

U.S. GOVERNMENT PUBLISHING OFFICE
Seattle, WA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of
Archival Scanning

as requisitioned from the U.S. Government Publishing Office (GPO) by the
General Services Administration
Office of Administrative Services
Northwest/Arctic Region

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2020, 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 publicly opened at 2 p.m., prevailing Seattle, WA time, on 9/19/2019.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 50-mile radius of Auburn WA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. Production facilities cannot be located outside of the U.S.. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 4735 E. Marginal Way South, Suite 111, Seattle, WA 98134. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Seattle Regional Fax No. (206) 764-6706. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Seattle, 4735 E. Marginal Way South, Suite 111, Seattle, WA 98134, between the hours of 8:00 a.m. and 4:00 p.m., Pacific Time, Monday through Friday. The contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (206) 764-3726.

BIDDERS, 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 bidders 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.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature, contact Felicia Buchko at fbuchko@gpo.gov or (206) 764-3726.

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 8-02)).

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

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

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

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SUBCONTRACTING: The predominant production function is scanning of sensitive documents. Bidders who must subcontract this operation will be declared not responsible. Production facilities may NOT be located outside of the U.S.

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

Product Quality Levels:

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

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

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).

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.

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.

The security and confidentiality of Government legal documents handled and stored by the contractor during the execution of this contract are of critical importance. Should the preaward survey reveal a security deficiency that jeopardizes or otherwise compromises the secure and confidential operation of this contract as specified herein, the Government reserves the right to declare the contractor nonresponsible if such a deficit cannot be remedied by the contractor in a timely fashion and at no additional expense to the Government.

PREAWARD TEST: In order to determine the capability of the contractor to provide all aspects of the contract requirements, **there will be a preaward test.** The contractor will be required to pick up a representative sample of government furnished materials for numbering, barcoding, scanning, attaching of metadata, inventory list creation, burning to disc and return to GSA. **This test must be completed within seven workdays after sample documents are received.** Contractor will receive feedback on results and must be able to address and otherwise correct any workflow or production issues to GSA's satisfaction. Failure to pass the Preaward Test will result in a nonresponsible determination.

POSTAWARD CONFERENCE: At the Government's option, immediately after award a postaward conference with contractor representative(s) may be held via telephone conference to discuss the requirements of the contract.

GOVERNMENT IN-PLANT INSPECTIONS: The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production.

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 Date of Award through September 30, 2020 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.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" and various jacket numbers 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.

PAYMENT: Submit all billing vouchers to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Printing Office, Washington, DC 20401, fax (202) 512-1851. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. Visit the following website to create the GPO payment barcode cover page: <http://winapps.access.gpo.gov/fms/vouchers/barcode/>. For complete instructions on preparing your voucher, go to <http://www.gpo.gov/vendors/payment.htm>.

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>.

Contractor will be required to furnish an additional copy of their invoice for each print order, with a final count of items scanned, to: the U.S. General Services Administration (GSA), Attn: Kurt Hammond (Email: kurt.hammond@gsa.gov)

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

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 Date of Award through September 30, 2020, 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, 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.

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.

SECURITY: This contract requires the reproduction of documents considered sensitive but unclassified (SBU). The contractor shall provide the necessary means, methods and facilities to ensure secure custody and strict accountability of all job materials while in the contractor's possession.

Secure Transmission of Materials: Transmission of materials outside of the contractor's facility (i.e. pickup and return of government furnished materials, etc.) shall be conducted in a manner which prevents loss, theft, or unauthorized access. Materials may be transmitted by one of the following methods:

- a) Via employees of the contractor in a contractor-owned vehicle. Exclusive use of vehicle will be required for transport of all materials. All deliveries must be transported in appropriate-size, secure vehicles. All drivers must have a current state-issued driver's license and must carry a photo identification card issued by the contractor. At least one employee must remain with the material at all times. Employees must have a background check on file, be bonded and insured, and must maintain accountability logs to assist if an audit trail is necessary on any particular delivery.
- b) Via U.S. Postal Service (USPS) Express Mail, Registered Mail, and Certified Mail. (If using Express Mail, "Signature Required" must be checked.)

- c) Via a tier 1 national transport carrier (air and/or surface) with the following security requirements:
1. Exclusive-use vehicles with direct, location-to-location service.
 2. Continuous shipment monitoring and ability to make real-time delivery adjustments.
 3. Background checks on all drivers, with driver and vehicle information available upon request.
 4. Secure online shipment tracking for shipment status monitoring from pickup to delivery, with summary report available upon delivery completion.

Safe Custody: The contractor has the responsibility to ensure that all materials constantly remain in safe custody from the time they are picked up until the time they are returned. Safe custody ensures that the sensitive documents remain in sealed cartons until arrival at the contractor's secure area within contractor's plant. Cartons must always remain in view of authorized personnel. No unauthorized personnel are to handle the cartons.

Any vehicle used to transport cartons must be locked at all times except during the loading and unloading of cartons. If authorized personnel must make more than one trip to load or unload cartons, the contractor must have another authorized person guarding the cartons in the vehicle. Cartons in a locked vehicle left unattended by an authorized person are in direct violation of the contract. The only time the cartons can be left unattended is in a secure area of the plant.

The contractor must provide a procedure for safeguarding documents and chain of custody. The procedure should set forth all precautions that will be taken to ensure integrity of documents. 'Chain of Custody' form is required to be signed by contractor upon receipt of materials to be copied. Contractor is required to examine furnished material immediately upon receipt, pursuant to GPO Publication 310.2, "Government Furnished Property (GFP)". If at that time there is disagreement with the description or requirements as presented in the specification (or GPO Form 2511 Print Order), and prior to the performance of any work, the contractor shall contact the contract administrator at 206-764-3726. As the situation warrants, equitable adjustments will be negotiated and supplemental agreements issued, per the review and final determination of the Contracting Officer.

Secure personnel: All work shall be performed under the supervision of the contractor or the contractor's responsible employees. Contractor must maintain a list of employees on file with authorized access. Such list will be provided upon request. Contractor must have a background check (including criminal background) on file for all personnel with authorized access. Employees performing work under this contract must be informed of the sensitivity of the materials and must follow contractor's policies and procedures that preclude loss of, theft of, destruction of, or unauthorized access to the materials. Employees must maintain accountability logs to assist if an audit trail is necessary on any particular order or document.

Every contractor employee working on the documents for this contract must be in full compliance with all Federal tax laws and regulations, and they must be either a United States (U.S.) citizen or a lawful permanent resident of the U.S. A lawful permanent resident is any individual who is not a citizen or national of the U.S. who has been lawfully admitted into the U.S. and accorded the privilege of residing permanently in the U.S. as an immigrant in accordance with the immigration laws, such as status not having changed. Security screening requirements, however, apply to both U.S. citizens and lawful permanent residents hired as contractors.

Secured Area: All work performed must be accomplished in a secured area within the contractor's facility such that the general public is unable to access or view any documents being processed. All furnished materials (SBU) shall be stored in locked containers, and shall be located in a locked or secured area during non-duty hours. GSA or GPO may make unannounced site visits to confirm that security measures are in compliance with contract requirements.

The release of any materials to any person or party not expressly authorized is strictly prohibited. The contractor shall take all appropriate action and measures to minimize exposure of the furnished materials to a minimum number of employees. The contractor will be required to account for all furnished originals and manufactured copies. Unless otherwise indicated, all extra copies (in any format, including hard copy and electronic files), waste, spoilage sheets, and so forth are to be destroyed beyond recognition and reconstruction.

Secure Network: To meet functional and assurance requirements, the security features of the computer network environment must provide for managerial, operational and technical controls. The operating security features of the system must have the following minimum requirements: a security policy, accountability, assurance and documentation (see definitions below). All security features must be available (object reuse, encryption, audit trails, identification/authentication, and discretionary access control) and activated to protect against unauthorized use of and access to SBU information.

- a) A Security Policy must define allowed users and rules of access. The policy should also provide for clearance of all protected information on objects before they are allocated out of or into the system, i.e., object reuse.
- b) Accountability – Computer systems must be secured from unauthorized access. All security features (audit trails, identification/authentication) must be available and activated to prevent unauthorized access to SBU information.
- c) Assurance – Access controls and other security features must be implemented and working. The security system should be tested annually to assure it is functioning correctly.
- d) Documentation – Test documentation should be readily available that describes how and what mechanisms were tested and the results. Design documentation may also be required, along with a user's guide and facility manual.

Secure Handling of Materials: All materials must be handled such that unauthorized use of information is prevented. All work in progress materials, including electronic files and scrap generated during production, must be shredded, incinerated, or otherwise destroyed beyond recognition. All government furnished material sent to the contractor must be returned to GSA upon completion of each order. All work in progress electronic files must be destroyed beyond recognition or reconstruction during production as feasible and upon completion of the order. Upon completion of the order, all electronic files and data shall be completely purged from all data storage components of the contractor's computer facility. If immediate purging of all data storage components is not possible, the contractor must certify that any data remaining in any storage component will be safeguarded to prevent unauthorized inspection or disclosure.

Breach of security: Any information marked "Official Use Only" or Sensitive But Unclassified (SBU)" made available in any format or to which access is provided, shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor will be prohibited.

Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of OOU/SBU information, the terms of the Default clause, GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 [Rev. 6-2001]), incorporated herein by reference, may be invoked, and the contractor will be considered to be in breach of this contract.

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

CERTIFICATION OF NONDISCLOSURE (See Attachment A): Contractor must sign and return a copy of the Certification of Nondisclosure with submittal of bid. In performance of the contract, the contractor agrees to comply and assume responsibility for compliance by his/her employees with the requirements of for general safeguards of documents and items to prevent unauthorized disclosure.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

PRIVACY ACT

(a) The contractor agrees:

- 1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) Design, (B) development, or (C) operation;
- 2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- 3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- 1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- 2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- 3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

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).

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.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the digitization of sensitive building plans, drawings, schematics, documents and photos, requiring such operations as secure pickup of sensitive furnished materials, large format blueprint scanning including blueprint image reversal, high-resolution automated document scanning, disassembly and hand-feeding of original documents, numbering, barcoding, post-production metatagging, inventory list creation, archiving onto DVD and CD-ROM disc(s), reassembly of furnished documents into their original state, packing, and secure delivery.

TITLE: Archival Scanning

FREQUENCY OF ORDERS:

Approximate for first half of year: 402 boxes + 15,000 drawings + 23 three-ring binders
Approximate for second half of year: 425 boxes + 278 photos

QUANTITY: Approximately 777,225 pages (includes oversized drawings, standard paper, and photographs)
Approximately 2,000 pages to 500,000 pages per order with an average of 150,000 pages per order.

GOVERNMENT TO FURNISH:

Furnished material may be large format drawings, photos, or single and/or multiple leaf documents held together with numerous staples or other fasteners in envelopes, folders, binders, boxes, etc. Occasionally, furnished material(s) may be saddle or side-stitched, perfect or case bound. Saddle, perfect bound and case bound publications must be kept intact, cutting at spine WILL NOT be permitted.

It is anticipated that less than 1% of furnished materials will have minor damage. Minor damage can include brittle pages, rough edges or small tears. If furnished materials are in more significantly damaged condition, contractor should contact the GPO contract administrator for additional guidance.

Source documents:

- 8.5 x 11 documents – Light, Medium, Heavy intervention
 - convert any color to grayscale during scanning
- over 8.5 x 11” up to and including 36 x 48” Building Plans/Drawings/Schematics, shipped in long boxes or rolled tubes
 - convert any color to grayscale during scanning
- Photos – 5x7”, color and grayscale (scan color as color, grayscale as grayscale)

The documents will be stored in white NARA storage boxes or other various size boxes (including, but not limited to, long boxes, and 13 x 13 x 13” boxes). 1 box = approximately 2,000 documents.

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.

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

The contractor will be responsible for Government property whether in the performance of the contract or in transit during pickup and/or return of such furnished property to the Government in accordance with GPO Contract Terms, Contract Clause, No. 9.

The contractor shall also furnish the means and measures to ensure that the furnished materials will be handled in a secure fashion to ensure strict confidentiality of their contents. Please reference "Security" section of this contract.

DIGITAL SCANNING:

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

The contractor shall maintain optimum image quality with continual monitoring and adjustment of the imaging process by the scanning technician to accommodate the varying characteristics of different document populations (including high-quality photographs requiring individual attention and equipment adjustment for best results), frame/border control on all sizing perimeters, skew detection, and contrast and brightness manipulation for client image viewer.

Building Plans/Drawings/Schematics: The contractor will be required to scan large-format furnished building plans, drawings and schematics at 300 dpi grayscale and archive the scanned contents as single-page or multiple-page files in PDF/A-1 archival format. Blueprints must be reversed. Scanned image, wherever possible and clear, shall be scanned with dark lines and light (white) background (this may mean reverse-imaging blueprints that have a blue or black background color). If drawing is damaged (brittle, torn, water-damaged, etc), the item will be placed in a flat mylar full-sized envelope and scanned.

8.5 x 11 documents: The contractor will be required to scan furnished letter-size documents at 300 dpi grayscale with optical character recognition (OCR) and archive the scanned contents as single-page or multiple-page files in PDF/A-1 archival format.

Photos: The contractor will be required to scan furnished photos at 300 dpi and archive them as JPG files. Grayscale photos should be scanned and saved in grayscale, and color photos scanned and saved in RGB color.

Contractor shall name the created Adobe Acrobat PDF/A-1 files in accordance to instructions and naming conventions that will be furnished by the GSA.

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

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

The contractor shall provide document preparation services to include, but not limited to, pre- and post-document handling services and document reconstruction services.

Hard copy documents may be furnished including, but not limited to, 2-sided GBC bound; blueprints; envelopes; faxes; fold-ins; 8.5 x 11" forms; half pages; non-standard sizes; oversized documents (over 11 x 17"); photos; sticky notes; bound in folders; folded products; paper clipped; sticky notes affixed; stapled; building diagrams/drawings of various sizes (Arch A, B, C, D, E, E1; ANSI A, B, C, D, E). Contractor will be required to separate each page for scanning/conversion.

Content includes single-sided; double-sided; black only; color; embossed image; grayscale; handwritten; laser print; photocopies; text.

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

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.

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.

Items can be disassembled before scanning.

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

Light Intervention: Approximately 60% 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 30% 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 10% 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.)

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.

Furnished documents to be scanned may include text and line matter and photos.

All documents will be scanned at 300 ppi and 8 bit or 16 bit. Contractor to follow instructions indicated on Print Order.

The scanned documents must be converted using Optical Character Recognition (OCR). The OCR target format is Adobe Acrobat PDF/A-1 archival files. Contractor shall deliver text-searchable PDF files as an "Original Image with Hidden Text" file.

Scanned/converted documents are to be text-searchable.

Saved files are to be optimized for read-only and high-resolution printing.

Contractor to identify metadata as specified by the ordering agency. The agency will supply metadata template for each scanning to identify what key words to collect, and embed in the PDF key word fields (2-3). The contractor will be required to have procedures in place to attach/embed metadata to each scan (3-5 identifiers per PDF) and provide spreadsheet with meta/files.

Contractor to return scanned/converted documents as indicated on Print Order, including single page PDF; multiple page PDF; single page JPG. Files must not be compressed to reduce the file size.

Contractor shall save final files to CD or DVD as indicated on the Print Order.

At option of the agency, Contractor to upload final files to an FTP site.

TITLES, BARCODE NUMBERING AND NAMING CONVENTIONS: The contractor will be required to place a title and a barcoded unique document serial number onto scanned building plans, drawings, schematics and documents in accordance with furnished instructions.

The contractor will be required to name scanned photos using a naming convention furnished by the GSA that will include, but may not be limited to, date and event name if applicable. Photos are to be numbered in sequence.

This unique identifying information identifies the location of each document in the collection and will control document storage and retrieval processes. The contractor will be also be required to mechanically stamp or otherwise apply a unique document serial number onto the furnished originals in accordance with furnished instructions, in order to provide verification that scanning has been completed. The accuracy with which the numbering procedure is performed is critical and is as important as the physical quality of the image products.

Unique document numbers shall be assigned in accordance with the numbering convention provided by the GSA. The contractor's numbering (barcoding) system shall be able to accommodate alphanumeric characters, including embedded blank spaces in any order and length as specified.

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

Naming conventions for building plans, drawings and schematics folders and files:

1. Drawings usually are in "sets" or collections based on a single project. For instance a project may have several drawings with the same Project Number and are of the same building. Each drawing will have a sheet number (usually located in the lower right corner) such as "A-27-01." These sheet numbers differentiate the drawings from each other and are referenced by the drawing index within the set of drawings.
2. For purposes of scanning, each sheet will be scanned into a single electronic file and saved in a single Windows folder under the project number and name.
3. Folders will be created for each project with the following information (if possible) gathered from the set's title block or Project cover page (usually the titleblock is in the lower right corner of the drawing).

BuildingNumber_ProjectNumber_ProjectTitle

Example: OH0300_ROH0011_New Roof

4. File Names shall be named based on the information found in the title block of each drawing (where possible)

BuildingNumber_ProjectNumber_ProjectTitle_SheetNumber.pdf

Example: OH0300_ROH0011_New Roof_A06.PDF

- a. For drawings that have a cover sheet with a drawing index, please include the initials "CS" in the file name

Example: OH0300_ROH0011_New Roof_G001_CS.PDF

- b. For drawings that have incomplete information (missing project number, title, or sheet number) only include the information you have for the file title.

Examples: Missing project number: OH0300_New Roof_A06.pdf
 Missing project title: OH0300_ROH0011_A06.pdf

If there is a missing sheet number (very rare, but perhaps torn off or damaged), write a sequential number with a black marker (#1, #2, etc.) next to the title block and include it in the electronic file title .

Example: Missing sheet number: OH0300_ROH011_New Roof_#1.pdf

Naming conventions for 8.5x11 documents:

1. For documents stored in folders, create an electronic file folder corresponding to the folder name of the file.

Example: The physical folder name is “Asbestos Correspondence 1969”
 The Windows folder name is “Asbestos Correspondence 1969”

2. For documents within a folder, number the source documents in the upper right corner of the page with a black pen and incorporate those numbers into the naming of the files.

Example: “Asbestos Correspondence 1969.1” (for the first page in file folder)
 “Asbestos Correspondence 1969.2” (for the second page)

More details may be given with each job for naming conventions, depending on each job. Please check with the GSA contact for further guidance, if needed.

Naming conventions for photos and other document types:

The electronic collection file structure should closely mirror the physical collection. This will be coordinated on a job-by-job basis, since the naming conventions in some of these physical collections is not yet known.

POST-PRODUCTION METADATA TAGGING AND TRANSMITTAL FORM (INVENTORY LIST): The contractor will be required to have procedures in place to attach/embed metadata to each scan (3-5 identifiers per PDF) . Metadata requirements will be provided by the GSA.

The contractor will be required to have procedures in place to create a transmittal form (inventory list) for each order. A sample transmittal form (in Microsoft Excel file format) will be provided by the GSA.

Transmittal forms will include, but may not be limited to, electronic file name, folder number, interior document accession numbered in sequence order, earliest date of item in folder, leasing numbers, building numbers and/or any other numbers noted in the documents.

Transmittal Form for Building Plans/Drawings/Schematics: The list of documents scanned shall be delivered as an electronic and printed copy of a file in Excel spreadsheet format with the following information:

	GSA Scanning Project for: Name of GSA Employee Address of the pickup location Phone number	Pickup Date	Drop-off date	Invoice #
	By: Vendor Name Contact Name: Phone Number:			
	<i>Electronic File name</i>	<i>Project Title or folder name</i>	<i>Drawing date (mm-dd-yyyy)</i>	<i>Drawing Index (Yes = *)</i>
	<i>Below is a sample to model drawing lists after.</i>			
1.	OH0300_ROH0011_New Roof_A06.pdf	New Roof	11-2-2001	(left blank)
2.	OH0300_ROH0011_New Roof_G001_CS.pdf	New Roof	11-2-2001	*

Transmittal Form for 8.5x11 Documents and Photos: The list of documents scanned shall be delivered as an electronic and printed copy of a file in Excel spreadsheet format with the following information. If the job has multiple sized – types of documents, combine items into the same form, but note the type of document (drawing, report, etc.) in the Notes field.

<i>File name (electronic file name)</i>	<i>Folder name that the file is in</i>	<i>Paper File date (if any)</i>	<i>Notes (if any)</i>
Asbestos Correspondence 1969.1.pdf	Asbestos Correspondence 1969	01/20/1969	
Asbestos Correspondence 1969.2.pdf	Asbestos Correspondence 1969	05/31/1969	

PROVISION OF ADOBE ACROBAT PDF FILES: The contractor will be required to create Adobe Acrobat PDF/A-1 archival files. The delivered PDF content shall be generated using the most recent version of Adobe Acrobat software. The delivered files shall be of such a size and resolution to produce optimum printing results for output on consumer quality desktop printing equipment.

The final Adobe Acrobat PDF/A-1 documents shall include the following qualities and features:

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

- Contractor shall deliver text-searchable PDF files as an “Original Image with Hidden Text” file.

DOCUMENT PROCESSING: Contractor will be required to remove all fasteners from furnished material prior to reproducing, with the exception of perfect and case bound spines.

Contractor to scan/copy any image on envelope(s), file folders and etc. that contain furnished material.

Material furnished on unusually small stock (receipts, match book covers, personal checks, etc.) must be reproduced individually on 8½ x 11” sheets unless otherwise indicated. Contractor may image more than one small stock item per sheet as appropriate.

Furnished originals may include documents with Post-It style note(s) affixed. The contractor is to make *two* copies of such documents: One copy of the original document with the Post-It note(s) affixed; and one copy of the original without the Post-It note(s) affixed.

MARGINS: Various. Follow copy furnished. Original documents smaller than 8-1/2 x 11" should be centered.

PROOFS: After completion of 5-10% of each order the contractor must provide the digitally scanned files to the agency for evaluation of scan quality via email or contractor’s FTP site. Contractor is not required to return the Government Furnished Material until completion of the whole order.

Contractor must contact Kurt Hammond (253)931-7585; kurt.hammond@gsa.gov; or the agency indicated on the Print Order to go over these files.

Contractor must not produce the rest of the job prior to receiving an “ok to produce”.

DELIVERABLES: Once furnished files are scanned, they will be delivered to the point of pickup and the contact person with the following:

- The files that were picked up for scanning
- Two discs (CD or DVD) of each. Discs contain the files that were scanned into electronic format.
- A list of the documents scanned (transmittal form/inventory list) in paper and electronic copy on the CD or DVD

The CD or DVD will be Windows formatted and the files shall be arranged in building_project folders (See “Naming Conventions” section) with the collection of drawings associated with that project in that folder.

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

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

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

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

Patent Rights: Several firms claim patent rights, which may be applicable to CD/DVD duplication. For example, see <http://www.licensing.philips.com>. U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and duplication of CD/DVD discs and assert it is impossible to duplicate a DVD disc without infringing these patents. The patent claims cover, among other things, both the physical media used to duplicate a CD/DVD disc. Other firms, including Discovision Associates, Irvine, CA, also claim similar patent rights.

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

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

Disc labeling: The contractor shall label each DVD/CD-R using the naming convention specified by the GSA, in a professional manner to most accurately reflect the contents archived thereon.

Disc packaging: The contractor shall first slip each DVD/CD disc into a common commercially available DVD/CD-R jewel case with the labeled side of the disc facing up, then insert each jewel case with disc into a common commercially available DVD/CD mailer suitable for USPS mailing purposes.

REASSEMBLY OF ORIGINALS: Unless otherwise instructed, the contractor will be required to reassemble and return the original documents in the same sequence and same condition as furnished. Contractor is not required to refasten original documents unless otherwise instructed by the agency.

PACKING: Contractor shall re-box, re-pack and seal the furnished originals within the original container(s) in exactly the same way that they were furnished. Final CDs and DVDs should be packed securely in padded envelopes or other packaging suitable for protection in transit.

GPO “VERIFICATION OF DELIVERY”: Contractor MUST email delivery verification information to infoseattle@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of f.o.b. contractor city (at government’s expense), enter the date of shipment. If a contract specifies f.o.b. destination (at contractor’s expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each print order may result in delayed payment of invoices.**

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity shipped and/or delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of these receipts or other acceptable proof must accompany the contractor’s voucher for payment.

DISTRIBUTION: Deliver f.o.b. destination to:

GSA Workplace Services
400 15th St SW
Auburn, WA 98001

INSIDE PICKUP AND DELIVERY IS REQUIRED.

Specific street address, room number, point of contact, and/or telephone number provided on the GPO Form 2511 Print Order may vary from the information provided in this contract. In any such circumstances, the information in the GPO Form 2511 Print Order shall take precedence.

RETURN OF GOVERNMENT FURNISHED MATERIALS: Upon completion of each order, all Government furnished material must be returned to the originating address listed under “Distribution” by the contractor (see “Secure Transmission of Materials” section of the specifications).

All expenses incidental to the pickup and return of furnished materials, and furnishing samples must be borne by the contractor.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the signed individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined. Furnished material will be ready for pickup upon notification by the Government.

Personnel entering each GSA facility must pass through and exit from a screening procedure that will not exceed 15 to 30 minutes for each pickup or delivery. Personnel must sign in with the guard at the entrance and will need to be escorted. Contractor must call ahead.

The following schedule begins the workday upon notification of the availability of each individual print order and furnished material. When notification of availability is given AFTER 11:00 a.m., the first workday in the schedule shall begin at 9:00 a.m. the following day.

Most orders must be completed and delivered **within seven (7) to fifteen (15) workdays.** Orders containing more than 4 boxes of scanning, or 75% or more of heavy intervention scans will be allowed one (1) additional workday per box, up to a maximum of 7 additional workdays.

Deliveries MUST be made no later than 3:30 p.m. on the scheduled delivery date. Deliveries received after 4:00 p.m. will be considered as arriving the following workday.

The delivery date indicated on the print order is construed to be the “at destination” date.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 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)	279,801
		(2)	139,901
		(3)	46,634
	(b)	(1)	46,634
		(2)	23,317
		(3)	7,772
	(c)	(1)	46,634
		(2)	23,317
		(3)	7,772
	(d)	(1)	46,634
		(2)	23,317
		(3)	7,772
	(e)		\$77,723
	II.	(a)	200
		(b)	50

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), N/A 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.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Seattle GPO. If such orders are placed by the agency, and no Modification is received from the Seattle GPO, the contractor is to notify GPO Seattle immediately. Failure to do so may result in nonpayment.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per 100 rate.

- I. ARCHIVAL SCANNING:** Prices offered shall include the cost of all required materials and operations as necessary for the complete production and distribution of the product listed in accordance with these specifications, including secure pickup of sensitive furnished materials, individual scan identification, barcoding, scanning to PDF/A-1 or JPG format, OCR scanning, reversal of blueprints to right-reading, post-production metatagging, burning scans to CD or DVD, creation of transmittal form, re-assembly, packing, labeling, and secure delivery of scans and returned furnished materials.

NOTE: Photographs will be scanned in color unless already in black-and-white. All other pages will be scanned in grayscale.

A. Scanning up to and including 8.5 x 11" documents, OCR, to PDF/A-1 format, grayscale, 300 dpi

- 1. Light intervention per scan \$ _____
- 2. Medium intervention per scan \$ _____
- 3. Heavy intervention per scan \$ _____

B. Scanning over 8.5 x 11" up to and including 12 x 18" building plans, drawings, schematics to PDF/A-1 format, grayscale, 300 dpi

- 1. Light intervention per scan \$ _____
- 2. Medium intervention per scan \$ _____
- 3. Heavy intervention per scan \$ _____

C. Scanning over 12 x 18" up to and including 24 x 36" building plans, drawings, schematics to PDF/A-1 format, grayscale, 300 dpi

- 1. Light intervention per scan \$ _____
- 2. Medium intervention per scan \$ _____
- 3. Heavy intervention per scan \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

D. Scanning over 24 x 36" up to and including 36 x 48" building plans, drawings, schematics to PDF/A-1 format, grayscale, 300 dpi

- 1. Light intervention per scan \$ _____
- 2. Medium intervention per scan \$ _____
- 3. Heavy intervention per scan \$ _____

E. Scanning of photos to JPG format, grayscale or color, 300 dpiper scan \$ _____

II. OTHER OPERATIONS:

- A. Burning, labeling CD-R disc(s).....per disc.....\$ _____
- B. Burning, labeling DVD-R disc(s).....per disc\$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

SECURITY PLAN: Indicate below how you intend to meet the security requirements in accordance with these specifications:

Plan for secure document transport outside your facility, whether by contractor-owned vehicle, secure carrier, or other method: _____

Procedure for safeguarding documents and chain of custody: _____

Personnel training and authorization: _____

Secured area including locked containers in a locked or secured area during non-duty hours: _____

Electronic file and data storage security measures: _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

CONFIRMATION OF PRODUCTION SITE DETAILS: Facility(ies) may be subject to an on-site preaward survey in accordance with the contract specifications. Include all production sites, including multiple locations utilized for a single category, or for bids offered for more than one category.

Actual production facility location:

Company Name _____

Address _____

City/State/Zip _____

CERTIFICATION OF NONDISCLOSURE (See Attachment A): Contractor must sign and return a copy of the Certification of Nondisclosure with submittal of bid.

PRODUCTION FACILITIES:

NOTICE: Bidders should complete the following information:

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

a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____

2. Proposed carrier(s) for delivery of completed product _____

a. Number of hours from notification to carrier to pickup of completed product _____

b. Number of hours from pickup of completed product to delivery at destination..... _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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 agree, 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 fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

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)

CERTIFICATION OF NONDISCLOSURE
“Attachment A”

In performance of the contract for Program 3020-S the contractor agrees to comply and assume responsibility for compliance by his/her employees with the requirements listed below.

A. General Safeguards

1. Some documents and/or items received by the contractor may be sensitive but unclassified (SBU) and must be properly safeguarded from unauthorized disclosure. All materials must be accounted for upon receipt, and securely stored before, during, and after processing in a location which will preclude unauthorized access. In addition, all related output shall be given the same level of protection as required for the source material. SBU data, when not in production, will be securely stored. Release of the materials to anyone not authorized is prohibited.
2. All work shall be performed under the supervision of the contractor or the contractor’s responsible employees.
3. The contractor will maintain a list of employees with authorized access. Such list will be provided upon request.
4. Individuals having access to the SBU data will be properly notified by the contractor of the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized access.
5. Any information marked “Official Use Only” or “Sensitive But Unclassified (SBU)” made available in any format or to which access is provided, shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor will be prohibited.
6. All work in progress materials in any format such as electronic files, materials, waste, etc. must be destroyed beyond recognition or reconstruction during production and upon completion of the order.
7. All materials received by the contractor must be returned as specified at the time of service request in the same condition as received. This includes reassembly in stacks, binders, sets, folders, etc., if disassembly was required.
8. The contractor certifies that the data processed during the performance of this contract shall be completely purged from all data storage components of his/her computer facility and no output will be retained by the contractor at the time work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any data remaining in any storage component will be safeguarded to prevent unauthorized inspection or disclosure.

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

9. To meet functional and assurance requirements, the security features of the computer network environment must provide for managerial, operational and technical controls. The operating security features of the system must have the following minimum requirements: a security policy, accountability, assurance and documentation (see definitions below). All security features must be available (object reuse, encryption, audit trails, identification/authentication, and discretionary access control) and activated to protect against unauthorized use of and access to SBU information.
 - a. A Security Policy must define allowed users and rules of access. The policy should also provide for clearance of all protected information on objects before they are allocated out of or into the system, i.e., object reuse.
 - b. Accountability – Computer systems must be secured from unauthorized access. All security features (audit trails, identification/authentication) must be available and activated to prevent unauthorized access to SBU information.
 - c. Assurance – Access controls and other security features must be implemented and working. The security system should be tested annually to assure it is functioning correctly.
 - d. Documentation – Test documentation should be readily available that describes how and what mechanisms were tested and the results. Design documentation must also be included along with a user’s guide and facility manual.

10. Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of SBU information, the terms of the Default clause, GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 [Rev. 6-2001]), incorporated herein by reference, may be invoked, and the contractor will be considered to be in breach of this contract.

B. Contractor Acceptance

The contractor expressly agrees to all the terms and conditions set forth and agrees to perform according to requirements stated herein, as signed and authorized below:

Contractor : _____ GPO Contractor Code No: _____

Authorized Signor: _____
(Type or print)

Signature: _____
(Signature and title of person authorized to sign acceptance)

Phone number: _____ Email address: _____

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)