

TDB COMMUNICATIONS, INC.
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WWW.TDBCOMMUNICATIONS.COM

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

FSC/PSC Code	NAICS	SIN	Description
R799	561210	51 504	Records Management Services

Contract number: **GS-03F-0099W**

Contract period: **1 April 2010** thru **31 March 2020**

Pricelist Current through Modification: PO-0005 Dated: 1 April 2015

Contact for Contract Administration

Primary: Laird Simons, President, lsimons@tdbcommunications.com

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: GSAAadvantage.gov.

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



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1. Table of Awarded Special Item Numbers

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1b. Lowest Unit Price

<i>SIN</i>	<i>Part Number</i>	<i>Description</i>	<i>Price</i>	<i>Page</i>
51 504	QAI504015D	Pick-up and Delivery Mileage Charge Unit/Quantity: Mile	\$0.52	5

1c. Labor Categories

Application Developer

Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team.

Education: Associate's Degree or equivalent

Experience: 1-2 years related work experience

Data Entry Technician

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for Level I. Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

Education: High School Diploma or Equivalent

Experience: 1 year of related work experience.

Sr. Data Entry Technician

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures.

Education: High School Diploma or equivalent

Experience: 1-2 years of related work experience

Document Preparation Clerk

Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating



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Customer Information



Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

Education: High School Diploma or Equivalent

Experience: 1-2 years related work experience.

Financial Management Technician

Examines various types of accounts payable documents received. Assembles supporting papers and examines for proper authorization, completeness and accuracy of charges, and fulfillment of conditions of procurement. Determines that there is proper justification to create a voucher for payment from the submitted documents and creates a payment package. Communicates by telephone or written correspondence with bureaus and/or vendors, pertaining to questionable accounts payable documents.

Education: High School Diploma or equivalent

Experience: 1 year or related work experience.

General Clerk

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Education: High School Diploma or Equivalent

Experience: 6 months of related work experience.

Medical Record Clerk

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.

Education: High School Diploma or Equivalent

Experience: 6 months of related work experience.

Procurement/Acquisition Support Technician

The employee is responsible for procuring automation systems, equipment, furniture, supplies and miscellaneous services in support of the operational requirements of the business. Prepares purchase orders for supervisory approval. Procures computer automation equipment, network systems, telecommunications and general office equipment, furnishings, supplies and miscellaneous services from government and non-government sources through new contracts, competitive bids or existing government contracts. Contracts for maintenance and repair of equipment, telephones and furniture. Checks deliveries and invoices against purchase orders for type, quantity and condition.

Education: High School Diploma or Equivalent

Experience: 1-2 years related work experience

Project Manager

Responsible for all support provided to a particular client or project, including monitoring work flow, preparing regular reports for manager or clients, identifying and assigning



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staff, creating and tracking budget, coordinating technical or data processing support, maintaining case or project security, and obtaining other resources as needed. Uses broad knowledge of office automation, including telecommunications, networks, personal computers, databases, word processing, spreadsheet, and imaging. Bachelor's degree in business, computer information systems, management information systems, information resource management, data management, or related discipline, or four years of equivalent experience.

Education: BS degree or equivalent

Experience: 5 years related work experience

2. Maximum Order

\$100,000

3. Minimum Order

\$100

4. Geographic Coverage

Nationwide

5. Point of Production

United States

6. Discount from List Prices

"Prices shown herein are inclusive of all accepted discounts and/or markups. Prices shown as total GSA price are inclusive of the Industrial Funding Fee (IFF). The Industrial Funding Fee (IFF) is a separate collection mechanism and is currently set at 0.75%. The IFF is not considered part of the contractor's discount or markup since it is set by GSA and can change throughout the life of the contract."

7. Quantity Discounts

None.

8. Prompt Payment Terms

Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Notification that Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold

TDB Communications, Inc. accepts Government Purchase Cards at or below the micro-purchase level.

9b. Notification whether Government Purchase Cards are Accepted or Not Accepted Above the Micro-Purchase Threshold

TDB Communications, Inc. accepts Government Purchase Cards above the micro-purchase level.

10. Foreign Items

None

11. Time of delivery

30 days ARO

11b. Expedited Delivery

Please contact Contractor

11c. Overnight and 2-Day Delivery

Please contact Contractor



GSA Schedule Customer Information



11d. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. FOB

Destination

13. Ordering Address

TDB Communications, Inc.
10901 West 84th Terrace Suite 105
Lenexa, KS 66214

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 Schedules homepage (www.gsa.gov/schedules)

14. Payment Address

TDB Communications, Inc.
10901 West 84th Terrace Suite 105
Lenexa, KS 66214

15. Warranty Provision

Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. Export Packing Charges

Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance

TDB Communications, Inc. accepts Government Purchase Cards at and above the micro-purchase level

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

Not Applicable

20b. Terms and Conditions for Other Services

Not Applicable

21. Service and Distribution Points

Not Applicable

22. List of Participating Dealers

Not Applicable



**GSA Schedule
Customer Information**



- 23. Preventive Maintenance**
Not Applicable
- 24. Special Attributes**
Not Applicable
- 24b. 508 Compliance**
Not Applicable
- 25. Data Universal Number System (DUNS) Number**
848758400
- 26. Notification regarding registration in the System for Award Management (SAM) Database**
TDB Communications, inc. is registered with the SAM database and has been assigned Cage Code 1VPP0.
- 27. GSA Net Pricing**

Records Management System			
SIN	Part #	Description	GSA Net Price
51 504	QAI504015A	Vaulted Archive Storage for: Documents/Specimens*/Electronic Media Unit/Quantity: 0 - 20 Cu Ft. Annual Fee.	\$34.47
51 504	QAI504015A	Vaulted Archive Storage for: Documents/Specimens*/Electronic Media Unit/Quantity: 21 - 100 Cu Ft. Annual Fee.	\$30.16
51 504	QAI504015A	Vaulted Archive Storage for: Documents/Specimens*/Electronic Media Unit/Quantity: 101 - 200 Cu Ft. Annual Fee.	\$25.86
51 504	QAI504015A	Vaulted Archive Storage for: Documents/Specimens*/Electronic Media Unit/Quantity: Over 200 Cu Ft. Annual Fee.	\$23.70
51 504	QAI504015B	Set up Charges: Re-Boxing and Labeling Unit/Quantity: Box	\$5.39
51 504	QAI504015C	Vaulted Freezer and Refrigeration (by Container) Unit/Quantity: Annual Fee.	\$80.79
51 504	QAI504015D	Pick-up and Delivery Mileage Charge Unit/Quantity: Mile	\$0.59
51 504	QAI504015E	Document Destruction Unit Quantity: Minute	\$7.70



GSA Schedule Customer Information



Labor Category Prices		
SIN	Category	GSA Net Rate
51 504	**Data Entry Technician	\$21.47
51 504	**Sr. Data Entry Tech	\$40.30
51 504	Application Developer	\$61.58
51 504	Financial Management Technician	\$30.18
51 504	Procurement/Acquisition Support Technician	\$28.38
51 504	**Document Preparation Clerk	\$28.11
51 504	Project Manager	\$60.91
51 504	**General Clerk	\$27.01
51 504	**Medical Record Clerk	\$30.67

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Data Entry Technician	01051: Data Entry Operator I	05-2325
Sr. Data Entry Tech	01052: Data Entry Operator II	05-2325
Document Preparation Clerk	01070: Document Preparation Clerk	05-2325
General Clerk	01191: General Clerk I	05-2325
Medical Record Clerk	12160: Medical Record Clerk	05-2325

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).