



Ardelle Associates/AA Temps

Bringing Efficiency to Government



GS-25F-0002S



Small Veteran-Owned

Services

Litigation Support – 51-508
Record Management – 51-504
Mail Room – 733-1

Period of Performance: October 17th, 2005 – October 16th, 2010
Rate Effective Date: March 7th, 2007
Mod #PO-0001 – March 7th, 2007

CALL US TODAY
FOR MORE INFORMATION

Please contact **Art Forcey**

DC Office: (202) 955-6100
Fax: (703) 642-2928

VA Office: 703-642-9050
Email: aforcey@ardelle.com

Legal Support, Mail Room Services and Record Management

SKILL CATEGORY/SKILL DESCRIPTION	GOVT. HOURLY NET PRICE
MAIL ROOM 733-1	
Clerical Secretary I	\$ 28.05
Clerical Secretary II	\$ 30.98
Clerical Secretary III	\$ 35.19
Clerical Secretary IV	\$ 38.36
Clerical Secretary V	\$ 40.42
Duplicating Machine Operator	\$ 20.88
General Clerk I	\$ 22.87
General Clerk II	\$ 25.91
General Clerk III	\$ 28.66
General Clerk IV	\$ 35.19
Switchboard Operator-Receptionist I	\$ 21.82
Key Entry Operator I	\$ 22.67
Key Entry Operator II	\$ 25.29
Word Processor I	\$ 24.45
Word Processor II	\$ 27.65
Word Processor III	\$ 30.85
Mail Room Supervisor	\$ 39.43
Project Manager I	\$ 44.54
Project Manager II	\$ 51.62
Mail Clerk I	\$ 24.95
Mail Clerk II	\$ 29.57
Mail Clerk III	\$ 32.84
RECORD MANAGEMENT 51-504	
Records Management Clerk I	\$ 23.35
Records Management Clerk II	\$ 27.38
Records Management Clerk III	\$ 30.28
LITIGATION SUPPORT 51-508	
Legal Assistant I	\$ 33.92
Legal Assistant II	\$ 41.65
Legal Assistant III	\$ 49.98
Legal Assistant IV	\$ 63.67

Terms and Conditions

1a. Lowest Priced model number and price for this SIN:

Mail Room 733-1 \$20.88

Record Management 51-504 \$23.35

Litigation Support 51- 508 \$33.92

1b. Hourly Rates: See Chart

2. Maximum Order: \$100,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Washington, DC

5. Point of Production: N/A

6. Discount from list prices: Prices shown herein are net (discount deducted)

7. Quantity Discounts: N/A

8. Prompt Payment Terms: 1% 20, Net 30 Days

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards are accepted above the micro-purchase threshold: N/A

10. Foreign Items: N/A

11a. Time of Delivery: 3-5 business days

11b. Expedited Delivery: N/A

11c. Overnight and 2-day delivery: N/A

11d. Urgent Requirements: N/A

12. F.O.B. Point: N/A

13a. Ordering Address: Same as contractor

13b. Ordering Procedures: See FAR 8.405-1

14. Payment Address: Same as contractor

15. Warranty Provision: N/A

16. Export Packing charges: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Accepted

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

20b. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 compliance for electronic and information technology (EIT): N/A

25. DUNS Number: 181185570

26. Central Contractor Registration: Valid Registration