



FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

Multiple Award Schedule (MAS)

FSC Group: Office Management

Contract number: **GS-03F-027GA**

Contract period: **January 13, 2017, through
January 12, 2027**

SOCIO-ECONOMIC STATUS:

Small Business
Woman Owned Business
Women Owned (WOSB)
Women Owned (EDWOSB)
SBA Certified Small Disadvantaged Business

Melken Solutions, LLC

810 Eyrie Dr

Oviedo, FL 32765

Phone: 407-977-5673

Fax: 407-977-5818

Website: www.melken-solutions.com

Contract administration source:

Kendall Felder

kfelder@melken-solutions.com

407-977-5673

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: GSAAvantage.gov.

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

CUSTOMER INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):

| SIN | DESCRIPTION |
|----------|------------------------------|
| 518210DC | Document Conversion Services |
| OLM | Order Level Materials |

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

518210DC DC-2001 \$0.01

1c. HOURLY RATES (Services only): See the GSA Pricelist below.

2. MAXIMUM ORDER:

SIN 518210DC: \$1,000,000

SIN OLM: \$250,000

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: CONUS and OCONUS

5. POINT(S) OF PRODUCTION: US

6. DISCOUNT FROM LIST PRICES: GSA Prices are shown on GSA Advantage! System.

7. QUANTITY DISCOUNT(S): N/A

8. PROMPT PAYMENT TERMS: 1% if paid in 10 days or less 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: Expedited delivery is available. Contact the Contractor for rates.

10c. OVERNIGHT AND 2-DAY DELIVERY: Overnight and 2-day delivery are available. Contact the Contractor for rates.

10d. URGENT REQUIREMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

11. FOB POINT: Destination

12a. ORDERING ADDRESS: Same as contractor.

12b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

12. PAYMENT ADDRESS: Same as contractor.

13. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

14. EXPORT PACKING CHARGES: Contact Sales Office.

15. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: N/A

16. TERMS AND CONDITIONS OF INSTALLATION: N/A

17. TERMS AND CONDITIONS OF REPAIR PARTS: N/A

18a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: N/A

18. LIST OF SERVICE & DISTRIBUTION POINTS: N/A

19. LIST OF PARTICIPATING DEALERS: N/A

20. PREVENTIVE MAINTENANCE: N/A

21a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL

21. ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

22. Section 508 Compliance for Electronic and Information Technology (EIT): Yes

23. DUNS NUMBER: **809859494**

24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Active Registration in the SAM database.

SIN 518210DC Pricing

| Service Code | Service Name | Service Description | GSA Price w/IFF | Unit |
|--------------|---|--|-----------------|------|
| DC-2001 | Document Preparation | Preparation of documents for scanning and conversion | \$0.012 | PG |
| DC-2002 | Document Reassembly | Reassembly of documents post scanning | \$0.012 | PG |
| DC-2003 | Paper Document Scanning 0 – 100K | Scanning Documents – 300 DPI (8.5x11 up to 11x17) 0 to 100,000 pages | \$0.048 | PG |
| DC-2004 | Paper Document Scanning 100K – 500K | Scanning Documents – 300 DPI (8.5x11 up to 11x17) 100,001 to 500,000 pages | \$0.038 | PG |
| DC-2005 | Paper Document Scanning 500K – 1M | Scanning Documents – 300 DPI (8.5x11 up to 11x17) 500,001 to 1,000,000 pages | \$0.029 | PG |
| DC-2006 | Paper Document Scanning 1M and above | Scanning Documents – 300 DPI (8.5x11 up to 11x17) 1,000,001 pages and up | \$0.019 | PG |
| DC-2007 | Microfilm Document Scanning (16mm) 0 – 100K | Scanning Documents – 300 DPI – Microfilm (16mm) – 0-100,000 images | \$0.058 | IM |
| DC-2008 | Microfilm Document Scanning (16mm) 100K – 500K | Scanning Documents – 300 DPI – Microfilm (16mm) – 100,000-500,000 images | \$0.048 | IM |
| DC-2009 | Microfilm Document Scanning (16mm) 500K – 1M | Scanning Documents – 300 DPI – Microfilm (16mm) – 500,000-1,000,000 images | \$0.038 | IM |
| DC-2010 | Microfilm Document Scanning (16mm) 1M and above | Scanning Documents – 300 DPI – Microfilm (16mm) – Over 1,000,000 images | \$0.029 | IM |
| DC-2011 | Microfilm Document Scanning (35mm) 0 – 100K | Scanning Documents – 300 DPI – Microfilm (35mm) – 0-100,000 images | \$0.058 | IM |
| DC-2012 | Microfilm Document Scanning (35mm) 100K – 500K | Scanning Documents – 300 DPI – Microfilm (35mm) – 100,000-500,000 images | \$0.048 | IM |
| DC-2013 | Microfilm Document Scanning (35mm) 500K – 1M | Scanning Documents – 300 DPI – Microfilm (35mm) – 500,000-1,000,000 images | \$0.038 | IM |
| DC-2014 | Microfilm Document Scanning (35mm) 1M and above | Scanning Documents – 300 DPI – Microfilm (35mm) – Over 1,000,000 images | \$0.029 | IM |
| DC-2015 | Microfiche Document Scanning 0 – 100K | Scanning Documents – 300 DPI – Microfiche – 0-100,000 images | \$0.067 | IM |
| DC-2016 | Microfiche Document Scanning 100K – 500K | Scanning Documents – 300 DPI – Microfiche Conversion – 100,000-500,000 images | \$0.048 | IM |
| DC-2017 | Microfiche Document Scanning 500K – 1M | Scanning Documents – 300 DPI – Microfiche Conversion – 500,000-1,000,000 images | \$0.038 | IM |
| DC-2018 | Microfiche Document Scanning 1M and above | Scanning Documents – 300 DPI – Microfiche Conversion – Over 1,000,000 images | \$0.021 | IM |
| DC-2019 | Blueprints/Large Document Scanning (24x18) | Scanning blueprints/large format documents – (24 x 18) | \$0.32 | EA |
| DC-2020 | Blueprints/Large Document Scanning (24x36) | Scanning blueprints/large format documents – (24 x 36) | \$0.63 | EA |
| DC-2021 | Blueprints/Large Document Scanning (28x40) | Scanning blueprints/large format documents – (28 x 40) | \$0.77 | EA |
| DC-2022 | Blueprints/Large Document Scanning (30x42) | Scanning blueprints/large format documents – (30 x 42) | \$1.06 | EA |
| DC-2023 | Intact Book Scanning 0 - 100K | Scanning any type books that cannot be disassembled – (8.5x11 up to 11x17) – 0-100,000 pages | \$0.20 | PG |
| DC-2024 | Intact Book Scanning 100K – 500K | Scanning any type books that cannot be disassembled – (8.5x11 up to 11x17) – 100,001 to 500,000 pages | \$0.18 | PG |
| DC-2025 | Intact Book Scanning 500K – 1M | Scanning any type books that cannot be disassembled – (8.5x11 up to 11x17”) – 500,001 to 1,000,000 pages | \$0.16 | PG |
| DC-2026 | Intact Book Scanning 1M and above | Scanning any type books that cannot be disassembled – (8.5x11 up to 11x17) – from 1,000,001 pages and up | \$0.15 | PG |
| DC-2027 | Color Photo Scanning (8.5x11) | Photo Scanning (Color) – Up to 8.5x11 Color | \$0.53 | IM |

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| DC-2028 | Color Photo Scanning (8.5x11 – 8.5x14) | Photo Scanning (Color) – 8.5x11 to 8.5x14 Color | \$0.63 | IM |
| DC-2029 | Color Photo Scanning (8.5x14 – 11x17) | Photo Scanning (Color) – 8.5x14 to 11x17 Color | \$1.06 | IM |
| DC-2030 | Slide Scanning (2x2) | Slide Scanning (Color/B&W) – 2x2 | \$0.28 | SL |
| EM-2032 | CD Creation | CD created by Melken | \$2.40 | EA |
| EM-2033 | DVD Creation | DVD created by Melken | \$4.81 | EA |
| EM-2034 | USB Drive Creation – Melken Provided | USB Hard Drive created and provided by Melken with electronic files | \$120.15 | EA |
| EM-2035 | USB Drive Creation – Customer Provided | USB Hard Drive created and provided by the customer with electronic files | \$48.06 | EA |
| EM-2036 | Secured Electronic File Share – Melken Provided | Secured Electronic File Share – Melken provided (e.g. VPN, FTP, Electronic Portal) | \$72.09 | EA |
| EM-2037 | Secured Electronic File Share – Customer Provided | Secured Electronic File Share – Customer Provided (e.g. VPN, FTP, Electronic Portal) | \$120.15 | EA |
| CP-2038 | Optical Character Recognition (OCR) | Conversion of images of typed, handwritten or printed text into machine- encoded text | \$0.0045 | PG |
| CP-2039 | Bates Numbering | Placement of identifying information on images and documents as they are scanned or processed | \$0.010 | PG |
| CP-2040 | Load File | Coded, captured or extracted data from ESI Processing (Summation, Concordance, Sanction, IPRO, Ringtail, and ASCII Text) | \$0.03 | PG |
| CP-2041 | Redaction | Censoring or obscuring of text for legal or security purposes | \$2.40 | PG |
| CP-2042 | 508 File Conversion | Conversion/generation of documents that are in compliance with Section 508 of the Rehabilitation Act | \$24.03 | PG |
| CP-2043 | Indexing/File Folder Naming | Describing or classifying a document in order to indicate what the document is about, to summarize its content, or to increase its findability | \$0.19 | EA |
| CP-2069 | Auditing & Indexing | Microfilm and Microfiche image cleanup, review and naming | \$0.09 | EA |
| CP-2044 | Manual data input | Manually inputting various data fields | \$29.74 | HR |
| PF-2045 | Onsite Setup Fee – Eastern Time Zone | Onsite Setup Fee – Eastern Time Zone | \$1,441.81 | EA |
| PF-2046 | Onsite Setup Fee – Central Time Zone | Onsite Setup Fee – Central Time Zone | \$2,883.63 | EA |
| PF-2047 | Onsite Setup Fee – Mountain Time Zone | Onsite Setup Fee – Mountain Time Zone | \$4,325.44 | EA |
| PF-2048 | Onsite Setup Fee – Pacific Time Zone | Onsite Setup Fee – Pacific Time Zone | \$5,767.25 | EA |
| PF-2049 | Onsite Setup Fee – OCONUS | Onsite Setup Fee – OCONUS | \$9,612.09 | EA |
| PF-2050 | Secure Document Pickup/Retrieval by Melken | Secure Document Pickup/Retrieval by Melken | \$57.67 | HR |
| PF-2051 | Secure Document Pickup/Retrieval by 3 rd party | Secure Document Pickup/Retrieval by 3 rd Party | \$57.67 | BX |
| DC-2052 | B&W Blowback 8.5x11 | B&W Blowback 8.5x11 | \$0.04 | PG |
| DC-2053 | Color Blowback 8.5x11 | Color Blowback 8.5x11 | \$0.12 | PG |
| SS-2056 | Document Storage | Storage of documents | \$4.74 | BX |
| MP-2057 | Envelope Scanning and Conversion | Mail processing, scanning and converting contents in envelopes to electronic information | \$0.20 | EA |
| MP-2058 | Electronic file transfer to document portal | Mail processing, secure electronic transfer of information via electronic portal | \$0.020 | EA |
| MP-2059 | Fax transfer | Mail processing, transfer of information via secure fax | \$0.03 | PG |
| MP-2060 | Mail forwarding | Mail processing, redirection of hard copy documents | \$9.61 | EA |
| TS-2061 | Transcription Services – Standard | Transcription Services – 24 Hours TRT – Transcription Services – Standard | \$1.95 | MIN |
| TS-2062 | Transcription Services – Rush | Transcription Services – 4 Hours TRT – Transcription Services – Rush | \$3.58 | MIN |
| TS-2063 | Transcription Recording Services | Transcription Recording Services | \$1.77 | MIN |
| ES-2066 | Project Manager | Project Manager maintains close consultation with | \$92.49 | HR |

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| | | <p>the customer and management; ensures the success of the goals and objectives of the project; plans and directs technological improvements and project management implementation; manages a diverse group of functional activities and subordinate groups of technical and administrative personnel; and organizes and controls the overall activities of the contract. Responsible for the overall project management, technical oversight, quality control, contract administration, and costs. Project Manager combines solid grounding in accepted program management methodology with experience in both private and Government programs. Project Manager consults with the customer to ensure conformity to contractual obligations and establishes and maintains technical and financial reports to show progress of projects to management and customers.</p> | | |
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