

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Pricelist
(Prices Shown Herein Are Net (discount deducted))**

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>.

FSC GROUP 36, PART IV: Records Management/Storage Services

SPECIAL ITEM NUMBER: 51-504

CONTRACT NUMBER: GS-25F-0030P; Modification PO-0005

CONTRACT PERIOD: April 22, 2004 through April 22, 2009

CONTRACTOR: First Federal Corporation
75 West Watkins Mill Road
Gaithersburg, MD 20878
Telephone: (301) 548-1500
Fax: (301) 548-0682
Internet Address: www.ffederal.com
Small Business

CONTRACT ADMINISTRATION: Mr. James Crowell
75 West Watkins Mill Road
Gaithersburg, MD 20878
Telephone: (301) 548-1500
Fax: (301) 548-0682
Internet Address: www.ffederal.com
Small Business

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**SECTION 1 -CUSTOMER INFORMATION FOR ORDERING OFFICES -
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

AWARDED SPECIAL ITEM NUMBER: 51-504b – Records Management

LOWEST PRICED MODEL: N/A

HOURLY RATES: N/A

MAXIMUM ORDER: Except as otherwise provided in the contract, the total dollar value per order placed shall not exceed \$1,000,000 for Special Item Number (SIN) 51-504b. Orders in excess of the foregoing limits may be accepted pursuant to clause I-FSS-125 ("Requirements Exceeding The Maximum Order") of the contract.

MINIMUM ORDER: \$143.57

GEOGRAPHIC COVERAGE: 48 contiguous States, the District of Columbia, Puerto Rico

POINT(S) OF PRODUCTION: N/A

NET PRICES: The prices in this Pricelist reflect net, and all discounts have been deducted.

QUANTITY DISCOUNTS: None

PROMPT PAYMENT: 1% 20 days

GOVERNMENT PURCHASE CARDS: (MasterCard and Visa) are accepted for purchases above or below the micropurchase threshold.

FOREIGN ITEMS: None

TIME OF DELIVERY: Next Day
Expedited delivery is available.
Overnight and 2-day delivery is available.
Urgent requirements.

F.O.B. POINT: Not Applicable.

ORDERING ADDRESSES:

Records Management Services
Ms. Kim Roldan
75 West Watkins Mill Road
Gaithersburg, MD 20878
Telephone: (301) 548-1500
Fax: (301) 548-0682
Internet Address: www.ffederal.com

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).

PAYMENT ADDRESSES: Payment shall be sent to the remittance address as noted on the applicable invoice.

WARRANTY: The warranty applicable to each type of service provided under this Pricelist is stated in the Special Terms and Conditions applicable to each service as detailed in Section 2 (Listing of Products and Services) of this Pricelist.

LIST OF PARTICIPATING DEALERS: None

DUNS NUMBER: 053118741

CENTRAL CONTRACTOR
REGISTRATION (CCR)
DATABASE: First Federal Corporation is registered in the CCR database

CAGE CODE: 8X690

SECTION 2 – LISTING OF PRODUCTS

A. Corporate Information

First Federal Corporation has been providing off-site data storage, delivery and related disaster recovery support services to customers throughout the Mid-Atlantic region for over 21 years using multiple sites and state-of the-art, GSA approved media storage vaults. Our facilities and procedures are uniquely designed to safeguard your data. Highlights include:

- High security vault facilities constructed to meet Federal Specification AA-V-27-37.
- Facilities also independently certified to meet, UL, NFPA and NIST standards for environmental, fire and magnetic protection.
- Data reconstruction insurance is provided, in addition to conventional liability coverage.
- Individually slotted and containerized storage programs are supported.
- Complimentary barcode labeling and scanning services, as well as Web based on-line inventory control are provided. First Federal offers a “paperless” customer interface

First Federal Corporation provides unparalleled support to governmental clients including:

- 24X7X365 operations with two-hour emergency delivery of media.
- Positive, photo ID required at each media exchange
- Records pick up and delivery on standard and nonstandard (emergency) basis, 24 hours per day, seven days per week;
- Provisions for reference room facilities that maintain a normal business environment;
- Quality assurance and monthly operational reports provided to the customers and related to their records;
- User manuals prepared for each new customer and updated to reflect changes or advancements in policies, procedures and technology; and
- Personnel have a US Treasury and/or Top Secret DOD clearances or are in the process of obtaining same. It is First Federal’s policy that each employee must receive a Top Secret clearance for permanent employment.

		DESCRIPTION	UNIT/ QUANTITY	NEW GSA PRICES IFF INCLUDED
CLIN HSS-8 Unclassified Computer Media Delivery Services				
Pickup/Delivery				
UTS-1		Scheduled, Round Trip Transfer Of DR Backup Media (Round Trip Delivery, Monday Thru Friday, During Business Hours Of 9:00 AM To 5:00PM, With 30 Days Advance Notice) See Footnote 3		
UTS-1.1		Round Trip Transfer Of DR Data Backup Media Within A 25 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$26.12
UTS-1.2		Round Trip Transfer Of DR Data Backup Media Within A 25 to 50 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$47.86
UTS-1.3		Round Trip Transfer Of DR Data Backup Media Within A 50 to 75 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$ 90.93
UTS-2		Non-Scheduled, Round Trip Transfer of DR Backup Computer Media (Round Trip Delivery, Monday Thru Friday, During Business Hours As Defined In HS-5, Within 24 Hours Of Notice.)See Footnote 3		
UTS-2.1		Round Trip Transfer Of DR Data Backup Media Within A 25 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$ 43.07
UTS-2.2		Round Trip Transfer Of DR Data Backup Media Within A 25 to 50 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$ 86.14
UTS-2.3		Round Trip Transfer Of DR Data Backup Media Within A 50 to 75 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$ 167.50

**Product Descriptions/Prices for
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UTS-3	Emergency, Round Trip, Transfer of DR Backup Computer Media (Round Trip Delivery, Monday Thru Friday, During Business Hours As Defined In HS-5, Within 2 Hours Of Notice.) See Footnote 3			
UTS-3.1		Round Trip Transfer Of DR Data Backup Media Within A 25 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$ 62.21
UTS-3.2		Round Trip Transfer Of DR Data Backup Media Within A 25 to 50 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$ 124.43
UTS-3.3		Round Trip Transfer Of DR Data Backup Media Within A 50 to 75 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$ 213.84
UTS-4	After Hours, Emergency Transfer of DR Backup Computer Media (Round Trip Delivery, After Normal Business Hours as defined in HS-5, Including Weekends and Holidays, Within 2 Hours Of Notice) See Footnote 3			
UTS-4.1		Round Trip Transfer Of DR Data Backup Media Within A 25 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$ 130.15
UTS-4.2		Round Trip Transfer Of DR Data Backup Media Within A 25 to 50 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$ 191.43
UTS-4.3		Round Trip Transfer Of DR Data Backup Media Within A 50 to 75 Mile Radius Of The FFC Facility. Includes Pickup and Delivery In Climate-Controlled, Unmarked Vehicle By Bonded Staff .	1	\$ 378.06
UTS-4.4	Scheduled Transfer of DR Backup Computer Media Outside Of The Metropolitan Washington DC Area To Bethlehem, Pennsylvania Off-Site Data Storage Vault	Scheduled Round Trip Transfer Of DR Data Backup Media To Bethlehem, PA. Vault Facility. Includes Pickup And Delivery In Climate Controlled, Unmarked Vehicle By Bonded Staff. Maximum One Round Trip Per Week.	1	\$239.28

HSS-9 Unclassified Computer Media Storage Services		Media Storage		
UTS-5	Slotted DR Backup Computer Media Storage. (Includes Media Storage Fee, CMS Technology Fee, Administrative Fee, Handling Fees To Support Up To Three Full Monthly Vault Rotations Per Item Stored, Black And White Bar-Code Labels For Up To Three Times The Total Number Of Each Media Type Stored and All Containers Required For Round Trip Deliveries. Charge Is Per Slot As Required by Client Tape Management System Or, If Not Used, FFC's Tape Management System - All Storage Fees Are Prorated Daily On The Basis of a 30 Day Month.) See Notes 1 and 2			
UTS-5.1		Slotted 3420 Round Reels	1	\$0.72
UTS-5.2		Slotted 3480/3590 Size Cartridges	1	\$0.48
UTS-5.3		Slotted TK50, DLT and LTO Tapes	1	\$0.63
UTS-5.4		Slotted 8MM Tapes	1	\$0.48
UTS-5.5		Slotted 4MM Tapes	1	\$0.36
UTS-5.6		Slotted 5¼" CDs/Optical Disks	1	\$0.67
UTS-5.7		Slotted QIC Streaming Tapes	1	\$0.67
UTS-5.8		Slotted ADSM Cartridges	1	\$0.81
UTS-5.9		Slotted Video Tape Cartridges (8.5"H x 6"D x 1"W)	1	\$0.91
UTS-5.10				\$143.57
		Minimum Storage Fee per physical location served - if Required	1	
UTS-5.11		Optional Media Sorting Fee - per hour	1	\$52.64
UTS-5.12		Optional Media Sorting Fee - per item	1	\$0.24
UTS-5.13		Optional Inventory Data Entry Fee - per hour	1	\$33.50
UTS-5.14	Exclusive Use Storage Vault	Exclusive use storage vault for media, First Federal provides a GSA approved, six sided, modular structure meeting the requirements of Federal Specification AA-V-2737, equipped with the requisite GSA label. Segregated alarm systems, 24-hour video recording and archiving for vault surveillance, and proximity card access control. Access is through a combination of GSA SECURITY class 5 AND UL six-hour listed security and fire doors. May be reserved at a minimum of 300 square feet and increased in increments of 75 square feet to a maximum of 1000 square feet.	1	\$65.21/sq. ft

Storage Container for Transfer				
UTS-6	Closed Container DR Backup Storage. (Includes All Containers And Handling Fees For Up to 25 Containers Per Round Trip Delivery (See HS-5) - All Storage Fees Prorated Daily on the Basis of a 30 Day Month) See Note 1			
UTS-6.1	3887 cu in	Standard Tub (13"H x 23"D x 13"W)	1	\$31.59
UTS-6.2	3887 cu in	Archive Tub (13"H x 23"D x 13"W)	1	\$26.32
UTS-6.3	2359 1/2 cu in	Document Container (11"H x 13"D x 16 1/2"W): DM2000	1	\$36.37
UTS-6.4	2052 cu in	64 Capacity (3480/90) or 50 Capacity (DLT/LTO) Container (6"Hx19"Dx18"W)	1	\$30.63
UTS-6.5	971 1/4 cu in	32 Capacity 3480/90 or 25 cap. DLT Container	1	\$15.31
UTS-6.6	214 cu in	10 Capacity 8MM Container: DM9250	1	\$8.61
UTS-6.7	468 cu in	32 Capacity 8MM Container: DM9250A	1	\$16.27
UTS-6.8	255 cu in	20 Capacity 4MM Container: DM9300	1	\$9.57
UTS-6.9	510 cu in	40 Capacity 4MM Container: DM9340	1	\$14.36
UTS-6.10	956 1/4 cu in	15 Capacity 5 1/4" Optical Disk/CD Container: DM5300	1	\$23.93
UTS-6.11	2572 1/2 cu in	10 Capacity 12 1/2" Vertical Optical Disk Container: DM5310	1	\$33.50
UTS-6.12	903 1/8 cu in	28 Capacity 35mm48 Cap. 16mm Film Container DM3000	1	\$23.93
UTS-6.13	675 cu in	3500 Capacity 12.5" Fiche Container DM4000 (12.5"Wx4.5"Hx12"L)	1	\$29.67
UTS-6.14	498 3/4 cu in	Utility Container: DM9400 (7"W x 4.75HD x 15"L)	1	\$14.36
UTS-6.15	199 1/2 cu in	Mini Utility Container: DM9410 (7"W x 4.75"H x 6"L)	1	\$9.57
UTS-7	Handling Fee for Closed Containers Handled in Excess of 25 Containers (Per Round Trip Delivery)	Unit charge per additional container handled	1	\$1.91
UTS-7.1		Optional Handling Fee Applied Only if Total Number of Incoming/Outgoing Items Exceed 3 Times the Previous month's Inventory per Item	1	\$0.10
UTS-7.2		Optional Temporary Storage Containers	1	\$34.46
UTS-8	Scheduled Transfer of DR Backup Computer Media Outside Of The Metropolitan Washington DC Area To Bethlehem, Pennsylvania Off-Site Data Storage Vault	Scheduled Round Trip Transfer Of DR Data Backup Media To Bethlehem, PA. Vault Facility. Includes Pickup And Delivery In Climate Controlled, Unmarked Vehicle By Bonded Staff. Maximum One Round Trip Per Week.		\$239.28

Badges/Inspection/Technology/Labels				
UTS-9	On-Site Photos For ID Badges			
UTS-9.1		Fee for photographer to visit Client site during Normal business Hours, within 25 miles of FFC, to take initial photo for First Federal ID badges.	1	\$14.36
UTS-10	Optional Inventory and Inspection Fees	Fees for performing physical inventories and for accompanying client representatives during on-site inspections.	1	\$71.78/hr.
UTS-11	CMS Technology Fee	Initial account set-up, two (2) hours of user training and ongoing business hours support by phone of First Federal's Internet based media inventory, tracking and transmittal service called Client Media System ("CMS"). Includes one installation per site with keyboard wedge bar-code scanner and 10,000 sequential barcode labels	1	N/C
	Note 1:			
	A Data Entry Session is defined as one session of manual keyboard data entry related to recording a single group of identical media sent to or delivered from First Federal, on the same day. Client agrees to label all slotted media sent to First Federal with unique, machine made, human-readable and bar-code equivalent numeric or alphanumeric labels, in Code 39 or other mutually acceptable format. Labels must be on the vertical spine of the media so as to be clearly visible when media is slotted in an industry standard racking system. Improperly labeled, unlabeled and hand-labeled media, as well as media with duplicate volume serial numbers, are subject to optional Media Sorting Fees and Data Entry Fees as defined above. Improperly labeled, unlabeled and hand-labeled media, as well as media with duplicate volume serial numbers, may be temporarily stored in containers and then returned to Client, without further obligation. Client agrees to use CMS as the basis for all order processing and inventory control or pay optional Data Entry Fees for using First Federal's Media movement forms. If Media Movement Forms are used in lieu of CMS, Client agrees to execute them legibly, according to standard procedures provided by First Federal and to pay optional Data Entry Fees. If Client errs in the designation of media types using CMS or Media Movement Forms and manual corrections are required to First Federal's inventory system, Client agrees to pay optional Data Entry Fees. If First Federal accepts Client's computer-generated media slot assignments, Client agrees to provide such assignments in industry standard, ASCII file layout and to transmit all such assignments using CMS. Whenever the above does not occur, Client agrees to pay optional Data Entry Fees into FFC Inventory Management System.			

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	Note 2:			
	If First Federal accepts Client's computer-generated media slotting assignments, Client agrees that all such slotting assignments will be arranged in ascending order of the slot locations to which media is being assigned and in ascending order of the slot locations from which media is being retrieved or pay optional Media Sorting Fees for each item sent to or retrieved from storage.			
	Client agrees to pack all media sent to First Federal only in First Federal supplied containers, with individual media bar-code labels facing up and in exactly the same order as Client has entered such media into CMS or described it on Media Movement forms or pay Media Sorting fees.			
	If Client sends media to First Federal without providing corresponding Media Movement Forms or CMS transmission by the time of pick-up, Client will pay Media Sorting Fees and Data Entry Fees			
	If corresponding Media Movement Forms or CMS transmission are not received within twenty-four (24) hours, First Federal may return all such media without further obligation.			
	Note 3:			
	In the event that a Client representative properly authorized under the then effective First Federal authorization List is not available within ten (10) minutes of First Federal's timely arrival to complete a pick-up or delivery of media, First Federal shall have the right to charge Client for the failed delivery and depart from Client's site. Such an unsuccessful delivery effort shall be chargeable to Client and constitute completion of First Federal's delivery responsibility. Client shall then be responsible for rescheduling a new pick-up or delivery.			