



FIRST FEDERAL
CORPORATION

**General Services Administration
Federal Supply 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 for GSA Advantage!™ is:
<http://www.GSAAdvantage.gov>.

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

Contract Number: GS-25F-0030P
Period Covered by Contract: April 22, 2004 through April 21, 2019
General Services Administration
Federal Acquisition Service



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

SPECIAL ITEM NUMBER: 51-504 – Records Management

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) 51-504. 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: \$100.00

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: 0% 30 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 please contact

F.O.B. POINT: Destination



ORDERING ADDRESSES: First Federal Corporation
Mrs. Janet Wilson
Ms. Kasane Mihara
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 DEALERS: None

DUNS NUMBER: 053118741

CENTRAL CONTRACTOR
REGISTRATION (CCR)
DATABASE: First Federal Corporation is registered in the SAM.gov 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 30 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
- Compliant with National Archives and Records Administration (NARA) 36 CFR Part 1234 (formally 1228) Certification

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, 7 days per week; 365 days a year;
- 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.

GSA Price List
GSA Contract Number: GS-25F-0030P
Company's Name: First Federal Corporation

SIN	Part Number		Service Description	GSA Price (with IFF)	Country Of Origin
HSS-8 Unclassified Computer Media Delivery Services					
	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		
51-504	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 .	\$ 24.33	US
51-504	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 .	\$ 50.98	US
51-504	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 .	\$ 96.87	US
	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		
51-504	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 .	\$ 45.88	US
51-504	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 .	\$ 90.38	US
51-504	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 .	\$ 178.44	US
	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		
51-504	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 .	\$ 66.28	US
51-504	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 .	\$ 129.77	US
51-504	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 .	\$ 259.55	US
	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		

SIN	Part Number		Service Description	GSA Price (with IFF)	Country Of Origin
51-504	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 .	\$ 125.14	US
51-504	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 .	\$ 199.29	US
51-504	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 .	\$ 398.59	US
51-504	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.	\$ 254.91	US
	UTS - 5	Slotted DR Backup Computer Media Storage. (Includes Media Storage 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 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			
51-504	UTS-5.1		Slotted 3420 Round Reels	\$ 0.63	US
51-504	UTS-5.2		Slotted 3480/3590 Size Cartridges	\$ 0.46	US
51-504	UTS-5.3		Slotted TK50, DLT and LTO Tapes	\$ 0.61	US
51-504	UTS-5.4		Slotted 8MM Tapes	\$ 0.46	US
51-504	UTS-5.5		Slotted 4MM Tapes	\$ 0.35	US
51-504	UTS-5.6		Slotted 5¼" CDs/Optical Disks	\$ 0.65	US
51-504	UTS - 5.10		Minimum Storage Fee per physical location served - if required	\$ 139.04	US
51-504	UTS-5.9		Slotted Video Tape Cartridges (8.5"H x 6"D x 1"W)	\$ 0.82	US
51-504	UTS-5.11		<p>Senior IT Data Librarian</p> <p>Functional Responsibility: This position performs limited aspects of technical media management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other media activities. Work usually is segregated by media area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical media management operations. The work generally involves individual case problems. This work may require consideration of program requirements together with specific variations in or from standardized guidelines.</p> <p>Minimum Requirements: One year training and/or experience in document scanning, objective document coding and/or subjective document coding, with a demonstrated ability to provide work leadership; or related field. An Associate's degree is required/ or the equivalency of at least 4 years training and/or experience in addition to the minimum year of experience stated above.</p>	\$ 49.13	US
51-504	UTS-5.12		Optional Media Sorting Fee - per item	\$ 0.23	US

SIN	Part Number		Service Description	GSA Price (with IFF)	Country Of Origin
51-504	UTS-5.13		<p>Inspection and Inventory Specialist</p> <p>Functional Responsibility: This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. This position works under close supervision and follows specific procedures or detailed instructions. Work is routine and repetitive. This position also escorts customers for inspection and inventory purposes. Provides requested documentation from customers (ie. SAS70, certifications, inventory lists of media, etc)</p> <p>Minimum Requirements: Requisite knowledge and skills gained through at least 1 year work experience and a High School Degree.</p>	\$ 32.44	US
51-504	UTS-5.14	Exclusive Use Storage Vault	<p>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.</p>	\$ 63.40	US
			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 HW-5) - All Storage Fees Prorated Daily on the Basis of a 30 Day Month) See Note 1			
51-504	UTS-6.1	3887 cu in	Standard Tub (13"H x 23"D x 13"W)	\$ 30.59	US
51-504	UTS-6.2	3887 cu in	Archive Tub (13"H x 23"D x 13"W)	\$ 25.49	US
51-504	UTS-6.3	2359 1/2 cu in	Document Container (11"H x 13"D x 16 1/2"W): DM2000	\$ 35.22	US
51-504	UTS-6.4	2052 cu in	64 Capacity (3480/90) or 50 Capacity (DLT/LTO) Container (6"Hx19"Dx18"W)	\$ 29.66	US
51-504	UTS-6.5	971 1/4 cu in	32 Capacity 3480/90 or 25 cap. DLT Container	\$ 14.83	US
51-504	UTS-6.6	214 cu in	10 Capacity 8MM Container: DM9250	\$ 8.34	US
51-504	UTS-6.7	468 cu in	32 Capacity 8MM Container: DM9250A	\$ 15.76	US
51-504	UTS-6.8	255 cu in	20 Capacity 4MM Container: DM9300	\$ 9.27	US
51-504	UTS-6.9	510 cu in	40 Capacity 4MM Container: DM9340	\$ 13.90	US
51-504	UTS-6.10	956 cu in	15 Capacity 5 1/4" Optical Disk/CD Container: DM5300	\$ 23.17	US
51-504	UTS-6.11	2572 1/2 cu in	10 Capacity 12 1/2" Vertical Optical Disk Container: DM5310	\$ 32.44	US
51-504	UTS-6.12	903 1/8 cu in	28 Capacity 35mm48 Cap. 16mm Film Container DM3000	\$ 23.17	US
51-504	UTS-6.13	675 cu in	3500 Capacity 12.5" Fiche Container DM4000 (12.5"Wx4.5"Hx12"L)	\$ 28.74	US
51-504	UTS-6.14	498 3/4 cu in	Utility Container: DM9400 (7"W x 4.75HD x 15"L)	\$ 13.90	US
51-504	UTS-6.15	199 1/2 cu in	Mini Utility Container: DM9410 (7"W x 4.75"H x 6"L)	\$ 9.27	US
51-504	UTS-7	Handling Fee For Closed Containers Handled in Excess of 25 Containers (per Round Trip Delivery)	Unit charge per additional container handled	\$ 1.85	US
51-504	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	\$ 0.09	US
51-504	UTS - 7.2		Optional Temporary Storage Containers	\$ 33.37	US
51-504	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.	\$ 254.91	US

SIN	Part Number		Service Description	GSA Price (with IFF)	Country Of Origin
	UTS - 9	On-Site Photos For ID Badges			
51-504	UTS-9.1		Fee for photographer to visit Client site during Normal business hours within 25 miles of FFC, to take photo for FFC Badges	\$ 15.29	US
51-504	UTS-10	Optional Inventory and Inspections Fees	<p>Senior Operations Manager</p> <p>Functional Responsibility: Administers and supports 24x7 operational requirements of IT Librarians, Senior IT Data Librarians, Couriers, and media operations department. The Senior Operations Manager is responsible for all media for customers, discrepancies, deliveries, and all media movement. This individual exercise initiative and independent judgment; directs and coordinates department activities; reviews and analyzes reports, records, and directives, resolves problems, prepares schedules and set deadlines to ensure timely completion of work; prepare reports and records about department activities for management; implements quality control policies and procedures, and performs complete quality control checks on all documents.</p> <p>Minimum Requirements: Five years training and/or experience as a manager, experience in document scanning, objective document media and/or subjective document media, with a demonstrated ability to provide work leadership; and an Associates degree or related time in the field.</p>	\$ 74.16	US
51-504	UTS - 11		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 scanned and 10,000 sequential barcode labels	\$ -	US

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 number or alphanumeric labels in Code 39 or other manually 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, ACSII file layout and to transmit all assignments using CMS. Whenever the above does not occur, Client agrees to pay optional Data Entry Fees into FFC Inventory Management System.

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 in exactly the same order as Client has entered such media into CMS or described it on Media Movement Forms or CMS transmission by the time of pick up, Client will pay Media Storage 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 pick up or delivery.