MULTIPLE AWARD SCHEDULE

OFFICE MANAGEMENT - RECORDS MANAGEMENT
FSC GROUP: R799

TDB COMMUNICATIONS, INC.
4217 20TH ST NE
WASHINGTON, DC 20018-3215
P. 202-270-3689
F. 202-478-2959
WWW.TDBGOV.COM

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

Contract number: GS-03F-0099W
Contract period: 1 April 2020 thru 31 March 2025
Pricelist Current through Modification: PA-0022 Dated: 23 October 2020

Contact for Contract Administration:
Thomas A Duckenfield III, CEO
thomas.duckenfield@tdbgov.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: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
# Table of Contents

1. Table of Awarded Special Item Numbers .......................................................... 1
2. Maximum Order .................................................................................................. 3
3. Minimum Order ................................................................................................ 3
4. Geographic Coverage ......................................................................................... 3
5. Point of Production .............................................................................................. 3
6. Discount from List Prices .................................................................................. 3
7. Quantity Discounts .............................................................................................. 3
8. Prompt Payment Terms ...................................................................................... 3
9. Foreign Items ....................................................................................................... 3
10. Time of delivery .................................................................................................. 3
11. FOB .................................................................................................................... 4
12. Ordering Address ................................................................................................. 4
13. Payment Address ................................................................................................. 4
14. Warranty Provision ............................................................................................... 4
15. Export Packing Charges ...................................................................................... 4
16. Terms and Conditions of Rental, Maintenance, and Repair ......................... 4
17. Terms and Conditions of Installation ............................................................... 4
18. Terms and Conditions of Repair Parts ............................................................. 4
19. Service and Distribution Points ......................................................................... 4
20. List of Participating Dealers .............................................................................. 4
21. Preventive Maintenance ...................................................................................... 4
22. Special Attributes ................................................................................................. 4
23. Data Universal Number System (DUNS) Number ........................................... 4
24. Notification regarding registration in the System for Award Management (SAM) Database ........................................................................................................ 5
25. GSA Net Pricing .................................................................................................. 5
Customer Information

1. Table of Awarded Special Item Numbers

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>493110RM</td>
<td>Physical Records Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Lever Materials</td>
</tr>
</tbody>
</table>

1b. Lowest Unit Price

<table>
<thead>
<tr>
<th>SIN</th>
<th>Part Number</th>
<th>Description</th>
<th>Price</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>493110RM</td>
<td>QAI504015D</td>
<td>Pick-up and Delivery Mileage Charge Unit/Quantity: Mile</td>
<td>$0.52</td>
<td>5</td>
</tr>
</tbody>
</table>

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
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
Customer Information

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
   493110RM - $100,000
   OLM - $250,000

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. Foreign Items
   None

10a. Time of delivery
     30 days ARO

10b. Expedited Delivery
     Please contact Contractor

10c. Overnight and 2-Day Delivery
     Please contact Contractor

10d. 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)
Customer Information

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.

11. **FOB**
    Destination

12a. **Ordering Address**
    TDB Communications, Inc.
    4217 20th St NE
    WASHINGTON, DC 20018-3215

12b. **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)

13. **Payment Address**
    TDB Communications, Inc.
    4217 20th St NE
    WASHINGTON, DC 20018-3215

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

15. **Export Packing Charges**
    Not Applicable

16. **Terms and Conditions of Rental, Maintenance, and Repair**
    Not Applicable

17. **Terms and Conditions of Installation**
    Not Applicable

18a. **Terms and Conditions of Repair Parts**
    Not Applicable

18b. **Terms and Conditions for Other Services**
    Not Applicable

19. **Service and Distribution Points**
    Not Applicable

20. **List of Participating Dealers**
    Not Applicable

21. **Preventive Maintenance**
    Not Applicable

22a. **Special Attributes**
    Not Applicable

22b. **508 Compliance**
    Not Applicable

23. **Data Universal Number System (DUNS) Number**
    848758400
24. 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.

25. GSA Net Pricing

<table>
<thead>
<tr>
<th>SIN</th>
<th>Part #</th>
<th>Description</th>
<th>GSA Net Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>493110RM</td>
<td>QAI504015A</td>
<td>Vaulted Archive Storage for: Documents/Specimens*/Electronic Media Unit/Quantity: 0 - 20 Cu Ft. Annual Fee.</td>
<td>$34.47</td>
</tr>
<tr>
<td>493110RM</td>
<td>QAI504015A</td>
<td>Vaulted Archive Storage for: Documents/Specimens*/Electronic Media Unit/Quantity: 21 - 100 Cu Ft. Annual Fee.</td>
<td>$30.16</td>
</tr>
<tr>
<td>493110RM</td>
<td>QAI504015A</td>
<td>Vaulted Archive Storage for: Documents/Specimens*/Electronic Media Unit/Quantity: 101 - 200 Cu Ft. Annual Fee.</td>
<td>$25.86</td>
</tr>
<tr>
<td>493110RM</td>
<td>QAI504015A</td>
<td>Vaulted Archive Storage for: Documents/Specimens*/Electronic Media Unit/Quantity: Over 200 Cu Ft. Annual Fee.</td>
<td>$23.70</td>
</tr>
<tr>
<td>493110RM</td>
<td>QAI504015B</td>
<td>Set up Charges: Re-Boxing and Labeling Unit/Quantity: Box</td>
<td>$5.39</td>
</tr>
<tr>
<td>493110RM</td>
<td>QAI504015C</td>
<td>Vaulted Freezer and Refrigeration (by Container) Unit/Quantity: Annual Fee.</td>
<td>$80.79</td>
</tr>
<tr>
<td>493110RM</td>
<td>QAI504015D</td>
<td>Pick-up and Delivery Mileage Charge Unit/Quantity: Mile</td>
<td>$0.59</td>
</tr>
<tr>
<td>493110RM</td>
<td>QAI504015E</td>
<td>Document Destruction Unit Quantity: Minute</td>
<td>$7.70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIN</th>
<th>Category</th>
<th>GSA Net Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>493110RM</td>
<td>**Data Entry Technician</td>
<td>$21.47</td>
</tr>
<tr>
<td>493110RM</td>
<td>**Sr. Data Entry Tech</td>
<td>$40.30</td>
</tr>
<tr>
<td>493110RM</td>
<td>Application Developer</td>
<td>$61.58</td>
</tr>
<tr>
<td>493110RM</td>
<td>Financial Management Technician</td>
<td>$30.18</td>
</tr>
<tr>
<td>493110RM</td>
<td>Procurement/Acquisition Support Technician</td>
<td>$28.38</td>
</tr>
<tr>
<td>493110RM</td>
<td>**Document Preparation Clerk</td>
<td>$28.11</td>
</tr>
<tr>
<td>493110RM</td>
<td>Project Manager</td>
<td>$60.91</td>
</tr>
<tr>
<td>493110RM</td>
<td>**General Clerk</td>
<td>$27.01</td>
</tr>
<tr>
<td>493110RM</td>
<td>**Medical Record Clerk</td>
<td>$30.67</td>
</tr>
</tbody>
</table>
The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories.

The prices for the indicated (*) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

For the additional indicated (**) SCLS-eligible contract labor categories, we researched the SCLS Directory of Occupations (version 5) and found no occupations that contain the same or similar requirements and responsibilities. For these labor categories, we certify that TDB Communications, Inc. pays our employees at least the wages and fringe benefits found by the Department of Labor to prevail in the locality, the minimum wage set forth in the Fair Labor Standards Act (FLSA) – FAR 22.1002-2.

We do not have a collective bargaining agreement.