General Services Administration  
Federal Supply Service  

Authorized Federal Supply Schedule Price List  

Small Business  

DOCUMENT REPROCESSORS of NEW YORK, Inc.  
26 POWELL LANE  
PENN YAN, NY 14527  
PHONE: 888-437-9464  
FACSIMILE: 585-554-4114  

WEB ADDRESS: http://www.documentreprocessors.com  

SCHEDULE TITLE: Multiple Award Schedule  

FEDERAL SUPPLY GROUP: Professional Services  

CONTRACT NUMBER: GS-10F-0126X  

CONTRACT PERIOD: February 28, 2021 through February 27, 2026  

CONTRACT ADMINISTRATOR: Eric Lundquist,  
E-mail: Eric@documentreprocessors.com  

Price List current as of Modification #PO-0034 effective February 28, 2021  

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: http://www.gsa.gov/schedules-ordering.  

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

(Prices Shown Herein Are Net, (Discount Deducted)
# Table of Contents

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION 1 – INTRODUCTION of SERVICES OFFERED</td>
<td>3</td>
</tr>
<tr>
<td>1-A Immediate Response</td>
<td>3</td>
</tr>
<tr>
<td>1-B Customer History</td>
<td>3</td>
</tr>
<tr>
<td>1-C Vacuum Freeze Drying Process (Remediation)</td>
<td>3</td>
</tr>
<tr>
<td>1-D Disaster Restoration and Salvage Guide</td>
<td>4</td>
</tr>
<tr>
<td>SECTION 2 – CUSTOMER INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>SECTION 3 – PRODUCTS AND SERVICES</td>
<td>7</td>
</tr>
<tr>
<td>3-A Remediation</td>
<td>7</td>
</tr>
<tr>
<td>3-B Transportation and Storage</td>
<td>9</td>
</tr>
<tr>
<td>3-C Labor Category Descriptions</td>
<td>13</td>
</tr>
<tr>
<td>3-D Document Reprocessors Environmental Services Schedule Pricing</td>
<td>17</td>
</tr>
</tbody>
</table>
SECTION 1 – INTRODUCTION of SERVICES OFFERED

1-A Immediate Response:
Document Reprocessors’ team of Emergency Restoration Experts is ready to be on site at your disaster area within 24 hours. This rapid deployment of our Document Remediation Experts enables us to assess the impact of your situation and immediately start the stabilization of your materials. Document Reprocessors rapid response will help control your restoration cost by limiting continued deterioration.

- **Damage Assessment** – Upon arrival at your site, the Document Reprocessors team will determine the scope of your damages and provide your agency with a proposed written plan for remediation and restoration of the damaged materials.
- **Project Updates** – Document Reprocessors will, on a continuing basis, provide written project updates, summaries, and invoices for each phase of your Restoration project.
- **Expedited Processing** – Often agencies require expedited service for a portion of the materials involved in a damage loss. Document Reprocessors is prepared to expedite return to the agency of items critical to agency operations. The time required to process an expedited item is dependent upon the severity and type of damage.

1-B Customer History
Government agencies have used the entire spectrum of Document Reprocessors’ services to successfully recover and restore their water and fire-damaged documents. Since 1979, we have gained considerable experience in processing large numbers of records damaged by fires and floods, recovering important records, media, artwork, drawings and files for agencies such as the Federal Bureau of Investigation, (Mr. Roger Fox, Commercial Payments Unit, J. Edgar Hoover FBI Building, 935 Pennsylvania Ave., Washington, DC 20535-0001) the Montgomery County Department of History and Archive (Village of Fonda, NY Old Courthouse), the Delaware Valley Hospital (Walton, NY), Mississippi Power (Birmingham, AL), and the US Supreme Court in Maine, to name a few.

1-C Freeze Drying Process (Remediation)
Freeze Drying is the most recommended method for reclamation of water-soaked paper materials that have been exposed to fire, flood, water main break or other disaster. The damaged material can be frozen in a reefer truck at the loss site to stop the growth of bacteria or mold and the dispersion of water-soluble inks. The material is transported in the frozen state to a Document Reprocessors site where it is dried, still in this frozen state. The process used is called sublimation or the change in state of water from crystalline to vapor without passing through the liquid state. Document Reprocessors uses the very latest in equipment, technology and methods to achieve consistent, superior results.
Optional additional services are available including odor reduction and sterilization by fumigation. These services are especially recommended when materials have been
exposed to fire, flooding or sewage. Any wet material that has remained at room temperature for over 24 hours may require sterilization to reduce bacteria growth.

1-D  Disaster Restoration and Salvage Guide

Disaster Restoration and Salvage Guide

Our technical staff knows what questions to ask and will give you the proper advice for dealing with your disaster situation prior to our arrival. When you call Document Reprocessors, you will be asked a series of questions, including:

• What type of disaster did you have?
• How long ago did your loss occur?
• Is the loss material accessible?
• What type of water or other substance was involved? (black/clear)?
• How saturated are the papers? (from top to bottom)
• How many linear feet of documents are wet? (calculating linear footage will assist in preparing to retrieve the damaged documents).
• What kind of records and/or media is damaged? (legal, medical, government, etc.)
• What size of papers? (8 1/2x11, 11x17, double sided, etc.)
• What other types of materials were involved in the loss? (drawings, ledgers, books, photos, micro-fiche slides, magnetic media, x-rays, etc.)
• How may we contact you at the loss site and during the recovery process?

Please be sure to have this information ready. In addition, to assist you with proper handling during the initial stages of a loss, we offer a comprehensive Disaster Restoration and Salvage Guide. This guide is available upon request and will be sent immediately via fax, e-mail or overnight express. To receive your Document Restoration and Salvage Guide, please contact us at 888-4DRYING, (888-437-9464) or docrep@documentreprocessors.com
SECTION 2 – CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s):
562910REM – Environmental Remediation Services
OLM – Order-Level Materials (OLM)

1b. Lowest Priced Model Number and Lowest Price Unit:
See Section 3D page 11 for a Document Reprocessors’ Remediation and Restoration Services Schedule list of schedule pricing.

1c. Description of Hourly Rate Labor Categories
See Section 3C page 10 for the Labor Category descriptions

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic and Over Seas

5. Point(s) of Production:
Document Reprocessors of New York, Inc
26 Powell Lane
Penn Yan, New York 14527

Document Reprocessors of California
1384 Rollins Road
Burlingame, CA 94010-2401

6. Net Prices: Items listed on the price list reflect net pricing, all discounts have been deducted.

7. Quantity Discounts: Available quantity discounts have been reflected in the price list by placing quantity parameters within the item description.

8. Prompt Payment Terms: "2% 10 days, Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions"

9. Foreign Items: None offered

10a. Time of Delivery: As specified in the Task Order

10b. Expedited Delivery: Expedited return of materials or individual loss items is available without volume discount.

10c. Overnight and Two-Day Delivery: Not applicable

10d. Urgent Requirements: Contact the Contract Administrator

11. FOB Point(s): Destination
12a. **Ordering Addresses:**  
Document Reprocessors of New York, Inc.  
26 Powell Lane  
Penn Yan, New York 14527

12b. **Ordering Procedures:** 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:**  
Document Reprocessors of New York, Inc.  
26 Powell Lane  
Penn Yan, New York 14527

14. **Warranty Provisions:** Warranties are the same as for the contractor’s commercial products.

15. **Export Packing Charges:** Contact the Contract Administrator.

16. **Terms and Conditions of Rental, Purchase and Repair:** The contractor will be reimbursed at the current commercial rate for use of special equipment whether rented or contractor owned when required by the customer’s disaster situation and/or for the safety of contractor employees.

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

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

18b. **Terms and conditions for any other services (if applicable).**

19. **List of Service and Distribution Points:** Not Applicable

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

21. **Preventive Maintenance:** Not Applicable

22a. **Special Attributes Such as Environmental Attributes:** Not Applicable

22b. **Section 508 Compliance Information:** Not Applicable

23. **Data Universal Number System (DUNS) Number:** 099948929

24. **SAM Registration:** Document Reprocessors of New York, Inc. is registered in the SAM database.

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (***) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>laborer</td>
<td>21050 Material Handling Laborer</td>
<td>2015-4161</td>
</tr>
<tr>
<td>Technician I</td>
<td>21110 Shipping Packer</td>
<td>2015-4161</td>
</tr>
<tr>
<td>Technician II</td>
<td>01090 Duplicating Machine Operator</td>
<td>2015-4161</td>
</tr>
<tr>
<td>Data Entry Operator</td>
<td>01052 Data Entry Operator II</td>
<td>2015-4161</td>
</tr>
<tr>
<td>Project Accountant</td>
<td>01012 Accounting Clerk II</td>
<td>2015-4161</td>
</tr>
<tr>
<td>Truck Driver, Light</td>
<td>31361 Truck Driver, Light</td>
<td>2015-4161</td>
</tr>
<tr>
<td>Truck Driver, Non CDL</td>
<td>31362 Truck Driver, Medium</td>
<td>2015-4161</td>
</tr>
<tr>
<td>Truck Driver, CDL</td>
<td>31364 Truck Driver, Heavy</td>
<td>2015-4161</td>
</tr>
</tbody>
</table>

**SECTION 3 - PRODUCTS AND SERVICES**

**3A – REMEDIATION:**

Freeze Drying is the most recommended method for reclamation of water-soaked paper materials that have been exposed to fire, flood, water or other disaster(s). The damaged material can be frozen near the loss site to stop the growth of bacteria or mold and the dispersion of water-soluble inks. The material should be transported in the frozen state to a Document Reprocessors site where it is dried, through a process called sublimation or the change in state of water from crystalline to vapor without passing through a liquid state. Document Reprocessors uses the very latest in equipment, technology and methods to achieve consistent, superior results.

**>3000 Cu. Ft. Document Remediation**
Vacuum Freeze Drying of more than three thousand cubic feet of water damaged documents, files, or records. This item does not include labor, plate and tray of materials, reconstruction of materials or fumigation.

**>1000 Cu. Ft. Document Remediation**
Vacuum Freeze Drying of more than one thousand cubic feet of water damaged documents, files, or records. This item does not include labor, plate and tray of materials, reconstruction of materials or fumigation.

**<1000 Cu. Ft. Document Remediation**
Vacuum Freeze Drying of less than one thousand cubic feet of water damaged documents, files, or records. This item does not include labor, plate and tray of materials, reconstruction of materials or fumigation.
**Remediation Package**
A Remediation Package is an item which only applies to letter or legal-size paper documentation losses. This item combines assembly of the damaged materials into standard 1.2 cubic foot cartons (pack-out), remediation (vacuum freeze drying), transportation within the continental US to and from the freeze drying site and freezing of the material for up to one month at a Document Reprocessors site while waiting for drying. This package does not include any other products such as fumigation including transport, pack-out equipment or materials, plat and tray of materials, reconstructing materials, or remediation for specialty items such as film, x-rays, media, artwork, books, ledgers, or engineering drawings.

**Cryogenic Document Remediation**
This is a special remediation process used on leather bound books, artwork and delicate items. This item does not include labor, plate and tray of materials, reconstruction of materials or fumigation.

**Engineering Drawing Remediation**
This item is the per page rate for Vacuum Freeze Drying of engineering drawings or blueprints including labor to load and unload the drawings from the drying chamber.

**Ledger Remediation Small**
Vacuum Freeze Drying of ledgers up to 9” X 14” X 1 1/2” thick including labor to load and unload the ledgers from the drying chamber.

**Ledger Remediation Medium**
Vacuum Freeze Drying of ledgers over 9” X 14” X 1 1/2” thick and up to 11” X 17” X 2” thick including labor to load and unload the ledgers from the drying chamber.

**Ledger Remediation Large**
Vacuum Freeze Drying of ledgers over 11” X 17” X 2” thick including labor to load and unload the ledgers from the drying chamber.

**Chamber - Tray/ Plate Materials**
To Plate and Tray Materials is a process for the distribution of materials such as books or extremely wet items during the Vacuum Freeze-Drying process.

**Chamber - Reconstruct Materials**
This category includes labor for the organizing or return of materials to cartons after drying. Replacement Cartons are not included.

**Sterilization by Irradiation**
The Sterilization by Irradiation of a one Cubic Foot Lot of water damaged material that has been exposed to flood water, sewage, or other impurities that have enabled bacterial growth. This category price is only offered for projects with ten or more pallets of material to be sterilized. Transportation will need to be included with the order of this item for the movement of materials to and from the sterilization site. Specific sterilization requirements are unknown. Therefore, Document Reprocessors will assign a subcontractor for use in the Sterilization by Irradiation at the time of the contract.
(Note) A labor charge for handling of the material and freight to and from the fumigation site will also be assessed in conjunction with this item. This price is based upon a minimum order size of ten pallets of material. Small orders are held at Document Reprocessors until they can be combined with another order to meet or
exceed the minimum order size. Customers unable to wait for combining their materials with another project will be charged for the minimum order size of 10 pallets.

**Sterilization by Fumigation**

The Sterilization by Fumigation of a one Cubic Foot Lot of water damaged material that has been exposed to flood water, sewage, or other impurities that have enabled bacterial growth. This is a process that uses ethylene oxide for sterilization. There is a minimum lot size for this item of thirty-six cubic feet of material. Transportation will need to be included with the order of this item for the movement of materials to and from the sterilization site. Specific sterilization requirements are unknown. Therefore, Document Reprocessors will assign a subcontractor for use in the Sterilization by Fumigation at the time of the contract.

(Note) A labor charge for handling of the material and freight to and from the fumigation site will also be assessed in conjunction with this item. This price is based upon a minimum order size of forty-five cartons. Small orders are held at Document Reprocessors until they can be combined with another order to meet or exceed the minimum order size. Customers unable to wait for combining their materials with another project will be charged for the minimum order quantity.

**Odor Remediation by Ozone**

The Odor Remediation by Ozone Treatment is a process by which odors from fire or mold are treated to reduce odor through exposure to ozone.

(Note) A labor charge for handling of the material will also be assessed in conjunction with this fee.

**3B – TRANSPORTATION and STORAGE:**

Extenuating circumstances around a specific customer project may require subcontracting of additional items not listed in this offer. Because the nature of these subcontracts is not known, these items will require identification, pricing and negotiation as an addition to the particular contract. Examples of these items might include frozen storage of loss materials at the GSA customer location, material transport by a commercial carrier, security requirements for classified materials, equipment rental of specialized equipment required at the GSA site, or temporary laborers to help in handling of materials. Any such circumstances are to be discussed with the Document Reprocessors Contract Administrator.

**Palletize Materials for Shipping**

This item includes labor and strapping materials to inventory cartons and prepare them for shipment. Pallets and Slip sheets are not included.

**Frozen Storage, At DR Site**

Frozen Storage, at DR site, is a monthly fee assessed for each pallet of frozen material placed in storage at a Document Reprocessors site while awaiting Remediation & Restoration Services. This fee shall be assessed from the time the material is placed in a reefer until the freeze-drying process begins. The minimum fee when assessed shall be for storage of one pallet of material for one month. Document Reprocessors is not a materials storage facility. Materials are only stored while awaiting Remediation and Restoration processing.
(Note) A labor charge for handling of the material will also be assessed in conjunction with this fee.

**Dry Storage at DR Site**
Dry Storage at a Document Reprocessors Site includes warehousing of Remediation/Restoration Material awaiting Restoration or disposal. This fee is intended for assessment when material processing is delayed while awaiting customer decisions or when the customer places a hold on processing or disposal of materials. Document Reprocessors will not assess this fee when material is held at the option of Document Reprocessors for scheduling of projects for the Restoration Process. The minimum fee when assessed shall be for storage of one pallet of material for one month. If long term storage is required, that storage is a Commercial Product and would require negotiation of an addition to the contract.
(Note) A labor charge for handling of the material will also be assessed in conjunction with this fee.

**Large Straight Truck with lift gate**
Material Transport, by Document Reprocessors using a Reefer and/or Lift Gate straight truck will be assessed on a per mile basis. A Large straight Truck is a vehicle twenty or more feet in length but does not include any trailer type of equipment. The mileage for this vehicle usage service shall be round trip.
(Note) This fee includes fuel but does not include tolls, permit fees, driver compensation, or food and motel expenses.

**Large Straight Truck, no lift gate**
Material Transport, by Document Reprocessors using a straight truck without a lift gate will be assessed on a per mile basis. A Large straight Truck is a vehicle twenty or more feet in length but does not include any trailer type of equipment. The mileage for this vehicle usage service shall be round trip.
(Note) This fee includes fuel but does not include tolls, permit fees, driver compensation, or food and motel expenses.

**Pack Out - Truck Demurrage**
Document Reprocessors Truck Demurrage includes loss site standby of trucks for Remediation and Restoration materials extraction and/or storage of extraction supplies.

**Small Straight Truck**
Material Transport, by Document Reprocessors using a small straight truck will be assessed on a per mile basis. A small truck is a vehicle less than twenty feet in length. The mileage for this vehicle usage shall be round trip.
(Note) This fee includes fuel but does not include tolls, driver compensation, or food and motel expenses.

**Cargo Van**
Material Transport by Van is assessed when using a Cargo Van for transport of either Remediation materials or supplies to and from a loss site. The mileage for this vehicle usage shall be round trip.
(Note) This fee includes fuel but does not include tolls, driver compensation, or food and motel expenses.
Automobile
Automobile Transport of Material or Personnel is used when Document Reprocessors automobiles are used to transport the recovery team to a loss site or when the job size is small, and materials can be safely transported in an auto. The mileage for this vehicle usage shall be round trip.
(Note) This fee includes fuel but does not include tolls, driver compensation, or food and motel expenses.

Cargo or Utility Trailer Material Transport
When a cargo or utility trailer is used in the transport of materials or supplies, this fee will be assessed each day or portion thereof from the time the vehicle leaves a Document Reprocessors facility until it is returned to that facility. This fee does not include the use of the tow vehicle or driver labor.

Pack Out - Temporary Housing/Office, RV Unit
In the event that the site of loss is a disaster area with limited availability for housing of Document Reprocessors personnel during the extraction of damaged materials, Document Reprocessors can provide a RV for housing some of their personnel and/or to act as their field office for the disaster area. The cost for this vehicle shall include mileage to and from the Document Reprocessors site of origin plus a daily usage fee. This fee includes fuel but does not include tolls, driver compensation, or food expenses.

Carton, 1.2 Cubic Feet
This is for a standard size 1.2 cubic foot carton with double walls. If larger or specialty cartons are required by the job, the price for nonstandard cartons will be negotiated at the time of the contract.

Carton – Label 4” X 6”
This is a Carton identification Label containing the Project Number, Customer Name, Carton Number and a barcode containing this information. If the customer requires a label with more information or greater size a custom label must be created using the commercial products list.

Reboxing of Materials – Customer Carton
Reboxing is for the replacement of boxes that have deteriorated due to dampness. The labor for the transfer of materials to the new box is included. This is for a standard size 1.2 cubic foot container which has been provided by the customer. If larger or specialty boxes are required by the job, the price for nonstandard boxes will be negotiated at the time of the contract.

Reboxing of Materials – DR Carton
Reboxing is for the replacement of boxes that have deteriorated due to dampness. The labor for the transfer of materials and purchase of the new box are included. This is for a standard size 1.2 cubic foot container with double walls. If larger or specialty boxes are required by the job, the price for nonstandard boxes will be negotiated at the time of the contract.

Reboxing Engineering Drawings
Reboxing is for the replacement of boxes that have deteriorated due to dampness. This item is for labor to transfer each engineering drawing to a new container. It
does not include the container which is a specialty box. The price of the specialty boxes will be negotiated at the time of the contract when dimension requirements are known.

**Pallet**
This item is for each standard 48 X 40in pallet used for the transport or storage of Remediation and Restoration Services Material. (NOTE) All US Government shipments shall be placed on IPPC approved pallets unless directed otherwise by the contract. Orders requiring pallet sizes other than the standard 40” X 48” are to have pallet cost negotiated with the contract.

**Equipment Usage - Pallet Stackers**
This Item is for use of a Pallet Stacker to hold a pallet of materials above another pallet during shipment. Up to ten of these stackers could be used on a single truck. The purpose of these stackers is to reduce shipping by reducing the number of required truck loads.

**Equipment Usage - Hand Truck**
This item is for daily usage of a Document Reprocessors owned hand cart or library cart. This item does not include operator labor.

**Equipment Usage - Hand Pallet Jack**
This item is for daily usage of a Document Reprocessors owned hand pallet Jack. This item does not include operator labor.

**Equipment Usage - Gravity Conveyer**
This item includes the daily cost per section usage of Document Reprocessors owned gravity conveyer.

**Equipment Usage - Conveyer Stand**
This item includes the daily cost per section of a Document Reprocessing owned gravity conveyer stand.

**Equipment Usage - Table**
This item includes the daily cost for use of a Document Reprocessors owned table.

**Equipment Usage - Ventilation Fan**
This item includes the daily cost for use of a Document Reprocessors owned ventilation fan including up to 100 feet of flexible duct.

**Equipment Usage - Safety Equipment**
This item includes the daily cost per person for use of a Document Reprocessors owned safety equipment such as hard hats, boots, gloves, disposable suits, face masks and/or air filtration devices. Only equipment worn by a Document Reprocessors employee or contractor is included. This item is not for equipment used by hazmat contractors, air packs or oxygen generating apparatus.

**Slip Sheet**
This is the cost per slip sheet used in stabilizing cartons on pallets.
**Skid Cover**
A Skid Cover is a plastic cover used to protect a pallet of material from dust and moisture.

**Gaylord Box**
A Gaylord Box is a large, usually pallet sized, plastic container used to store and/or ship materials.

**Destruction Non-Hazardous Material**
This item is for the certified disposal of unwanted, non-hazardous Remediation and Restoration Services Material in a landfill or by incineration. The customer, prior to disposal of Remediation and Restoration Services Materials, must authorize disposal by signing a Certificate of Destruction. (Please contact the Contract Administrator for a sample Certificate of Destruction.)

**Destruction Preparation**
The marshalling of materials for destruction.

**3C – LABOR CATEGORY DESCRIPTIONS**
The labor rate is dependent upon the labor category for the individual performing the task. Areas of service where labor categories apply include:

**Pack-out** – All labor, materials and fees associated with the preparation, packing and removal of materials from a loss site.

**Return Delivery** - All labor, materials and fees associated with the unloading, and return to storage or other location of project materials.

**Freeze Dryer Preparation** – All labor and materials required to prepare materials for insertion into a vacuum freeze dryer. This item would include inventory of cartons being dried, placing of material on drying racks or shelves, placing of identification with items for reassembly into the cartons, plating of the items, insertion of separator sheets and placement of the items within the freeze dryer.

**Freeze Dryer Extraction** - All labor and materials required to remove, test for moisture content, reassemble and palletize materials from a freeze dryer.

**Technical Services** – Labor and supplies required to maintain freeze dryers, freezer chambers, scanners, printers, paper drills and sheers, material cleaning machines, air filters, safety equipment, generators, and temporary lighting, etc.

**Indexing** – Labor and supplies required to place materials in sequential order. For example, medical files or bank signature cards may need to be placed in order by file number or alphabetized to enable keeping of an accurate inventory of the files while they are processed by Document Reprocessors. Indexing facilitates the return process by having files for return to customer filing systems. Files that are being returned digitally need to be indexed before they are scanned.
Chain of Custody – Labor and supplies required to maintain a record showing the chain of custody for project materials.

Security – All fees, labor and materials associated with customer security requirements for Remediation and Recovery materials.

Inventory – Labor and materials required to take inventory and track materials within a job. Some jobs may require indexing before inventory can be taken. This item is essential when the customer desires the ability to pull a specific portion of the project for immediate processing, needs to record a list of all files or folders, e.g. HIPA compliance, or desires a listing of project materials so unwanted items can be culled out of the job.

Triage – Labor and materials required to itemize and assess damage to the material and quantify carton contents enabling cost assessments in the restoration of the material.

Labeling – Creation and application of labels for skids, cartons, files, and individual items. These labels may be for identification of the item as part of the project, identification of specific files or items within a project or to track customer identification and location of items for when the materials are returned. Many labels contain bar codes to assist with the tracking of project materials.

Materials Cost – All office materials purchased to replace original office supplies in kind, i.e. cost of paper, folders, contract binders, etc.

Shipping Preparation – labor and supplies required to prepare and schedule materials for shipping to or from a Document Reprocessors site.

Demurrage – Labor and fees for pack-out personnel and equipment requested to standby while awaiting access to a loss site.

**Laborer**
The Remediation and Restoration Services Laborer shall be a material handling laborer, capable of packing and unpacking materials, loading or unloading dryer shelves, Reboxing materials and staging materials for the remediation processes. This individual will not be required to travel to remote sights beyond their normal physical work site(s). Qualifications are, able to lift and carry a fifty-pound carton, no degree and one-year experience.

**Tech I**
The Remediation and Restoration Services Technician I shall be a material handling laborer, experienced in the drying and restoration of water damaged documents and media. The individual shall gain an understanding of the skills required to pack-out, dry, clean, scan, copy, and reassemble water or fire damaged documentation. Qualifications are, able to lift and carry a fifty-pound carton, willing to travel as needed to customer disaster sites and one-year related document processing work experience, no degree and one-year experience.

**Truck Driver, Light**
Remediation and Restoration Services Truck Driver, Light responsibilities include commercial truck driver of a vehicle designed for carrying one and one-half tons or
less. Qualifications clean license, able to lift and carry a fifty-pound carton, willing to travel as needed to customer disaster sites, no degree and one-year experience.

**Truck Driver, Non CDL**
Remediation and Restoration Services Truck Driver, Non CDL responsibilities include commercial truck driver of a vehicle designed for carrying over one and one-half tons that does not exceed gross weight requiring a CDL licensed operator. Qualifications clean license, able to lift and carry a fifty-pound carton, willing to travel as needed to customer disaster sites, no degree and one-year experience.

**Truck Driver, CDL**
Remediation and Restoration Services Truck Driver, CDL responsibilities include commercial truck driver for heavy trucks and fork truck operator. This driver must demonstrate proficient operator skills and understand general truck maintenance. Qualifications are a clean CDL license, able to lift and carry a fifty-pound carton, willing to travel as needed to customer disaster sites, no degree and one-year experience.

**Tech II**
The Remediation and Restoration Services Technician II shall be a Document Preparation Clerk, experienced in the drying and restoration of water damaged documents and media. The individual shall gain an understanding of the skills required to pack-out, dry, clean, scan, copy, and reassemble water or fire damaged documentation. They shall oversee the work performed by Technician I laborers. Qualifications are, able to lift and carry a fifty-pound carton, willing to travel as needed to customer disaster sites, no degree and two years experience.

**Data Entry Operator**
The Data Entry Operator for Remediation and Restoration Services shall be responsible for computer system data entry required for tracking project materials or organization of data into files or databases. This individual shall be capable of searching, and interpreting, and coding items from a variety of documents or data sources. He/she will be capable of loading software used for these entries as required. Qualifications are proficiency in the use of computer software and data bases used in the remediation and restoration process, high school diploma or two years related work experience and willing to travel as needed to customer disaster sites, no degree and one-year experience.

**Project Accountant**
The Remediation and Restoration Services Project Accountant shall be a mid level accounting clerk responsible for posting project expenditures, accounts receivable, accounts payable, labor records, and time sheets. This individual shall assign accounting codes to items being posted in corporate ledgers. He/She will work with the company accountant to make corrections and print financial reports. Additional tasks such as directing incoming calls or distribution of mail may be assigned as needed. Qualifications are proficiency in MS Word, Excel, Quick Books, proficient writing skills, knowledge of general accounting, high school diploma and one-year experience.

**Project Coordinator**
The Remediation Restoration Project Coordinator is an environmental technician that shall assign tasks to labor and technician I positions. Responsibilities include coordination of the remediation and restoration processes for Remediation and Restoration Services projects, Freeze Dryer operation, Project Estimate and Invoice preparation, maintenance of regular project progress reports for the customer, preparation of shipping and receiving orders, and maintenance of records showing project status. Qualifications are High School Diploma plus one year related management or document processing experience, understanding of methods used in the safe handling of materials to be removed by Document Reprocessors at a disaster site, proficiency in the use of computer software used in the remediation and restoration process, proficient writing skills, ability to oversee skilled and unskilled labor staff, able to lift and carry a fifty pound carton and willing to travel as needed to customer disaster sites.

Production Manager
The Remediation Restoration Production Manager is a supervisor that shall coordinate Remediation and Restoration Services projects and technical personnel. They will work closely with the project manager to ensure timely and efficient flow of projects. The Production Manager oversees all site operations when the Project Manager is absent. This Manager will work directly with customers to ensure that customer needs are met during the remediation and recovery processes. Qualifications are a High School Diploma plus two years related management and document remediation experience, an understanding of methods used in the safe handling of materials to be removed by Document Reprocessors at a disaster site, proficiency in the use of computer software used in the remediation and restoration process, proficient writing skills, ability to oversee skilled and unskilled labor staff, and willing to travel as needed to customer disaster sites.

Project Manager
The Project Manager assures projects are completed to customer specifications, solicits and negotiates contracts with the customer, responsible for Document Reprocessors of NY operations, oversight of hiring and dismissal of employees, and Reports to Owner/President. Qualifications are a bachelor’s degree and or two or more year’s management experience in Document Remediation and Restoration, and at least two years experience in business administration.
# 3D - Document Reprocessors Environmental Services Schedule Pricing

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REMEDICATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt;3,000 Cu Ft Document Remediation</td>
<td></td>
<td>$19.95/CuFt</td>
</tr>
<tr>
<td>&gt;1000 Cu Ft Document Remediation</td>
<td></td>
<td>$25.19/CuFt</td>
</tr>
<tr>
<td>&lt;1000 Cu Ft Document Remediation</td>
<td></td>
<td>$30.23/Cu Ft</td>
</tr>
<tr>
<td>Remediation Package</td>
<td></td>
<td>$120.91/1.2 Cu Ft Carton</td>
</tr>
<tr>
<td>Cryogenic Document Remediation</td>
<td></td>
<td>$249.37/Cu Ft</td>
</tr>
<tr>
<td>Engineering Drawing Remediation</td>
<td></td>
<td>$1.99 each</td>
</tr>
<tr>
<td>Ledger Remediation Small</td>
<td></td>
<td>$24.94 each</td>
</tr>
<tr>
<td>Ledger Remediation Medium</td>
<td></td>
<td>$49.87 each</td>
</tr>
<tr>
<td>Ledger Remediation Large</td>
<td></td>
<td>$74.81 each</td>
</tr>
<tr>
<td>Chamber – Tray/Plate Materials</td>
<td></td>
<td>$15.11/Cu Ft</td>
</tr>
<tr>
<td>Chamber – Reconstruct Materials</td>
<td></td>
<td>$15.11/Cu Ft</td>
</tr>
<tr>
<td>Sterilization by Irradiation</td>
<td></td>
<td>$7.98/Cu Ft</td>
</tr>
<tr>
<td>Sterilization by Fumigation</td>
<td></td>
<td>$19.95/Cu Ft</td>
</tr>
<tr>
<td>Odor Remediation by Ozone</td>
<td></td>
<td>$5.04/Cu Ft</td>
</tr>
<tr>
<td><strong>TRANSPORTATION &amp; STORAGE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freight – Palletize materials for Shipping</td>
<td></td>
<td>$24.94/Pallet.</td>
</tr>
<tr>
<td>Frozen Storage, At DR Site</td>
<td></td>
<td>$49.87/Pallet/Mo.</td>
</tr>
<tr>
<td>Dry Storage, at DR Site</td>
<td></td>
<td>$49.87/Pallet/Mo.</td>
</tr>
<tr>
<td>Freight – Large Truck with Lift Gate</td>
<td></td>
<td>$2.49/Mi</td>
</tr>
<tr>
<td>Freight – Large Truck no Lift Gate</td>
<td></td>
<td>$2.49/Mi</td>
</tr>
<tr>
<td>Pack Out - Truck Demurrage</td>
<td></td>
<td>$246.85/Day</td>
</tr>
<tr>
<td>Freight – Small Straight Truck</td>
<td></td>
<td>$0.99/Mi</td>
</tr>
<tr>
<td>Freight - Cargo Van</td>
<td></td>
<td>$0.49/Mi</td>
</tr>
<tr>
<td>Freight - Automobile</td>
<td></td>
<td>$0.49/Mi</td>
</tr>
<tr>
<td>Freight - Cargo or Utility Trailer</td>
<td></td>
<td>$249.37/Day</td>
</tr>
<tr>
<td>Pack Out - Temporary Housing/Office, RV Unit</td>
<td></td>
<td>$2.99/Mi + $598.49/Day</td>
</tr>
<tr>
<td>Carton, 1.2 Cu Ft</td>
<td></td>
<td>$1.99 each</td>
</tr>
<tr>
<td>Carton Label 4” X 6”</td>
<td></td>
<td>$0.64 each</td>
</tr>
<tr>
<td>Reboxing Materials – Customer Carton</td>
<td></td>
<td>$5.98 each</td>
</tr>
<tr>
<td>Reboxing Materials – DR Carton</td>
<td></td>
<td>$6.98 each</td>
</tr>
<tr>
<td>Reboxing Engineering Drawings</td>
<td></td>
<td>$0.05/Drawing</td>
</tr>
<tr>
<td>Freight - Pallet</td>
<td></td>
<td>$9.97 each</td>
</tr>
<tr>
<td>Equipment Usage – Pallet Stackers</td>
<td></td>
<td>$24.94/Day</td>
</tr>
<tr>
<td>Equipment Usage – Hand Truck</td>
<td></td>
<td>$15.11/Day</td>
</tr>
<tr>
<td>ITEM</td>
<td>Description</td>
<td>Price</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td><strong>TRANSPORTATION &amp; STORAGE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Usage – Gravity Conveyor</td>
<td></td>
<td>$74.81/Day</td>
</tr>
<tr>
<td>Equipment Usage – Conveyor Stand</td>
<td></td>
<td>$9.97/Day</td>
</tr>
<tr>
<td>Equipment Usage – Table</td>
<td></td>
<td>$19.95/Day</td>
</tr>
<tr>
<td>Equipment Usage – Ventilation Fan</td>
<td></td>
<td>$24.94/Day</td>
</tr>
<tr>
<td>Equipment Usage – Safety Equipment</td>
<td></td>
<td>$349.12/Week</td>
</tr>
<tr>
<td>Freight - Slip Sheet</td>
<td></td>
<td>$1.99 each</td>
</tr>
<tr>
<td>Freight - Skid Cover</td>
<td></td>
<td>$9.97 each</td>
</tr>
<tr>
<td>Freight - Gaylord Box</td>
<td></td>
<td>$49.87 each</td>
</tr>
<tr>
<td>Destruction Non-Hazardous Material</td>
<td></td>
<td>$4.99/Cu Ft</td>
</tr>
<tr>
<td>Destruction Preparation</td>
<td></td>
<td>$4.99/Cu Ft</td>
</tr>
<tr>
<td><strong>LABOR RATES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck Driver, Non-CDL</td>
<td></td>
<td>$50.38/hr</td>
</tr>
<tr>
<td>Truck Driver, CDL</td>
<td></td>
<td>$54.86/hr</td>
</tr>
<tr>
<td>Truck Driver, Light</td>
<td></td>
<td>$44.87/hr</td>
</tr>
<tr>
<td>Laborer</td>
<td></td>
<td>$37.41/hr</td>
</tr>
<tr>
<td>Tech I</td>
<td></td>
<td>$42.39/hr</td>
</tr>
<tr>
<td>Tech II</td>
<td></td>
<td>$54.86/hr</td>
</tr>
<tr>
<td>Data Entry Operator</td>
<td></td>
<td>$54.86/hr</td>
</tr>
<tr>
<td>Project Coordinator</td>
<td></td>
<td>$64.84/hr</td>
</tr>
<tr>
<td>Production Manager</td>
<td></td>
<td>$84.79/hr</td>
</tr>
<tr>
<td>Project Accountant</td>
<td></td>
<td>$54.86/hr</td>
</tr>
<tr>
<td>General Manager</td>
<td></td>
<td>$124.69/hr</td>
</tr>
</tbody>
</table>