

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Discover-E Portland, OR		D.T.I. Portland, OR		Imagenet LLC Kent, WA		Ricoh USA Malvern, PA		Smart Legal Document Solutions Portland, OR		Streamline Imaging, LLC Portland, OR		PREVIOUS 1 / ESTIMATE Portland, OR	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. COPYING AND BLOW-BACKS: Cost must be all inclusive, which includes the cost of the stock.															
(a) Gray-scale copying per impression from originals.															
(1) Auto-feed															
a) up to and including 8-1/2 x 11"	1769	0.04	70.76	0.03	53.07	0.03	53.07	0.04	70.76	0.05	88.45	0.04	70.76	0.04	70.76
b) over 8-1/2 x 11" up to and including 11 x 17"	1409	0.08	112.72	0.03	42.27	0.05	70.45	0.07	98.63	0.12	169.08	0.04	56.36	0.07	91.59
(2) Light litigation															
a) up to and including 8-1/2 x 11"	5307	0.06	318.42	0.04	212.28	0.03	159.21	0.04	212.28	0.07	371.49	0.04	212.28	0.04	212.28
b) over 8-1/2 x 11" up to and including 11 x 17"	4226	0.12	507.12	0.04	169.04	0.05	211.30	0.07	295.82	0.12	507.12	0.04	169.04	0.07	309.91
(3) Medium litigation															
a) up to and including 8-1/2 x 11"	7076	0.08	566.08	0.05	353.80	0.03	212.28	0.05	353.80	0.12	849.12	0.04	283.04	0.04	283.04
b) over 8-1/2 x 11" up to and including 11 x 17"	5635	0.16	901.60	0.05	281.75	0.05	281.75	0.09	507.15	0.12	676.20	0.04	225.40	0.09	478.98
(4) Heavy litigation															
a) up to and including 8-1/2 x 11"	17690	0.12	2122.80	0.08	1415.20	0.05	884.50	0.095	1680.55	0.14	2476.60	0.10	1769.00	0.10	1769.00
b) over 8-1/2 x 11" up to and including 11 x 17"	14087	0.20	2817.40	0.08	1126.96	0.20	2817.40	0.165	2324.36	0.14	1972.18	0.10	1408.70	0.15	2077.83
(5) Glass work															
a) up to and including 8-1/2 x 11"	3538	0.20	707.60	0.12	424.56	0.10	353.80	0.15	530.70	0.17	601.46	0.16	566.08	0.16	566.08
b) over 8-1/2 x 11" up to and including 11 x 17"	2817	0.20	563.40	0.12	338.04	0.25	704.25	0.25	704.25	0.17	478.89	0.16	450.72	0.19	539.93
(6) Over-sized, cost per square foot	3931	0.49	1926.19	0.39	1533.09	0.25	982.75	0.45	1768.95	0.40	1572.40	0.49	1926.19	0.49	1926.19
(b) Color copying per impression from originals.															
(1) Auto-feed															
a) up to and including 8-1/2 x 11"	953	0.15	142.95	0.29	276.37	0.05	47.65	0.25	238.25	0.39	371.67	0.29	276.37	0.29	276.37
b) over 8-1/2 x 11" up to and including 11 x 17"	759	0.25	189.75	0.29	220.11	0.20	151.80	0.35	265.65	0.49	371.91	0.29	220.11	0.31	236.56
(2) Light litigation															
a) up to and including 8-1/2 x 11"	2858	0.15	428.70	0.29	828.82	0.10	285.80	0.25	714.50	0.39	1114.62	0.29	828.82	0.29	828.82
b) over 8-1/2 x 11" up to and including 11 x 17"	2276	0.25	569.00	0.29	660.04	0.20	455.20	0.35	796.60	0.49	1115.24	0.29	660.04	0.31	709.35
(3) Medium litigation															
a) up to and including 8-1/2 x 11"	3810	0.15	571.50	0.29	1104.90	0.10	381.00	0.28	1066.80	0.49	1866.90	0.29	1104.90	0.29	1104.90
b) over 8-1/2 x 11" up to and including 11 x 17"	3034	0.25	758.50	0.29	879.86	0.20	606.80	0.38	1152.92	0.59	1790.06	0.29	879.86	0.33	1011.33
(4) Heavy litigation															
a) up to and including 8-1/2 x 11"	9526	0.16	1524.16	0.29	2762.54	0.10	952.60	0.29	2762.54	0.49	4667.74	0.49	4667.74	0.49	4667.74
b) over 8-1/2 x 11" up to and including 11 x 17"	7585	0.25	1896.25	0.29	2199.65	0.20	1517.00	0.39	2958.15	0.59	4475.15	0.49	3716.65	0.37	2793.81
(5) Glass work															
a) up to and including 8-1/2 x 11"	1905	0.25	476.25	0.29	552.45	0.50	952.50	0.45	857.25	0.59	1123.95	0.49	933.45	0.49	933.45
b) over 8-1/2 x 11" up to and including 11 x 17"	1517	0.25	379.25	0.29	439.93	1.00	1517.00	0.55	834.35	0.69	1046.73	0.49	743.33	0.55	826.77
(6) Over-sized, cost per square foot	2117	3.00	6351.00	3.00	6351.00	4.00	8468.00	2.75	5821.75	2.00	4234.00	3.00	6351.00	3.00	6351.00
(c) Blow-backs.															
(1) Gray-scale, cost per blow back															
a) up to and including 8-1/2 x 11"	35381	0.04	1415.24	0.04	1415.24	0.03	1061.43	0.045	1592.15	0.08	2830.48	0.03	1061.43	0.03	1061.43
b) over 8-1/2 x 11" up to and including 11 x 17"	28174	0.08	2253.92	0.15	4226.10	0.03	845.22	0.09	2535.66	0.12	3380.88	0.03	845.22	0.08	2347.83
(2) Color, cost per blow back															
a) up to and including 8-1/2 x 11"	19051	0.29	5524.79	0.39	7429.89	0.25	4762.75	0.29	5524.79	0.39	7429.89	0.39	7429.89	0.39	7429.89
b) over 8-1/2 x 11" up to and including 11 x 17"	15170	0.29	4399.30	0.49	7433.30	0.25	3792.50	0.49	7433.30	0.69	10467.30	0.39	5916.30	0.43	6573.67
(3) Over-sized gray scale, cost per square foot	3931	0.49	1926.19	0.39	1533.09	0.50	1965.50	0.45	1768.95	0.50	1965.50	0.49	1926.19	0.49	1926.19
(4) Over-sized color, cost per square foot	2117	3.00	6351.00	3.00	6351.00	3.00	6351.00	2.45	5186.65	2.00	4234.00	2.50	5292.50	2.50	5292.50
II. SCANNING: Will consist of hard copy scanning.															
(a) Gray-scale scanned to TIFF or PDF, with a minimum 300 dpi burned to CD or DVD. Cost must include scanning, computer indexing, second pass verification, creating a load file and provide a viewer. Cost per scan.															
(1) Auto-feed															
a) up to and including 8-1/2 x 11"	7076	0.04	283.04	0.03	212.28	0.02	141.52	0.045	318.42	0.05	353.80	0.03	212.28	0.03	212.28
b) over 8-1/2 x 11" up to and including 11 x 17"	5635	0.04	225.40	0.03	169.05	0.02	112.70	0.045	253.58	0.05	281.75	0.03	169.05	0.04	201.92
(2) Light litigation															
a) up to and including 8-1/2 x 11"	21228	0.06	1273.68	0.06	1273.68	0.04	849.12	0.055	1167.54	0.07	1485.96	0.06	1273.68	0.06	1273.68
b) over 8-1/2 x 11" up to and including 11 x 17"	16904	0.06	1014.24	0.06	1014.24	0.04	676.16	0.055	929.72	0.07	1183.28	0.06	1014.24	0.06	971.98
(3) Medium litigation															
a) up to and including 8-1/2 x 11"	28305	0.08	2264.40	0.06	1698.30	0.10	2830.50	0.065	1839.83	0.09	2547.45	0.06	1698.30	0.06	1698.30
b) over 8-1/2 x 11" up to and including 11 x 17"	22539	0.08	1803.12	0.06	1352.34	0.10	2253.90	0.065	1465.04	0.09	2028.51	0.06	1352.34	0.08	1709.21
(4) Heavy litigation															
a) up to and including 8-1/2 x 11"	70762	0.11	7783.82	0.11	7783.82	0.10	7076.20	0.095	6722.39	0.14	9906.68	0.12	8491.44	0.12	8491.44
b) over 8-1/2 x 11" up to and including 11 x 17"	56347	0.11	6198.17	0.11	6198.17	0.10	5634.70	0.095	5352.97	0.14	7888.58	0.12	6761.64	0.11	6339.04
(5) Glass work															
a) up to and including 8-1/2 x 11"	14152	0.18	2547.36	0.16	2264.32	0.10	1415.20	0.16	2264.32	0.16	2264.32	0.14	1981.28	0.14	1981.28
b) over 8-1/2 x 11" up to and including 11 x 17"	11269	0.18	2028.42	0.16	1803.04	0.10	1126.90	0.16	1803.04	0.16	1803.04	0.14	1577.66	0.15	1690.35
(6) Over-sized, cost per square foot	15725	0.49	7705.25	0.39	6132.75	0.50	7862.50	0.45	7076.25	0.40	6290.00	0.49	7705.25	0.49	7705.25

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		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(b) Color scanned to TIFF, PDF, or JPEG with a minimum 300 dpi burned to CD or DVD where the entire group of pages to be scanned is in color. Cost must include scanning, computer indexing, Second pass verification, creating a load file and provide a viewer. Cost per scan.															
(1) Auto-feed															
a) up to and including 8-1/2 x 11".....	3810	0.06	228.60	0.29	1104.90	0.05	190.50	0.155	590.55	0.10	381.00	0.20	762.00	0.20	762.00
b) over 8-1/2 x 11" up to and including 11 x 17".....	3034	0.06	182.04	0.29	879.86	0.05	151.70	0.155	470.27	0.10	303.40	0.20	606.80	0.14	432.35
(2) Light litigation															
a) up to and including 8-1/2 x 11".....	11431	0.12	1371.72	0.29	3314.99	0.05	571.55	0.185	2114.74	0.10	1143.10	0.20	2286.20	0.20	2286.20
b) over 8-1/2 x 11" up to and including 11 x 17".....	9102	0.12	1092.24	0.29	2639.58	0.05	455.10	0.185	1683.87	0.10	910.20	0.20	1820.40	0.16	1433.57
(3) Medium litigation															
a) up to and including 8-1/2 x 11".....	15241	0.15	2286.15	0.29	4419.89	0.10	1524.10	0.195	2972.00	0.15	2286.15	0.20	3048.20	0.20	3048.20
b) over 8-1/2 x 11" up to and including 11 x 17".....	12136	0.15	1820.40	0.29	3519.44	0.10	1213.60	0.195	2366.52	0.15	1820.40	0.20	2427.20	0.18	2194.59
(4) Heavy litigation															
a) up to and including 8-1/2 x 11".....	38102	0.21	8001.42	0.35	13335.70	0.10	3810.20	0.275	10478.05	0.25	9525.50	0.29	11049.58	0.29	11049.58
b) over 8-1/2 x 11" up to and including 11 x 17".....	30341	0.21	6371.61	0.35	10619.35	0.10	3034.10	0.275	8343.78	0.25	7585.25	0.29	8798.89	0.25	7458.83
(5) Glass work															
a) up to and including 8-1/2 x 11".....	7620	0.25	1905.00	0.35	2667.00	0.10	762.00	0.375	2857.50	0.25	1905.00	0.39	2971.80	0.39	2971.80
b) over 8-1/2 x 11" up to and including 11 x 17".....	6068	0.25	1517.00	0.35	2123.80	0.10	606.80	0.375	2275.50	0.25	1517.00	0.39	2366.52	0.29	1734.44
(6) Over-sized, cost per square foot.....	8467	1.00	8467.00	2.00	16934.00	2.00	16934.00	2.45	20744.15	0.80	6773.60	2.50	21167.50	2.50	21167.50
III. e-DISCOVERY: Cost must be all inclusive for the complete electronic file conversion with a minimum 300 dpi.															
(a) Native to native file preparation for native file review. Cost per gigabyte.....	5	95.00	475.00	175.00	875.00	N/C		175.00	875.00	300.00	1500.00	200.00	1000.00	200.00	1000.00
(b) Petrification of native file to pdf or tiff file. Cost per gigabyte.....	3	200.00	600.00	275.00	825.00	N/C		335.00	1005.00	500.00	1500.00	300.00	900.00	300.00	900.00
(c) Conversion of tiff to pdf files or pdf to tiff files. Cost per gigabyte.....	2	100.00	200.00	150.00	300.00	N/C		335.00	670.00	300.00	600.00	150.00	300.00	150.00	300.00
(d) Conversion of Microsoft Excel files to tiff or pdfs. Cost per hour.....	7	85.00	595.00	N/C		N/C		125.00	875.00	60.00	420.00	25.00	175.00	25.00	175.00
(e) Optical Character Recognition (OCR) of electronic files. Cost per gigabyte.....	31	N/C		25.00	775.00	N/C		250.00	7750.00	100.00	3100.00	N/C		N/C	
(f) Extraction of metadata from electronic document files to a load file. Cost per gigabyte.....	2	50.00	100.00	50.00	100.00	N/C		175.00	350.00	150.00	300.00	100.00	200.00	100.00	200.00
(g) De-duplication will be based on the uncompressed size of the electronic files. Cost per gigabyte.....	5	N/C		25.00	125.00	N/C		35.00	175.00	100.00	500.00	N/C		N/C	
(h) Filtering files based on the agencies parameters. Cost per gigabyte.....	4	50.00	200.00	50.00	200.00	N/C		60.00	240.00	75.00	300.00	100.00	400.00	100.00	400.00
(i) Hyper linking documents or pages within the same document or different documents. Cost per hyperlink.....	28	0.50	14.00	0.75	21.00	N/C		1.00	28.00	1.00	28.00	0.75	21.00	0.75	21.00
IV. OBJECTIVE and SUBJECTIVE CODING															
(a) Objective coding includes, but is not limited to fields such as Document date, document type, pre-existing bates numbers, attachment range, document title, author, and recipient. It is coding that does not require the contractor to read or understand the text, but can be copied verbatim from the document into the appropriate database field. Cost per 100 fields.....	3240	6.00	19440.00	8.00	25920.00	25.00	81000.00	13.20	42768.00	7.50	24300.00	10.00	32400.00	10.00	32400.00
(b) Subjective coding includes, but is not limited to a summary of the content of the document or analysis of issues. Cost per 100 fields.....	200	25.00	5000.00	25.00	5000.00	10.00	2000.00	30.00	6000.00	80.00	16000.00	25.00	5000.00	25.00	5000.00
(c) Document boundaries must show the placement of paper clips, staples, dividers, sticky-notes and etc. Boundaries will be based on 4 pages per document, a 1:4 ratio.															
(1) Standard (physical) document boundaries, per 100 boundaries.....	440	N/C		N/C		1.00	440.00	N/C		N/C		N/C		N/C	
(2) Logical (relational-ship) document boundaries, per 100 boundaries.....	200	3.00	600.00	10.00	2000.00	1.00	200.00	4.13	826.00	2.00	400.00	5.00	1000.00	5.00	1000.00

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		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
V. DISC AND EXTERNAL STORAGE DEVICES:																
(a) Producing an original disc for duplication. Cost must include a standard, single clear plastic or slim line jewel case and blank formatted blank disc.																
(1) DVD-5, single side, single layer, 4.7 gigabytes, cost per original.....	20	10.00	200.00	11.00	220.00	N/C	5.00	100.00	N/C	10.00	200.00	10.00	200.00	10.00	200.00	
(2) DVD-9, single side, double layer, 8.5 gigabytes, cost per original.....	15	10.00	150.00	15.00	225.00	N/C	5.00	75.00	N/C	15.00	225.00	10.00	150.00	10.00	150.00	
(3) CD-700 MB, 74 minutes, cost per original.....	83	5.00	415.00	6.00	498.00	N/C	5.00	415.00	N/C	5.00	415.00	5.00	415.00	5.00	415.00	
(b) Duplication of either DVD or CD disc. Cost must include standard, single clear plastic or slim line jewel case.																
(1) DVD-5, single side, single layer, 4.7 gigabytes, cost per disc.....	220	10.00	2200.00	12.00	2640.00	N/C	5.00	1100.00	10.00	2200.00	10.00	2200.00	10.00	2200.00	10.00	2200.00
(2) DVD-9, single side, double layer, 8.5 gigabytes, cost per disc.....	165	10.00	1650.00	16.00	2640.00	N/C	5.00	825.00	10.00	1650.00	15.00	2475.00	10.00	1650.00	10.00	1650.00
(2) CD-700 MB, 74 minutes, cost per disc.....	415	5.00	2075.00	7.00	2905.00	N/C	5.00	2075.00	5.00	2075.00	5.00	2075.00	5.00	2075.00	5.00	2075.00
(c) Downloading files to external storage devices compatible to the agency's computer platform. Cost will include downloading files and storage devices.																
(1) 8GB Flash drive, cost per Flash drive.....	4	15.00	60.00	37.50	150.00	N/C	25.00	100.00	30.00	120.00	20.00	80.00	25.50	102.00	25.50	102.00
(2) 16GB Flash drive, cost per Flash drive.....	4	15.00	60.00	37.50	150.00	N/C	35.00	140.00	35.00	140.00	30.00	120.00	50.00	200.00	50.00	200.00
(3) Suitable minimum 500GB external hard drive, cost per hard drive.....	10	125.00	1250.00	150.00	1500.00	N/C	150.00	1500.00	150.00	1500.00	100.00	1000.00	135.00	1350.00	135.00	1350.00
VI. ADDITIONAL OPERATIONS:																
(a) Tabbed dividers, copied one side only, cost per tabbed divider.....	600	0.25	150.00	0.25	150.00	1.00	600.00	0.20	120.00	0.75	450.00	0.20	120.00	0.20	120.00	
(b) Electronic bates stamping, cost per 100 stamps.....	5320	N/C		N/C		1.00	5320.00	0.80	4256.00	N/C		N/C		N/C		
(c) Physical bates stamping, cost per 100 stamps.....	280	5.00	1400.00	2.50	700.00	1.00	280.00	3.00	840.00	6.00	1680.00	0.05	14.00	0.05	14.00	
(d) Mounting on 3/16" to 3/8" thick Form Core, cost per square foot.....	40	3.50	140.00	4.00	160.00	5.00	200.00	3.75	150.00	6.00	240.00	4.00	160.00	4.00	160.00	
(e) Laminating with dry-erase laminate, cost per square foot.....	10	4.00	40.00	4.00	40.00	5.00	50.00	3.75	37.50	25.00	250.00	4.00	40.00	4.00	40.00	
(f) Converting VHS tape to a lossless compression file. Cost per video hour.....	4	25.00	100.00	45.00	180.00	5.00	20.00	33.25	133.00	50.00	200.00	35.00	140.00	35.00	140.00	
(g) Binders, 3" slant locking "D"-rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, index inserts copied, front and spine and a metal loose-leaf element, per binder.....	10	12.50	125.00	12.00	120.00	25.00	250.00	15.50	155.00	9.50	95.00	15.00	150.00	14.92	149.17	
(h) Binders, 4" slant locking "D"-rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, index inserts copied, front and spine and a metal loose-leaf element, per binder.....	15	16.50	247.50	15.00	225.00	25.00	375.00	29.50	442.50	20.00	300.00	18.00	270.00	20.67	310.00	
(i) Suitable black plastic comb binding. Cost to include collating, punching, and the comb. Cost per book.....	34	2.50	85.00	2.50	85.00	25.00	850.00	3.00	102.00	5.00	170.00	3.00	102.00	3.20	108.80	
(j) Suitable black plastic spiral binding. Cost to include collating, punching, and the spiral. Cost per book.....	17	2.50	42.50	2.50	42.50	25.00	425.00	3.00	51.00	5.00	85.00	3.50	59.50	3.30	56.10	
CONTRACTOR TOTALS			\$149,755.92		\$190,846.35		\$192,087.56		\$208,326.50		\$192,535.98		\$190,775.12		\$190,347.02	
DISCOUNT		NET		NET		NET		NET		NET		NET		NET		
DISCOUNTED TOTALS		30 days	\$149,755.92	30 days	\$190,846.35	30 days	\$192,087.56	30 days	\$208,326.50	30 days	\$192,535.98	30 days	\$190,775.12	30 days	\$190,347.02	

AWARDED

Reviewed By: _____

U.S. GOVERNMENT PUBLISHING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Litigation Scanning

as requisitioned from the U.S. Government Publishing Office (GPO) by the

U.S. Department of Justice
U.S. Attorney's Office
Portland, OR

Single Award

The term of this contract is for the period

beginning August 1, 2015, and ending July 31, 2016

RESTRICTED PRODUCTION AREA: It is REQUIRED that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within Portland, Oregon.

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on July 23, 2015.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 2048-S" on the out side of the envelope.



The following web address will allow you to print a copy of the 910 form.
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>



The following web address will allow you to print a copy of the current pricing abstract.
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Seattle> Scroll down and click on 2048-S.
The spread sheet will be in a PDF format.

For information of a technical nature call Felicia Buchko, Ext. # 3, or email fbuchko@gpo.gov or call Ken Foster, Ext. # 7, or e-mail kfoster@gpo.gov, other questions should be directed to the contract administrator, Lautretz Moore, Ext. # 2, or e-mail lmoores@gpo.gov Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract, which results from this Invitation for Bid, will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf> <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

The above links will enable viewing of the most current versions of the afore mentioned documents.

SUBCONTRACTING: **Subcontracting is not permitted** in part or whole in any aspect for the production of work placed against this contract; this will include any off-shore coding or file management.

SECURITY: **The contractor must have a security controlled storage area to store all Government furnished legal documents and copies. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, and waste, must be destroyed.**

The contractor must be able to sign and adhere to the following Security Agreement:

The undersigned vendor agrees to all standards and conditions set forth in this Security Agreement. This agreement must be signed by the vendor before documents or items will be released by this office for duplication.

1. Documents and/or items received by the vendor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being copied, they will be securely stored in a location which will preclude unauthorized access.
2. Individuals having access to documents and/or items during pick-up, duplication, counting, assembly, delivery, etc., are to be properly notified by the vendor of the sensitivity of the information and cautioned to preclude loss, theft, or destruction.
3. All documents and/or items received by the vendor must be returned to the U.S. Attorney's Office, or other locations as specified at time of service request, in the same condition as when received. This includes reassemble in stacks, binders, sets, folders, etc., if disassembly was required during duplication.
4. All employees of the successful vendor that will be involved in any phase of this contract must be able to prove United States of America Citizenship.

Third-party couriers will not be permitted on the majority of the orders. The contractors must pick-up and deliver the finished product without the aid of outside courier service(s). Some orders would allow third party couriers if requested by the agency.

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

Production Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from MIL-STD-105):

- (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.....	100% accuracy rate.
Document coding rate.....	96% accuracy rate.
Optical character recognition (OCR) scanning.....	96% accuracy rate.
* File conversion.....	0.00% spoliation rate.
* Metadata extraction.....	0.00% spoliation rate.

* Spoliation of evidence: It is a criminal act in the United States under Federal law, to intentional or negligent withholding, hiding, alteration or destruction of evidence relevant to a legal proceeding.

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, managerial, financial, and similar abilities to perform, prior to the award of a contract.

OPTION EXTENSION OF CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor no later than 30 days before the contract expires. If the Government exercises this option, the extended contract will include all provision herein. The total duration of this contract, including the exercise of any options, will not exceed five years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

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 prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

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 shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from August 1, 2015 through July 31, 2016. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

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

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

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

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

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

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

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

RECOVERED MATERIALS PROGRAM: The Government Publishing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. 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 Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Publishing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.

<http://winapps.access.gpo.gov/fms/vouchers/barcode/>

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of gray-scale and color scanning requiring such operations as disassembling - reassembling of camera copy, copying, indexing, file conversion, data extraction, coding, load file creation, OCR, external storage devices, binding, packing and delivery.

Due to the nature of litigation services there may be services and products that this contract does not cover. In the event that the agency places an order that requires services or products not covered under this contract it will be the responsibility of the contractor to contact the Government Publishing Office, Seattle Regional Office, with the cost on those items not covered to establish cost prior to invoicing. Invoicing for products or services not covered under the terms of the contract prior to establishing cost may result in no payment on those items. Under no circumstance will the contractor stop work due to payment issues.

TITLE: Litigation Scanning

FREQUENCY OF ORDERS: Approximately 140 orders per year.

PAGES: Approximately 4,000 pages per order.

Approximately 65% of pages will be gray-scale, while the balance will be color.

For this contract, one gigabyte of information will equal an average of 13,000 pages.

Approximately 54% of the pages will be in format "A".

Approximately 43% of the pages will be in format "B".

Approximately 3% of the pages will be oversize.

QUANTITY:

Approximately 18% of orders will contain copy/blowbacks.

Approximately 72% of orders will contain scanning

Approximately 62% of orders will contain e-discovery

TRIM SIZES: Trim sizes will be ordered and paid for in the following classifications:

Format A: Up to and including 8-1/2 x 11".

Format B: Over 8-1/2 x 11" up to and including 11 x 17".

Over sized documents: Over 11 x 17" is on a per square foot basis.

CD or DVD disc: 4.72" in diameter.

GOVERNMENT TO FURNISH:

Camera copy consisting of text pages and line art. The documents may require the removal and replacement of staples, paper clips, rubber-band and odd-size documents. Some furnished material will have intermittent color pages through the documents.

A variety of electronic file storage devices which will include but not be limited to: CD discs, DVD discs, external hard drives, flash drives, and thumb drives. Electronic storage devices will contain a variety of files including: MS Word, Excel, MS Access, e-mail with and without attachments. Electronic files may have the following extensions but not limited to: jpeg, tiff, pdf, pst, doc, indd, qxd, pmd, pub, wpd, ppt, ai, bmp, eps, txt, xls, mdb, adp, html, and asp. The contractor must have the current versions and up-grade as they become available.

Over sized documents.

CD's to be copied.

DVD's to be copied.

GPO Form 905 for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH:

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

The contractor will be required to submit their employee's to a minimum-risk background check. This will require all employees having access to any Government furnished material provided on this contract (Program 2048S) to provide the following: (1) Proof of United States Citizenship. (2) A birth-name search for aliases. (3) A search of outstanding arrest warrants. (4) Each employee must be fingerprinted to check for any Felony conviction(s). This information must be provided prior to performing any work on Program 2048S. Minimum-risk background check material on employees will be delivered to the Manager of the U. S. Government Publishing Office; Seattle Regional Office, in a sealed envelope separate from the bid-envelope, mark the envelope attention Manager; MRBC; Program 2048S. If an employee is found not to be a United States Citizen; or to have outstanding arrest warrants and/or prior Felony conviction(s), the contractor may be declared non-responsive. The expense of the minimum-risk background checks will be at the expense of the contractor.

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This web site must allow the agency to post Government furnished material when needed.

The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials from contractor's secure website.

The contractor will provide technical support services during regular business hours.

All electronic media provided by the Government, or/and hard copy duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Electronic storage devices 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.

WARNING: All electronic media provided by the Government, and/or duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten and any printouts and nonerasable media shall be destroyed by the contractor.

EXTERNAL HARD DRIVES: At the request of the agency, a suitable external hard drive or Flash drive compatible with the agency's computer platform will be provided by the contractor and downloaded per the agency's request.

DISC MANUFACTURING: CD-ROM and DVD-ROM discs produced under this contract shall be in conformance with standards set by the International Standards Origination (ISO). Disc are 120mm (4.72") in diameter, single sided with a highly reflective metal layer sealed with a protective lacquer. There is no printing on the disc(s).

DATA CAPACITY:

The contractor will be capable of producing DVD-ROM containing 4.7 gigabytes; DVD-5, single side and single layer. Also, DVD-ROM containing 8.5 gigabytes; DVD-9, single side and double layer. CD-ROM disc must be able to contain up to 74 minutes and 40 seconds of user data (i.e. 688,128,000 bits of data in mode 1).

METALIZING: The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disc.

COPYING: Copying equipment must be digital in nature and maintain fidelity with a minimum of 600 DPI for gray-scale and all color images. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. Both color and gray-scale copying equipment must be capable of duplex copying while maintaining no visible distortion of the government furnished original(s) when compared to the printed product. The contractor must be able to copy on standard non-Mylared tabbed dividers, one side only, tabs and/or body.

Blow-backs: Both color and gray-scale may be required from discs.

SCANNING: All scanned images must have a minimum of 300-dpi resolution. Scanned image will be produced as single-page TIFFs, JPEGs or multi-page PDF files. All blank scanned pages will be removed prior to burning CD/DVD. When required, images burned to disc(s) must be indexed with a computer generated non-repeating sequential number, or non-repeating sequential alpha-numeric, or by the physical Bates numbering as applicable. An image management system will be required on all discs produced.

Litigation style copying and/or scanning will be graded as follows:

Auto-feed: Pages will run successfully through an auto feeding chute, little to no prep-work; approximately 5%.

Light litigation: Staples and/or paper clips which are consistently located in the same location; approximately 15%.

Medium litigation: Staples and/or paper clips with sticky notes. Fasteners can be located anywhere on the page; page size is consistent. Saddle stitched, comb, spiral and velo bound books of consistent trim size will be under this category; approximately 20%.

Heavy litigation: Staples and/or paper clips with sticky notes. Fasteners can be located anywhere on the page; page sizes are mixed and may have low contrast and hard to scan pages; approximately 50%.

Glass work: Staples and/or paper clips with sticky notes. Fasteners can be located anywhere on the page; page sizes are mixed and may have low contrast and hard to scan pages. Pages must be hand-placed on the copy/scanning glass; approximately 10%.

IMAGE MANAGEMENT SYSTEM: A load-file created with data-normalization using the agencies parameters of tables, keys, relationships; and an image viewing system (the viewer) compatible with standard litigation support software, similar to but not limited to Summation; Concordance or Litigator's Notebook. The viewer must indicate document boundaries and be compatible with IBM and Macintosh platforms. The naming of the files and the viewer image retrieval indexing will be indicated by the agency.

OBJECTIVE AND SUBJECTIVE CODING:

Objective: Bibliographic objective coding for the purpose of this contract will be defined as coding that does not require the contractor to read or understand the body of the text, but can be copied verbatim from the document into the appropriate database field. This will include, but not be limited to: headers, footers, fax channel date lines, date stamping, marginalia, signature lines, to/from and cc lines, subject lines, titles, authors, pre-existing bates stamps, dates and purchase orders numbers; but will not include text applied to a page by the vendor such as a Bates number. Approximately 9 orders will require objective coding.

Subjective: Bibliographic subjective coding will include but not be limited to a summary of the documents content or analysis of issues. Approximately 5 orders will require subjective coding.

Standards for document boundaries will be based on a 1:4 ratio. Either "Standard Document Determination" (Physical) or "Logical Document Determination" (relational-ship boundaries) will be indicated on the Print Order.

OPTICAL CHARACTER RECOGNITION (OCR) SCANNING: The contractor will be required to produce a raster file. Scan resolution for files intended for read-only OCR application will be bi-level, normally 300 dpi. Drawings will be scanned at a suitable dpi. OCR conversions will be captured from paper and electronic files.

Zoning: Complex formatting such as, cross-column headings, tables, footnotes, mathematical symbols, text wrapped around images, etc., may require text blocks to be delineated so that OCR can interpret the arrangement properly.

Post OCR Processing: The contractor will be required to use a software application that identifies unrecognized characters or character strings; and/or a standard spelling checker; and/or visual comparison against the original(s).

The resulting optical character recognition output must have an accuracy rate of 96% and may be burned to a CD or DVD read-only disc which may require a variety of file extensions.

FILE PREPARATION AND CONVERSION: Will include the petrification of native files to TIFF or PDF. Approximately 8 orders require PDF to TIFF or TIFF to PDF files conversion. De-duplication of the file will be required on some orders; approximately 15 orders will require de-duplication. Approximately 8 orders will require the contractor to filter electronic files based on the agencies parameter.

Approximately 15 orders will require native to native file preparation for native file review; while 10 of the orders will also require native file conversion.

Hyper Linking: In this contract hyper linking is defined as an element in an electronic document that links to another place in the same document or to an entirely different document.

e-DISCOVERY: The process of taking various electronic files and converting them to an unalterable image format (petrification). In this conversion process, metadata will be extracted as required by the agency. The e-discovery procedure will be in accordance with the Federal Rules of Civil Procedure (FRCP); amended December 1, 2006 to include e-discovery. Most electronic files will be converted to a PDF or TIFF extensions.

Metadata: Electronic data about data; will include but will not be limited to headers, footers, fax channel date lines, date stamping, marginalia, signature lines, to/from and cc lines, subject lines, titles, authors, pre-existing bates stamps, dates and purchase orders numbers. Approximately 5 orders and their attachments will require metadata extraction.

Due to the complex nature of extracting metadata from MS Excel files, this work will be charged out on an hourly basis.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March, 2011. http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.



The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color specified.

Stock to be used will be indicated on each print order.

White Bond, basis size 17 x 22", 20 lbs. per 500 sheets, must be equal to JCP Code G10.

White standard tabbed dividers, trim size is 8-1/2 x 11" plus 1/2" tab, for an over all trim size of 9 x 11". Tabbed dividers will be standard "off the shelf" tab cuts. Approximately 12 orders will require approximately 50 tab dividers per order.

PROOFS: In lieu of proofs the following will be required on all orders. Copying and scanning will require second-pass verification, and is defined as a visual comparison to verify that 100% of the pages/documents were captured in copying/scanning. CD and DVD disc production will require that the contractor check each disc to insure proper file naming, file structure and placement.

MARGINS: Adequate gripper margins.

BINDING: When required, small amounts of various bind styles may be required by the ordering agency as follows.

At no cost to the Government the contractor will be required to disassemble and reassemble in like fashion of Government furnished material provided. This could include: stapling, paper clipping, rubber-banding, drilling and collating sets.

Three ring binders: Black Vinyl covering and clear vinyl pockets shall be electronically/dialectically heat sealed over No. 1 quality binders boards, .10" thick, (+/- 0.025") forming securely sealed edges all around the binder and on each side of the backbone, as hinges. Binders boards to have smooth edges, and the outer corners round cornered. Grain of boards must be parallel to the short dimension. The metal backbone to be securely riveted to the metal loose-leaf element with no free play, by not less than two metal rivets. Metal loose-leaf element on three ring binders must be a locking slant "D" ring element with 3" or 4" capacity, spaced 4-1/4" center to center equipped with opening and closing levers at each end. Metal element must be of standard weight and thickness and machine finished with no rough edges. Opening/closing levers must not extend beyond the edge of the binder and must have a firm action, no free play. All exposed metal parts shall be nickel plated and corrosion resistant.

When required, the contractor will reproduce in black and white and/or color front and spine covers on white 110 lbs. Index and insert into the outside covers of the binders. Reproduce tabbed dividers, collate with text pages and insert onto the rings of the three ring binder. **The collating and inserting of the text and tabbed dividers onto the rings of the 3-ring binders will be at no additional cost to the Government.**

Drill up to three holes on the left binding edge. **Drilling when required will be at no additional cost to the Government.**

At the agency's request the contractor will slice off the spine of Government furnished perfect bound publications to allow scanning/copying of the pages.

Metal screw posts: Collate, punch and insert a suitable metal screw post.

Comb binding: Collate, punch and insert a suitable plastic comb binding, with or without a two piece cover.

Spiral binding: Collate, punch and insert a suitable spiral binding, with or without a two piece cover.

Plastic Sleeves: Insert into suitable plastic sleeves.

BATES NUMBERING: Bates stamping or equal; sequentially stamp each page. Stamping may require an alpha-numeric prefix or suffix up to 12 characters. Paper-sets may require bates-numbering to match the computer indexing. Electronic Bates stamping will be included in the scanned image, when required. Physical Bates stamping may require copying of hard copy originals prior to applying numbering. The agency will indicate if listed missing numbers or listed broken lots are acceptable; otherwise all Bates stamping will be without missing numbers.

MOUNTING: Some orders may require the blowbacks of gray scale or color to be mounted for display. Up to and including 30 x 40" may be required on foam core type board 3/16" to 3/8" thick with or without dry-erase lamination over the face of the mounted piece.

PACKING: Suitable.

LABELING AND MARKING (Package and/or Container label): Use GPO form 905 to mark all shipping containers.

DISTRIBUTION: Deliver f.o.b. destination:

U.S. Department of Justice
U.S. Attorney's Office
1000 SW 3rd Ave. Room 600
Portland, OR 97204

And

Other agencies in the Portland, OR area.

Upon completion of each order, all originals must be returned to the ordering Department. All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing sample copies 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 print order (GPO Form 2511). Furnished material must be picked up from and delivered to the ordering agency. Orders will require from 1 week to 2 months, depending on its complexity, for complete production and delivery from the time the ordering department notifies the contractor that Government furnished materials are available for pick up.

The contractor is required to review the elements of each project and report back to the agency within 24 hours from receipt, with a time-line of completion. In the event that requirements and/or elements of a project change, the contractor is required to reassess the project and report any time-line changes to the agency. Pre-project meeting(s) with the contractor may be requested by the agency.

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

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

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

	Format "A"	"Format B"
	(a)	(b)
I. (a) (1)	1769	1409
(2)	5307	4226
(3)	7076	5635
(4)	17690	14087
(5)	3538	2817
(6)		3931
(b) (1)	953	759
(2)	2858	2276
(3)	3810	3034
(4)	9526	7585
(5)	1905	1517
(6)		2117
(c) (1)	35381	28174
(2)	19051	15170
(3)		3931
(4)		2117
II. (a) (1)	7076	5635
(2)	21228	16904
(3)	28305	22539
(4)	70762	56347
(5)	14152	11269
(6)		15725
(b) (1)	3810	3034
(2)	11431	9102
(3)	15241	12136
(4)	38102	30341
(5)	7620	6068
(6)		8467
III. (a)	5	
(b)	3	
(c)	2	
(d)	7	
(e)	31	
(f)	2	
(g)	5	
(h)	4	
(i)	28	
IV. (a)	3240	
(b)	200	
(c) (1)	440	
(2)	200	

V.	(a)	(1)	20
		(2)	15
		(3)	83
	(b)	(1)	220
		(2)	165
		(3)	415
	(c)	(1)	4
		(2)	4
		(3)	10
VI.	(a)	600	
	(b)	5320	
	(c)	280	
	(d)	40	
	(e)	10	
	(f)	4	
	(g)	10	
	(h)	15	
	(i)	34	
	(j)	17	

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. **Bids submitted with NB (No Bid) or blank spaces for an item will 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.

All vouchers submitted to the GPO shall be based on the most economical method of production.

I. COPYING AND BLOW-BACKS: Prices quoted shall include the cost of all required materials and operations necessary, for the complete disassembly, reassembly, stock, copying, all binding functions, collating, packing and distribution of the products listed in accordance with these specifications. **Stock prices must be included in the run cost:**

(a) Gray-scale copying, per impression from originals.

	(a) up to and including 8-1/2 x 11"	(b) Over 8-1/2 x 11" up to and including 11 x 17"
(1) Auto-feed.	\$ _____.	\$ _____.
(2) Light litigation.	\$ _____.	\$ _____.
(3) Medium litigation	\$ _____.	\$ _____.
(4) Heavy litigation.	\$ _____.	\$ _____.
(5) Glass work.	\$ _____.	\$ _____.
 (6) Over-sized, cost per square foot.	\$ _____.	

(b) Color copying, per impression from originals.

	(a) up to and including 8-1/2 x 11"	(b) Over 8-1/2 x 11" up to and including 11 x 17"
(1) Auto-feed.	\$ _____.	\$ _____.
(2) Light litigation.	\$ _____.	\$ _____.
(3) Medium litigation	\$ _____.	\$ _____.
(4) Heavy litigation.	\$ _____.	\$ _____.
(5) Glass work.	\$ _____.	\$ _____.
 (6) Over-sized, cost per square foot.	\$ _____.	

Initials

(c) Blow backs.

	(a) up to and including 8-1/2 x 11"	(b) Over 8-1/2 x 11" up to and including 11 x 17"
(1) Gray-scale, cost per blow back.	\$ _____.	\$ _____.
(2) Color, cost per blow back.	\$ _____.	\$ _____.
(3) Over-sized gray scale, cost per square foot.	\$ _____.	
(4) Over-sized, color, cost per square foot.	\$ _____.	

II. **SCANNING:** Will consist of hard copy scanning in all 6 categories, in accordance with these specifications

(a) Gray scale scanned to TIFF or PDF, with a minimum 300 dpi burned to CD or DVD. Cost must include scanning, computer indexing, second pass verification, creating a load file and provide a viewer. Cost per scan.

	(a) up to and including 8-1/2 x 11"	(b) Over 8-1/2 x 11" up to and including 11 x 17"
(1) Auto-feed.	\$ _____.	\$ _____.
(2) Light litigation.	\$ _____.	\$ _____.
(3) Medium litigation	\$ _____.	\$ _____.
(4) Heavy litigation.	\$ _____.	\$ _____.
(5) Glass work.	\$ _____.	\$ _____.
(6) Over-sized, cost per square foot.	\$ _____.	

(b) Color scanned to TIFF, PDF, or JPEG with a minimum 300 dpi burned to CD or DVD where the entire group of pages to be scanned is in color. Cost must include scanning, computer indexing, Second pass verification, creating a load file and provide a viewer. Cost per scan.

	(a) up to and including 8-1/2 x 11"	(b) Over 8-1/2 x 11" up to and including 11 x 17"
(1) Auto-feed.	\$ _____.	\$ _____.
(2) Light litigation.	\$ _____.	\$ _____.
(3) Medium litigation	\$ _____.	\$ _____.
(4) Heavy litigation.	\$ _____.	\$ _____.
(5) Glass work.	\$ _____.	\$ _____.
(6) Over-sized, cost per square foot.	\$ _____.	

Initials

III. e-Discovery: Prices quoted shall include the cost of all required materials and operations necessary, for the complete electronic file conversion with a minimum 300 dpi, burning to disc, packing and distribution of the products listed in accordance with these specifications.

- (a) Native to native file preparation for native file review.
Cost per gigabyte. \$_____.
- (b) Petrification of native files to PDF or TIFF files.
Cost per gigabyte. \$_____.
- (c) Conversion of TIFF to PDF files or PDF to TIFF files,
Cost per gigabyte. \$_____.
- (d) Conversion of Microsoft Excel files
to TIFF or PDFs. Cost per hour. \$_____.
- (e) Optical Character Recognition (OCR) of
Electronic files. Cost per gigabyte. \$_____.
- (f) Extraction of metadata from electronic document files
to a load file.. Cost per gigabyte. \$_____.
- (g) De-duplication will be based on the uncompressed
size of the electronic files. Cost per gigabyte. \$_____.
- (h) Filtering files based on the agencies
parameters. Cost per gigabyte. \$_____.
- (i) Hyper linking documents or pages within the same
document or different documents. Cost per hyperlink. \$_____.

IV. OBJECTIVE, and SUBJECTIVE CODING: Cost must include all required materials, operations and distribution in accordance with the specifications.

- (a) Objective coding includes, but is not limited to fields such as Document date, document type, pre-existing bates numbers, attachment range, document title, author, and recipient . It is coding that does not require the contractor to read or understand the text, but can be copied verbatim from the document into the appropriate database field. **Cost per 100 fields.** \$_____.
- (b) Subjective coding includes, but is not limited to a summary of the content of the document or analysis of issues. **Cost per 100 fields.** \$_____.
- (c) Document boundaries must show the placement of paper clips, staples, dividers, sticky-notes and etc. Boundaries will be based on 4 pages per document; a 1:4 ratio.
 - (1) Standard (physical) document boundaries, **per 100 boundaries.** \$_____.
 - (2) Logical (relational-ship) document boundaries, **per 100 boundaries.** \$_____.

V. DISC AND EXTERNAL STORAGE DEVICES: Prices offered shall be all inclusive for the production of DVD, CD, and external storage devices in accordance with the terms of these specifications. Cost must include all required materials, operations and distribution in accordance with the specifications. When production of a disc is required only one charge will be allowed regardless of the number of components required to produce the original.

- (a) Producing an original disc for duplication. Cost must include a standard, single clear plastic or slim line jewel case and blank formatted blank disc.
 - (1) DVD-5, single side, single layer, 4.7 gigabytes, cost per original. \$_____.
 - (2) DVD-9, single side, double layer, 8.5 gigabytes, cost per original. \$_____.
 - (3) CD-700 MB, 74 minutes, cost per original. \$_____.

- (b) Duplication of either DVD or CD disc. Cost must include standard, single clear plastic or slim line jewel case.
 - (1) DVD-5, single side, single layer, 4.7 gigabytes, cost per disc. \$_____.
 - (2) DVD-9, single side, double layer, 8.5 gigabytes, cost per disc. \$_____.
 - (3) CD-700 MB, 74 minutes, cost per disc. \$_____.

- (c) Downloading files to external storage devices compatible to the agency's computer platform. Cost will include downloading files and storage devices.
 - (1) 8GB Flash drive, cost per Flash drive. \$_____.
 - (2) 16GB Flash drive, cost per Flash drive. \$_____.
 - (3) Suitable minimum 500GB external hard drive, cost per hard drive. \$_____.

VI. ADDITIONAL OPERATIONS:

- (a) Tabbed dividers, copied one side only, **cost per tabbed divider.** \$_____.
- (b) Electronic Bates stamping, **cost per 100 stamps.** \$_____.
- (c) Physical Bates stamping, **cost per 100 stamps.** \$_____.
- (d) Mounting on 3/16" to 3/8" thick Foam Core, cost per square foot. \$_____.
- (e) Laminating with dry-erase laminate, cost per square foot. \$_____.
- (f) Converting VHS tape to a lossless compression file. Cost per video hour. \$_____.
- (g) Binders, 3" slant locking "D"-rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, index inserts copied, front and spine and a metal loose-leaf element, per binder. \$_____.

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- (h) Binders, 4" slant locking "D"-rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, index inserts copied, front and spine and a metal loose-leaf element, per binder. \$_____.
- (i) Suitable black plastic comb binding. Cost to include collating, punching, and the comb. Cost per book. \$_____.
- (j) Suitable black plastic spiral binding. Cost to include collating, punching, and the spiral. Cost per book. \$_____.

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on the GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

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

(Person to be contacted)

(Telephone Number)