

# ECR

## E. C. RUFFOLO, INC

DBA ECR BUSINESS SOLUTIONS and Ruffolo Mailing Service

Direct Mail/Business Services  
308 Mound Ave  
Miamisburg, Ohio 45342  
937.388.0477 Fax: 937.388.0494  
bleibecke@ec-ruffolo.com

General Service Administration  
Federal Acquisition Service  
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 GSA Advantage! is: GSAAdvantage.gov.

The Office, Imaging and Document Solutions—Office Equipment Products and Services, and Document Management Products and Services

Contract number: GS-25F-0011U

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

Contract period: June 5, 2008 through June 4, 2013

Contractor's Web site where schedule information can be found: www.ec-ruffolo.com

Business size: Small

### CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	SERVICE	QTY	U/M	GSA P/P w/IFF
	<b>FILE PREP:</b>			
733 2, 733 4	Load and convert the data from client supplied mailing list file, file to be provided in an ASCII Comma delimited, AscII Fixed File, Dbase 2 through Dbase 4, or Excel up to 1,999 records and postal sort	1-1,999	Thousand	\$65.74
733 2, 733 4	Load and convert the data from client supplied mailing list file, file to be provided in an ASCII Comma delimited, AscII Fixed File, Dbase 2 through Dbase 4, or Excel up to 2,999 records and postal sort	2,000-2,999	Thousand	\$87.65
733 2, 733 4	Load and convert the data from client supplied mailing list file, file to be provided in an ASCII Comma delimited, AscII Fixed File, Dbase 2 through Dbase 4, or Excel 3,000+ records and postal sort	3,000+	Thousand	\$109.57
733 2, 733 4	CASS Certification of mailing list	Any		\$2.20
733 2, 733 4	Merge/Purge Files to Eliminate dups	Any		\$2.20
	Caution, duplications will not be eliminated 100%			
	<b>INK JET ADDRESSING:</b>			
733 2, 733 3	To ink jet address direct onto client supplied preprinted self-mailer - up to 36 pages with a preprinted Dayton OH permit, sort, bundle, tray and deliver to the Dayton Post Office minimum 1,000	1,000	Thousand	\$26.30
733 2, 733 3	To ink jet address direct onto client supplied preprinted self-mailer - up to 36 pages with a preprinted Dayton OH permit, sort, bundle, tray and deliver to the Dayton Post Office additional 1,000		Thousand	\$26.30
	<b>Optional Ink Jet Application Services:</b>			
733 2, 733 3	Furnish/affix one tab/wafer seal, in line with ink jet	1,000	Thousand	\$13.15

	addressing, top or bottom of mailpiece - Minimum 1,000			
733 2, 733 3	Furnish/affix two tab/wafer seal, in line with ink jet addressing, top or bottom of mailpiece - Minimum 1,000	1,000	Thousand	\$17.53
733 2, 733 3	Ink Jet Indicia - Minimum 1,000	1,000	Thousand	\$17.53
733 2, 733 3	Affix Precancelled stamps onto mailer in line with ink jet addressing - Minimum 1,000	1,000	Thousand	\$17.53
733 2, 733 3	Furnish and affix wafer seal and pack back into Printer's cartons or place in mail trays (note, this pricing is based on using the table top unit which would be a little slower, the table top unit is generally used when no addressing is required)	1,000	Thousand	\$23.67
	Miscellaneous Addressing Options:			
733 2, 733 3	Pressure sensitive labels furnished in zip code sequence by client and affixed to a self mailer up to 36 pages with a preprinted indicia, sort tie bag and deliver to the Dayton Post Office	1,000	Thousand	\$61.36
	INSERTING			
	Machine Inserting:			
733 2, 733 3	To machine insert one enclosure into client supplied envelope, standard # 10 envelope or 6 x 9 envelope, and seal flap - Minimum 2,000	1,000	Thousand	\$14.90
733 2, 733 3	To machine insert one enclosure into client supplied envelope, standard # 10 envelope or 6 x 9 envelope, and seal flap. Additional inserts - Per Insert	1,000	Thousand	\$1.75
733 2, 733 3	To machine insert one enclosure into client supplied envelope, 9 x 12 booklet envelope seal flap - Minimum 2,000	1,000	Thousand	\$21.91
733 2, 733 3	To machine insert one enclosure into client supplied envelope, 9 x 12 booklet envelope seal flap Additional inserts - Per Insert	1,000	Thousand	\$2.20
	Pricing above is based on all inserts being machine insertable. Maximum number of inserts we can machine insert is 8.			
	Machine inserts minimum size is 5 1/2" x 3 1/4"			
	Maximum size is 8 - 1/2 x 11			
	Envelopes #10 regular, #10 window, 6 x 9 booklet envelope and 9 x 12 booklet can be utilized for machine inserting providing the inserts meet the specifications of the equipment.			
	We cannot machine into a catalog or open-end envelope.			
	Manual Inserting:			
733 2, 733 3	To manually insert one enclosure into a #10, 6 x 9, or 9 x 12 booklet envelope	1,000	Thousand	\$43.83
733 2, 733 3	To manually insert one enclosure into a #10, 6 x 9, or 9 x 12 booklet envelope Additional inserts	1,000	Thousand	\$13.15
	Optional Services:			
733 2, 733 3	Folding - 8 1/2 x 11 single sheet, fold two folds	1,000	Thousand	\$6.58
733 2, 733 3	Furnish and affix one wafer seal to a self mailer - Minimum 1,000	1,000	Thousand	\$21.91
733 2, 733 3	Metering of postage onto #10, 6 x 9, or 9 x 12 Envelope - Minimum 1,000	1,000	Thousand	\$8.77
733 2, 733 3	Hand affix postage to envelope or mailer	1,000	Thousand	\$43.83
733 2, 733 3	Matching of two items into a set, both items prepared in the same sequence	1,000	Thousand	\$17.53
733 2, 733 3	Nesting one insert - per item nested	1,000	Thousand	\$17.53
733 2, 733 3	Random Sort	1,000	Thousand	\$43.83
	Personalization - Letter/Statements:			
733 2, 733 3, 733 4	To set up format for 1 page 8 1/2 x 11 letter			\$43.83
733 2, 733 3, 733 4	Laser letter onto client supplied 8 1/2 x 11 stock, laser compatible	1,000	Thousand	\$43.83
733 2, 733 3, 733 4	Laser color letter	1,000	Thousand	\$219.13
	Multiple drops			\$8.77
	Additional Services Available:			
733 2, 733 4	Cutting - Minimum order = \$35.00		Thousand	\$3.07
733 2, 733 4	Deduping - Minimum order = \$35.00		Thousand	\$2.20

- 1b. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will ACCEPTED perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item: Not applicable
2. Maximum order: \$1,000,000.00 per SIN
3. Minimum order: \$100.00
4. Geographic coverage (delivery area): 48 Contiguous United States and Washington DC.
5. Point(s) of production (city, county, and State or foreign country): Miamisburg, Montgomery County, OH 45342
6. Discount from list prices or statement of net price: GSA DISCOUNT 13%
7. Quantity discounts: NONE
8. Prompt payment terms: E. C. Ruffolo, Inc offers net 30 terms
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: ACCEPTED
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: ACCEPTED
10. Foreign items (list items by country of origin): NONE
- 11a. Time of delivery: 30 days
- 11b. Expedited Delivery. Can expedite – please contact EC Ruffolo, Inc. for this service.
- 11c. Overnight and 2-day delivery. Can expedite – please contact EC Ruffolo, Inc. for this service.
- 11d. Urgent Requirements. Can expedite – please contact EC Ruffolo, Inc. for this service.
12. F.O.B. point(s): Destination, Miamisburg, OH 45342
- 13a. Ordering address: 308 Mound Ave., Miamisburg, OH 45342
- 13b. 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.
14. Payment address: 308 Mound Ave., Miamisburg, OH 45342
15. Warranty provision: Given the nature of service provided, no traditional warranty applies.
16. Export packing charges, if applicable: Not Applicable, this is a service, not a product.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): None
18. Terms and conditions of rental, maintenance, and repair (if applicable): Not applicable, this is a service, not a product.
19. Terms and conditions of installation (if applicable): Not applicable, this is a service, not a product.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable, this is a service, not a product.
- 20a. Terms and conditions for any other services (if applicable): NONE
21. List of service and distribution points (if applicable): Not applicable
22. List of participating dealers (if applicable): Not applicable
23. Preventive maintenance (if applicable): Not applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): NONE
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/): Section 508 compliance is in process.
25. Data Universal Number System (DUNS) number: 103546966
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registration is valid until May 5, 2009.