

Jacket 646-625															
TITLE: Scanning of Paper Administrative Records to PDF Electronic Files															
DESCRIPTION	BASIS OF AWARD	F&S Services Co. LLC Eddyville, KY 160-31641		Gray Graphics Capitol Heights, MD 190-38435		Melken Solutions Winter Park, FL 090-57333		Data Management Int New Castle, DE 070-26028		Canaan Media LLC Branchburg, NJ 290-16710		RICOH USA Malvern, PA 370-44057		ARC Document Solutions Tulsa, OK 150-75386	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
8-1/2 x 11" black/grayscale images processed x 356,400 per 1,000	356.40	\$95.000	\$33,858.00	\$140.00	\$49,896.00	\$32.61	\$11,622.20	\$60.00	\$21,384.00	\$50.00	\$17,820.00	\$94.3800	\$33,637.03	\$65.60	\$23,379.84
8-1/2 x 11" color images processed x 39,600 per 1,000	39.60	\$98.000	\$3,880.80	\$200.00	\$7,920.00	\$32.61	\$1,291.36	\$60.00	\$2,376.00	\$50.00	\$1,980.00	\$94.3800	\$3,737.45	\$65.60	\$2,597.76
8-1/2 x 14" black/grayscale images processed x 1,050,600 (Medium to Heavy) per 1,000	1,050.60	\$95.000	\$99,807.00	\$180.00	\$189,108.00	\$32.61	\$34,260.07	\$70.00	\$73,542.00	\$50.00	\$52,530.00	\$94.3800	\$99,155.63	\$65.60	\$68,919.36
8-1/2 x 14" black/grayscale images processed x 375,000 (Glasswork) per 1,000	375.00	\$99.000	\$37,125.00	\$260.00	\$97,500.00	\$32.61	\$12,228.75	\$115.00	\$43,125.00	\$65.00	\$24,375.00	\$94.3800	\$35,392.50	\$215.00	\$80,625.00
8-1/2 x 14" color images processed x 158,400 per 1,000	158.40	\$98.000	\$15,523.20	\$220.00	\$34,848.00	\$32.61	\$5,165.42	\$70.00	\$11,088.00	\$50.00	\$7,920.00	\$94.3800	\$14,949.79	\$65.60	\$10,391.04
Over 8-1/2 x 14" up to and including 11 x 17" black/grayscale images x 138,600 per 1,000	138.60	\$98.000	\$13,582.80	\$300.00	\$41,580.00	\$32.61	\$4,519.75	\$140.00	\$19,404.00	\$50.00	\$6,930.00	\$94.3800	\$13,081.07	\$65.60	\$9,092.16
Over 8-1/2 x 14" up to and including 11 x 17" color images x 15,400 per 1,000	15.40	\$99.000	\$1,524.60	\$400.00	\$6,160.00	\$32.61	\$502.19	\$140.00	\$2,156.00	\$50.00	\$770.00	\$94.3800	\$1,453.45	\$65.60	\$1,010.24
Over 11 x 17" up to and including 36 x 48" large format engineering plans x 356,400 square feet per square foot	356,400.00	\$0.375	\$133,650.00	\$0.77	\$274,428.00	\$0.0526	\$18,746.64	\$0.10	\$35,640.00	\$0.11	\$39,204.00	\$0.0349	\$12,438.36	\$0.14	\$49,896.00
Over 11 x 17" up to and including 36 x 48" large format engineering plans x 39,600 square feet per square foot	39,600.00	\$0.380	\$15,048.00	\$0.85	\$33,660.00	\$0.0526	\$2,082.96	\$0.10	\$3,960.00	\$0.19	\$7,524.00	\$0.0349	\$1,382.04	\$0.14	\$5,544.00
OCR process documents x 2,133,000 per 1,000	2,133.60	\$15.000	\$32,004.00	\$30.00	\$64,008.00	\$4.30	\$9,174.48	\$10.00	\$21,336.00	\$0.00	\$0.00	\$5.0000	\$10,668.00	\$4.00	\$8,534.40
OCR process maps/charts/graphs (Over 11 x 17" to 36 x 48") x 2,750 per 1,000	2.75	\$95.000	\$261.25	\$150.00	\$412.50	\$4.30	\$11.83	\$250.00	\$687.50	\$0.00	\$0.00	\$5.0000	\$13.75	\$20.00	\$55.00
Standard naming entry x 100,000 per 1,000	100.00	\$150.000	\$15,000.00	\$100.00	\$10,000.00	\$50.00	\$5,000.00	\$140.00	\$14,000.00	\$120.00	\$12,000.00	\$58.5600	\$5,856.00	\$260.00	\$26,000.00
Manual project folder labeling (Historical Files) x 75,000 per 1,000	75.00	\$150.000	\$11,250.00	\$150.00	\$11,250.00	\$300.00	\$22,500.00	\$200.00	\$15,000.00	\$120.00	\$9,000.00	\$58.5600	\$4,392.00	\$360.00	\$27,000.00
Manual project folder label scan/capture (Active Files) x 25,000 per 1,000	25.00	\$150.000	\$3,750.00	\$100.00	\$2,500.00	\$300.00	\$7,500.00	\$200.00	\$5,000.00	\$120.00	\$3,000.00	\$58.5600	\$1,464.00	\$490.00	\$12,250.00
Re-attaching documents to folder prongs x 200,000 per 1,000	200.00	\$100.000	\$20,000.00	\$200.00	\$40,000.00	\$0.00	\$0.00	\$50.00	\$10,000.00	\$79.20	\$15,840.00	\$100.0000	\$20,000.00	\$66.20	\$13,240.00
CONTRACTOR TOTALS			\$436,264.65		\$863,270.50		\$134,605.65		\$278,698.50		\$198,893.00		\$257,621.07		\$338,534.80
DISCOUNT		5.00%	\$21,813.23	5.00%	\$43,163.53	0.00%	\$0.00	2.00%	\$5,573.97	2.00%	\$3,977.86	0.00%	\$0.00	0.00%	\$0.00
DISCOUNTED TOTALS			\$414,451.42		\$820,106.97		\$134,605.65		\$273,124.53		\$194,915.14		\$257,621.07		\$338,534.80
DESCRIPTION	BASIS OF AWARD	Copy, Scan and More LLC Tulsa, OK 350-23542		Edge Digital Group Herndon, VA 450-29710		Litigstix Tulsa, OK 350-52403		MEI Richardson, TX 420-57289		ICM Conversions, Inc. Phoenix, AZ 020-43902		Docucon Imaging Services Phoenix, AZ 420-28024		Rise Business Services, LLC Englewood, CO 050-75545	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
8-1/2 x 11" black/grayscale images processed x 356,400 per 1,000	356.40	\$135.00	\$48,114.00	\$100.00	\$35,640.00	\$120.00	\$42,768.00	\$20.000	\$7,128.00	\$75.0000	\$26,730.00	\$109.7000	\$39,097.08	\$362.00	\$129,016.80
8-1/2 x 11" color images processed x 39,600 per 1,000	39.60	\$135.00	\$5,346.00	\$100.00	\$3,960.00	\$180.00	\$7,128.00	\$30.000	\$1,188.00	\$75.0000	\$2,970.00	\$449.1000	\$17,784.36	\$362.00	\$14,335.20
8-1/2 x 14" black/grayscale images processed x 1,050,600 (Medium to Heavy) per 1,000	1,050.60	\$135.00	\$141,831.00	\$100.00	\$105,060.00	\$140.00	\$147,084.00	\$30.000	\$31,518.00	\$84.0000	\$88,250.40	\$109.9000	\$115,460.94	\$362.00	\$380,317.20
8-1/2 x 14" black/grayscale images processed x 375,000 (Glasswork) per 1,000	375.00	\$155.00	\$58,125.00	\$100.00	\$37,500.00	\$350.00	\$131,250.00	\$9.500	\$3,562.50	\$181.0000	\$67,875.00	\$425.2000	\$159,450.00	-	\$0.00
8-1/2 x 14" color images processed x 158,400 per 1,000	158.40	\$135.00	\$21,384.00	\$100.00	\$15,840.00	\$200.00	\$31,680.00	\$12.500	\$1,980.00	\$75.0000	\$11,880.00	\$449.1000	\$71,137.44	\$362.00	\$57,340.80
Over 8-1/2 x 14" up to and including 11 x 17" black/grayscale images x 138,600 per 1,000	138.60	\$155.00	\$21,483.00	\$100.00	\$13,860.00	\$180.00	\$24,948.00	\$5.000	\$693.00	\$97.0000	\$13,444.20	\$398.6000	\$55,245.96	\$362.00	\$50,173.20
Over 8-1/2 x 14" up to and including 11 x 17" color images x 15,400 per 1,000	15.40	\$155.00	\$2,387.00	\$100.00	\$1,540.00	\$210.00	\$3,234.00	\$12.500	\$192.50	\$99.0000	\$1,524.60	\$505.2000	\$7,780.08	\$362.00	\$5,574.80
Over 11 x 17" up to and including 36 x 48" large format engineering plans x 356,400 square feet per square foot	356,400.00	\$0.17	\$60,588.00	\$0.31	\$110,484.00	\$0.35	\$124,740.00	\$0.035	\$12,474.00	\$0.1125	\$40,095.00	\$0.2252	\$80,261.28	\$0.11	\$39,204.00
Over 11 x 17" up to and including 36 x 48" large format engineering plans x 39,600 square feet per square foot	39,600.00	\$0.17	\$6,732.00	\$0.31	\$12,276.00	\$0.40	\$15,840.00	\$0.085	\$3,366.00	\$0.1710	\$6,771.60	\$0.2589	\$10,252.44	\$0.11	\$4,356.00
OCR process documents x 2,133,000 per 1,000	2,133.60	\$15.00	\$32,004.00	\$0.01	\$21.34	\$10.00	\$21,336.00	\$21.660	\$46,213.78	\$6.0000	\$12,801.60	\$1.3000	\$2,773.68	\$10.00	\$21,336.00
OCR process maps/charts/graphs (Over 11 x 17" to 36 x 48") x 2,750 per 1,000	2.75	\$15.00	\$41.25	\$0.01	\$0.03	\$50.00	\$137.50	\$30.000	\$82.50	\$18.0000	\$49.50	\$1.3000	\$3.58	-	\$0.00
Standard naming entry x 100,000 per 1,000	100.00	\$160.00	\$16,000.00	\$0.26	\$26.00	\$100.00	\$10,000.00	\$45.000	\$4,500.00	\$126.0000	\$12,600.00	\$153.5000	\$15,350.00	\$150.00	\$15,000.00
Manual project folder labeling (Historical Files) x 75,000 per 1,000	75.00	\$250.00	\$18,750.00	\$0.26	\$19.50	\$100.00	\$7,500.00	\$60.000	\$4,500.00	\$120.0000	\$9,000.00	\$153.5000	\$11,512.50	\$180.00	\$13,500.00
Manual project folder label scan/capture (Active Files) x 25,000 per 1,000	25.00	\$160.00	\$4,000.00	\$0.17	\$4.25	\$300.00	\$7,500.00	\$60.000	\$1,500.00	\$120.0000	\$3,000.00	\$153.5000	\$3,837.50	-	\$0.00
Re-attaching documents to folder prongs x 200,000 per 1,000	200.00	\$200.00	\$40,000.00	\$0.18	\$36.00	\$200.00	\$40,000.00	\$30.000	\$6,000.00	\$150.0000	\$30,000.00	\$48.0000	\$9,600.00	-	\$0.00
CONTRACTOR TOTALS			\$476,785.25		\$336,267.11		\$615,145.50		\$124,898.28		\$326,991.90		\$599,546.84		-
DISCOUNT		\$0.000	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
DISCOUNTED TOTALS			\$476,785.25		\$336,267.11		\$615,145.50		\$124,898.28		\$326,991.90		\$599,546.84		-
AWARDED															

U.S. GOVERNMENT PUBLISHING OFFICE
Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Scanning of Paper Administrative Records to PDF Electronic Files

As requisitioned from the U.S. Government Publishing Office (GPO) by the
Department of the Army, Corps of Engineers, ACE-IT – Tulsa, OK.

BID OPENING: Bids shall be publicly opened at 2:00 PM (Central Time), Dallas, TX, on
. July 6, 2016

For information of a technical nature call Jim Hunt at (214) 767-0451, Ext. 5. (No collect calls.)

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)). A copy of each of the aforementioned publications can be found at: <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf> and <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

OFFERS: To submit a bid, the bidder must return Schedule of Prices, Page 7, and a signed, completed GPO Form 910. GPO Form 910 can be downloaded at <http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>. Envelopes containing bids must be identified with the designation "BID ENCLOSED", THE JACKET NUMBER AND THE BID OPENING TIME AND DATE.

Facsimile bids are acceptable. Only submit bids for a single bid jacket per fax transmission. Telegraphic, voice telephonic, other electronic, or mailgram bids are not acceptable. Refer to GPO Contract Terms (GPO Pub. 310.2). Facsimile bids must include the Schedule of Prices on Page 7, and GPO Form 910. Submit bids to: Fax 214-767-4101 OR 214-767-0456, or send to U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242.

Bids must be received no later than the exact date and time specified. Any bids received after the specified date and time will not be considered.

NOTE - ON-SITE SCANNING REQUIRED. The contractor must provide all equipment and all work must be performed at the US Army Corps of Engineers – Tulsa District, 1645 S. 101st Ave., Tulsa, OK 74128-4609. Contractor is responsible for any labor, travel, and per diem associated with the on-site scanning requirement included in these specifications.

BUSINESS HOURS REQUIREMENTS: The successful vendor must be able to accept, produce and deliver work 5 days a week (Monday through Friday) between 8:00 a.m. - 5:00 p.m. (local time prevailing); excluding federal holidays.

The contractor must work directly with the U.S. Army Corps of Engineers-IT (USACE-IT) agent to maintain documented chain of custody at all times. Contractor personnel will need a legitimate form of Identification, obtain a background check, and finger prints in order to pass through security, on a daily basis, for entry onto the US ACE-IT premises.

BUILDING ACCESS SECURITY REQUIREMENTS:

a. Local Files Check - The contractor shall submit a Felony Criminal Records (History) Statement from the County Clerk's office for each contract employee scheduled to work under this contract. The statement with the County Clerk's official seal will be provided to the Agency security personnel prior to accessing the facility.

b. All contractors that will work six months or longer and/or desire computer access are required to have a Background Investigation (BI). Contractor Verification System (CVS) - The Contracting Officer Representative (COR) will input the necessary personnel data on all contractors requiring network access. The BI for contract employees are required before they can be granted access to the Tulsa District information network (AR 25-2, Information Assurance) or be issued an Installation ID/Access card (Homeland Security Presidential Directive-12). The Tulsa District Security Office will process the investigation information (SF 85, OF 306, and two FD 258 Fingerprint Cards) for all contract employees working at the Tulsa District HQ or its subordinate Area/Project offices. The finger prints may be taken by the personnel designated by the Agency. All forms for the contract employee are processed through the COR who has primary oversight responsibility of the contract employee while working in Tulsa District facilities.

c. If the contractor will work for less than six months and does not require computer access, only a Felony Criminal Records (History) Statement is required.

PREDOMINANT PRODUCTION FUNCTION: The predominant production functions of this contract are digital scanning and saving as multiple page .pdf files onto an external hard drive that will be provided by the contractor. Any bidder who cannot perform these functions in their entirety will be declared non-responsible. *The actual number of pages cannot be determined until processed. The contractor is required to maintain a running total of pages throughout the process. When, and/or, if the number approaches +/- 15% of the estimated number of pages, the contractor must notify GPO of the projected number of remaining pages.

*The actual number of pages within +/- 15% of the estimated number of pages will be calculated at the contractor's line item prices and will be stated on the face of the purchase order. An accurate count of actual files processed must be maintained and will be verified by the ordering agency. Payment for the actual number of pages will be calculated according to the schedule of prices.

SUBCONTRACTING WILL NOT BE ALLOWED FOR THIS PROCUREMENT.

THE CONTRACTOR MUST PERFORM ALL SCANNING WORK ONSITE. The contractor is responsible to bring in all necessary equipment and personnel to fulfill the contract.

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.

SECURITY: The documents for scanning may include Personal Identifiable Information (PII) and must remain secure at all times. The contractor must agree to work directly with the USACE representative to monitor handling of all documents to maintain documented chain of custody at all times. The contractor's workspace is within a secured facility. Contractor personnel are required to pass through security on a daily basis for entry onto the premises.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard PII from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of PII. PII includes but is not limited to a person's name, date of birth, Social Security Number, address, or financial data.

The contractor shall assure that each contractor's officers and employees with access to confidential information knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act.

Incident Reporting Requirements: If there is a breach, or a suspected breach, of PII, the incident must be reported to the contract administrator within one hour of discovery.

All employees working on this contract must:

- Be familiar with current information on security, privacy and confidentiality as they relate to the requirements of this contract.
- Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.
- Lock or logoff their workstation/terminal prior to leaving it unattended.
- Act in an ethical, informed and trustworthy manner.
- Protect sensitive electronic records.
- Be alert to threats and vulnerabilities to their systems.

Contractor's managers working on this contract must:

- Monitor use of mainframes, PCs, LANs, and networked facilities to ensure compliance with national and local policies, as well as the Privacy Act statement.
- Ensure that employee screening for sensitive positions within their department has occurred prior to any individual being authorized access to sensitive or critical applications.
- Implement, maintain, and enforce the security standards and procedures as they appear in this contract and as outlined by the contractor.
- Contact the contracting officer within 1 hour whenever a systems security violation is discovered or suspected.

Applicability:

The responsibility to protect PII lies with the contractor.

All contractors must insure that their employees understand these policy provisions and their duty to safeguard PII.

These policy provisions include, but are not limited to, the following:

- Employees are required to have locking file cabinets or desk drawers for storage of confidential material, if applicable.
- Material is not to be taken from the contractor's facility without express permission from the Government.
- Employees must safeguard and protect all Government records from theft and damage while being transported to and from contractor's facility.

The following list provides examples of situations where PII is not properly safeguarded:

- Leaving an unprotected computer containing Government information in a non-secure space (e.g., leaving the computer unattended in a public place, in an unlocked room, or in an unlocked vehicle).
- Leaving an unattended file containing Government information in a non-secure area (e.g., leaving the file in a break-room or on an employee's desk).
- Storing electronic files containing Government information on a computer or access device (flash drive, CD, etc.) that other people have access to (not password-protected).

This list does not encompass all failures to safeguard personally identifiable information but is intended to act as an alert to the contractor's employees to situations that must be avoided. Misfeasance occurs when an employee is authorized to access Government information that contains sensitive or personally identifiable information and, due to the employee's failure to exercise due care, the information is lost, stolen or inadvertently released. Whenever the contractor's employee has doubts about a specific situation involving their responsibilities for safeguarding PII, they should consult the Contracting Officer or the Contract Administrator.

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 of same.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, and similar abilities to perform, prior to the award of a contract. This pre-award survey may include an inspection of the equipment on which the documents will be scanned.

PREAWARD TEST: The contractor being considered for award may be required to demonstrate their ability to perform the functions required in these specifications by completing a preaward test. The Government may waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully perform the functions required.

For the preaward test, a job representative of the functions to be performed under these specifications will be provided by the government on or before July 13, 2016. **The test must be performed on the same equipment that will be used on-site.**

The preaward test samples must be of the type required by these specifications and are to be delivered to the Corp of Engineers marked "*PREAWARD TEST SAMPLES FOR JACKET 646-625*" within two (2) workdays of receipt of the furnished preaward test materials.

If preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit additional test samples if so notified by the Contracting Officer.

In the event the additional preaward test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to perform the preaward test functions in accordance with these specifications may be reason for a determination of non-responsibility. In addition, the contractor's failure to successfully complete this test within two (2) workdays may also result in a determination of non-responsibility. The Contracting Officer may grant a period in excess of two (2) workdays, if in his/her opinion, there is reason to believe that the contractor is making progress in meeting the contract specifications.

No charges will be allowed for costs incurred in the performance of this preaward test.

ON-SITE PRODUCTION FACILITY: The production will be accomplished at the Government's facility in Tulsa, OK. For entry onto the premises, the contractor's personnel will be required to obtain a visitor's/contractor's badge and pass through security, on a daily basis. Entry to the facility requires a state or federal issued picture identification (driver's license). The contractor is responsible to bring in all necessary equipment and personnel to fulfill the contract. Contractor will be required to transport documents from the storage area to the scanning area. This will involve a short walking distance and an elevator ride. The scanning production area includes adequate floor space, power supply, and telephone lines. Contractors will be required to perform all scanning at the agency location during business hours.

LIABILITY OF GOVERNMENT OWNED PROPERTY: The contractor will be held responsible for replacing lost or damaged Government property furnished in the performance of this contract.

INSPECTION OF FURNISHED MATERIALS: The contractor will be required to inspect all files and their document contents to determine their suitability for scanning, and report findings of ANY documents unsuitable for the purpose of the contract to the Contracting Officer or designee.

PRE-PRODUCTION CONFERENCE: A preproduction conference may be held at the agency's location within three (3) days of the issue of the Purchase Order between the Government Publishing Office (GPO), USACE-IT, and the Contractor.

QUALITY AND PRODUCTION PLANS: Plans must be made available within 3 workdays after the purchase order has been issued. Contractor shall deliver their QC and production plans detailing how quality will be maintained and the schedule met for services detailed in this specification. The Quality Plan must include the remedies for detected errors such as, but not limited to, extraneous marks, missed/skipped pages, etc.

The Production Plan must include the basic calculations by which the plan was derived. Such as (number of people planned X the individual capabilities X number of hours per day = pages processed per day). Failure to maintain the quality systems and or production schedules in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default.

THE CONTRACTOR MUST NOT PROCEED UNTIL THE PRODUCTION PLAN HAS BEEN APPROVED

NOTE: Prior to this conference the contractor will submit (2) copies each of detailed written Production and Quality plans. The plans shall be submitted, by the date in the schedule, to the Contracting Officer, U.S. Government Publishing Office, 1100 Commerce Street, Room 731, Dallas, TX 75242. Attn: Production and Quality Plans 646-625/jh. Contractor may email the plans to jhunt@gpo.gov. The purpose of the conference will be to discuss and review all aspects of the contractor's production and quality plans and to establish coordination of all internal and external operations required to complete this contract. The contractor will conduct this preproduction conference during which the previously approved plans will be reviewed in depth.

Quality Systems Audit: In connection with the preproduction conference, should the government elect, a quality systems audit would be conducted. Following the conference, GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract and complete work in a federal building while working under federal work guidelines and timeframes. This procedure will be mandatory for all contractors doing GPO work for the first time. Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default.

PAYMENT: Submit all vouchers to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Publishing Office, Washington, DC 20401. For instructions on preparing your voucher visit GPO's website at <http://www.gpo.gov/vendors/payment.htm>.

TO EXPEDITE PAYMENT FROM GPO, USE THE BAR CODE COVER SHEET. If the bar code cover sheet is used, fax the voucher and the bar code cover sheet to 202-512-1851.

REFER TO THE FOLLOWING WEB PAGES FOR INSTRUCTIONS.

BarCode Cover Sheet: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Getting Paid Quickly: <http://www.gpo.gov/vendors/payment.htm#billing>

GPO Billing Instructions: <http://www.gpo.gov/vendors/billing.htm>

COMPLIANCE REPORTING:

Contractors are to report information regarding each order for compliance reporting purposes and include date(s) of completion, in accordance with the contract requirements by faxing to Evelyn Whitehead at efaxdallas@gpo.gov or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

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

Product Quality Levels:

- (a) Printing Attributes -- Level N/A
- (b) Finishing Attributes -- Level N/A.

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	Camera Copy/Document Scanning Accuracy Rate 100%

WARRANTY: The warranty period is 120 days from the date of final payment. Any corrections on scanned data must be made within 20 working days from the date of receipt.

PRODUCT: -of-the-art scanning of paper administrative records/files containing text and graphics, including fine detail maps to multipage .pdf electronic files delivered on a customer approved, vendor supplied external hard drive(s), such as LaCie 2big Quadra USB 3.0 external hard drive, or equal. Contractor cannot hold any of the government furnished material after completion. All material must be returned within 1 day of completion to the point of contact indicated in the specifications.

TITLE: Scanning of Paper Administrative Records/Files to PDF Electronic Files

QUANTITY: Estimated quantity: Approximately 1,360 linear feet of documents on existing shelves approximately 0 estimated pages (average of 1,500 pages per linear foot).

GOVERNMENT TO FURNISH:

1. Documents to be scanned. See schedule of prices for approximate break down of furnished documents. The original documents are housed in a document storage room on shelves. All original documents must be scanned and returned to their original state and location within the folders, files, and document storage areas. The majority of the original documents are filed in folders with 2-hole punch permaclips. Some documents include paper clips and staples. A small portion of documents include bound materials (spiral, comb, prong, velobind, or tapebind) which may be disassembled for scanning. Scan all maps, drawings, and pictures. Approximately 10% of the documents are duplex. The contractor is responsible to scan each side of each page containing information. Do not scan the folders.
2. Each file includes a project ID number and/or modification number specific to each project. Project

ID's will include alphas, numerics, and symbols. A database of the existing files will be furnished. File names are up to 14 characters.

- a. Instruction on manual numbering of project folders during scanning operations will be provided by the customer.
3. District office space for scanning w/various small tables and chairs including power, lights and building controlled HVAC with access to cell phone providers.
4. A rolling cart for the transport of materials from storage to scanning and return to storage.
5. Hard Drives as required.

THE GOVERNMENT WILL NOT FURNISH LAN ACCESS OR INTERNET CONNECTION.

CONTRACTOR TO FURNISH:

Materials to be furnished by the contractor: All personnel, computers, copying and scanning equipment to perform per specifications.

1. Scanned PDF files stored on an external hard drive(s) in prescribed file structure and orientation.
2. A transmittal letter with each delivery detailing any unusual circumstances encountered in the scanning of the documents.
3. Scanner(s) to be used on-site, including large format scanner(s).
4. Computer to be used on-site (no LAN/internet connection) for record keeping and/or building electronic files. All software required to complete the requirements of this project.
5. Office supplies as required to complete tasks.

Contractor granted access to real estate acquisition, management and disposal documents located on shelves and in boxes at agency location. The majority of original source documents are contained within folders; while a minority are in binders.

The lot consists of Approximately 1,360 linear feet of documents on existing shelves approximately estimated pages (average of 1,500 pages per linear foot).

NOTE: The original documents are considered *medium to heavy intervention* originals. Heavy Intervention is defined as originals that include staples, clips, mixed paper sizes, and may include tagged pages. The originals will require extensive handling and glasswork. While furnished originals are not required to be returned in the same stapled/clipped format in which they were received they **MUST** remain in the same order and in file as furnished.

Agency will provide:

- 1) A project ID number, including of folder ID
- 2) Documents to be scanned. See schedule of prices for approximate break down of furnished documents.
- 3) Access to the agency location for scanning to occur – NOTING this does grant access to the Government computer systems; including LAN, web etc.

ON-SITE REPRESENTATIVES: The contractor will be required to provide on-site representative(s) and all necessary equipment at the Government facility throughout the term of this contract. The number of representative(s) needed is specific to the size of the requirement and turnaround time.

The on-site representative(s) will be required to do hard copy preparation to include: pulling staples, paperclips, straightening pages, ensuring consistent file naming convention, quality control of the scanned product, ensuring the required scanning software is being used along with the requested dpi, performing indexing (file naming), downloading files to a storage media (as specified), performing QA on the specified output media readability, and managing the hard copy scanned documents to ensure that they are returned in an orderly manner.

The contractor is required to make every effort to provide the same individuals for the services required under this contract throughout the entire contract period. Substitutions of qualified individuals may be necessary in some circumstances; however, this should not occur on more than two separate occasions in any one month per representative without prior authorization from the Contracting Officer.

All travel/per diem costs for providing on-site personnel and transporting equipment/resources to and from the site will be borne by the contractor.

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

QUALITY EVALUATION: The agency will perform a Qualitative Analysis (QA) of all results. Upon completion of scanning a box of records the Contractor will notify AGENCY and GPO personnel of their completion and provide the scanned image, the control sheet, and the administrative record(s)/file(s) that were scanned. A QA will be then performed by "spot analysis" by AGENCY staff reviewing scanned vs. administrative record(s)/file(s). Any deficiencies noted, Agency will immediately notify the Contractor and GPO. These errors shall be rectified by the Contractor within 20 working days from date of receipt from AGENCY (SEE WARRANTY, PAGE 7). If greater than 5% of the selected documents tested fail initial QA then a stop work order shall be issued until Contractor submits a plan for rectification of errors. Items reviewed will include appropriate file name, quality of scan, complete image count, image clarity (Contractor will not be held responsible for poor quality of initial documents), appropriate order (matching original folder), page orientation, and appropriate/ accurate documentation in spreadsheet/database. Documentation shall include at least folder ID, year, image count, QA/QC notes on issues with scanning and potential missing data, and potential USACE-IT Information System ID. More fields may be determined to be required prior to initiation of the work, in consultation with Contractor, but no extraordinary measures are expected.

STOCK/PAPER: N/A

PRINTING:

None required.

DOCUMENT HANDLING: The documents for scanning include mostly 8-1/2 x 11" (18%) and 8-1/2 x 14" (72%) records and engineering drawings, sized up to 48 x 36".

All documents are associated with legal agreements and some are of a fragile and delicate nature. Thus they must be handled with extreme care at all times. The contractor will be held responsible for maintaining the integrity of the document as it was furnished by the government. The contractor must work directly with the U.S. Army Corps of Engineers (ACE-IT) agent to maintain documented chain of custody at all times. Contractor personnel will need a legitimate form of Identification, obtain a background check; and finger prints in order to pass through security, on a daily basis, for entry onto the agency premises.

DOCUMENT PREPARATION: The contractor shall provide document preparation services to include, but not limited to, pre- and post-document handling services and document reconstruction services. Preparation will also include Contractor manually numbering project folders per Agency's instruction during this phase of the project. It is anticipated the project will contain 100,000 folders requiring manual numbering. Include cost in bid.

IMAGE RESOLUTION: The contractor shall provide paper document conversion services to include, but not limited to, scanning hard copy documents and digital files to PDF format with a minimum 300 dpi up to 600 dpi resolution.

SCANNING:

- Contact/control sheet for detailing scanning attached and any unusual circumstance found with scanning records attached.
- Scan documents at minimum of 300 dpi or better (up to 600 dpi) at 100%.
- Optical Character Reader (OCR) for all text based documents.
- Images smaller than 8-1/2" x 11" shall be centered, and square.
- All documents containing black and white/grayscale shall be scanned in as black and white/grayscale (estimated at 90%).
- All documents containing color shall be scanned in color (estimated at 10%).
- All documents with print on both sides shall have both sides scanned (estimated at 25%) Total estimated pages includes double sided documents. Each "side" is considered one "page".
- Majority of documents are 8-1/2 x 11" or 8-1/2 x 14".
 - 8-1/2 x 11" - estimated at 18%.
 - 8-1/2 x 14" - estimated at 72%
- Other size documents include:
 - An estimated 7% are 11 x 17";
 - An estimated 3% are up to 48 x 36".
- All documents shall be rotated as required for reading of materials from left to right, in page sequence, as found in original folder/file.
- Save each file as a multi-page .PDF file. Each folder is a .PDF file. Scan and organize each folder into one (1) multi-page .PDF file.
- File naming shall include folder PROJECT NAME and CIVIL WORKS ID number. Specific naming convention will be furnished by the agency prior to commencement of work.
- Standard naming convention shall be alphanumeric with approximately 8-16 digits, ie. "ARCADIA_CW-1...", and shall be named to match the original PROJECT name. It is estimated that approximately 100,000 keying entries will be required.

DOCUMENT CLEAN-UP: The contractor shall provide automated document clean-up services to include, but not limited to, de-speckling, line straightening, basic thresholding, background removal, correction of linear distortion, drop out, and limited line removal.

ASSEMBLY/PACKING: Contractor to assemble each in accordance with document ID, folder requirements.

DISTRIBUTION: Upon completion, and QA approval, contractor to return furnished material and output hard drives to agency personnel. Contractor must maintain chain of custody for all items, and must submit chain of custody reports with each invoice.

After scanning the documents, the contractor is required to coordinate with Agency Staff (POC: Todd Jones) at 918-669-4357 to confirm all naming and filing conventions used in this project. Failure to do so may require the contractor to re-scan all affected documents at no additional cost to the Government. Deliver processed pages via external hard drive(s) as per production schedule. All deliveries are made to Mr. Jones at the USACE-IT facility located at 1645 S. 101st East Ave., Tulsa, OK 74128-4609 Also, refer to Article 5, Supplemental Specifications, GPO Contract Terms, effective December 1987, revised June 2001. Contractor must obtain a signed receipt of delivery along with the actual count of documents processed on or before the 20th day of each month and upon completion of the order, for each hard drive turned over to the Government. A copy of this receipt(s) must be sent to Jim Hunt at jhunt@gpo.gov or faxed to 214-767-0456 along with a final document count.

Contractor may invoice monthly based on these signed receipts.

The contractor is responsible for providing commercial grade scanner(s), maintenance of aforementioned scanner(s), the external hard drive (s), and labor. All files must be delivered on a pre-approved ACE-IT external hard drive(s) that is the responsibility of the contractor. Hard drives required is LaCie 2big Quadra USB 3.0 external hard drive, or equal. All files must be formatted for Adobe Acrobat .PDF compatibility. A government-designated point of contact will take possession of the external hard drive upon completion of each production phase. Proper control and handling must be maintained at all times.

WARNING: All electronic media provided by the Government, or and duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Source materials are not to be duplicated in whole or part for any other purpose than in the performance of this contract.

SCHEDULE:

Award will be made and the purchase order issued on or before JULY 18, 2016.

Quality and production plans: Email on or before three (3) days after Purchase Order is issued. Government will approve or conditionally approve plans within three (3) working day of receipt of request in hard copy. Requested changes or corrections must be made by the contractor within one (1) workday and returned for final approval by the Government within one (1) workday.

Pre-production conference: As soon as practicable after receipt of the final approval of the Quality and Production Plans but no later than three (3) days after Purchase Order is issued, or when mutually agreed upon by GPO, agency and contractor.

The work to begin scanning must be initiated prior to JULY 25, 2016.

NOTE: Due to limited building and personnel resources, contractor must anticipate producing monthly batches of images for QA evaluation and review. It is expected that the contractor will submit batches of approximately 35,000 to 70,000 scanned images for evaluation, per week, and the duration of the contract will last approximately 5 to 8 months, depending on the personnel resources available for QA evaluation of batched material. **The contractor should have no expectation of working weekends, overtime, or multiple shifts in a day to complete the order earlier than indicated in the schedule.**

A production report of the actual number of documents processed must be delivered to GPO (Attn: Jim Hunt) the first of each month for the duration of the contract, and upon completion of the order. With submission of these reports the contractor is certifying that the stated work has been completed. For all reports and hard drives, the contractor must obtain a signed receipt. A copy of these reports and delivery receipt(s) must be sent to Jim Hunt at jhunt@gpo.gov or faxed to 214-767-0456.

DELIVER COMPLETE ON OR BEFORE MARCH 1, 2017, or as is necessitated by the availability of QA evaluation personnel.

All bidders must submit a **total bid price** for the complete project based on the stated estimates. In addition to submitting a price for the complete project, **a price must also be submitted for each line item listed in the Schedule of Prices, Page 11.** All bids will be further calculated using the submitted line item pricing times the estimated number of pages. The sum of all line items must be equal to or less than the total bid price submitted. Schedule of prices will be used in determining the final costs by calculating the actual number of pages and/or folders processed times the submitted schedule of prices. Bidder must fill out the Schedule of Prices and return it attached to the GPO Bid Form 910.

SCANNING DOCUMENTS AND CONVERSION TO PDF: Prices must include the cost of all required materials and operations to scan pages with 100% of the images quality assured. Include the cost of all document preparation in your bid. Document preparation includes preparing documents for scanner processing in accordance with these specifications and must include the cost of all required operations including, but not limited to, removing documents from binders; staple removal; and handling of stick notes.

JACKET 647-625 SCHEDULE OF PRICING:

For double-sided documents, contractor will be allowed a charge for each side. Contractor will not be allowed a charge for blank pages.

8-1/2 x 11" black/grayscale images processed x 356,400 (+/-) images:
.....per 1,000 images \$ _____

8-1/2 x 11" color images processed x 39,600 (+/-) images:
.....per 1,000 images \$ _____

8-1/2 x 14" black/grayscale images processed x 1,425,600 (+/-) images:
.....per 1,000 images \$ _____

8-1/2 x 14" color images processed x 158,400 (+/-) images:
.....per 1,000 images \$ _____

Over 8-1/2 x 14" up to and including 11 x 17" black/grayscale images
processed x 138,600 (+/-) images per 1,000 images.....\$ _____

Over 8-1/2 x 14" up to and including 11 x 17" color images
processed x 15,400 (+/-) images per 1,000 images.....\$ _____

Over 11 x 17" up to and including 36 x 48" large format engineering plans
black/grayscale images processed x 356,400 sq ft. (+/-):
.....per square foot\$ _____

Over 11 x 17" up to and including 36 x 48" large format engineering plans
color images processed x 39,600 sq. ft (+/-):per square foot.....\$ _____

OCR process x 2,133,600 documents.....per 1,000 documents.....\$ _____
Standard naming entry x 100,000 entries.....per 1,000 entries.....\$ _____

Manual project folder numbering x 100,000 entries.....per 1,000 entries/folders.....\$ _____

\$_____ per contractor provided hard drive, including any labeling required, estimated quantity is one.

TOTAL PRICE: \$ _____

CONTRACTORS SIGNATURE: _____

CONTRACTOR NAME: _____

CONTRACTOR CODE: _____

CONTRACTOR MUST SUBMIT A FINAL COUNT OF ALL LINE ITEMS REQUIRED FOR VERIFICATION AT TIME OF FINAL DELIVERY. SUBMIT SIGNED VERIFICATION WITH

PAYMENT. CONTRACTOR WILL BE PAID FOR ACTUAL NUMBER OF DOCUMENTS PROCESSED BASED ON THE ABOVE PRICES.

Fill out and return one copy of Schedule of Prices, Page 14, attached to GPO Form 910.

SUBMIT BIDS TO: U.S. Government Printing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242. **FACSIMILE BIDS are permitted. Submit one facsimile bid to FAX No. 214-767-4101 OR 214-767-0456, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.

GPO Form 910
(R 8-01) P.57021-4
Part 1
ORIGINAL

**U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department**

BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) 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, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____

Name _____

Address _____

Title _____

City _____ State _____ Zip _____

Signature _____

GPO Contractor Code (if known) _____

Date _____

Telephone Number _____

Facsimile Number _____

Contracting Officer Review _____
(Initials)

Date _____

Certifier _____
(Initials)

Date _____

Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

REPRESENTATIONS.

R-1. Small business. By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

R-2. Small Disadvantaged Business Concern. By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

R-3. Women-Owned Small Business Concern. By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

CERTIFICATIONS.

C-1. Covenant Against Contingent Fees. Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

C-2. Buy American Certification. Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

C-3. Clean Air and Water. Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

C-4. Certificate of Independent Price Determination. Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that-

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and other Responsibility Matters (Jan. 1999). By submission of a bid-

(a)(1) The offeror certifies, to the best of its knowledge and belief, that-

(i) The offeror and/or any of its principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract, violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

C-6. Certification of Nonsegregated Facilities (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will-

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods);

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

U.S. GOVERNMENT PUBLISHING OFFICE



DALLAS REGIONAL OFFICE
U.S Courthouse & Federal Office
Building
1100 Commerce Street, Room 731
Dallas, TX 75242-1027
<http://www.gpo.gov>

July 27, 2016

AMENDMENT NO. 3

RE: JACKET 646-625

SPECIFICATIONS AMENDED

Remainder of specifications same as amended previously. Acknowledge on bid or amend bid by letter to U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242, M/F: Jacket 646-625, bid opening time and date. Failure to acknowledge receipt of this amendment and any previous amendments, by amendment number(s), prior to bid opening time, may be reason for bid being judged nonresponsive.

Bid opening changed to August 3, 2016 at 2 p.m., (Central Time), Dallas, TX.

On Page 2 under "BUILDING ACCESS SECURITY REQUIREMENTS:" Replace entire section with:

"All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities, controlled access areas, or require network access, shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. Upon request, the contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer (if a COR is not assigned), within 5 calendar days after completion of training by all employees and subcontractor personnel. AT Level I awareness training is available from the agency or it can be provided by the RA ATO in presentation form which will be documented via memorandum.

All contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks to meet installation/facility access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any installation or facility change, the Government may require changes in contractor security matters or processes.

Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05 / AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative, as NCIC and TSDB are available), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

The contractor and all associated sub-contractors shall receive a brief/training (provided by the RA) on the local suspicious activity reporting program. This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the project manager, security representative or law enforcement entity. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT 5 calendar days after the completion of the training.

The Contractor shall develop an OPSEC SOP/Plan within 90 days of contract award. The OPSEC SOP/Plan must be reviewed and approved by the RA OPSEC Officer. The SOP/Plan will include the government's critical information, why it needs to be protected, where it is located, who is responsible for it and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator.

All new contractor employees will complete Level I OPSEC Training within 30 calendar days of their reporting for duty. Additionally, all contractor employees must complete annual OPSEC awareness training. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee, to the COR or to the contracting officer (if a COR is not assigned), within 5 calendar days after completion of training. OPSEC awareness training will be provided upon award by the agency or it can be provided by the RA OPSEC Officer in presentation form which will be documented via memorandum.

All contract employees, including subcontractor employees who are not in possession of the appropriate security clearance or access privileges, will be escorted in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas.

The Contractor must pre-screen Candidates using the E-verify Program website, <http://www.uscis.gov/e-verify>, to meet the established employment eligibility requirements. The Vendor must ensure that the Candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible Candidates must be provided to the COR no later than 3 business days after the initial contract award.

All new contractor employees will complete annual Threat Awareness and Reporting Program (TARP) Training provided by a Counterintelligence Agent, IAW AR 381-12. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee(s) or a memorandum for the record, to the COR or to the contracting officer (if a COR is not assigned), within 5 calendar days after completion of training. Authorized web-based TARP training for CAC card holders is available upon award."

On Page 6 under PREAWARD TEST: Change date to Aug. 15, 2016.

- Under "ON-SITE PRODUCTION FACILITY:" Replace entire sentence, as revised in Amendment 2, starting with "Three locations..." with "A conference room measuring 13-1/2 x 19" with two long conference tables and chairs, located on the first floor near the freight elevator is available to perform scanning operations for the duration of the contract."

On Page 8 under "QUANTITY: Replace "0" with approximately 2,000,000 documents and 200,000 pages over 11 x 17".

- "GOVERNMENT TO FURNISH: 1." Remove "Do not scan folders." and replace with "Some folders will require scanning. SEE Schedule of Pricing on Page 14."
- Under 2. Replace the entire section with "There will be two types of file naming conventions. About 25% of the documents are considered Active files. These already have a numbering system and color coding. Contractor will adopt the existing numbering system as the file naming convention, plus scan the jacket folder tab to capture the color coding and information label as part of the PDF for each folder. Instructions will be provided by the agency upon award."

The balance (75%) of the files are Historic records. The customer will create a numeric guide based on the project name for each section of files. For example, documents relating to the project named "Lake Arcadia" will be given a number "1". The file name will be preceded with CW and each PDF (all documents contained in the file folder) will be named CW-1.1, CW-1.2, etc., until all folders are copies. Instructions, including a conversion chart will be provided by the agency upon award.

In addition, the customer would like the folder cover for all the "Historic Files", which is blank, to be labeled with the new file numbering system. There will be an estimated 75,000 folders that will have to be labeled. Labels must be computer generated, follow the file naming convention listed above and adhered to the outside of each file folder so it will display once the folder is pulled off the shelf."

On Page 9 under CONTRACTOR TO FURNISH: "NOTE:" After "and glasswork." add Approximately 35% or 375,000 estimated documents in the Historic section are type written pages on onion skin (very thin and delicate) paper and will require extensive glasswork."

- Replace last line, as revised in Amendment 2, with, "Scanned originals will not be required to be re-stapled, documents attached to folders with prongs MUST be re-attached to the prongs in the order they were removed. All other documents must be placed in the folder in the order they were found."
- Under "Agency will provide:" Add to number 3, Contractor will have access to the USACE guest wireless network. A user ID will be provided along with a password. NOTE: Passwords change often and agency will provided updated passwords as they change.

On page 10 under "QUALITY EVALUATION:" After the first sentence add: "The agency will inspect 100% of the documents scanned for the first five (5) days. If there are NO errors, then the QA will be performed by "spot analysis..."

On page 11 under "SCANNING:" remove "text based".

- Under the sixth bullet point, add second line, "Only documents containing pictures, graphs and charts along with the folders indicated in the Schedule of Prices will be scanned in color (estimated at 10% of the total documents).

On Page 12 under "SCHEDULE:" Change date to "on or before August 17, 2016."

On Page 13 first line, change date to "August 29, 2016."

- Change "DELIVER COMPLETE ON..." to April 30, 2017.

On Page 14 under "JACKET 646-625 SCHEDULE OF PRICING:" Replace entire schedule with Atch A.

Sincerely,



RACHEL N. TRUSSELL

JACKET 647-625 SCHEDULE OF PRICING:

For double-sided documents, contractor will be allowed a charge for each side. Contractor will not be allowed a charge for blank pages.

8-1/2 x 11" black/grayscale images processed x 356,400 (+/-) images:
..... per 1,000 images\$ _____

8-1/2 x 11" color images processed x 39,600 (+/-) images:
..... per 1,000 images\$ _____

8-1/2 x 14" black/grayscale images processed x 1,050,600 (+/-) images:
Medium to Heavy intervention..... per 1,000 images\$ _____

8-1/2 x 14" black/grayscale images processed x 375,000 (+/-) images:
Glasswork..... per 1,000 images \$ _____

8-1/2 x 14" color images processed x 158,400 (+/-) images:
..... per 1,000 images\$ _____

Over 8-1/2 x 14" up to and including 11 x 17" black/grayscale images
processed x 138,600 (+/-) images per 1,000 images.....\$ _____

Over 8-1/2 x 14" up to and including 11 x 17" color images
processed x 15,400 (+/-) images per 1,000 images.....\$ _____

Over 11 x 17" up to and including 36 x 48" large format engineering plans
black/grayscale images processed x 356,400 sq ft. (+/-):
.....per square foot\$ _____

Over 11 x 17" up to and including 36 x 48" large format engineering plans
color images processed x 39,600 sq. ft (+/-):per square foot.....\$ _____

OCR process x 2,133,600 documents.....per 1,000 documents...\$ _____

OCR process x 2,750 maps/charts/graphs (Over 11 x 17" to 36 x 48") documents
.....per 1,000 documents...\$ _____

Standard naming entry x 100,000 entries.....per 1,000 entries.....\$ _____

Manual project folder labeling (Historical Files) x 75,000 entries
.....per 1,000 entries/folders...\$ _____

Manual project folder label scan/capture (Active Files) x 25,000 entries
.....per 1,000 entries/folders...\$ _____

Re-attaching documents to folder prongs x 200,000 prongs, estimated two prongs
per folder for 100,000 folders
.....per 1,000 prongs\$ _____

_____Initials

TOTAL PRICE: \$ _____

CONTRACTORS SIGNATURE: _____

CONTRACTOR NAME: _____

CONTRACTOR CODE: _____

CONTRACTOR MUST SUBMIT A FINAL COUNT OF ALL LINE ITEMS REQUIRED FOR VERIFICATION AT TIME OF FINAL DELIVERY. SUBMIT SIGNED VERIFICATION WITH PAYMENT. CONTRACTOR WILL BE PAID FOR ACTUAL NUMBER OF DOCUMENTS PROCESSED BASED ON THE ABOVE PRICES.

Fill out and return one copy of Schedule of Prices, Page 14-15, attached to GPO Form 910.



June 29, 2016

AMENDMENT NO. 2

RE: JACKET 646-625

SPECIFICATIONS AMENDED

Bid opening changed to July 27, 2016 at 2 p.m., (Central Time), Dallas, TX.

On Page 1 under "Facsimile bids are acceptable.", Change Schedule of Prices, Page 7 to Page 14.

- Before "NOTE – ON-SITE SCANNING REQUIRED." Insert the following paragraph:

"ON-SITE REVIEW/INSPECTION OF MATERIALS: The materials to be furnished by the GPO/Agency shall be examined at US Army Corps of Engineers – Tulsa District, 1645 S. 101st Ave., Tulsa, OK 74128-4609, on Wednesday, July 20, 2016 at the following times: 10 a.m. to noon AND 2 p.m. to 4 p.m. Contractors MUST contact Jim Hunt at 214-767-0451 or jhunt@gpo.gov to sign up for the review. The deadline for signing up for the material inspection is 3 p.m., Central Time, Monday, July 18, 2016.

Examination of materials by the bidder is an integral part of these specifications. No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the materials and thoroughly understand the nature and extent of the work to be performed."

On Page 6 under "PREAWARD TEST:" Change the date to August 4, 2016.

- Under "ON-SITE PRODUCTION FACILITY:" Add "Three locations designated as work areas are available in close proximity to the files being scanned. A 9 1/2 ft. X 13 ft. room, a 7 1/2 ft. X 10 ft. cubicle, and a 9 1/2 ft. X 8 ft. cubicle.

On Page 8 under "PRODUDCT:" Replace entire paragraph with "State-of-the-art scanning of paper administrative records/files containing text and graphics, including fine detail maps to multipage .pdf electronic files delivered on an agency supplied external hard drive(s), such as LaCie 2big Quadra USB 3.0 external hard drive, or equal. Contractor cannot hold any of the government furnished material after completion. All material must be returned to the storage area within ONE (1) day of completion."

- Remove "A database of the existing files will be furnished."

On Page 9 under "GOVERNMENT TO FURNISH:" Replace item #4 with "Rolling carts are available from the agency upon request. Any additional support to safely move files from storage location to work area(s) must be provided by the contractor."

- Under "CONTRACTOR TO FURNISH: NOTE:" Replace last line with, "Contractor to replaced ALL materials scanned to their original location and in the condition found, unless otherwise instructed by the agency."

On Page 12 under "SCHEDULE:" Change date to "on or before August 10, 2016."

On Page 13 first line, change date to "August 22, 2016."

- Change "DELIVER COMPLETE ON..." to March 31, 2017.

- Change "the Schedule of Prices, Page 11." To "Page 14."

Sincerely,

A handwritten signature in black ink that reads "R Trussell".

RACHEL N. TRUSSELL



June 27, 2016

AMENDMENT NO. 1 RE: JACKET 646-625 SPECIFICATIONS AMENDED

Bid opening remains July 6, 2016

On Page 1 under "OFFERS:", Change Schedule of Prices, Page 7 to Page 14.

On Page 10 under "QUALITY EVALUATION:" Change (SEE WARRANTY, PAGE 7) to PAGE 8.

On Page 11 under DOCUMENT HANDLING:" Add: "Fragile documents represent 35% of the total documents to be scanned. They include warranties and deeds from the 1940s and 1950s."

On Page 11 under "IMAGE RESOLUTION:" Remove: "up to 600 dpi"

On Page 11 under "SCANNING:" Remove: "(up to 600 dpi)"

- Delete "Images smaller than 8-1/2 x 11" shall be centered, and square.
- Remove all instances of "grayscale".
- Change reference to "both sides scanned" from 25% to 10%.

On Page 12 under "DISTRIBUTION:" Remove "the external hard drive(s)"

On Page 14 under "JACKET 647-625 SCHEDULE OF PRICING" change "sg." to "sq."

- change 647-625 to 646-626.
- Remove line "\$_____per contractor provided hard drive..."

Sincerely,

A handwritten signature in black ink that reads "R Trussell".

RACHEL N. TRUSSELL