

# EDM Americas

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Service 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/>.

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Office, Imaging, and Document Solutions  
FSC Group 36

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CONTRACT NUMBER GS-25F-0005P

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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Contract Period: October 13, 2013, through October 12, 2018

**EDM Americas, Inc.**  
**10 E D Preate Drive**  
**Moosic, PA 18507**  
**Phone: 570.343.2300    Fax: 570.342.5291**  
**<http://www.edmamericas.com>**

Business Size: Large

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## ABOUT EDM Americas

EDM Americas is the industry's leading business information management company providing services that include:

- Document and data capture and conversion
- Workflow integration
- Internet retrieval and electronic storage
- Active, inactive, and archival records management
- Vault and vital records storage

EDM Americas' information management expertise combines state-of-the-art information technologies such as imaging and Internet retrieval services, microform conversion, electronic document management, hierarchical storage management, database development and management, electronic file transmission, and telecommunications with traditional business records management storage and retrieval services. EDM Americas' customized products and services are designed to meet industry-specific needs, enabling clients to address business issues in a timely and cost-effective manner. EDM Americas provides assessment analyses and consulting services to assist clients in determining their records management needs, and designs and implements records management processes and facilities to fulfill those needs.

EDM Americas manages information across multiple media, including paper, microfilm and microfiche, audio/visual film, computer tapes, digital tape, and optical platters. Our information technology team has created a powerful and flexible system for tracking the documents stored at our state-of-the-art storage facilities and converting paper documents into quality digital images. These capabilities allow EDM Americas to retrieve requested documents quickly and provide digitized images on a CD, in files transmitted directly to the client's database server, or online via the Internet with no additional hardware or software investment if the client already has access to the Internet.

1. SPECIAL ITEM NUMBERS
  - a. Table of Awarded Special Item Numbers (SIN) Products/Services

51-501	Needs Assessment Analysis Services
51-504	Records Management Services
51-506	Document Conversion Services
51-507	Document Destruction Services
733-1	Mail Room Administrative Support Services
  - b. Lowest Priced Model Number and Lowest Unit Price; see pages 23–25 of this price list for complete pricing details.
  - c. Hourly Rates are Applicable; see pages 23–25 of this price list for details.
2. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)
  - a. Special Item Numbers 51-501, 51-504, 51-506, 51-507, and 733-1. The maximum dollar value per order is \$1,000,000.
3. MINIMUM ORDER: \$100.
4. GEOGRAPHIC COVERAGE: The geographic scope of this contract covers delivery to domestic locations.
5. POINT OF PRODUCTION: Service locations are identified in 17.
6. DISCOUNTS: Prices shown herein are net (discount deducted).
7. QUANTITY DISCOUNTS: Contracts greater than \$500,000 receive discounted pricing.
8. PROMPT PAYMENT TERMS: Not applicable.
  - a. GOVERNMENT PURCHASE CARDS Contractors are required to accept Government purchase cards for payments equal to or less than the micropurchase threshold for oral or written delivery orders.
  - b. Government purchase cards are acceptable for payment above the micropurchase threshold. In addition, bank account information for wire transfer/EFT is available and shall be printed on the invoice.
9. FOREIGN ITEMS: Not applicable. All services are provided domestically.
10. TIME OF DELIVERY
  - a. Standard Delivery: All SINs 30 days, or as negotiated
  - b. Expedited Delivery: Quicker delivery of service than set forth in paragraph (a) above are available from the contractor, when requested and as negotiated between the Ordering Office and the contractor.
  - c. Overnight and 2-Day Delivery: Accelerated delivery is available. When schedule customers require overnight or 2-day delivery of services, agencies are encouraged to contact the contractor to obtain accelerated delivery information and rates.
  - d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time

permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within three (3) work days after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If the contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery timeframe shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. F.O.B. POINTS: F.O.B. is destination for domestic deliveries, defined as the 48 contiguous states, Alaska, Hawaii, Puerto Rico, the District of Columbia, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

12. ORDERING INFORMATION

a. Ordering Address: All purchase orders placed under this contract shall be issued to:

EDM Americas, Inc  
 Attention: Scott Byers  
 10 E D Preate Drive  
 Moosic, PA 18507  
 Phone (570) 343-2300 Fax (570) 342-5291

b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule home page ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)).

13. PAYMENT ADDRESS

All payments under this contract shall be remitted to:

EDM Americas, Inc.  
 10 E D Preate Drive  
 Moosic, PA 18507

14. WARRANTY PROVISION: Not applicable

15. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICES (SF279 or DD Form 350)

a. Block 9: G. Order/Modification under Federal Schedule  
 Block 16: DUNS Number: 06-408-8073  
 Block 30: Type of Contractor: (C) Large Business  
 Block 31: Woman-Owned Small Business: No  
 Block 36: Contractor's Taxpayer Identification Number (TIN): 23-2259137

b. CAGE Code: 1MGC6 Contractor is registered with the System for Awards Management.

16. SERVICE AND DISTRIBUTION POINTS

Location	Service
Columbia, SC; Delano, PA; Houston, TX; Jacksonville, FL; Indianapolis, FL; Louisville, KY; Moosic, PA; Washington, DC	Hard Copy Record Storage/Records Management*
Millville, NJ; Morrisville, NC	Communicate/Print
Moosic, PA	Document Conversion/ Capture Electronic Record Storage

\*Preserve/Records Management facilities have been approved for storage of Federal Records by **NARA**.

## NEEDS ASSESSMENT AND ANALYSIS SERVICES (SPECIAL ITEM NUMBER 51-501)

NAAS provides professional support in analyzing, assessing, and developing a customer's requirements as it relates to more efficient use of office equipment (e.g., laboratory systems, network optical and imaging systems, services (i.e., records management, document management, network connectivity support). Based on the agency's overall objectives, the contractor will conduct a comprehensive needs assessment and analysis.

Upon the agency's request, contractors may provide a full range of services to support the requirements as a result of the needs assessment and analysis. Contractor may provide a full range of services including but not limited to consultation, and support services to support or improve the effectiveness of federal management processes and procedures.

Consultations Services Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business-improvement efforts. They may also include studies, analyses and reports documenting any proposed developmental, consultative, or implementation efforts.

Specific Tasks: Contractors will perform all requirement(s) as specified in task and delivery orders under this Federal Supply Schedule (FSS) in accordance with their commercial industry practices.

SIN	Description	GSA Price
51-501	Senior Project Director	\$128.46
51-501	Project Director	\$118.19
51-501	Consultant	\$141.31
51-501	Business Analyst	\$128.46
51-501	Technical Writer	\$77.08
51-501	IT Programmer	\$107.05

## RECORDS MANAGEMENT SERVICES (SPECIAL ITEM NUMBER 51-504)

Storage Services provides for preparation of files, pick-up, storage and retrieval of documents.

**EDM has eight (8) storage facilities across the United States that have been approved for storage of Federal Agency Records by NARA.**

### Records Retrieval

- a. Within one (1) working day (or as established by the individual task order) of receiving a reference request, orally or in writing, from the agency, the Contractor must retrieve the requested records and deliver to the agency requestor.
- b. The Contractor must provide emergency reference services (retrieval services outside business hours) if required by an ordering agency, including all services listed in this section, 24 hours each day, every day of the year. Emergency services are defined as services provided beyond the normal operation hours of the Contractor's facility. After notification, the required response time will be a maximum of two (2) hours. Any shipment under emergency services will be handled by direct delivery within eight (8) hours, unless otherwise specified in the task order. The Contractor must provide emergency service phone numbers for all sites utilized to the ordering agency's contracting officer within 30 days after award of the contract. Appropriate numbers must be issued to the individual agency representative upon award of each task order.

### Accessioning of Records

Accessioning is the processing of records coming into the facility. The Contractor must be able to accession paper records in a variety of containers. Recognizing that Governmental agencies may have other media/formats, such as audiovisual (e.g., photographs, posters, sound recordings) or x-rays, the Contractor should have the capability to accession these types of media/formats. The Government may ship records to the Contractor, or the Contractor may pick up records from Governmental sites. The Contractor will be responsible for maintaining the arrangement of each accession and verifying that the contents of the accession match the accompanying transfer documentation.

### Inventory Services

From time to time, the Contractor may be asked to assist the agency by inventorying agency records. The inventories require data, and will include either listings of individual folders or the numerical or alphabetical span of folders in each box. The inventories must be prepared on location in the Government's space, according to the schedule established by the Contracting Officer's Technical Representative (COTR) for that agency. If travel is required, the Contractor will be reimbursed in accordance with the Joint Travel Regulations.

### Pick-up Services

- a. Within 50 Miles: Within three (3) working days (or as established by the individual task order) of notification by the Government, the Contractor must pick up records that have been prepared for transfer from Governmental agencies' storage facilities. Only enclosed vehicles shall be used to transport records.
- b. Outside of 50 Miles: The vendor may use the GSA Government Bill of Lading (GBL) program to move records from sites more than 50 miles from the corporation site. The vendor will coordinate these moves unless otherwise directed by the ordering agency.

### Tracking

Contractor must possess an Automated Records Management tracking system. At a minimum this tracking system should have the capability of reading barcode labels, providing online access to the Contractor's data base and placing reference requests electronically. The Contractor shall maintain system capability with the requesting agency (agency will provide technical specifications at the task order level).

### Other General Requirements:

**Quality Assurance**

The Contractor shall have a quality control/quality assurance plan that meets the Government's requirements. The Contractor shall maintain records throughout the contract period concerning the results of its inspections and monitoring procedures and the Contracting Officer or his/her designee shall provide copies of these to the Government upon request. From time to time, the Government may conduct a site visit. These records shall also be made available to the Government when conducting a site visit of the Contractor's premises.

GSA will review and make recommendations concerning the report as needed. The reports and related documentation shall be part of the information used and revised on periodic site inspections.

During this process the system should have the capability of verifying the accuracy of the documents being manipulated (i.e. whether the correct document is being handled). The Contractor's computer system should be user-friendly and Windows-based to ensure compatibility with standard Government systems.

The Government reserves the right to inspect the Contractor's facility at any time it deems necessary to ensure that the standards are maintained throughout the contract period. Approval of the storage site shall be performed by the Government. The Contractor must possess a commercial facility capable of storing documents within a controlled environment that will ensure the integrity of the documents will be kept intact.

In addition:

- a. The Contractor must provide reference room facilities in each records center that maintain a normal office environment, including telephone, facsimile, and electrostatic reproduction services.
- b. Only agency-authorized personnel will be granted access to that agency's records in the Contractor-operated reference rooms. The Contractor will verify the identity of the agency authorized personnel and maintain constant surveillance of the reference room when the individual is not an agent of that Government office.

**Reports Preparation**

The Contractor must provide monthly reports to the agency including, but not limited to, reports on holdings, accessions, disposals, records eligible for disposal, transfers in, transfers out, reference, refiles, and photocopying.

<b><u>Record Management Services Pricing</u></b>		
SIN	Description	GSA Price
51-504	Storage–Hardcopy: Per Cubic Feet Per Month	\$0.16 / \$0.15
51-504	Activities–Hardcopy: Retrieval, New Adds-Per Carton / File	\$1.36 / \$1.28
51-504	Pickup Fee Per New Add Box	\$1.36 / \$1.28
51-504	Delivery Fee Per Retrieved Box	\$1.36 / \$1.28
51-504	Pickup Fee Per Refilled Box	\$1.36 / \$1.28
51-504	Transport–Per Location Per Trip	\$22.67/ \$21.41
51-504	Emergency Transport–Per Trip (During Normal Business Hours)	\$113.35/ \$107.05
51-504	Emergency Transport–Per Trip (After Normal Business Hours)	\$136.02/ \$128.46
51-504	Emergency Transport–Per Trip (Weekend and Holiday Hours)	\$158.69 / \$149.87
51-504	Permanent Withdrawal / Early Termination: Per Cubic Foot	\$2.72/ \$2.57
51-504	Computerization: Data Entry–Per Box Header	\$0.45 / \$0.43
51-504	Computerization: Data Entry–Inventory Record Modifications	\$0.32 / \$0.30
51-504	Computerization: Date Entry–Per File	\$0.36 / \$0.34
51-504	Reports: Annual Complete Inventory	\$0.32 / \$0.30
51-504	Reports: On Request, Per Page	\$0.32 / \$0.30
51-504	Photocopies: Per Image/Page	\$0.27 / \$0.26
51-504	Facsimile: Per Image/Page	\$0.36 / \$0.34
51-504	Emergency Facsimile: Per Image/Page	\$3.63 / \$3.43
51-504	Senior Project Director	\$128.46
51-504	Project Director	\$118.19
51-504	Consultant	\$141.31
51-504	Business Analyst	\$128.46
51-504	Technical Writer	\$77.08
51-504	IT Programmer	\$107.05
51-504	Warehouse Manager	\$41.11
51-504	Warehouse Supervisor	\$30.83
51-504	Warehouse Technician	\$20.55

Prices noted reflect additional discounts for contracts above \$500k

## DOCUMENT CONVERSION SERVICES (SPECIAL ITEM NUMBER 51-506)

Document Conversion consists of one or more of the following services: Document preparation; Scanning document images; index or data entry; and export for use in a document imaging, retrieval, or storage system. Services are available for "backfile and day-forward conversion" of documents and includes both file and data format and media conversion.

### Document Preparation:

- a. Basic Preparation and Handling—The Contractor shall be responsible for basic document preparation and handling during all phases of the document conversion effort. The pre-conversion effort shall include document receipt, inspection, inventory and document preparation for scanning and conversion (e.g., removing bindings, paper clips, attachments, and fasteners; photocopying oversize or undersize documents; purging unnecessary information; repairing damaged originals). The conversion effort shall include all necessary document preparation and handling. The post-conversion effort shall consist of reconstruction of the documents, including the attachment of fasteners and bindings, reassembly of the documents into their original configuration, preparing a document inventory listing, and packaging/packing for return shipment to the ordering activity.
- b. Special Preparation and Handling—When special preparation and/or handling requirements are specified by the ordering activity, the Contractor shall be responsible for any special document preparation and handling requirements (e.g., staple locations being required to be marked during pre-conversion preparation and the documents being re-stapled using their original staple locations at post-conversion).

### Document Scanning:

- a. Document Conversion—The Contractor shall scan a variety of source documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, or legal instruments) from a variety of source media (e.g., paper, film, microfiche, aperture cards, magnetic tape, or Mylar) having varying degrees of image quality (e.g., crisp originals, faded, poor contrast, or overexposed photographs) using character recognition (e.g., OCR, ICR) into a compressed digital file (e.g., C4 compressed image file format) and deliver that file in a variety of output file formats (e.g., PDF, SGML, HTML, XML, CAD, word processing) on a variety of output media (e.g., optical disks, magnetic tape, or CD-ROM).
- b. Image Enhancement—The Contractor shall perform image enhancement immediately after scanning. Image enhancement shall allow soiled, faded, deteriorated, and inferior quality images to be "cleaned up". The image enhancement process shall reduce background noise and improve uneven line widths, dull edges, faded areas, and uneven illumination. If required by the ordering activity, special image enhancement (e.g., removal of date stamps and other markings, de-skewing images to within five (5) degrees or less of skew, cropping, rotation) shall be accomplished during the document conversion process.

### Index/Data Entry:

- a. Indexing—The Contractor shall provide an index (in both hard copy and digital format) for all converted data. The index shall permit tracking, retrieval, and storage of converted documents. The index shall be as specified by the ordering activity and shall consist, as a minimum, of the document number, document title, page number, revision level, and date. The index shall be structured from the source data and may be incorporated in the raster image header, incorporated as PDF bookmarks, or provided separately, as specified by the ordering activity.
- b. Data Entry—The Contractor shall provide keystroke data entry as required.

### Quality Assurance:

- a. Quality Assurance—Unless otherwise specified by the ordering activity, the Contractor shall perform 100% quality assurance of the scanned images to ensure that an image is produced for each page or microform frame; the image is equal to or better than the readability of the source page or microform frame; and the image is in accordance with the ordering activity's requirements. Marginal images (e.g., due to poor source images or film quality) shall be electronically marked and specified as such in the production reports. All indexing elements and SGML tagged data shall be parsed to ensure compliance with the requirements prior to delivery. Hollerith data shall be verified against the information contained in the title block of the document and will be edited, if necessary, to ensure the accuracy of the fields (e.g., document type, drawing number, drawing revision, sheet revision, card number, number of cards, drawing size, rights code, and security code). The ordering activity reserves the right to perform quality assurance on any products produced under this contract. Failure to meet quality assurance standards will result in re-work at the Contractor's expense or contract termination, as appropriate.

### Export of Images/Data

- a. Final File—The Contractor shall provide a final file (in both hard copy and digital format) upon project completion to the ordering activity's contracting officer. The file shall delineate those documents for which conversion has been completed; if applicable, the intermediate format in which the each document has been scanned; the applicable character recognition, compression algorithm, output storage media and file format of the stored image; and an index for all converted data. The index shall, as a minimum, consist of each document number, document title, date, revision level, and page number. This index shall be structured from the source data and may be incorporated in the raster image header, incorporated as PDF bookmarks, or provided separately, as specified by the ordering activity.
- b. Backup Copy—The Contractor shall maintain a backup copy of all data generated. The backup copy shall be maintained for a period of thirty (30) days after project completion, unless otherwise specified for a different period by the ordering activity.

### Detailed Requirements

Unless otherwise specified by the ordering activity, the following detailed requirements are applicable to the Contractor's document conversion efforts under this contract:

- a. Scanning—Images shall be scanned at 200 DPI (dots per inch) resolution.
- b. Indexing/Coding—The index requirements (e.g., index fields, number of characters, nomenclature for the index fields) shall be specified by the agency.
- c. Portable Document Format (PDF) Conversion—Adobe Portable Document Format conversion shall be accomplished in compliance with the latest version of the Portable Document Format reference manual (e.g., Version 1.3) in effect on the date of the order or as specified by the ordering activity. PDF-converted formatted documents shall replicate all visual characteristics and attributes of the source document.
- d. Graphics File Formats (e.g., GIF, JPEG)—The specific graphic file format shall be as specified by the ordering activity.
- e. Application Files (e.g., Word, CAD, WordPerfect)—The specific application file format shall be as specified by the ordering activity.

SIN	Description	GSA Price
51-506	Data Capture and Document Imaging/Conversion	Custom Quote
51-506	Senior Project Director	\$128.46
51-506	Project Director	\$118.19
51-506	Consultant	\$141.31
51-506	Business Analyst	\$128.46
51-506	Technical Writer	\$77.08
51-506	IT Programmer	\$107.05
51-506	Imaging Supervisor	\$30.83
51-506	Imaging Technician	\$20.55

## DOCUMENT DESTRUCTION SERVICES (SPECIAL ITEM NUMBER 51-507)

This SIN is to provide Federal agencies with a customized plan for destroying Government documents that is unique and cost-effective to their needs. These services may be used on a non-mandatory basis by various Government agencies and activities. Ordering agencies may require these services to satisfy worldwide agency mission document destruction requirements.

Destruction services will provide a convenient, safe and secure destruction of a variety of media, be it paper, magnetic tape, microfilm, microfiche, plastic, cassette tapes or diskettes. The following methods for destruction services may be obtained through these material destruction options:

- a. Shredding: Include both on-site and off-site shredding services, which is designed to handle a variety of classified and unclassified materials. Shredders shall be designed to produce residue particle size not exceeding 1/32-inch in width with a 1/64-inch tolerance by inch in length. There is no need to separate paper grades or remove staples, clips or other bindings.

### Security Requirements

Contractor is responsible for providing lockable security containers, whether it is security bins, security bags, or security cabinets, at no additional cost to the agency.

The agency is required to identify the various type (s) or level of classified documents (e.g. confidential, secret, top secret).

### Certificate of Destruction

A signed certificate of destruction must be issued upon completion of each job. The certificate shall indicate the date of destruction, identify the material destroyed and method of destruction, and be signed by the individuals designated to destroy and witness the destruction. Destruction officials shall be required to know, through their personal knowledge, that such material was destroyed.

### Destruction of Material

If required, the Contractor must destroy Government material in accordance with record disposition schedules established by the agency.

Classified information identified for destruction shall be destroyed completely to preclude recognition or reconstruction of the classified information in accordance with procedures and methods prescribed by agency heads. The Contractor will not destroy material until notified by the agency in writing.

SIN	Description	GSA Price Incl. 75% IFF
51-507	Retrieve for Destruction: Per Box, Hardcopy	\$1.13 \$1.07
51-507	Destruction: Per Cubic Foot, Hardcopy	\$1.13 \$1.07
51-507	Destruction-Non-Inventory: Pickup Fee, Per Box	\$1.13 \$1.07
51-507	Destruction-Non-Inventory: Destruction, Per Cubic Foot	\$1.13 \$1.07

## MAIL MANAGEMENT SERVICES (SPECIAL ITEM NUMBER 733-1)

Mail Room Administrative Support Services include, but are not limited to, accepting incoming mail from the United States Postal System (USPS) and courier services such as UPS and FedEx; accepting and signing for certified mail, registered mail and overnight mail; distribution of mail using an office roster; processing outgoing mail, metering flats, letters, and packages.

### General Requirements

Contractors shall comply with all United States Postal Service (USPS) mailing standards, described in the Domestic Mail Manual (DMM) and other Postal Service directives that apply to the Contractor's operations. Contractors shall provide all qualified personnel, materials, equipment, facilities and services relative to Mail Management Services as specified in task orders placed by authorized users in a timely, efficient, and cost-effective manner. Services specified in a task order may be performed at the Contractor's facility, the ordering agency's facility, or other sites as appropriate.

SIN	Description	GSA Price
733-1	Mail Room Technician	\$20.55

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

1. PREAMBLE:  
EDM Americas provides commercial services to ordering activities. We are committed to promoting participation of small, small disadvantaged, and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentoring programs, joint ventures, teaming arrangements, and subcontracting.
2. COMMITMENT:
  - a. To actively seek and partner with small businesses.
  - b. To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
  - c. To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
  - d. To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
  - e. To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.
  - f. To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
  - g. To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged, and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Michael Balberchak, phone (570)575.3619; fax (570)342.5291, email [mbalberchak@edmamericas.com](mailto:mbalberchak@edmamericas.com).