

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:420-840 R-1

Quotations are Due By:
(Eastern Time)2:00 PM on 09/20/2022

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: Scanning/Digitizing Records for Keith Hilliard

QUANTITY: 322000 Scan service into multi page-pdf files of approx. 322,000 pages.

*** R1 - See Description *****

Award will be based on the estimated total of 322,000 originals. Contractor shall furnish an additional rate for one size (8-1/2 x 11"). This will be used to increase or decrease the final billing amount based on the final number of originals.

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

LINE ITEM(S) AFTER FIRST 322,000 PAGES SCANNED:

\$ 0.04 per 8-1/2 x 11" page

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0446.

TRIM SIZE: 8-1/2 x 11"

PAGES: approx. 322,000 pages.

SCHEDULE:

Furnished Material will be available for pickup by 11/11/2022

Deliver complete (to arrive at destination) by 12/15/2022

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Scanning Services Required (NO PRINTING REQUIRED).

Scope: This statement of work is for digitization for approx. 322,000 pages of paper copy record maintained in approx. 2,500 folders.

PRODUCTS TO BE SCANNED: Good quality single and double sided, Forms, Paper clipped, Stapled, Bound in folders, and with sticky notes affixed on plain white paper. Images to be scanned may include single and double sided documents with type/rule matter, images, illustration, and handwritten type in Black ink.

Handwork Intervention:

70% Light Intervention: Furnished source materials require slight deconstruction before being inserted into an automatic document scanner. For example: all one standard size documents that are rolled, stapled or paper clipped.

30% Medium Intervention: Furnished source materials require moderate deconstruction before being inserted into an automatic document scanner and consists of light intervention. For example: documents of various standard sizes and may include folder tabs and/or tab dividers, sticky notes to be removed and replaced.

Contractor may disassemble to scan the furnished document to get it ready for scanning. Each folder to be scanned in its own file/PDF. Once scanning is complete, contractor to place the files back into their respective folder (contractor MUST reassemble documents).

Documents are in workspace file cabinets and storage room file cabinets.

QUALITY OF SCANNING: 3 Star* - 300 ppi, 8 or 16 bit - Web viewing, some digital printing, and OCR capable. (Three star imaging defines a very good professional image capable of serving for almost all uses.)

DOCUMENT CLEAN-UP: Required. Deskewed (images straightened) and Image cropping (excess border removed).

File naming convention: Each folder (Approx. 2,500) are to be scanned into its own file/PDF. Each PDF will be given the name of the Folder Tab Name (e.g., CDxxxxxxxx, or SBOR month/day/year, or BOR month/day/year) in which the files were contained.

NOTE: Contractor is allowed to compress the files to reduce the size and provide Multiple page PDFs. File type must be JPEG 2000.

Type of file optimization needed: Read only.

Storage media: Kiteworks file storage (Supports Web access).

Bates numbering is required. Numbering format required: Example: 0001

Scanned documents will need to be text-searchable. OCR target format of the PDF: PDF Image + text

No section 508 accessibility requirements.

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

MATERIAL FURNISHED: Contractor to receive. .

Via email after award.

One (1)Purchase order.

Pick up at Agency (Documents may be removed).

Office of the Chief Administrative Officer, Personal Property Management Branch, 1305 East West Highway, SSMC4 - Room 8628, Silver Spring, MD. 20910, Attn: Keith Hilliard, 301-628-0981. NOTE: Courier/trucking company be used for pick-up and delivery. Bonding is required for the driver.

COLOR OF INK:

PRINT PAGE: See Above

MARGINS: Adequate Gripper.

Follow electronic file.

PROOFS: NONE

PACKING:

Documents need to be packaged back the same way was received.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to stacey.byrd@noaa.gov. The subject line of this message shall be Distribution Notice for Jacket 420-840, Requisition 2-13101. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver all GFM, and files on Kiteworks file storage (Supports Web access) via traceable means to: Office of the Chief Administrative Officer, Personal Property Management Branch, 1305 East West Highway, SSMC4 - Room 8628, Silver Spring, MD. 20910, Attn: Keith Hilliard, 301-628-0981.

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

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

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level 1.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Furnished hardcopy documents

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows

- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): NONE