

Quotation Request //

US Government Publishing Office

Government Publishing and Print Procurement
732 North Capitol Street, NW
Washington DC 20401-

JACKET:441-234

Quotations Due By:
(Eastern Time)11:00 AM on 10/05/2026

**Submit quotes online, unless otherwise instructed, via <https://publish.gpo.gov/smallPurchase>.
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: BLG Nondirect Payment Files - Scan Project 50 boxes

QUANTITY: 1 Scan service into single page pdf files and multiple page pdf files of approx. 50 file boxes with approx. 125,000 pages.

Award will be based on the estimated total of 125,000 originals. Contractor shall furnish an additional rate for 8-1/2 x 11" pages. 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 125,000 PAGES SCANNED:

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

NOTE: The exact number of scans is an estimate. It is the contractors responsibility to keep track and when the contractor reaches the dollar amount awarded on the purchase order, they are required to stop production and immediately notify the specialist assigned to this procurement to see if additional funds exist to continue production.

SUBMISSION OF QUOTES: Vendor to submit quotes via GPO Publish (<https://publish.gpo.gov/home>). Late quotes will not be accepted. All problems submitting quotes must be reported prior to bid opening time to Scott Phillips, GPPP DC Team, at 202-512-0007 or sphillips@gpo.gov.

TRIM SIZE: .

8-1/2 x 11".

PAGES: approx. 125,000 pages

SCHEDULE:

Furnished Material will be available for pickup by 10/07/2026

Deliver complete (to arrive at destination) by 12/01/2026

F.O.B. destination

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

DESCRIPTION:

Scope: This statement of work is for digitization, following the specifications provided in this document, for approx. 125,000 pages.

QUALITY OF SCAN: High Resolution 300 ppi, 16 bit.

PRODUCTS TO BE SCANNED: Images to be scanned include forms (8.5 x 11"), half pages, paper clipped, stapled, loose files, and ringed binder with pages in document protectors. Originals documents are single-sided, double-sided, plain white paper, and aged paper. Condition of the paper ranges from edges frayed, good quality originals, and yellowed.

Contractor may disassemble, reassembly not required. **Books may be cut apart but they have to be reassembled**. Approx. 90% Light Intervention and 10% Medium Intervention.

SCANNER IMAGING PERFORMANCE AND MONITORING:

If requested by GPO, files are to be uploaded on GPO File Sharing at filessharing.gpo.gov. Under an Office, choose Quality Control for Published Products. If additional assistance is needed, contact qcphp@gpo.gov for instructions.

Files uploaded to GPO File Share are to be named: [Program_Jacket_Printorder_date (e.g., XXXs_XXXXXX_XXXXX_mmddyy) or Jacket_Date (e.g., XXXXXX_mmddyy)].

DIGITAL INTERVENTION REQUIRED: Yes, Image clean-up, deskew, despecle and image cropping.

FILE NAMING CONVENTION: [Last Name], [First Name] - Non-Payment Agreement - [Brief Issue/Subject]

NOTE: File decompression: No.

COLOR MODE REQUIRED: Grayscale.

TYPE OF FILE OPTIMIZATION: Web, Read only, and Low-Resolution Printing.

OCR: Yes

STORAGE MEDIA: Vendor to provide the Hard Drive, AEGIS FORTRESS L3.

METADATA: Yes. Data requires

- OCR Text - Full text searchable PDF (PDF Image + Text).
- No additional structured metadata fields are required.
- Embedded PDF metadata (title/author/subject) included
- No specific field lengths or formats are mandated.

Defer to contracting officer on VA requirements.

508: Not required

NOTE: Contractor to provide digital samples for review by the agency during production, contacts is kevin.stephens@va.gov. **Upon approval by the agency, contractor is to destroy all furnished material. Furnished material must not be destroyed prior to receiving an "OK" to do so by the agency. **

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.

Pick up approx. 50 Boxes.

Pick-up address:
U.S. Department of Veterans Affairs, 810 Vermont AVE., NW, Washington, DC 20420, contact Kevin Stephens to arrange for pick up, (202) 341-9466, kevin.stephens@va.gov.

COLOR OF INK:
PRINT PAGE: See Above
MARGINS:
PROOFS: NONE
DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to eric.allen@va.gov, kevin.stephens@va.gov and sphillips@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 441-234, Requisition 6-00188/261201. 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.

Contractor to return hard drive via traceable means to: U.S. Department of Veterans Affairs, 810 Vermont AVE., NW, Washington, DC 20420, Attn: Kevin Stephens, (202) 341-9466.

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>.

Attachments: NONE