

**Jacket:** 420-893

**Title:** GPO Digitization Services

**Agency:** Advisory Council on Historic Preservation

**Bid Opening:** April 14, 2023 at 11:00am

A

<b>Contractor Name</b>	<b>Bid</b>	<b>Terms</b>		<b>Discounted Total</b>
Neighborhood Computer Center	\$45,000.00	5.0%	30 days	\$42,750.00
R3 Uniq Inc. DBA Quadyster	\$52,500.00	5.0%	30 days	\$49,875.00
Canaan Media LLC	\$66,450.00	0.5%	15 days	\$66,450.00
JE Marketing Group LLC	\$72,000.00	0.5%	15 days	\$72,000.00
Edge Digital Group, Inc.	\$82,500.00	0.5%	15 days	\$82,500.00
Global Document Services	\$88,500.00	0.0%	0 days	\$88,500.00
DataSavers of Jacksonville	\$97,500.00	0.0%	0 days	\$97,500.00
Improvzyze	\$105,000.00	0.0%	0 days	\$105,000.00
Court Record & Data Management Services, Inc.	\$124,000.00	2.0%	20 days	\$121,520.00
Diamond Communication Solutions	\$130,500.00	0.0%	0 days	\$130,500.00
Omni Pro Inc.	\$150,000.00	1.0%	5 days	\$150,000.00
ImageWorld Technologies	\$163,425.00	0.0%	0 days	\$163,425.00
ARC Document Solutions, LLC	\$165,000.00	0.0%	30 days	\$165,000.00
ACS Document Imaging	\$187,500.00	2.0%	20 days	\$183,750.00
F&S Service Co.	\$199,500.00	1.0%	20 days	\$197,505.00
Presage Security Inc.	\$226,860.00	1.0%	60 days	\$224,591.40
The Solutions Group LLC	\$225,000.00	3.0%	10 days	\$225,000.00
Xerox Corporation	\$259,156.84	0.0%	0 days	\$259,156.84
The Crowley Company	\$292,500.00	0.0%	0 days	\$292,500.00
Waistless Ladies LLC	\$345,000.00	7.0%	30 days	\$320,850.00
Data Management Internationale'	\$414,890.00	5.0%	20 days	\$394,145.50
Custom Copying Solutions, LP	\$735,000.00	2.0%	15 days	\$735,000.00

**BID OPENING:** Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on April 14, 2023, by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**BID SUBMISSION:** NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to [bidapsdc@gpo.gov](mailto:bidapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 420-893 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements prior to award please email the printing specialist at [cduncan@gpo.gov](mailto:cduncan@gpo.gov) or call 202-512-0743.

*Additional e-mailed Bid Submission Provisions:*

*The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following—*

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

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

Award will be based on the estimated total of 1,500,000 originals.

Contractor shall furnish an additional rate for 8-1/2 x 11" and non-standard size. This will be used to increase or decrease the final billing amount based on the final number of originals. This price will include the cost of ALL REQUIRED OPERATIONS (including miscellaneous and delivery charges) necessary to produce the product ordered.

Contractor must submit a price for the line items listed below. A charge will be allowed for each item. This price will include the cost of ALL REQUIRED OPERATIONS (including miscellaneous and delivery charges) necessary to produce the product ordered.

LINE ITEM(S) AFTER FIRST 1,500,000 PAGES SCANNED:

\$ \_\_\_\_\_ per 8-1/2 x 11" page

\$ \_\_\_\_\_ per non-standard size

Agency will NOT provide a hard drive to copy data. If additional external hard drives are required, it will be the contractor's responsibility to provide them.

Contractor must submit a signed notification to the Printing Specialist of FINAL COUNT for verification. Contractor will be paid for an actual number of documents processed.

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

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

**SECURITY CONTROL PLAN:** The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands. Contractor is cautioned that no Government provided information shall be used for non government business. Specifically, no Government information shall be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- (1) 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;
- (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).

This proposed plan is subject to review and approval by the government and award will not be made prior to approval. Contractor MUST follow CUI policy and procedures, and NARA requirements for handling PII.

**PRODUCT:** Scanning Services (approx. 255 archival boxes).

**TITLE:** GPO digitization services.

**QUANTITY:** Scan service of approx. 1,500,000 originals into an electronic format.

**TRIM SIZE:** 8-1/2 x 11", non-standard size.

**GOVERNMENT TO FURNISH (GFM):** Receive via email after award.

Purchase order.

Approx. 255 archival boxes. Pick up National Building Museum, 401 F Street, NW, Washington, DC 20001, located agency office space and agency office file room; need to be transported to loading dock. Courier/trucking company can be used for pick-up and delivery: MUST follow NARA Security requirements. Security and/or bonding of the drivers: In accordance with NARA Security requirements. Pick up time between 8 AM – 6 PM.

**SCHEDULE:** Furnished Material will be available for pickup in two (2) batches, the first batch, approx. 106 boxes by 4/25/23. First batch to scanned and delivered to agency, at that time contractor to pick up the second batch, approx. 149 boxes. Final Delivery complete (to arrive at destination) by 12/30/23

Contractor can download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**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.

**PROOFS:** No proof required.

**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 as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

#### 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.

**PRINTING:**

Scanning Services Required (NO PRINTING REQUIRED).

**PRODUCTS TO BE SCANNED:** Documents are stored in approx. 255 archival boxes, fragile, and good quality originals, 8-1/2 x 11" and some non-standard sizes Forms, Half pages, Bound books, Bound in folders, Paper Clipped, Folded Products, Maps, Newspapers, Sticky Notes affixed and Stapled. Single, & Double-sided, Black only, Grayscale, Handwritten, Typewritten, and Photocopies. Carbon copies, Onion Skin, most on plain White paper, and Colored paper.

\*Books cannot be cut apart to scan\*. Contractor may disassemble non-bound books and reassembled after scanning. After scanning, the contractor is required to put back together as is or if not possible, contractor to use paper.

Handwork Intervention: 50 % Medium Intervention, 35% Heavy Intervention, 15% Glass Work.

QUALITY OF SCANNING: 3 Star\* - 300 ppi, 8 or 16 bit (FADGI Sept. 2016 Technical Guidelines).

Security Procedures: NARA Security procedures and requirements.

NOTE: Contractor is allowed to compress the files per NARA requirements to reduce the size, and provide multiple page PDF. Files MUST be RGB mode (hi-res printing).

DOCUMENT CLEAN-UP: Contractor will be responsible for the following image clean-up requirements: straighten images that are furnished skewed, image cropping, and despeckle (remove spots/dirt).

FILE NAMING CONVENTION: File name based on folder name/label; documents within each file to be given numbers after folder name.

TYPE OF FILE REQUIRED AS A COMPLETED DELIVERABLE: Multi page PDF.

COLOR MODE REQUIRED: RGB

TYPE OF FILE OPTIMIZATION: Web, Hi-Res printing

OCR: Text-searchable, OCR target format, PDF image plus text.

Metadata Requirements: Yes, per NARA requirements, if applicable.

Storage media: Thumb drives

**Additional information:**

Ship to NARA per NARA accession and security requirements. Primary purpose of the scan is to meet NARA's electronic records accession requirements and to preserve remaining publications for future use.

Many of the documents are the only available hard copy. Must be returned in good format to the agency.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**INK:**

N/A

**MARGINS:**

Follow Furnished Originals

**PACKING:**

Pack in a manner to avoid damage during shipping. Many of the documents are the only available hard copy. Must be returned in good format to the agency.

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

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished hardcopy documents

**DISTRIBUTION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [kfanizzo@achp.gov](mailto:kfanizzo@achp.gov). The subject line of this message shall be Distribution Notice for Jackets 420-893, Requisitions 2-00000ACHP.HP22.0032. 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.

**F.O.B Destination.**

Deliver originals and portable thumb drives via traceable means to: National Building Museum, 401 F Street, NW, Washington DC 20001

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

**SCHEDULE:** The Purchase Order and GFM will be available via e-mail or contractor's FTP site after award no later than April 25,2023.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov) or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies of each package. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

**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 pre-award 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:** Partial Payments - PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY. Vendor will be allowed to invoice for each of the two (2) deliveries, provided that proper proof of delivery is supplied with the invoice. On final invoice the vendor will note on the invoice 'Final Invoice for Jacket 420-893.

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>.

**JACKET NUMBER**

Jacket 420-893

**BID PRICE:**

\$ \_\_\_\_\_

**ADDITIONAL/Each**

\$ \_\_\_\_\_ per 8-1/2 x 11" page

\$ \_\_\_\_\_ per non-standard size

**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, fill out and return one copy.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City - State - Zip Code)

By \_\_\_\_\_  
(Printed Name, and Title of Person Authorized to Sign this Bid)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Telephone Number) (Email Address)

Contracting Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_ Certifier: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)