78
(2)	11 x 17"	1,113	0.19	211.47	0.018	20.03
(b)	White No. 1 Offset Book, Smooth-finish (60-lb.)					
(1)	8-1/2 x 11" and 8-1/2 x 14"	435	0.035	15.23	0.011	4.79
(2)	11 x 17"	225	0.20	45.00	0.024	5.40
(c)	Colored No. 1 Offset Book, Smooth-finish (60-lb.)					
(1)	8-1/2 x 11" and 8-1/2 x 14"	1,365	0.045	61.43	0.013	17.75
(2)	11 x 17"	75	0.21	15.75	0.038	2.85
(d)	Colored Writing (20-lb.)					
(1)	8-1/2 x 11" and 8-1/2 x 14"	135	0.035	4.73	0.010	1.35
(2)	11 x 17"	150	0.19	28.50	0.020	3.00
(e)	White High Quality Xerographic Copier, Laser Printer (24-lb.)					
(1)	8-1/2 x 11" and 8-1/2 x 14"	9,600	0.035	336.00	0.019	182.40
(2)	11 x 17"	225	0.21	47.25	0.038	8.55
(f)	White and Colored Vellum-finish Cover(65-lb.)					
(1)	8-1/2 x 11" and 8-1/2 x 14"	165	0.045	7.43	0.015	2.48
(2)	11 x 17"	60	0.21	12.60	0.030	1.80
(g)	White and Colored Index (90-lb/)					
(1)	8-1/2 x 11" and 8-1/2 x 14"	38,520	0.045	1,733.40	0.025	963.00
(2)	11 x 17"	150	0.21	31.50	0.050	7.50
2.	Oversized Black Xerographic and Oversized Full Color Documents: Prices offered will be on a "per - square foot: basis.Square feet will be computed as the product of the length times the width in inches divided by 144 and rounded off to the nearest tenth.					
(a)	White Plain Copier, Xerographic (20-lb.) per sq. ft.-----					
		186	0.53	98.58	0.02	3.72
(b)	White Coated One-side Text (CIS) (100-lb/)					
	per sq. ft.-----	15	0.63	9.45	0.33	4.95
(c)	White Loth (Gloss) Coated Book (70-lb.)					
	per sq. ft.-----	45	0.80	36.00	0.35	15.75

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VII.	BINDERS: The prices offered must be all-inclusive for furnishing binders in accordance with these specification, and shall include the cost of inseting cover (front, back, and/or spine) inserts and/or text only.					
(a)	Binder (1")-----per binder	222	6.30	1,398.60	6.00	1,332.00
(b)	Binder (2")-----per binder	282	12.60	3,553.20	7.00	1,974.00
(c)	Binder (3")-----per Binder	255	19.00	4,845.00	8.50	2,167.50
(d)	Binder (4")-----per binder	36	24.15	869.40	12.50	450.00
VIII.	ADDITIONAL OPERATIONS: Line items VIII.(a) through (h) are for 8-1/2 x 11" products only. A charge under line item VIII.(w) will not be allowed if the contractor is charging under line item III.(g) or (h). As applicable.					
(a)	Stitching with one (ULC) or two staples-----per copy	13,698	0.055	753.39	N/C	N/C
(b)	Saddle-stitching in two places-----per copy	15	0.11	1.65	1.00	15.00
(c)	Covering with Clear Acetate Cover Sheets (5 mil), including cost of sheet-----per sheet	24	1.05	25.20	1.00	24.00
(d)	Covering with Colored Vinyl Cover Sheets (15 mil), including cost of sheet-----per sheet	9	1.60	14.40	1.00	9.00
(e)	Tape Binding-----per copy	15	2.10	31.50	2.00	30.00
(f)	GBC Binding (including cost of punching and combs) per copy-----	24	2.10	50.40	1.00	24.00
(g)	Velo-Binding (including cost of punching and plastic strips)-----per copy	9	2.10	18.90	1.00	9.00
(h)	Binding with Acco Fasteners (or equal) (including cost of punching and fastener)-----per copy	63	1.05	66.15	2.00	126.00
(i)	Binding with spring binder clips-----per clip	567	1.05	595.35	1.00	567.00
(j)	Folding (one or two folds)-----per 100 documents	114	5.25	598.50	5.00	570.00
(k)	Hand folding oversized documents-----per document	30	5.25	157.50	5.00	150.00
(l)	Drilling-----per 100 leaves	5,226	0.32	1,672.32	0.20	1,045.20
	NOTE: When drilling products with separate covers and/or tab dividers, each thickness of cover and/or divider stock will be counted as three leaves.					
(m)	Trimmmg to a size smaller than 8-1/2 x 11" per product-----	30	2.10	63.00	2.00	60.00
(n)	Slip sheeting-----per sheet	5,286	0.035	185.01	0.02	105.72
(o)	Inserting into Manila folders, including labeling folder per folder-----	3,237	1.05	3,398.85	0.75	2,427.75
(p)	Inserting into Redwell folders, including labeling folder per folder-----	66	2.10	138.60	1.75	115.50
(q)	Inserting into Plastic sleeves-----per sleeve	6	2.10	12.60	2.00	12.00
(r)	Inserting furnished, pre-printed die-cut tab dividers per divider-----	1,887	0.065	122.66	0.06	113.22
(s)	Die-cut tab dividers (including the cost of typesetting/labeling tab portion only, duplicating/copying one-side only, and inserting)-----per divider	38,835	0.53	20,582.55	0.50	19,417.50
(t)	Laminating one side only-----per sq.ft.	15	4.20	63.00	2.00	30.00
(u)	Laminating both sides-----per sq. ft.	9	4.20	37.80	4.00	36.00
(v)	Mounting oversized documents on foam core board (including cost of foam core board) per sq. ft.-----	216	3.00	648.00	2.00	432.00
(w)	Bates numbering-----per number	75	0.035	2.63	0.035	2.63
(x)	Media conversion under per Megabyte-----	6912	0.15	1,036.80	0.00	0.00
(y)	File naming (non - litigation orders only)-----per file	77,028	0.22	16,946.16	0.25	19,257.00
IX.	SERVICES CENTER: Price must include the cost of all operators/account representatives and computer/ telephone equipment and toll-free service center line.					
	Service Center Operating/Maintenance Fee					
	per print order-----	300	5.25	1,575.00	N/C	N/C
	CONTRACTOR TOTALS			\$190,394.94		\$136,870.86
	DISCOUNT			0%	\$0.00	0% \$0.00
	DISCOUNTED TOTALS			\$190,394.94		\$136,870.86
				AWARDED		