

A modern server room with blue lighting and rows of server racks. The room is clean and organized, with a polished floor reflecting the overhead lights. The server racks are arranged in long aisles, and the overall atmosphere is professional and high-tech.

DataSavers

Information Management Solutions



Schedule
Contract GS-03F-0042Y

General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

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 for GSA *Advantage!* is:
GSAAdvantage.gov

Schedule for: **OFFICE, IMAGING
AND DOCUMENT
SOLUTION SOLICITATION**

Federal Supply Group: MAS
Solicitation: 47QSMD20R001

Contract Period:
12/15/2016 to 12/14/2021
Contract #:
GS-03F-0042Y

Submitted by:
DataSavers, Inc.
888 Suemac Rd
Jacksonville, FL 32254
P (844) 372-8377
F (904) 786-1294
www.datasaversusa.com
DUNS: 80-370-4154
Business Size: Small Business
Minority Status: Woman Owned

DataSavers' Contact:
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June 2020



DATA SAVERS
INFORMATION MANAGEMENT SOLUTIONS

CUSTOMER INFORMATION

- 1a. **Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).** SIN 493110RM, 518210DC, 561990, 518210ERM.
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Attachment**
- 1c. **if the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. "Not applicable"**
2. **Maximum order.** For all SINS \$1,000,000 per FX13
3. **Minimum order.** \$500.00
4. **Geographic coverage (delivery area).** Domestic only
5. **Point(s) of production (city, county, and State or foreign country).** Same as Contractor
6. **Discount from list prices or statement of net price.** Government Pricing is net, as shown on the attached (any discounts have already been taken from the published price list).
7. **Quantity discounts.** Storage in excess of 50,000 cubes
8. **Prompt payment terms.** Net 30 days
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold.** Contractor accepts Government purchase cards at or below the micro-purchase threshold.
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.** Contractor accepts Government purchase cards above the micro-purchase threshold.
10. **Foreign items (list items by country of origin).** Contractor does not provide foreign items.

11a. Time of delivery. (Contractor inserts number of days.) Specified by Purchase Order.

11b. Expedited Delivery. Contact Contractor.

11c. Overnight and 2-day delivery. Contact Contractor.

11d. Urgent Requirements. Contact Contractor.

12. F.O.B. point(s). Destination

13a. Ordering address (es).

DataSavers, Inc
Customer Service Department
888 Suemac Rd
Jacksonville, FL 32254

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules). Contractor will accept Purchase Orders in one of three ways: via mail (paper form), via facsimile transmission, or PDF (email)

14. Payment address (es).

DataSavers, Inc
c/o Accounts Payable
888 Suemac Rd
Jacksonville, FL 32254

15. Warranty provision. Contractor's standard commercial warranty.

16. Export packing charges. "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. "Not applicable"

19. Terms and conditions of installation. "Not applicable"

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices. "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 (e.g., recycled content, energy efficiency, and/or reduced pollutants).** "Not applicable"
- 24b. **Indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.** "Not applicable"
25. **Data Universal Number System (DUNS) number.** 80-370-4154
26. **Notification regarding registration in Central Contractor Registration (CCR) database.**
Contractor is registered in CCR database.



DATASAVERS OVERVIEW

DATASAVERS, INC. is a premier provider of information management solutions, specializing in records and information management. DATASAVERS is headquartered in Jacksonville, FL with offices, affiliates and business partners throughout the United States.

On a regional basis, DataSavers serves a diverse client base of approximately 500 customers in information-intensive industries, including financial, insurance, healthcare, government agencies, and legal. Established in 1989 to service the north Florida market, DataSavers has affiliated locations in most major metro areas. A WOSB (Woman Owned Small Business), DataSavers is one of the few information management companies to be both ISO 9001:2015 and NAID certified, NARA compliant to store federal records, and a member of ARMA, NAID, PRISM and AIIM.

Our dedicated associates are composed of experienced individuals who are thoroughly background checked and selectively hired to ensure a secure environment for your data. With an average tenure of over five years, team members invest skill, passion and extensive industry knowledge into everything they do. Our highly educated executive team combines over 60 years of information management experience, along with certifications in records management and various associations.

DATASAVERS Inc. is comprised of four divisions, each with its own group of operations and sales support: Records Management, Document Imaging, Document Destruction, and Fulfillment. Extensive business process documentation, performance metrics measurements, standardization, continuous improvement and exceptional customer service are the hallmarks of the DATASAVERS culture.

Records Management	Document Imaging	Document Destruction	Fulfillment
<ul style="list-style-type: none"> Records Storage Access, retrieval, distribution DocTracker Inventory Management System NARA Compliant ISO 9001:2015 	<ul style="list-style-type: none"> Paper to Image Data Capture Film to Image Large Format Scanning Content Management OCR, ICR forms recognition ISO 9001:2015 	<ul style="list-style-type: none"> Plant-based Shredding NAID certified ISO 9001:2015 certified Hard Drive destruction Secure Transfer Vehicles Bin/Console rotations 	<ul style="list-style-type: none"> Efficient Pick and Pack Processes Multiple Logistics Channels ensure on-time, cost efficient delivery Easy Returns Management

Type of Service	Records Management Service Standards
Retrieval Requests (Standard)	Requests made by 3:00 pm E.S.T. shall be processed for next business day delivery (200 items max. Larger volumes processed according to agreed-upon time frame)
Retrieval Requests (Priority)	Requests made between 10:00 am E.S.T. and 3:00 pm E.S.T. shall be processed for end of business day delivery <i>or</i> requests made after 3:00 pm E.S.T. shall be processed for next business day delivery by 10:00 am E.S.T. (50 items max. Larger volumes processed according to agreed-upon time frame)
Retrieval Requests (Rush)	Requests made by 2:00 pm shall be processed within 2 hours (plus drive time) (50 items max. Larger volumes processed according to agreed-upon time frame)
Retrieval Requests (Emergency)	Requests for service during non-business hours will be fulfilled as soon as possible. Rush service charges also apply.
New Adds & Refiles	Box new adds and refiles shall be processed within 24 hours of receipt.
Pickups	Requests made by 3:00 pm E.S.T. shall be scheduled for next business day pickup. (200 items max. Larger volumes processed according to agreed-upon time frame)
Scan-On-Demand Delivery (Standard)	All Scan-on-Demand retrieval requests will be processed within 48 business hours from the time of request. (20 items max. Larger volumes processed according to agreed-upon time frame)
Delivery (Hardcopy via Courier)	Requests made by 3:00 pm E.S.T. shall be processed for 2nd day delivery. (50 items max. Larger volumes processed according to agreed-upon time frame)
Destruction	Requests for destruction shall be processed within 3 business days of receipt of authorized paperwork. (200 items max. Larger volumes processed according to agreed-upon time frame)
System Availability	The  system shall be available for accessing 24/7 (except for pre-determined maintenance time frames)

Note:

- Standards are based on Monday through Friday business days. The following holidays are excluded: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.
- Standards are based on E.S.T. (Eastern Standard or when applicable Daylight Savings Time).



DataSavers' utilizes our own information management system, which is a bar-coded, web-enabled inventory tracking system. The system allows records managers to perform basic information management tasks such as:

Request carton bar-coded labels
 Send cartons/files to off-site storage
 Assign retention periods to off-site records
 Access/search off-site records
 Retrieve records from off-site storage
 Destruction of records

Centralized Database
 System Access Rights
 Record Indexing
 Record Tracking
 Boolean Search
 Report query



GSA Price List

June 1, 2020

Contract # : GS03F0042Y

493110RM Record Management Services

Storage - Hard Copy Records	Unit	CLIN	SIN	Price
Storage - per cubic foot per month				
Storage – NARA approved <50,000 cubes	cu. ft. / month	RM-01	493110RM	\$0.145
Storage – NARA approved >50,000 cubes	cu. ft. / month	RM-01	493110RM	\$0.135
Storage – Vault Climate Controlled, Media	cu. ft. / month	RM-01A	493110RM	\$0.95
Storage – Classified	cu. ft. / month	RM-01B	493110RM	\$0.95
Storage – Tape Archive Per Tape	tape / month	RM-01C	493110RM	\$0.25
Storage – Monthly Minimum	month	RM-02	493110RM	\$65.00
Services - Hard Copy Records	Unit	CLIN	SIN	Price
Carton Activity - per cubic foot				
Add New Carton Input and shelving	cu. ft.	RM-03	493110RM	\$0.75
Retrieval Carton Standard	cu. ft.	RM-04	493110RM	\$1.25
Retrieval Carton Rush	cu. ft.	RM-04A	493110RM	\$2.50
Retrieval Carton Emergency	cu. ft.	RM-04B	493110RM	\$3.75
Delivery/Pick-up Carton	cu. ft.	RM-05	493110RM	\$1.25
Refile Carton	cu. ft.	RM-06	493110RM	\$1.25
Permanent Withdrawal Retrieval not included	cu. ft.	RM-07	493110RM	\$3.00
Rebox Carton - Does not include price of new carton	cu. ft.	RM-08	493110RM	\$1.35
File Folder Activity - per item				
File Indexing All files in carton up to 3 fields of data	each	RM-09	493110RM	\$0.19
File Indexing for retrieval	each	RM-10	493110RM	\$0.50
Add New File to Existing Box	each	RM-11	493110RM	\$1.50
Add New Interfile	each	RM-12	493110RM	\$2.25
Retrieve File Standard	each	RM-13	493110RM	\$1.50
Retrieve File Rush	each	RM-13A	493110RM	\$3.00
Retrieve File Emergency	each	RM-13B	493110RM	\$4.50
Retrieve File After Hours	each	RM-13C	493110RM	\$6.00
Delivery/Pick-up File	each	RM-05A	493110RM	\$1.25
Refile File	each	RM-14	493110RM	\$1.50
Retrieve Interfile Per request + RM-12 fee	each	RM-15	493110RM	\$1.50
Scan on Demand for Electronic Delivery	page	RM-16	493110RM	\$0.12
Permanent Withdrawal File Retrieval not included	each	RM-17	493110RM	\$2.10
File Not Found Permanent withdrawal not included	each	RM-18	493110RM	\$1.75
Office, Administrative and Database Services				
Data Entry Per Carton	each	RM-38	493110RM	\$0.25
Data Entry Per File	each	RM-38A	493110RM	\$0.25
Reports on request Per page	page	RM-19	493110RM	\$0.25
Photo Copies Per page	page	RM-20	493110RM	\$0.20
Faxes Per page	page	RM-21	493110RM	\$0.25
Dock Access - loading dock and loading/unloading	cu.ft	RM-21A	493110RM	\$0.45
Handling Pallet In/Out - loading or unloading pallets	each	RM-21B	493110RM	\$5.75
Postage	each	RM-22	493110RM	Cost+\$1.00
Shipping and handling charges	each	RM-23	493110RM	Cost+\$2.00
1.2 cubic ft. Storage box/carton Minimum of 10	each	RM-24	493110RM	\$1.75



493110RM Record Management Services (con't)

Services - Hard Copy Records	Unit	CLIN	SIN	Price
Special Projects and Labor Rates – per man-hour				
Inventory Specialist	hour	RM-25	493110RM	\$27.00
Clerical	hour	RM-26	493110RM	\$27.00
Supervisor	hour	RM-27	493110RM	\$40.00
Records Management Consultant	hour	RM-27A	493110RM	\$110.00
Account Manager	hour	RM-27B	493110RM	\$110.00
Project Manager	hour	RM-27C	493110RM	\$110.00
Driver/Courier	hour	RM-28	493110RM	\$27.00
Transportation – per trip				
Site Visit Standard Within 35 mile radius	trip	RM-29	493110RM	\$26.20
Site Visit Rush Within 35 mile radius	trip	RM-30	493110RM	\$50.00
Site Visit Emergency Within 35 mile radius	trip	RM-31	493110RM	\$95.00
Site Visit After hours/Weekends/Holidays Rush charges also apply	trip	RM-32	493110RM	\$125.00
Surcharges corresponding to the percentage increase in the CLIN		RM-33	493110RM	50%
Site Visit Standard Per mile one-way, Outside 35 mile radius or special project	trip	RM-34	493110RM	\$26.20+ mile
Destruction Services - offsite				
Records shredding - inventoried Per written authorization only, per cubic foot	cu. ft.	RM-35	493110RM	\$1.75

518210DC Document/Microfilm Conversion Services

Document Prep minimal	page	DCS-01	518210DC	\$0.015
Document Prep medium	page	DCS-02	518210DC	\$0.022
Document Prep maximum	page	DCS-03	518210DC	\$0.030
Document Re-assembly minimal	page	DCS-04	518210DC	\$0.010
Document Re-assembly medium	page	DCS-05	518210DC	\$0.020
Document Re-assembly maximum	page	DCS-06	518210DC	\$0.025
Scanning @ 200DPI, no oversize	page	DCS-07	518210DC	\$0.030
Scanning @ 300DPI, no oversize	page	DCS-08	518210DC	\$0.035
Indexing Per field, max 15 characters	each	DCS-09	518210DC	\$0.025
Output Delivery	each	DCS-10	518210DC	\$45.00
Customized Programming/Reporting	hour	DCS-11	518210DC	\$250.00
Large Format Scanning	each	DCS-12	518210DC	\$1.05



561990 Destruction Services

Destruction Services	Unit	CLIN	SIN	Price
<i>Destruction Services</i>				
File shredding	pound	DEST-01	561990	\$0.10
Records shredding - non inventory	cu.ft	DEST-02	561990	\$1.96
Records shredding/NIST - non inventory	cu.ft	DEST-03	561990	\$3.53
Hard Drive destruction	each	DEST-04	561990	\$7.05
CD/DVD/Tapes	pound	DEST-05	561990	\$1.36
microfilm	pound	DEST-06	561990	\$1.32
Console - 20 gallon	each	DEST-07	561990	\$4.79
Console - 26 gallon	each	DEST-08	561990	\$7.10
Console - 32 gallon	each	DEST-09	561990	\$7.96
Console - 39 gallon	each	DEST-10	561990	\$9.27
Bin - 52 gallon	each	DEST-11	561990	\$8.25
Bin - 65 gallon	each	DEST-12	561990	\$9.07
Bin - 96 gallon	each	DEST-13	561990	\$10.28
<i>Transportation</i>				
Site Visit Standard Within 35 mile radius	trip	DEST-14	561990	\$26.20
Site Visit Standard - Outside 35 mile radius	trip+mileage	DEST-15	561990	\$26.20+ mile

518210ERM Electronic Records Management

Electronic Records Management	Unit	CLIN	SIN	Price
<i>Labor Rates</i>				
Program Director	hour	ERM-01	518210ERM	\$92.70
Project Manager	hour	ERM-02	518210ERM	\$90.68
Senior Subject Matter Expert	hour	ERM-03	518210ERM	\$128.46
Subject Matter Expert	hour	ERM-04	518210ERM	\$95.21
Senior Analyst	hour	ERM-05	518210ERM	\$69.46
Mid-Level Analyst	hour	ERM-06	518210ERM	\$42.74
Analyst	hour	ERM-07	518210ERM	\$42.74
Senior Database Administrator	hour	ERM-08	518210ERM	\$58.77
Quality Assurance/Control Specialist	hour	ERM-09	518210ERM	\$42.74
Technical Writer	hour	ERM-10	518210ERM	\$37.40
Documentation Specialist	hour	ERM-11	518210ERM	\$30.45
Senior Functional Analyst	hour	ERM-12	518210ERM	\$90.83
Functional Analyst**	hour	ERM-13	518210ERM	\$74.80
Task Supervisor	hour	ERM-14	518210ERM	\$39.54
Records Supervisor	hour	ERM-15	518210ERM	\$34.19
Records Analyst 2	hour	ERM-16	518210ERM	\$32.06
Testing Specialist	hour	ERM-17	518210ERM	\$32.06
Data Technician	hour	ERM-18	518210ERM	\$32.06
Data Entry Operator	hour	ERM-19	518210ERM	\$32.06
Scanning Supervisor	hour	ERM-20	518210ERM	\$32.06
Scanning/Microfilm Specialist	hour	ERM-21	518210ERM	\$32.06

Vendor Certification for Electronic Records Management Solutions

For the purposes of the MAS Solicitation, eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. Vendors should include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.

DataSavers Inc.
888 Suemac Rd,
Jacksonville, FL 32254

Proposed Elements of Electronic Records Management Services:

[Select all that apply]

- Element 1 - Desktop Applications
- Element 2 - Electronic Messages
- Element 3 - Social Media
- Element 4 - Cloud Services
- Element 5 - Websites
- Element 6 - Digital Media (Photo)
- Element 7 - Digital Media (Audio)
- Element 8 - Digital Media (Video)
- Element 9 - Databases
- Element 10 - Shared Drives
- Element 11 - Engineering Drawings

DataSavers Inc hereby certifies that we are capable of meeting all standards described in Solicitation - and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.

Offeror (*To be signed only by **authorized principal**, with authority to bind the undersigned contractor*)

Michael Lombardi

Name (Printed)

VP

Title

7-1-2020

Date