



ARDEM
incorporated
Success Delivered

124 Hillsborough Rd.
Hillsborough, NJ 08844
908.359.2600
908.262.7086 fax
www.ardem.net

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule List
Current as of January 2015

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: www.GSAAdvantage.gov

Federal Supply Schedule 36: Office, Imaging and Document Solutions
FSC Group 51: Document Management Products, Systems, Services & Solutions

Contract Number: **GS-03F-0146V**
Contract period: 7/10/2014 through 7/9/2019

Contractor Information

Name: **ARDEM Incorporated**
Address: 124 Hillsborough Rd
Hillsborough, NJ 08844

Telephone: 908-359-2600
Fax: 908-262-7086

Email: sales@ardem.net
Web: www.ardem.net

Business Size: Small Business

GSA Awarded Terms and Conditions

1a. Awarded Special Item Numbers (SIN):

51 506 Document Conversion Services

2. Maximum order: **SIN 51-506: \$1,000,000**
3. Minimum order: **\$100**
4. Geographic coverage (delivery area). **48 contiguous states, Washington DC,**
5. Point(s) of production (city, county, and State or foreign country).
**Hillsborough, New Jersey
Somerset County**
6. Discount from list prices or statement of net price. **Net GSA pricing is listed in the pricing tables.**
7. Quantity discounts. **None**
8. Prompt payment terms. **0%, Net 30 Days**
- 9a. Government purchase cards accepted at or below micro-purchase threshold: **Yes**
- 9b. Government purchase cards accepted above micro-purchase threshold: **Yes**
10. Foreign Items: **None**
- 11a. Time of delivery. **30 Days ARO**
- 11b. Expedited Delivery. **Expedited 10 day delivery is available, Please contact ARDEM Incorporated for details.**
- 11c. Overnight and 2-day delivery. **Services may be available for urgent delivery. Urgent delivery time is negotiated between Contractor and Ordering Agency**
- 11d. Urgent Requirements. **Services may be available for urgent delivery. Urgent delivery time is Negotiated between Contractor and Ordering Agency**
12. F.O.B. point(s). **FOB Destination**
- 13a. Ordering address.

ARDEM Incorporated
124 Hillsborough Rd.,
Hillsborough, NJ 08844
908-359-2600 voice
908-262-7086 fax
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14. Payment address:
- ARDEM Incorporated**
41 Black Horse Run
Belle Mead, NJ 08502
908-359-2600 voice
908-262-7086 fax
www.ardem.net
sales@ardem.net
15. Warranty Provision: **Standard Commercial Warranty**
16. Export packing charges, if applicable. **NONE**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **Same**
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 (if applicable). **NOT APPLICABLE**
22. List of participating dealers (if applicable). **NONE**
23. Preventive maintenance (if applicable). **NOT APPLICABLE**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **NONE**
- 24b. Section 508 Compliance for EIT: **NOT APPLICABLE**
25. DUNS Number: **153221580**
26. Notification regarding registration in CCR database: **Cage: 3ZRZ2**
27. Cancellation: **Orders cancelled prior to start of work will not incur a cancellation fee. After work has begun, only the cost incurred through date of cancellation will be billed to the customer.**

ARDEM GSA Price List

SIN	Part#	Description	GSA Price
51-506	1001	Mixed Size Document Scanning up to 8 1/2 x11 to 200 dpi TIFF	\$0.0605
51-506	1002	Mixed Size Document Scanning up to 8 1/2 x11 to 300 dpi TIFF	\$0.0806
51-506	1003	Document Scanning 11 x17 paper to 200dpi TIFF	\$0.1209
51-506	1004	Document Scanning 11 x17 paper to 300dpi TIFF	\$0.1411
51-506	1005	Document Scanning 18 x24 paper to 200dpi TIFF	\$1.2090
51-506	1006	Document Scanning 18 x24 paper to 300dpi TIFF	\$1.4105
51-506	1007	Document Scanning 24 x36 paper to 200dpi TIFF	\$1.6120
51-506	1008	Document Scanning 24 x36 paper to 300dpi TIFF	\$1.8135
51-506	1009	Document Scanning 36 x48 paper to 200dpi TIFF	\$2.0150
51-506	1010	Document Scanning 36 x48 paper to 300dpi TIFF	\$2.2165
51-506	1011	Creation of Barcode Sheet, Separator Sheet	\$0.0202
51-506	1012	Heavy Document Preparation (250 images/hr), per image	\$0.0605
51-506	1013	Light Document Preparation (500 images/hr), per image	\$0.0302
51-506	1014	Automated Digital Image Enhancement (per image)	\$0.0202
51-506	1015	Custom Digital Image Enhancement (per image)	\$0.0504
51-506	1016	Manual rotation for right side reading (per image)	\$0.0202
51-506	1017	Bar-coded indexing of 1 Index field	\$0.0403
51-506	1018	Bar-coded indexing of each additional field	\$0.0403
51-506	1019	Manual Indexing of 1 index field (up to 10 characters)	\$0.0504
51-506	1020	Manual Indexing of 2 index field (up to 10 characters)	\$0.1008
51-506	1021	Manual Indexing of each additional field (up to 10 characters)	\$0.0403
51-506	1022	Double Key Entry- Per keystroke	\$0.006
51-506	1023	Conversion of images (digital to digital)-Up to 8 1/2 x 14 up to 300 dpi to PDF	\$0.0403
51-506	1024	Conversion of images (digital to digital)-Up to 8 1/2 x 11 up to 300 dpi to OCR	\$0.0504
51-506	1025	Manual clean-up of OCR images, per field	\$0.0302
51-506	1026	PDF Image plus edited text, per page	\$2.8109
51-506	1027	PDF Normal, per page	\$3.4154
51-506	1028	PDF Hyper-linking, per link	\$0.2418
51-506	1029	SGML tagging, per page	\$3.2240
51-506	1030	HTML Conversion, per page	\$3.2240
51-506	1031	XML Conversion, per page	\$3.6270
51-506	1032	Conversion of up to 8 1/2 x 14 @ 200 dpi, digital image to 16mm roll	\$0.0605
51-506	1033	Conversion of microfiche, per fiche	\$0.3929
51-506	1034	Fax receipt as PDF	\$0.0605
51-506	1035	Document retrieval during processing, per document	\$3.0225
51-506	1036	Storage and retrieval of digital images, per image	\$0.0050
51-506	1037	Document Destruction (per sheet)	\$0.0101
51-506	1038	CD-R, DVD-R Production (per disk)	\$20.1500
51-506	1039	Database Programmer (Offsite Hourly Rate)	\$70.5250
51-506	1040	Document Preparation Operator (Offsite Hourly)	\$21.1575
51-506	1041	Scanning Operator (Offsite Hourly Rate)	\$23.1725
51-506	1042	Indexing, Data Entry Operator (Offsite Hourly Rate)	\$21.1575
51-506	1043	Quality Assurance Operator (Offsite Hourly Rate)	\$29.2175
51-506	1044	Program Manager (Offsite Hourly Rate)	\$70.5250
51-506	1045	Project Manager (Offsite Hourly Rate)	\$60.4500
51-506	1046	Quality Assurance Analyst (Offsite Hourly Rate)	\$45.3375
51-506	1047	Computer Operator (Offsite Hourly Rate)	\$35.2625

51-506	1048	Database Programmer (Onsite Hourly Rate)	\$80.6000
51-506	1049	Document Preparation Operator (Onsite Hourly)	\$26.1950
51-506	1050	Scanning Operator (Onsite Hourly Rate)	\$31.2325
51-506	1051	Indexing, Data Entry Operator (Onsite Hourly Rate)	\$26.1950
51-506	1052	Quality Assurance Operator (Onsite Hourly Rate)	\$36.2700
51-506	1053	Program Manager (Onsite Hourly Rate)	\$76.5700
51-506	1054	Project Manager (Onsite Hourly Rate)	\$66.4950
51-506	1055	Quality Assurance Analyst (Onsite Hourly Rate)	\$51.3825
51-506	1056	Computer Operator (Onsite Hourly Rate)	\$41.3075

Description of Labor Categories

Database Programmer

Implements and maintains operation and physical design of databases. Reviews database design and integration of systems, provides backup recovery and makes recommendations regarding enhancements and/or improvements. Maintains security and integrity controls. Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable

Document Preparation Operator

Performs a variety of routine administrative/clerkal tasks. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable

Indexing Operator, Data Entry Operator

Performs a variety of routine administrative/clerkal tasks. 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 key data. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Scanning Operator

Performs a variety of routine administrative/clerkal tasks. 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. Has one year or more experience in scan operation. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Quality Assurance Operator

Performs a variety of routine administrative/clerkal tasks. 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 perform quality assurance and verification. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Program Manager

Leads projects in all phases including design, development, migration, conversion, testing and implementation. Supervises employees, allocates staff hours, enforces procedures, creates procedures as needed, and determines due dates. Provides clients with regular status reports. Bachelor's degree in computer science, computer information systems, management information

systems, information resource management, data processing, business management or other related discipline, or four years of equivalent 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 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.

Quality Assurance Analyst

Performs a variety of administrative tasks related to quality and auditing. 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 perform quality assurance and audit activities. Provides data and information to others on functional unit processes and procedures. Uses broad knowledge of office automation, including personal computers, databases, word processing, spreadsheet, and imaging. Bachelor's degree in business, computer information systems, data processing, or related discipline, or two years of equivalent experience.

Computer Operator

Performs a variety of routine production/clerical tasks related to media conversion. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for performing various conversions in different file formats and through different media. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.