



U.S. General Services Administration



**General Services Administration  
Federal Supply Schedule**

**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](http://GSAAdvantage.gov).

**Schedule Title: Office Imaging and Document Solutions**

**FSC Groups: 36**

**FSC Class: 733-1 – Mail Room Management Services  
733-3 – Miscellaneous Mail Services**

**Contract Number: GS-03F-0051X**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Contract Period: December 15, 2015 through December 14, 2020**

**Contractor: ASTOR & SANDERS CORPORATION  
Address: 9900 BELWARD CAMPUS DRIVE, SUITE 275  
ROCKVILLE, MD 20850-3218**

**Phone: 301-838-3420  
Fax: 301-838-3421**

**Website: [www.astor-sanders.com](http://www.astor-sanders.com)  
Email: [sagrawal@astor-sanders.com](mailto:sagrawal@astor-sanders.com)**

8(a) Certified Woman Owned, Small Disadvantaged Business



**Customer Information:**

1a. Table of Awards SIN: 733-1  
733-3

1b. Low Price Item: SIN 733-1: Driver Courier \$29.29  
SIN 733-3: Procurement Assistant \$46.29

1c. Description of Hourly Services:

**SIN 733-3: Professional Labor Categories**

<b>S1</b>	<b>Labor Category</b>	<b>Description</b>	<b>Education</b>	<b>Experience</b>
1	Analyst Support	Responsible for financial and administrative responsibilities and day-to-day activities such as budgeting, reporting, estimating, analysis, etc. Performs cost/schedule variance analysis and provides resulting recommendations. Participates in budget preparation and monitors expenses. Prepares or assists in the preparation of cost-to-completes. Assists in preparing estimates. Interprets and implements customer requirements for proposals.	Bachelor's Degree in Business Administration, a related field or equivalent experience.	One year of experience and a working knowledge of contractual documents.
2	Financial Management Support	Responsible for various financial functions such as budgeting, auditing and analysis. Job responsibilities are broad in scope. Reviews complex financial data received from managers. Maintains documented records supporting financial forecasts used in the rate and budget areas. Ensures management understanding of rate and budget issues. Ensures compliance with procedures and regulations. Conducts and may lead audits. May provide work leadership for lower level employees.	Bachelor's Degree in Finance, Accounting, Business Administration, a related field, or equivalent experience.	Five years of financial analysis experience, including a thorough knowledge of FAR and other applicable government regulations.
3	Accounting Support I	Performs basic accounting tasks in general or specialized accounting functions such as Accounts	Associate's Degree in Accounting, Business	One year of experience in related field.

<b>S1</b>	<b>Labor Category</b>	<b>Description</b>	<b>Education</b>	<b>Experience</b>
		Receivable, Accounts Payable and the like. Assists higher level accountants in a variety of accounting assignments including the preparation, analysis, review, verification and reconciliation of various records, financial reports and statements. Establishes and maintains accurate, detailed financial records.	Administration, a related field or equivalent experience.	
4	Human Resources & Contract Specialist	Plans, conducts and coordinates the development and administration of human resources program in functions such as employment, compensation, benefits, training, employee relations, security, unemployment insurance, and related areas. Provides staff consulting support in the investigation of new human resources programs. Conducts research into human resources practices, policies and procedures. Analyzes trends of a competitive nature and within the company. Assists in the formulation of human resource and manpower objectives. May develop department policies and procedures. May provide project leadership to other staff members. May provide work leadership for other staff members.	Bachelor's Degree in Human Resources, Business Administration, a related field, or equivalent experience.	Seven years of experience in the field.
5	Procurement Assistant	Responsible for maintaining the software library to include cataloging and tracking software titles, licensing, inventory levels, versions, and support. Will also be responsible for providing Project Acquisition support. Required to interface with software vendors on a variety of issues to include licensing agreement, support agreements and purchasing new software or licenses. Will also interface with	Associate's Degree in Business Administration, a related field or equivalent experience.	Two years of experience in the field and knowledge of Federal purchasing methods and procedures.

<b>S1</b>	<b>Labor Category</b>	<b>Description</b>	<b>Education</b>	<b>Experience</b>
		staff to include Project Managers to process acquisition requests on their behalf. May perform other duties as required.		
6	Accounting Clerk III	Responsible for all basic accounting functions. Assignments include maintaining accounts Payable, preparing payments, coding and journalizing transactions; preparation, review, verification, reconciliation and analysis of various records, financial reports and statements. Maintains accurate and complete financial records.	Bachelor's Degree in Business Administration, a related field or equivalent experience.	Two years of experience in related field.

## **SIN 733-1: SCA Wage Determination Labor Categories**

### **1. ADMINISTRATIVE ASSISTANT (01020)**

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

### **2. DOCUMENT PREPARATION CLERK (Document Preparer) (01070)**

This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

### **3. DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction Worker) (01090)**

This position operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing

and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

#### 4. TRUCKDRIVER, LIGHT TRUCK (31361)

The Truckdriver drives a truck, Straight truck, less than 1 1/2 tons, usually 4 wheels, to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

#### 5. MESSENGER COURIER (01141)

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

#### 6. SCHEDULER, MAINTENANCE (01300)

This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

#### 7. SERVICE ORDER DISPATCHER (01320)

This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from a wholesale or establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to ensure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.

8. DRIVER/COURIER (31043)

The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.

9. GENERAL CLERK I (01111)

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

10. GENERAL CLERK II (01112)

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

11. GENERAL CLERK III (01113)

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.



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|----|----------------------|-----------------|
| 1. | Maximum Order:       | \$1,000,000     |
| 2. | Minimum Order:       | \$100           |
| 3. | Geographic coverage: | CONUS/ National |

4. Point of production: Rockville, MD 20850-3218
5. Discount from list prices or statement of net price: < See Price list below >
6. Quantity discounts: None
7. Prompt payment terms: Payment terms are Net 30 days
- 8a/b. Credit cards: Accepted for orders at, below and above the minimum micro-purchase threshold.
9. Foreign items: None
- 10a. Time of Delivery: SIN 733-1: 30 Days ARO  
SIN 733-3: 30 Days ARO
- 10b. Expedited delivery: N/A
- 10c. Overnight & 2-day delivery: N/A
- 10d. Urgent Requirements: Contact: Astor & Sanders Corporation Email: [sagrawal@astor-sanders.com](mailto:sagrawal@astor-sanders.com)
11. F.O.B. Points: 9900 Belward Campus Drive, Suite 275  
Rockville, MD 20850-3218
- 12a. Ordering address: Astor & Sanders Corporation  
9900 Belward Campus Drive, Suite 275  
Rockville, MD 20850-3218
- 12b. Ordering procedures: Phone: 301-838-3420  
Fax: 301-838-3421  
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3
13. Payment address: Astor & Sanders Corporation  
9900 Belward Campus Drive, Suite 275  
Rockville, MD 20850-3218
14. Warranty provision: N/A
15. Export packaging charges: N/A
16. Terms & conditions of Government purchase card: Accepted for orders at, below and above the minimum micro-purchase threshold.
17. Terms & conditions of rental, maintenance or repair: N/A
18. Terms & conditions of installation: N/A
- 19a. Terms & conditions of repair parts: N/A
- 19b. Terms & conditions of services: N/A
20. List of service points: Rockville, MD 20850-3218
21. List of participating dealers: N/A
22. Preventative Maintenance: N/A
- 23a. Special attributes: N/A
- 23b. EIT information: N/A
24. DUNS number: 131499316
25. CCR registration: Has registered with CCR

**GSA/FSS FSC GROUP PRICELIST**

**Professional Labor Categories**

<b>SIN</b>	<b><u>Job Title</u></b>	<b><u>GSA Price</u></b>
733-3	Analyst Support	\$54.73
733-3	Procurement Assistant	\$46.29
733-3	Financial Management Support	\$95.80
733-3	Accounting Support Level I	\$46.79
733-3	Human Resources & Contract Specialist	\$118.26
733-3	Accounting Clerk III	\$59.57

**SCA Wage Determination Labor Categories**

<b>SIN</b>	<b><u>Job Title</u></b>	<b><u>GSA Price</u></b>
733-1	Administrative Assistant	\$54.04
733-1	Document Preparation Clerk	\$32.75
733-1	Duplicating Machine Operator	\$30.32
733-1	Truckdriver, Light	\$33.84
733-1	Messenger Courier	\$26.41
733-1	Scheduler, Maintenance	\$40.30
733-1	Service Order Dispatcher	\$40.12
733-1	Driver Courier	\$29.29
733-1	General Clerk I	\$29.70
733-1	General Clerk II	\$32.67
733-1	General Clerk III	\$42.81