

General Services Administration
Federal Acquisition Services
Authorized Federal Supply Schedule Price List

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.gsaadvantage.gov> .

Schedule 36: OFFICE, IMAGING AND DOCUMENT SOLUTION
SIN 733-1: **Mail Room Management Services**

FSC Group, Part, and Section or Standard Industrial Group: N/A
FSC (es)/ Product codes and service codes/7110

Contract number: **GS-10F-0377L**

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

Contract period: April 1, 2008 to March 31, 2013

Admin & Logistics Services, Inc.

(Formerly Alpha & Omega Enterprises, Inc)

7201 Haven Ave., # E549

Rancho Cucamonga, CA 91701

909-476-7327 (voice)

909-476-7235 (fax)

Cherring000@charter.net

Business size: Small Business

SBA Certified Small Disadvantaged Business

Veteran Owned Small business

SBA Certified 8(a) Firm



Customer Information:

1a. Table of awarded special item number(s): None

1b. Lowest price model number.....: N/A – [Ref. Pricing](#) below

1c. Job descriptions for hourly rates:

- a. Messenger/Courier: Must have 1 year experience in courier/mail operations. Be a high school graduate and have a valid drivers license. Performs all functions necessary for the efficient operations of small mailroom operations. Small mailroom is defined as one that process less than 1,000 pieces of incoming mail per day. This includes receiving, sorting and delivering mail to designated locations. Delivery of mail may be via vehicle or walking depending on circumstances. Picks up and prepares outgoing mail for shipment. Preparation includes packaging, metering, preparation of applicable receipt documents and delivering the mail to the US Post Office or other designated locations. Mans a customer service window.
- b. Mail Clerk (General Clerk II) must have 2 years of mailroom or equivalent experience and must be a high school graduate and have a valid drivers license. Performs all functions necessary to operate medium sized mailroom. Medium is defined as a mailroom that processes up to 2,000 pieces of incoming mail per day. This person receives, sorts and distributes mail to the customer at predetermine locations within the local building(s). Mail is given to the courier for delivery to remote locations as required. Operate customer service window.
- c. Mail Clerk Lead (General Clerk III): Must have 3 years of mailroom or related experience and must be at least a high school graduate and have a valid drivers license. Must know how to perform all the functions required for the efficient operation of a large mailroom that is staff with at least two other mail clerks/messengers. Must have supervisory skills. Must have a thorough knowledge of the operations of basic mailing automated systems and metering systems. Must have basic computer skills including scanning operations. This skill level is normally assigned in mailrooms that process over 2,000 pieces of incoming mail per day and/or manages large amounts of cash. Operates a customer service window.

2. Maximum order: \$1,000,000 per year

3. Minimum order: \$ 10,000

4. Geographic coverage: Nationally including all 50 states

5. Points of production: N/A

6. Discount from list price: None.

7. Quantity discounts: None

8. Prompt payment terms: ½ of 1% for 15 days early payment
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items: N/A
- 11a. Time of delivery: N/A
- 11b. Expedited delivery: N/A
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: N/A
12. F.O.B. Points: Destination
- 13a. Ordering Address: 7201 Haven Ave., # E 549, Rancho Cucamonga, CA
- 13b. Ordering procedures: Orders may be placed by either facsimile transmission or computer-to-computer Electronic Data Interchange (EDI).
- For fax:**
Charles L. Herring, 7201 Haven Ave., # E 549, Rancho Cucamonga, CA 91701,
Fax #: 909-476-7235
- For EDI:**
Same address, Charles L. Herring, 909-476-7327, Cherring000@charter.net
14. Payment address: 7201 Haven Ave., # E 549, Rancho Cucamonga, CA. 91701
15. Warranty provision: N/A
16. Export packing charges: N/A
17. Accept all purchases from \$10,000 to \$1,000,000.
18. Rental, maintenance: N/A
19. N/A
- 20a.: N/A
21. N/A
22. N/A

23.N/A

24a. N/A

24b. N/A

25. DUNS: **808044262**

26. CCR information is current

Schedule Prices

SIN 733 1: Mail Room Administrative Support

Labor Category	Hourly Rate	Daily Rate
Messenger/Mail Clerk	\$20.06	\$160.48
Mail Clerk (Gen Clerk II)	\$24.90	\$199.20
Mail Clerk (Gen Clerk III)	\$27.95	\$223.60