

Contractor's Name, Address, Telephone and FAX Number; Email and/or Website Address:

Facility Services Management, Inc.
 1611 South Main Street
 Suite 10
 Hopkinsville, KY 42240

Phone: (270) 885-5878
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 Email: jworkman@facsvcs.com or cpresley@facsvcs.com
 Web Site: <http://www.facsvcs.com/>
 Business Size: S,W

Facility Services Management, Inc. is a Prime Contractor on this contract.

Federal Supply Schedule Price List is as follows:

SINs	Description
51-504	Records Management Services
51-506	Document Conversion Services

FSI's pricing for all SINs is Worldwide.

Hourly rates are applicable.

- Clerk \$18.05
- Technician \$23.75

Maximum Order of \$1,000,000.

Minimum Order of \$100.

Basic discount terms are 5%.

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: <https://www.gsadvantage.gov>.

Description of Services: Facility Services Management, Inc. provides services under the Special Item Numbers (SINs) to include the following:

SIN 51-504 Records Management Services

Services include but are not limited to, professional management and administrative support

personnel having the necessary skills to perform effective record management services for both classified and/or unclassified records. Services are provided using either Government or contractor equipment and facilities or a combination of both. Provide services necessary to meet the following record management objectives using Government equipment and facilities. Record management objectives are to maintain existing file room in a manner that permits the easy location, retrieval and storage of files. File Organization and Maintenance Services – generally on-site services i.e., organization of files, tracking of files, information and documents indexing, scanning, labeling, bar-coding and filing. Storage Services – preparation of files for pick-up, storage and retrieval of records.

SIN 51-506 Document Conversion Services

Services include but are not limited to the processing of document conversion involving state of the art scanning of original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc) in whatever media they currently exist (paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm roll film, etc.) in any required format (raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image file, etc) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both.

Schedule Title

Schedule No. 036, National Furniture Acquisition Center (3FN-CO), Office Imaging and Document Solutions

FSC Class (ES): Services
FSC Group: 3610

Contract Number: GS-25F-0023R

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

Contract Period: May 23, 2005 - May 22, 2010

CUSTOMER INFORMATION

SINs	Description
51-504	Records Management Services
51-506	Document Conversion Services

1. FSI's pricing for all SINS is Worldwide.
2. Hourly rates are applicable.
 - Clerk \$18.00
 - Technician \$24.00
3. Minimum Order of \$100.
4. Geographic coverage is worldwide.
5. Points of production are various. Corporate headquarters is located in Hopkinsville, Kentucky, County of Christian.
6. Basic discount terms are 5%.
7. Quantity Discount: None.
8. Prompt Payment Terms: Net 30
9. Government purchase card accepted at or below the micro-purchase threshold.
10. Government purchase card not accepted above the micro-purchase threshold.
11. Foreign Items – None.
12. Time of delivery after receipt of order (ARO):
Normal - Varies per service performed
Emergency – Shipment with 15 days ARO for in stock at time of order
13. Expedited Delivery: Items available for expedited delivery are noted in this price list.
14. Overnight and 2-day Delivery: Contact contractor.
15. Urgent Requirements: Clause I-FSS-140-B of the contract applies. Agencies can contact contractor's representative to possibly affect a faster delivery.
16. F.O.B. Point: N/A
17. Ordering Address: Same as Contractor
18. 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 homepage (FSS.gsa.gov/schedules).
19. Payment Address: Same as Contractor
20. Warranty Provision: Standard Commercial Warranty
21. Export packaging charge not applicable.

22. Terms and conditions of Government purchase card acceptance of any thresholds above the micro-purchase level.
23. Terms and conditions of rental, maintenance, and repair are not applicable.
24. Terms and conditions of installation are not applicable.
25. Terms and conditions of repair parts including date of parts price lists and any discounts from list prices are not applicable.
26. Terms and conditions for any other services are not applicable.
27. List of service and distribution points are not applicable.
28. List of participating dealers is not applicable.
29. Special attributes such as environment attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Facility Services Management, Inc. has a written Energy Conservation Plan. In addition, FSI's recycling plan includes the recycling of cardboard, white paper and newspaper.
30. 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.) FSI's website is in full compliance with Section 508. Our website at <http://www.facsvcs.com/> states that it is 508 compliant.
31. Data Universal Number System (DUNS) number: 884999491
32. Notification regarding registration in Central Contractor Registration (CCR) database. FSI is registered in the CCR database.