U.S. GOVERNMENT PRINTING OFFICE
San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Scanning of Archived Documents

as requisitioned from the U.S. Government Printing Office (GPO) by
U.S. Army Corps of Engineers, Sacramento District

Single Award

The term of this contract is for one year, beginning **Date of award and ending November 30, 2017**, plus as many as four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

RESTRICTION OF LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within 20 miles of the U.S. Army Corps of Engineers - Sacramento District Office, 1325 J Street, Sacramento, CA 95814.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:

For information of a technical nature call Alan Zada at (707) 748-1970 ext. 6. (No collect calls.)

Quotes may be submitted via fax machine. The GPO fax numbers are (707) 748-1980 or 1981.

To submit a quote, contractors must execute and submit the 'Schedule of Prices' pages 16 through 19 herein.

QUOTES DUE: Quotes due at 11:00 AM Pacific Time on DECEMBER 13, 2016.

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SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this solicitation will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)). A copy of these publications, as well as other supplemental GPO contract documents, can be obtained at: http://www.gpo.gov/vendors/gaocab.htm

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, has been revised. The new clause can be found at ww.gpo.gov/pdfs/vendors/contractdisputes.pdf. This revised clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

CONTRACTING METHOD: This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Printing Office Printing Procurement Regulation (PPR: GPO Publication 305.3, Rev. 99), Chapter VII, Section 4. The sealed bid terminology as used throughout these specifications is synonymous with their procurement counterparts.

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site (http://www.gpo.gov/vendors/index.htm) where one can register as a GPO contractor using the **'GPO Contractor Connection'** link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor s seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: "EIN/TIN #" (Employer Identification Number or Taxpayer Identification Number); "Subject to Backup Withholding" (See Form W-9, Request for Taxpayer Identification Number and Certification); and, "Current W-9 Request" (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

SUBCONTRACTING: Subcontracting will not be permitted.

FACSIMILE BIDS: Facsimile bids are permitted.

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

(c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.

(d) Facsimile bids must contain the required signatures.

(e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.

(f) Submit facsimile bid to **fax number: (707) 748-1980 or (707) 748-1981**, one bid per facsimile.

(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

(1) Receipt of garbled or incomplete bid.
(2) Availability or condition of the receiving facsimile equipment.
(3) Incompatibility between the sending and receiving equipment.
(4) Delay in transmission or receipt of bid.
(5) Failure of the bidder to properly identify the bid.
(6) Illegibility of bid.
(7) Security of bid data.

PRE-AWARD 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.

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.

CRIMINAL SANCTIONS: 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) which is made applicable to Contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $10,000.00.

DOCUMENT CONVERSION QUALITY ASSURANCE STANDARDS: The contractor will be required to maintain the following document conversion standards:

- Documents shall be accurately and consistently prepared and unitized in accordance with furnished instructions. File and document integrity and order must be maintained to a level of 100% accuracy.
- All scanning shall be performed in accordance with ANSI/AIIM MS44-1993, *Recommended Practice for Quality Control of Image Scanners*, including the use of text targets. The contractor is responsible for ensuring that all deliverables meet applicable AIIM and ANSI standards. Document resolution, contrast, gray scaling, skew and general workmanship shall be maintained to consistently produce professional results.
- Delivered source input shall be scanned and archived as CCITT Group IV TIFF files.
- Delivered source input shall equal scanned image output. The reproduction ratio and document orientation shall be such that the image is not unnecessarily reduced.
- Deliverables must be without typographical errors and be must be accurate to the design instructions on which they are based. The contractor shall deliver finished products to the Government which do not require quality control review, proofreading, editing, spelling corrections, etc. by the Government.
- Delivered load files and database files shall be free of any operative defects, including, but limited to, the following: Documents scanned out of order; omission of furnished documents;

incorrect document numbering and/or page numbering; erroneous document boundaries; erroneous data image retrieval links, etc.

- Delivered IPRO (including Scan-IT), Summation and Opticon load files shall operate successfully with customer's Concordance database;
- Delivered DVD-R disc(s) shall be operative in a Microsoft Windows operating system environment, unless otherwise instructed.
- Imaged pages shall be returned in the identical order, collation and condition in which they were received, unless otherwise stated.

DIGITAL SCANNING QUALITY CONTROL: The contractor shall be required to use the disciplined conventions of a proven quality control system to ensure that source input is consistently and accurately converted to the electronic format described herein. To this end, the contractor shall:

- Utilize automated production workflow software to provide detailed control and reports;
- Provide file tracking methodology and software ensuring source input equals image output;
- Inspect each image generated, comparing it to the original source document to make sure that the source document is equal to the electronic image;
- The contractor shall exercise systematic quality control means and methods whereby all DVD-R discs shall be manufactured in accordance with DVD Forum Book D (using applicable version) specifications.

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

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under this contract may be ordered by the issuance of print orders (GPO Form 2511); or by individual order forms, to be designed and/or approved by the ordering agency and furnished by the contractor.

If individual order forms are used, then, at time intervals mutually convenient to the contractor and the Government, print orders (GPO Form 2511) will be subsequently issued by the Government to summarize the work authorized by issuance of the order forms. The print order (GPO Form 2511) will authorize payment for the summary of the confirmed work performance.

Orders may be issued under the contract from date of award and ending November 30, 2017, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

PAYMENT: Contractors are required to submit all vouchers through the FAX Gateway. Each invoice submitted to GPO for payment must be for only one job and it must contain a copy of the print order and proof of delivery. If a delivery receipt contains proof of delivery for more than one job, the receipt must be duplicated and a copy submitted with each invoice. To get instructions, go to: http://www.gpo.gov/vendors/payment.htm

Note: The contractor shall itemize each billing voucher in accordance with the contract 'Schedule of Prices.'

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by Print Orders issued in accordance with the "Ordering" clause of this contract.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period below. Pricing will thereafter be eligible for adjustment during the second and any succeeding period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from date of award to November 30, 2017 The second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The Economic price adjustment will be the percentage difference between the Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending August 31, 2016, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the pickup of Government-furnished documents by contractor's employee in a contractor-owned vehicle, scanning of archived records of Government-furnished documents, requiring such operations as document preparation, disassembly and hand-feeding of original documents, generation of Optical Character Recognition (OCR) conversion; generation of Adobe Acrobat "Text + Image" PDF files; archiving onto DVD-R discs, re-assembly and re-construction of furnished hardcopy originals into their original state; packing and delivery of the furnished materials and DVD's by contractor's employee in a contractor-owned vehicle.

TITLE: Scanning of Archived Documents**.**

FREQUENCY OF ORDERS: Approx. 20 boxes (15"L x 12"W x 10"H) of archived records per month.

QUANTITY: Each order will typically consist of approx. 20 boxes with approx. 2,500 sheets per box to be scanned.

PAGE SIZE: Approx. 95% of the documents will be 8-1/2 x 11", 5% will be 8-1/2 x 14", 11 x 17" and larger than 11 x 17" with large maps, size C and larger and blueprints.

GOVERNMENT TO FURNISH:
• File folders with 8 ½" x 11" sheets or larger, some stapled, some loose, some clipped in groups. Some pages (e.g., routing sheets, note paper) may be smaller. Paper thicknesses vary.

• Comb-bound or staple-bound reports or reports in 3-ringed binders with all 8 ½" x 11" pages or 8 ½" x 11" and 11" x 17" mixed. Some reports may include interspersed pages longer than 17" as well as oversized maps.

• Large maps/blueprints greater than 11" x 17", possibly 11" x 24+", 17" x 22" and larger.

• Slides, CDs, DVDs, microfiche, aperture cards, or other media. These do not require any processing. Do not scan loose photos unless they have descriptions written on reverse sides. Do not scan glue-bound or cloth-bound books or fan-fold computer paper.

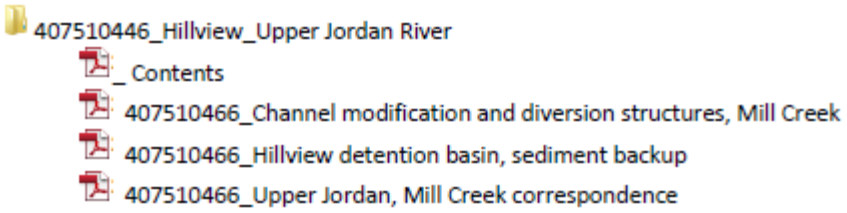
A single sheet of paper lying inside the box and on top of its contents will list the names of each folder or report in the order they occur in the box. This list must remain with the box.

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.

DIGITAL SCANNING:

- Scan in black and white, 300 DPI. Except: Use grayscale or color settings when needed to assure clarity and appropriate contrast for readability. Scanned images must be as readable on-screen as hardcopy originals. Pages with color photos, color charts, color lines, or color maps must be scanned in color. Pages with black and white photos on them must be scanned in color or high quality grayscale to maintain clarity of details. Generally, blueprints should be scanned in color. Remove blank pages from final PDF files.

- Scan each hardcopy file folder, report, or binder to its own PDF file. OK to remove and discard all sticky notes and sticky tabs attached to pages prior to scanning.
- Name each PDF file with the box number (located on a label on the outside of the box) followed by the name on the corresponding folder tab or report cover. Name the directory for each box (one box per directory) with the box number and the name supplied on the purchase request (from supplied spreadsheet). Box numbers, sometimes called SKP numbers, may be all numerals or alpha-numeric (e.g., SVG138963). A typical directory for one box might look like this:



- Most boxes will have a numbered list lying on top of the files that is the table of contents for the box. Scan the contents page into this directory as well, as shown above. Identify it as "_Contents" to keep it on top of file group. If there is no list, create one based on the names on folder tabs and report covers. Can be legibly handwritten. Items on list must be consecutively numbered and in the same order as the files and reports in the box.
- Copy each PDF's file name (e.g., 407510466_Hillview detention basin, sediment backup) to the title metadata of the PDF (Figure 1). This title is used as the link name by the Agency's search engine.

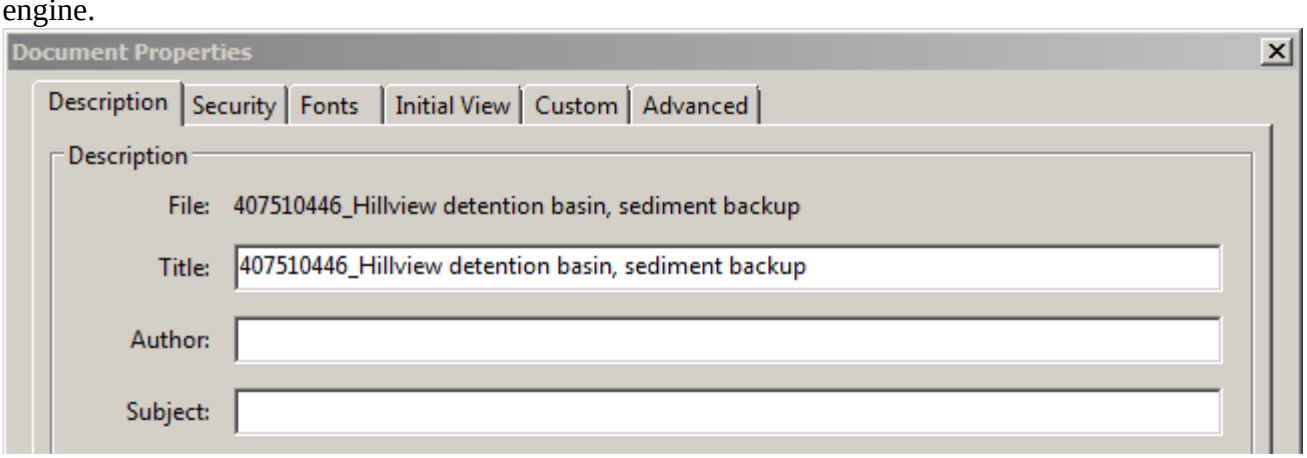


Figure 1. File name copied to title metadata in Adobe Acrobat

- Set the initial view of the PDF to Single Page for page layout, Fit Page for magnification, and Bookmarks Panel and Page for how it opens (Figure 2).

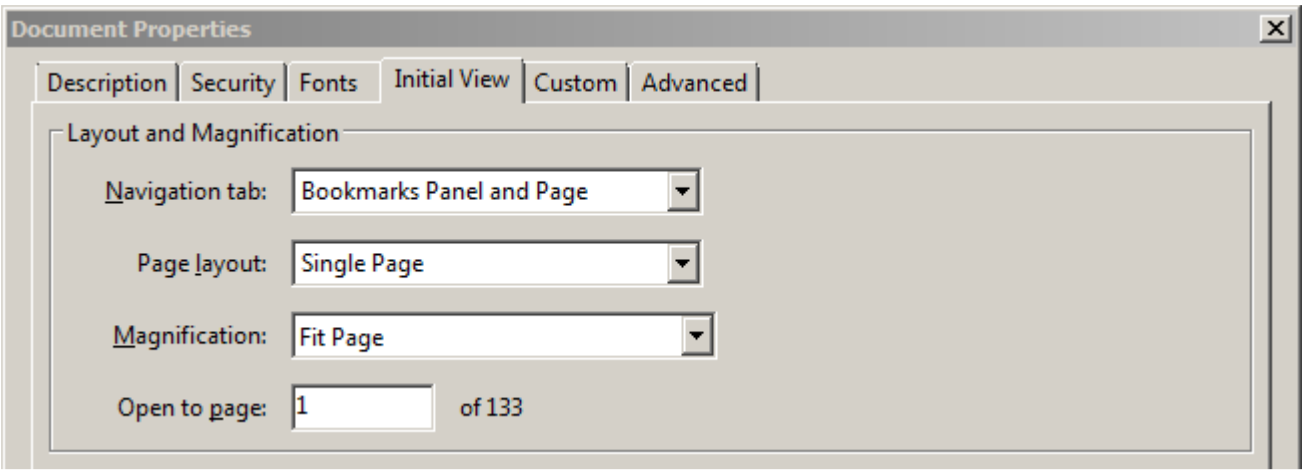


Figure 2. Initial view settings in Adobe Acrobat

- Add PDF bookmarks to identify the beginning of each stapled group of pages or each loose group of pages within a folder, report, or binder – to help readers navigate the document. Bookmark format is box number + sequence number per table of contents list + sequence number within the PDF. Figure 3 illustrates a typical bookmark panel in Adobe Acrobat. Note: Clipped documents that have stapled sub-groups within them should be treated as one document. No need to bookmark the sub-groupings.

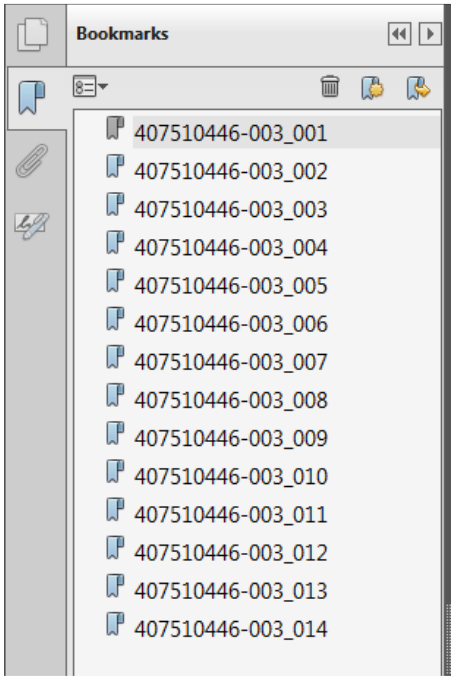


Figure 3. Example of typical bookmark pane

POST-SCANNING FOLLOW-UP:

- OCR all PDFs for search engine readability.
- Re-staple and re-clip sheets to as-received condition. Use existing clips when possible.
- For comb-bound or extra-long-staple-bound reports, group pages together with a rubber band after processing. No need to re-insert combs or re-staple.
- Return folders and reports to storage boxes in the same order as received (per contents list found inside box).

- Mark folder tabs and upward-facing edges of report covers with a red check mark to indicate that they have been scanned. Marks should be easily visible when boxes are opened.
- Do not remove box number labels from outside of boxes.
- Write **Done-[Date]** in indelible red ink (e.g., Done-11/15/16) on box number label to indicate entire box has been scanned. Do not obscure box number and do not make any other markings on boxes.
- Lay contents list inside of box on top of documents before sealing for return trip.
- Copy PDF's onto DVD's. Each box is required to have at least 1 DVD (multiple DVD's per box is allowed), do not copy more than 1 box onto the same DVD.

OCR PROCESSING: Orders will require Optical Character Recognition (OCR) processing. To this end, the contractor shall scan the furnished hardcopy originals using optical character recognition (OCR) and image scanning means and methods to digitize the furnished hardcopy in satisfaction of the following contract requirements:

- The contractor shall scan the furnished documents at a resolution that produces: (1) Clean and crisp on-screen viewing; (2) 100% text searchability, as well as; (3) clean, crisp, readable printed copy when output using digital desktop publishing quality office printing equipment.

- The contractor has permission to disassemble the furnished volumes for looseleaf scanning, based upon the provision that each furnished volume shall be accurately re-assembled and re-bound in the same fashion as furnished.

CONVERSION TO PDF CONTENT: Once the furnished printed originals have been scanned the contractor shall create Adobe Acrobat Portable Document Format (PDF) files in satisfaction of the requirements cited hereafter. If the contractor chooses to use Adobe Capture to scan the furnished original documents, the contractor shall use Adobe Capture 3.0 (or newer updated version). Use of Adobe Capture versions previous to Capture 3.0 are *not* acceptable.

It is assumed that the contractor shall best meet the stated contract requirements by distilling the copy elements using the Adobe Distiller "PrintOptimized" settings. The contractor shall contact the GPO before undertaking any alternatives to this production assumption.

The final Adobe Acrobat PDF documents that shall include the following qualities and features:

- All PDF pages, tables, charts, maps and photos shall be aligned (i.e. straight, not skewed). Pages will be centered so that the display does not jump off-center when progressing from left-hand to right-hand pages.
- RGB color elements are to match the printed originals.
- After scanning the originals, the copy shall be captured and the content verified to produce *100% searchable* copy.
- The contractor shall generate, and each PDF file shall contain, thumbnails for each publication page.
- The cover page of each volume shall automatically open the cover page at the "Fit Width" view with the Bookmarks showing. The contractor shall create each PDF file so that, by default, it navigates with the "single page" setting enabled (see figure 2).
- Remove blank pages from final PDF files.

- No security passwords are to be activated in the PDF documents.
- When pages must be rotated, they are to open at 100%.
- Contractor shall save all PDF files as an “Original Image with Hidden Text” file.

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

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

Patent Rights: Several firms claim patent rights, which may be applicable to DVD replication (CD replication patents having expired). For example, see http://www.licensing.philips.com. U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and replication of DVD discs and assert it is impossible to manufacture or replicate a DVD disc without infringing these patents. The patent claims cover, among other things, both the physical structure of and the manner in which data is encoded onto a replicated DVD, as well as the blank disc media used to replicate DVD discs. Other firms, including Discovision Associates, Irvine, CA, also claim similar patent rights.

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

Duplicated/replicated DVD discs to have a minimum shelf life of 10 years.

The contractor shall include the name and a contact phone number of contractor's DVD+R media supplier with contractor's bid.

LABELING OF DVD DISCS: Label or face print on DVD discs. Contractor to print a label in black ink that will be placed by the contractor on the face of each DVD disc or the contractor may also print directly unto the face of each DVD disc. Overprinting directly unto the DVD discs will require a satin-finish coating. Overprinting may be screen printed or litho printed. White base coat must provide suitable base for litho overprint and create a monotone surface over both the metallized and clear portions of the disc.

Before printing the labels or printing directly on DVD discs, the contractor shall contact the person cited on the Print Order to discuss the DVD discs naming convention to be used for a given order. Unless otherwise indicated by the ordering agency, the contractor shall label or directly print on each DVD discs in a professional manner to most accurately reflect the contents archived thereon.

Disk Packaging: The contractor shall slip each DVD-R into a common commercially available paper envelope with poly window and flap. Each disc shall be inserted into a sleeve so that the disc label shows through the clear poly window. The contractor shall place DVD-R in a suitable mailer for distribution as indicated on the Print Order.

Warning: All electronic media made by the contractor must be kept accountable and under reasonable security to prevent their unauthorized release. Disks are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media

shall be degaussed or securely overwritten and any printouts and non-erasable media shall be destroyed by the contractor.

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

REASSEMBLY OF ORIGINALS: Unless otherwise instructed on the print order, the contractor will typically be required to reassemble, refasten and return the original documents in the same order, same manner and in the same condition as furnished. Re-staple and re-clip sheets to as-received condition, use existing clips when possible. Reinsert into binders. For comb-bound or extra-long-staple-bound reports, group pages together with a rubber band after processing. No need to re-insert combs or re-staple.

PACKING: Pack each file copy set in original cardboard box/carton. Label each carton according to instructions furnished by the ordering agency. See post scanning follow-up instructions on pages 11 and 12.

DISTRIBUTION: Orders will be picked up and delivered f.o.b. destination: Jason Currier
Print Specialist, ACE-IT, U.S. Army Corps of Engineers - Sacramento District, 1325 J St - Sacramento, Ca 95814, Phone: 916-557-5345, Cell: 916-296-7090. [Inside delivery required.]

Return of Government-furnished material: All furnished material must picked-up and returned by an employee of the contractor in a contractor-owned vehicle. The contractor must return all materials furnished by the Government for each order concurrent with delivery of that order.

All expenses incidental to pickup and return of Government materials must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual work order form or print order (GPO Form 2511B).

Contract orders will require pickup of furnished material at: Jason Currier Print Specialist, ACE-IT, U.S. Army Corps of Engineers - Sacramento District, 1325 J St - Sacramento, Ca 95814, Phone: 916-557-5345, Cell: 916-296-7090.

No definite schedule for pickup of material can be specified.

The following schedule begins at the time of notification of the availability of print order and furnished material.

Pick up material within 24 hours (1 work day) of request by the Agency representative.

Picked up material and archived DVD disks of scanned material must be delivered no later than 15 work days after pick up of material. Contractor must contact Jason Currier at 916-557-5345 or (cell) 916-296-7090, 48 hours prior to delivery of material and DVD’s. Agency may have additional material to pick up at the time of delivery.

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

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

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

I.

(a)	1,200
(b)	1,200
(c)	2,400
(d)	2,400
(e)	5
(f)	5
(g)	75
(h)	75
(i)	3,000
(j)	3,000
(k)	8,000
(l)	8,000

II.

(a)	310

III.

(a)	200
(b)	200
(c)	200

SECTION 4. - SCHEDULE OF PRICES

GPO Fax Numbers: (707) 748-1980, 1981

Quotes due: 11:00 AM / Date: December 13, 2016

Quotes offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

An entry of NC (No Charge) shall be entered if contractor intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Large format drawings larger than 17 x 11”: To determine the chargeable square footage of a product, the contractor shall multiply the product's trim size dimensions and divide by 144 square inches, rounding fractional parts up to the nearest .5 square foot. Examples: A drawing measuring 21 x 15" would equal 2.5 chargeable square feet (or, 21 x 15/144 = 2.19 = 2.5 sq. ft.); a 32 x 40" drawing would Equal 9 chargeable square feet (or, 32 x 40/144 = 8.89 = 9 sq. ft.).

Fractional parts of 100 shall be prorated at the "per 100" rate.

I. SCANNING, DIGITAL PROCESSING: Scanning (includes OCR processing, conversion to Adobe PDF, labeling of files and archiving onto appropriately labeled DVD-R disc(s) :

(a) Digital scanning of black only source documents as large as
8-1/2 x 11" (one sided)……per 100 page.....$_____
(b) Digital scanning of black only source documents as large as
8-1/2 x 11" (two sided)……per 100 page.....$_____
(c) Digital scanning of color source documents as large as
8-1/2 x 11" (one sided)……per 100 page.....$_____
(d) Digital scanning of color source documents as large as
8-1/2 x 11" (two sided)……per 100 page.....$_____
(e) Digital scanning of black only source documents as large as
8-1/2 x 14" (one sided)……per 100 page.....$_____
(f) Digital scanning of color source documents as large as
8-1/2 x 14" (one sided)……per 100 page.....$_____

(g) Digital scanning of black only source documents as large as
11 x 17" (one sided)……per 100 page .....$_____
(h) Digital scanning of color source documents as large as
11 x 17" (one sided)……per 100 page .....$_____
(i) Digital scanning of black only source documents larger than
11 x 17" (one sided)……..…...per sq. foot.....$_____
(J) Digital scanning of color source documents larger than
11 x 17" (one sided)……....per sq. foot.....$_____
(k) Digital scanning of large format documents black only source maps,
size C and blueprints larger than 11 x 17”…….....per sq. foot.....$_____
(l) Digital scanning of large format documents color source maps,
Size C and blueprints larger than 11 x 17”…….per sq. foot .....$_____

II. DVD DISKS: Only include cost of each disk and labeling on disk, do not include cost of archiving on disk.

(a) DVD-R labeled disks…….per disk .....$_____

III. ADDITIONAL OPERATIONS:

(a) Removal/reinsertion of materials from three-ring binders.....per binder…..$_____
(b) Removal of materials from comb-bound reports…….....per report…..$_____
(c) Removal of materials from stapled report.....per report…...$_____

_____
Initials

CONTRACTOR'S NAME AND SIGNATURE: Fill out and submit all pages in "Section 4.- Schedule of Prices", initialing or signing each in the space provided.

Bidder_____ GPO Contractor Code No._____

_____
(City - State)

By_____
(Signature and title of person authorized to sign this bid)

_____
(Person to be contacted) (Telephone Number)

_____
Initials

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 obtains 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 com-ponents of unknown origin have been considered to have been minded, 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 a 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 and 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 is 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.

*** SAMPLE BID ENVELOPE ***

To ensure proper processing of all bids, the following information is required on all mailed bid envelopes. Bidders using commercial carrier services shall include the Program/Jacket number and the bid opening time/date on the outermost envelope or wrapper.

Program/Jacket: _____
From: _____
Address: _____
_____

Check appropriate:
_____ Bid enclosed
_____ No Bid

U.S. Government Publishing Office
536 Stone Road, Suite I
Benicia, CA 94510-1170

Bids will be received
until DECEMBER 13, 2016
at 11:00 AM prevailing
San Francisco time.