

Quotation Request //

US Government Publishing Office

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

JACKET:428-232

Quotations are Due By:
(Eastern Time)1:00 PM on 01/24/2024

**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: VCGP Document Scanning

QUANTITY: 1 Scan service into multi-pdf files of approx. 15,000 drawings, (3 flat file cabinets containing approx. 10,000 drawings and approx. 5,000 drawings in approx. 30 drawing shipping bags). Contractor will be removing drawings from cabinets.

Award will be based on the estimated total of 15,000 originals. Contractor shall furnish an additional rate for multiple sizes. 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 15,000 PAGES SCANNED:

\$0.49___per 30 x 42" page (approx. 12,750)

\$0.49___per 36 x 48" page (approx. 1,200)

\$0.49___per 24 x 36" page (approx. 750)

\$0.49___per 11 x 17" page (approx. 300)

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 202-512-0743.

TRIM SIZE: Multiple sizes.

PAGES: approx. 15,000 pages

SCHEDULE:

Furnished Material will be available for pickup by 02/26/2024

Deliver complete (to arrive at destination) by 05/13/2024

F.O.B. destination

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

DESCRIPTION:

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) **CRIMINAL PENALTIES**. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of

1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

SCANNING SERVICES REQUIRED (NO PRINTING REQUIRED).

Scope: This statement of work is for digitization, following the specifications provided in this document,

15,000 drawings, (3 flat file cabinets containing approx. 10,000 drawings and approx. 5,000 drawings in approx. 30 drawing shipping bags). Contractor will be removing drawings from cabinets. See attached images of samples.

PRODUCTS TO BE SCANNED: Documents to be scanned include blueprints, maps, newspapers, oversized documents, folded products, and stapled. Content includes single-sided, grayscale, handwritten and line-work. Containing tracing paper, thermal paper, plain white paper, blueprint, mylar, vellum (primarily plain white paper) and a few color renderings-large format. Originals documents are edges frayed and good quality originals.

Contractor may disassemble, unbound, and cut apart to scan the furnished document to get it ready for scanning. Reassembly not required and all returned to agency. 70% Light Intervention, 30% require Medium Intervention required.

QUALITY OF SCANNING: 3 Star* - 300 ppi, 8 or 16 bit - Web viewing, some digital printing, and OCR capable. This is using the FADGI May 2023 Technical Guidelines for Digitizing Cultural Heritage Materials, Creation of Raster Image Files. Bound Volumes: General Collection Standard.

DOCUMENT CLEAN-UP: Not required.

508: Not Required.

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

COLOR MODE REQUIRED: Black (Bitmap) and CMYK.

TYPE OF FILE OPTIMIZATION: Read and Hi-Res printing.

OCR: Not required.

Metadata: Not Required.

FILE NAMING CONVENTION: 1. NOTE: General naming convention for each drawing set identified on first page of each drawing set in the format RR-11-11 (RR= state abbreviation and subsequent project numbers).

NOTE: If there is a loose drawing with no discernable number on it, title it with State ID and XX-01 of state's flat file drawer. Example AK-XX-01 for drawing found in Alaska flat file.

Storage media: Encrypted hard drive: See attached excel list for encrypted hard drive options.

NOTE: Contractor to provide digital samples for review by the agency during production, contacts are Mark Brideweser, mark.brideweser@va.gov penny.woods2@va.gov.

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.
Purchase order.

Scanning is preferred on-site, however, pick up and scanning at contractors facility is an option. If scanning is on-site the security requirements for the building housing the documents and hours of access to be determined after award.

If picking up, contractor **MUST** use their own vehicles for pick up/delivery, (Courier Services are not allowed). Contractor must use their own employees who will receive temporary security clearance upon arrival (State issued ID required). Contractor **MUST** do all production performance in their facility (no subcontracting allowed) and use their own equipment. Possible additional security procedures to be determined after award.

All Contractors and Contractor personnel shall be subject to the same Federal security and privacy laws, regulations, standards and VA policies.

Pick up: DEPT Veterans Affairs, 810 Vermont Ave., Suite C45, NW, Washington, DC 20420. POC, Mark Brideweser, mark.brideweser@va.gov, 202-461-4028 and Penny Woods, penny.woods2@va.gov.

COLOR OF INK:

MARGINS:

PROOFS: NONE

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to penny.woods2@va.gov and cduncan@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 428-232, Requisition 4-24033/021662. 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 documents and storage media via contractors own vehicles to: DEPT Veterans Affairs, 810 Vermont Ave., Suite C45, NW, Washington, DC 20420. POC, Mark Brideweser, mark.brideweser@va.gov, 202-461-4028.

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

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): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=428232>