



General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

CorporateBusiness Services

8406 Alban Road
Springfield, VA 22150
Phone: (703)372 - 2356
Fax: (703)372-5330
www.CBS-Scan.com
www.CBS-Destruction.com
info@cbs-scan.com

FSG Group: 36 - OFFICE IMAGING AND DOCUMENT SOLUTIONS

Special Item Numbers: 51-506 – Document Conversion Services
51-507 – Destruction Services

Contract Number: GS-03F-0010X

Contract Period: October 1, 2010 – September 30, 2015

Business Size: Small, Veteran Owned

Federal ID: 61-1518692

Prices Shown Herein are Net (discount deducted)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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Customer Information

- | | |
|--|---|
| 1a. Authorized Special Item Numbers: | 51-506 Document Conversion Services
51-507 Destruction Services |
| 1b. Lowest Price: | Conversion – 009A – PDF-Image only: \$0.015/image. |
| 1c. Labor Category Descriptions: | See Service Descriptions. |
| 2. Maximum order. | \$1,000,000 for all SINS |
| 3. Minimum order. | \$100.00 |
| 4. Geographic coverage (delivery area). | 48 Contiguous States and the District of Columbia |
| 5. Point(s) of production (city, county, and State or foreign country). | Not Applicable |
| 6. Discount from list prices | Prices shown herein are net (discounts deducted). |
| 7. Quantity discounts. | Purchases of \$100,000.00 or more = an additional 5% discount. Additional discounts noted in price list |
| 8. Prompt payment terms. | 2% 10 Days, Net 30
Government Credit Card: 1% Discount |
| 9a. Government purchase cards <u>are</u> accepted at or below the micro-purchase threshold. | |
| 9b. Government purchase cards <u>are</u> accepted above the micro-purchase threshold. | |
| 10. Foreign items (list items by country of origin). | Not Applicable |
| 11a. Time of delivery: | 30 days ARO |
| 11b. Expedited Delivery: | Expedited delivery is negotiable on a case-by-case basis. |
| 11c. Overnight and 2-day delivery. | Not Applicable |
| 12. F.O.B. point(s). | Origin |
| 13a. Ordering address: | Corporate Business Services, Inc.
8406 Alban Road
Springfield, VA 22150
Phone: (703)372 - 2356
Fax: (703)372-5330 |
| 13b. Ordering procedures: | For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3. |
| 14. Payment address: | Corporate Business Services, Inc.
2270 Beaver Road
Landover, MD 20785 |
| 15. Warranty provision. | Guaranteed to full client satisfaction |
| 16. Export packing charges, if applicable. | Not Applicable |
| 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). | Not Applicable |

- | | |
|---|---|
| 18. Terms and conditions of rental, maintenance, and repair (if applicable). | Not Applicable |
| 19. Terms and conditions of installation (if applicable). | Not Applicable |
| 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). | Not Applicable |
| 20a. Terms and conditions for any other services: | Not Applicable |
| 21. List of service and distribution points: | Not Applicable |
| 22. List of participating dealers: | Not Applicable |
| 23. Preventive maintenance: | Not Applicable |
| 24a. Special attributes such as environmental attributes: | Not Applicable |
| 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and | Not Applicable |
| 25. Data Universal Number System (DUNS) number. | 79-5612485 |
| 26. Notification regarding registration in Central Contractor Registration (CCR) database. | Corporate Business Services, Inc. is registered in CCR. |

SIN 51-506: Document Conversion Services

Service Descriptions

1. Project Setup

- Establish project objectives and specifications.
- Suggest basic filing structure and/or indexing scheme.
- Review source documents to determine quantity and overall quality.
- Provide a sample scan of up to 1,500 pages.

2. Document Preparation

Document Preparation – Standard

- Preparation of documents (up to 8.5 x 14) in excellent condition.
- Removal of documents from folders or binders.
- Unfolding of documents
- Staple removal – not to exceed 1 staple per 10 pages.
- No receipts and/or post-it notes.

Document Preparation – Advanced

- Preparation of documents (up to 8.5 x 14) in fair condition.
- Removal of documents from folders or binders.
- Unfolding of Documents
- Staple removal – not to exceed 2 staples per 10 pages.
- Minimal (not to exceed 1 per 10 pages) receipts and/or post-it notes.
- Insertion of Barcode Separator sheets.
- Marking location of color pages within a Black & White document

Document Preparation – Complex

- Preparation of documents (up to 8.5 x 14) in poor condition.
- Removal of documents from folders or binders.
- Heavy Staple removal.
- Many receipts and/or post-it notes.
- Insertion of Barcode Separator sheets
- Marking location of color pages within a Black & White document.

- Advanced document markers to identify staple location (for enhanced document reassembly)
- Standard sized documents mixed with wide format documents.

Document Preparation Specialist

- Education: High School Diploma or GED.
- Minimum/General Experience: Ability to follow simple oral and written instructions.
- Functional Responsibility: Preparation of documents for scanning.

Document Preparation – Additional Customer Requirements

- Used to include any unusual, project specific customer requirements.

3. Document Scanning

Document Scanning up to 8.5x14 – Black & White / Color / Grayscale

- Scanning and converting paper documents up to 8.5 X 14
- Documents are assumed to be good quality and suitable for high speed scanners.
- Black & White images are saved in Tiff Group 4 file format.
- Color/Grayscale images are saved in JPEG file format.
- A continuous flow of materials will be provided for processing without any breaks, and a reasonable time frame for turnaround will be used.
- Documents will be scanned at 300 DPI Black & White unless customer specifies otherwise.
- Prices assume the entire document is scanned at the same settings (B&W/Color/Grayscale)
- Entire document scanned either Portrait or Landscape.

Scanning up to 8.5x14 – Mixed Black & White / Color / Grayscale

- Used when scanner settings must be changed within a document. (i.e. When a document is being scanned in at Black & White and the scanner settings have to be changed to Color to capture a few color pictures within the document).

Flatbed Scanning up to 8.5x14

- Used for any fragile documents or bound books that cannot be processed through a high speed scanner.
- Price is in addition to the base price.

Scanning - 11x17

- Per image price is base price multiplied by 1.5.

Scanning – Additional Customer Requirements

- Used for unusual, project specific customer requirements.

4. Wide Format Scanning

- Scanning of documents, blueprints and engineering drawings larger than 11x17.
- Prices assume documents are in good condition.
- Unless specified by customer, documents are scanned at 300DPI Black & White.
- Discounts are offered at 2.5% per 1,000 wide format pages scanned, with a maximum 25% Discount.

5. Post Processing

Post Processing refers to a variety of automated processes designed to enhance the quality of a scanned image. Post Processing is also used to help reduce the image file size. Post Processing is included in Scanning price.

Post Processing options include:

- Deskew
- Noise Removal
- Image Cropping
- Smoothing
- Halftone Filter
- Black Border Removal
- Hole Punch Filter
- Line Removal
- Blank Page Detection

6. Indexing

Index fields allow end-users to search for and retrieve digital documents from their document management system or a logical windows folder structure. Indexing prices assume that index values are located on the first page of the document and/or the folder and are clearly identifiable and legible. Index values can be used to name PDF documents or can be exported as an ASCII text file.

Indexing – 1/15 (Standard)

- 1 index field up to 15 Alphanumeric Characters

Indexing – 2/20

- 2 index fields or up to 20 Alphanumeric Characters

Indexing – 3/30

- 3 index fields or up to 30 Alphanumeric Characters

Indexing – 3/40

- 3 index fields or up to 40 Alphanumeric Characters

Indexing – Customer Supplied

- Customer may supply an electronic database of additional indexes at no charge.
- Indexing – Standard option is required at minimum.

7. Quality Control

Quality Control – Standard

- 100% of scanned images are reviewed on screen to ensure quality.
- Minimal re-scans required.
- Minimal amount of blank pages manually deleted.
- Only documents scanned upside down will be rotated.
- Primary Index field verified.

Quality Control – Standard W/ Rotation

- Includes QC-Standard
- Includes manual rotation of documents that have mixed orientation.

Quality Control – Advanced

- Many re-scans required due to poor original document quality.
- Many blank pages requiring manual deletion.
- Includes rotation of images to proper orientation
- Multiple index fields requiring verification.

Quality Control Specialist

- In addition to Standard Quality Control
- Used for unusual QC request and/or very poor original document quality.
- Education: High School Diploma or GED.
- Minimum/General Experience: Ability to follow project specific requirements. 1 year experience.
- Functional Responsibility: Quality control of scanned documents and index values.

8. Document Reassembly

Document Reassembly – Standard

- Documents are placed back into their original sequence within a folder.
- Barcode separator sheets are removed.
- Documents are not re-stapled.

Document Reassembly – Advanced

- Documents are placed back into their original sequence within a folder.
- Barcode separator sheets are removed.
- Documents are re-stapled to original condition.
- Documents are inserted into original binders and/or post folders

Document Reassembly Specialists

- Hourly Rate, in addition to standard document reassembly per image rate.
- Used for unusually complicated document preparation.
- Education: High School Diploma or GED.
- Minimum/General Experience: Ability to follow simple oral and written instructions.
- Functional Responsibility: Reassembly of documents after scanning.

9. Conversion

PDF - Image Only

- PDF Documents are created from scanned or customer provided digital files.
- PDF documents are named based on the index requirements.
- This type of PDF document is not searchable.

Searchable PDF- Image over Unedited Text

- Optical Character Recognition (OCR) will be performed from scanned documents or existing digital images of a minimum resolution of 300 DPI.
- This type of document is fully searchable.
- OCR results are not reviewed. Quality of results is based on original document quality and font size.

10. Export

CD-ROM Creation

- 1 CD-ROM per 600mb of data
- Includes creation of LightScribe CD cover.
- Inserted into Jewel Case

DVD Creation

- 1 DVD per 4.7gb of data
- Includes creation of LightScribe DVD cover.
- Inserted into Jewel Case

11. Additional Services

Standard Local Pickup/Delivery

- Pickup and delivery is within 30 miles of Corporate Business Services facility.
- All Documents are expected to be boxed and ready for transportation when Corporate Business Services arrives on site.

Non-Local Pickup/Delivery

- Pickup/Delivery for locations exceeding 30 miles of Corporate Business Services facility.
- Customer may choose to utilize their preferred shipping company (i.e. FedEx, UPS or USPS).

On-Site Labor for Packaging

- Labor for boxing files.
- 4 Hour minimum fee.
- Education: High School Diploma or GED.
- Minimum/General Experience: Ability to follow simple oral and written instructions.
- Functional Responsibility: Boxing documents for transportation.

Boxes

- Boxes provided to customer for packaging files. Box Size: 15X12X10

Document Shredding

- Prices are per standard size record box (15x12x10).
- A Certificate of Destruction will be provided upon request.

Document Conversion Prices

Item	Description	Unit	Quantity	Government Rate (including IFF)
001	Project Setup			
001A	Project Setup – Small	Project	<50K Images	\$297.50
001B	Project Setup – Medium	Project	50K-500K	\$828.75
001C	Project Setup – Large	Project	500K+	\$2,125.00
002	Document Preparation			
002A	Document Preparation – Standard	Image	Any	\$0.017
002B	Document Preparation – Advanced	Image	Any	\$0.043
002C	Document Preparation - Complex	Image	Any	\$0.060
002D	Document Preparation Specialists	Hour	Any	\$20.825
002E	Document Preparation – Additional Customer Requirements	Image	Any	\$.01-\$1.50
003	Document Scanning			
003A	Scanning up to 8.5x14 – Black & White 300 DPI	Image	1-50K	\$0.081
003B	Scanning up to 8.5x14 – Black & White 300 DPI	Image	50K-150K	\$0.072
003C	Scanning up to 8.5x14 – Black & White 300 DPI	Image	150K-500K	\$0.064
003D	Scanning up to 8.5x14 – Black & White 300 DPI	Image	500K+	\$0.055
003E	Scanning up to 8.5x14 – Black & White 200 DPI	Image	Any	10% Discount
003F	Scanning up to 8.5x14 – Color/Grayscale 200 DPI	Image	Any	\$0.111
003G	Scanning up to 8.5x14 – Color/Grayscale 300 DPI	Image	Any	\$0.119
003H	Scanning up to 8.5x14 – Mixed B&W / Color	Image	Any	\$0.081
003I	Flatbed Scanning up to 8.5x14 – In Addition	Image	Any	\$0.332
003J	Scanning - 11X17 - % of 8.5x14 price	Image	Any	150%
003K	Scanning - Additional Customer Requirements	Image	Any	\$0.01-\$1.50
004	Wide Format Scanning			
004A	Wide Format Scanning – 200 DPI B&W	Image	Any	\$1.658
004B	Wide Format Scanning – 300 DPI B&W	Image	Any	\$2.678
004C	Wide Format Scanning – 200 DPI Color/Grayscale	Image	Any	\$4.378
004D	Wide Format Scanning – 300 DPI Color/Grayscale	Image	Any	\$5.525
005	Post Processing			
005A	Post Processing – Included in Scanning Price	Image	Any	\$0.000
005B	Post Processing – Customer Supplied Images	Image	Any	\$0.043
006	Indexing			

006A	Indexing – 1/15 (Standard)	Document	Any	\$0.102
006B	Indexing – 2/20	Document	Any	\$0.213
006C	Indexing – 3/30	Document	Any	\$0.298
006D	Indexing – 3/40	Document	Any	\$0.383
006E	Indexing – Customer Supplied	Document	Any	\$0.000
007	Quality Control			
007A	Quality Control – Standard	Image	Any	\$0.021
007B	Quality Control – Standard w/ Rotation	Image	Any	\$0.0298
007C	Quality Control – Advanced	Image	Any	\$0.060
007D	Quality Control Specialists	Hour	Any	\$38.675
007E	Quality Control – Additional Customer Requirements	Image	Any	\$0.01-\$1.50
008	Document Reassembly			
008A	Document Reassembly – Standard	Image	Any	\$0.017
008B	Document Reassembly – Advanced	Image	Any	\$0.043
008C	Document Reassembly Specialists	Hour	Any	\$20.825
009	Conversion			
009A	PDF - Image Only	Image	Any	\$0.015
009B	Searchable PDF – Image over unedited text	Image	Any	\$0.030
010	Export			
010A	CD-ROM Creation	Disc	Any	\$14.875
010B	Additional CD	Disc	Any	\$10.625
010C	DVD Creation	Disc	Any	\$21.675
010D	Additional DVD	Disc	Any	\$14.875
011	Additional Services			
011A	Standard Local Pickup/Delivery	Trip	Any	\$31.875
011B	Non-Local Pickup/Delivery	Mile	Any	\$1.275
011C	Onsite Labor for Packaging	Hour	Min. 4	\$20.825
011D	Document Shredding	Box	Any	\$6.375
011E	Boxes	Box	Any	\$1.488

Summary of Available Discounts

Document Scanning – Price per image discounts at 50K, 150K and 500K+ images.

Wide Format Scanning – Price per image discounts 2.5% at every 1,000 images scanned. Max 25%

Combination of Services Discount: Line item prices are “A la carte.” As services are combined additional discounts may be applied. Due to the uniqueness of individual customer projects, there is no method to summarize all possible discounts.

SIN 51-507: Destruction Services

Service Descriptions

1. Hard Drive Destruction

- On-Site or Off-Site service
- Optional inventory of Hard Drives by Serial Number
- Hard Drives physically crushed.
- Hard Drives are Shredded with ¾ inch cutters.
- All crushed & shredded Hard Drives are 100% recycled for their various metals (Making this a **Green Destruction Solution!**)
- A Certificate of Destruction is provided for all Hard Drive Destruction services.

2. Data Tape Destruction

- On-Site or Off-Site Data Tape Inventory by Volser.
- On-Site or Off-Site Data Tape Degaussing.
- On-Site or Off-Site Data Tape Shredding
- Off-Site Data Tape Incineration

3. Product Destruction

Product Destruction

- Off-Site Product Shredding and Incineration

Destruction Services Prices

Item	Description	Unit	Quantity	GSA Price 15-20%Discount
101	Hard Drive Destruction			
101A	Off-Site Inventory Hard Drives By Serial Number	Each	Any	\$0.425
101B	On-Site Inventory Hard Drives By Serial Number*	Each	Any	\$0.5525
101C	Off-Site Hard Drive Crushing(See Discounts)	Each	Any	\$4.675
101D	On-Site Hard Drive Crushing* (See Discounts)	Each	Any	\$5.738
101E	Off-Site Hard Drive Shredding	ea	1-100	\$3.60
101F	Off-Site Hard Drive Shredding	ea	101-500	\$3.20
101G	Off-Site Hard Drive Shredding	ea	501-1,000	\$2.80
101H	Off-Site Hard Drive Shredding	ea	1,000+	\$2.40
101I	On-Site Hard Drive Shredding	ea	1-100	\$4.80
101J	On-Site Hard Drive Shredding	ea	101-500	\$4.40
101K	On-Site Hard Drive Shredding	ea	501-1,000	\$4.00
101L	On-Site Hard Drive Shredding	ea	1,000+	\$3.60
102	Data Tape Destruction			
102A	Off-Site Inventory of Barcode Volser	Each	Any	\$0.2125
102B	Off-Site Inventory of Non-Barcoded Volser/Description	Each	Any	\$0.4675
102C	On-Site Inventory of Barcode Volser*	Each	Any	\$0.255
102D	On-Site Inventory of Non-Barcoded Volser/Description*	Each	Any	\$0.5525
102E	Off-Site Data Tape Degaussing	Each	Any	\$0.425
102F	On-Site Data Tape Degaussing*	Each	Any	\$0.5525
102H	Off-Site Data Tape Incineration	Ton	1 Ton Min.	\$765.00
102I	Off-Site Data Tape Shredding	Each	1-250	\$0.44
102J	Off-Site Data Tape Shredding	Each	251-500	\$0.36
102K	Off-Site Data Tape Shredding	Each	501-2,500	\$0.28
102L	Off-Site Data Tape Shredding	Each	2,501+	\$0.20
102M	On-Site Data Tape Shredding	Each	1-250	\$0.60
102N	On-Site Data Tape Shredding	Each	251-500	\$0.52
102O	On-Site Data Tape Shredding	Each	501-2,500	\$0.44
102P	On-Site Data Tape Shredding	Each	2,501+	\$0.36
103	Product Destruction			
103A	Off-Site Mixed Item Shredding	Pound	Any	\$0.5525
103B	Product Incineration	Ton	1 Ton Min.	\$765.00
103C	Paper Shredding (15x12x10)	Box	Any	\$6.375

104	Additional Services			
104A	Local Pickup	Trip	Any	\$31.875
104B	Non-Local Pickup	Mile	30+	\$1.275
104C	Additional Labor Charge	Hour	Any	\$20.825
104D	On-Site Setup Fee	Setup	Any	\$127.50

**Any On-Site services requires 104D – On-Site Setup Fee.*

Summary of Available Discounts

Hard Drive Crushing: Price per unit discount of 5% for every 100 units. 50% Max Discount. (i.e. 600 units would receive a 30% discount)

Combination of Services Discount: Line item prices are “A la carte.” As services are combined additional discounts may be applied. Due to the uniqueness of individual customer projects, there is no method to summarize all possible discounts.