General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Gilmore Services
31 East Fairfield Dr.
Pensacola, FL 32501
Phone (850) 434-1054
Fax (850) 434-1056
www.gilmoreservices.com

FSC GROUP 36
Office Imaging And Document Solutions

Special Item Numbers
51-506
Document Conversion Services

51-507
Destruction Services

Contract Number: **GS-25F-0003U**
Contract Period**:** January 8th 2013 to January 9th 2018

Business Size: Small

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.fss.gsa.gov

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

Contract Administrator

Jacob Gilmore
Phone (850) 434-1054   Fax (850) 434-1056
jgilmore@gilmoreservices.com

Note: Prices Shown Herein are Net (discount deducted)

Customer Information

1a. **Table of awarded special item number(s)**

Special Item Number	Services Description and Pricing Information
51 506 – Document Conversion Services	**Attachment 1**
51 507 – Destruction Services	**Attachment 1**

1b. **Model Number Pricing:** Model numbers are not applicable. Prices for services are listed on Pricing Information Pages

1c. **Labor Rates and Job Title**

    Information:

Labor Rates and Job Title Information are on the Pricing Information Pages

2. **Maximum Order:** $1,000,000 (Ordering agencies may contact Gilmore Services to negotiate terms for orders above $1,000,000)

3. **Minimum orders**

  Document Conversion Services $ 100.00
Destruction Services
Container Shredding one container
Bulk Shredding $65.00 (On-Site) $50.00 (Off-Site)
Product Destruction $ 160.00

4. **Geographic coverage** Continental United States

5. **Point(s) of production** Gilmore Services
31 East Fairfield Dr.
Pensacola, FL 32501
Escambia County

6. **Discount from list prices or statement of net price**

Net prices and discounts are listed in attached price lists.

7. **Quantity discounts**

Quantity discounts are listed in attached price list

8. **Prompt payment terms**

Net 30

9a. **Government purchase cards**

Accepted at or below micro-purchase threshold

9b. **Government purchase cards**

Accepted above micro-purchase threshold

10. **Foreign items**

Not Applicable

11a. **Time of delivery**

Delivery will be within the number of calendar days after receipt of order as specified in the individual task order not more than 30 days after receiving order.

11b. **Expedited Delivery**

Expedited delivery is available for all services. Actual expedited delivery times will be negotiated with the ordering agency for each delivery and will consider UPS/FEDEX rates and responsiveness

11c. **Overnight and 2-day delivery**

Overnight and 2-day delivery is available. Delivery date of completed documents will be negotiated with the ordering agency for each delivery. Overnight and 2-day delivery will be based upon current UPS and FEDEX delivery rates. Ordering agencies may contact Jacob Gilmore, (850) 434-1054, to get current rates for overnight and 2-day delivery

11d. **Urgent Requirements**

Ordering Agencies must contact Gilmore Services to effect faster delivery

12. **F.O.B. point(s)**

Continental United States

13a. **Ordering address(es)**

Gilmore Services
31 East Fairfield Dr.
Pensacola, FL 32501
Attn. Jacob Gilmore

13b. **Ordering procedures**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. **Payment address(es)**

Gilmore Services
31 East Fairfield Dr.
Pensacola, FL 32501
Attn. Jacob Gilmore

15. **Warranty provision**

Gilmore Services guarantees and warrantees the quality of document destruction and document conversion services to meet or exceed industry standards and we will accomplish each task to meet or exceed the requirements of the individual task order within 30 days.

16. **Export packing charges**

Not Applicable

17. **Terms and conditions of Government purchase card acceptance**

Government purchase cards are accepted above the micro-purchase threshold up to $1,000,000

18. **Terms and conditions of rental, maintenance, and repair**

Not Applicable.

19. **Terms and conditions of installation**

Not Applicable

20. **Terms and conditions of**   Not Applicable
      repair parts

20a**.** **Terms and conditions for**   Not Applicable
      any other services

21**.** **List of service and**   Not Applicable
      distribution points

22. **List of participating dealers**   Not Applicable

23. **Preventive maintenance**   Not Applicable

24a. **Special attributes**   Not Applicable

24b. **Section 508 Compliance**   Not Applicable

25. **Data Universal Number**   008212433
      System (DUNS) number

26. **Central Contractor**   Gilmore Services is registered the Central
      Registration (CCR) database   Contractor Registration (CCR) database

Attachment 1
DESCRIPTION OF SERVICES AND PRICING INFORMATION

Special Item Number 51 506 Document Conversion Services

Description

Gilmore Services provides document conversion services, using industry standard technology for scanning and conversion operations. Conversion includes converting paper documents containing, text, graphic images, photographs, technical manuals, charts, and engineering drawings to CD ROM media in formats that accommodate text and graphic images. We perform image enhancement, keystroke data entry, hyper linking, and indexing of converted data to permit tracking, retrieval, and storage of converted documents.   We develop production reports describing the data contained on the delivery media. All work is performed and supervised by individuals fully qualified in the document scanning and conversion process.

Document Conversion Services Labor Categories

Labor Category	Function
Indexing Technician	Minimum/General Experience: Demonstrated aptitude and intelligence in mastering the operations aspects of IS processing systems. Detailed knowledge of data entry machine operation, practices, and procedures. Ability to interact maturely with personnel at various levels. Work experience as a data entry operator which includes work requiring the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents, or completed a data entry operator course involving use of a computer terminal screen and keyboard along with 6 months of actual data entry or indexing experience. Functional Responsibility: Plans and evaluates project to determine anticipated needs regarding index fields that are appropriate for the effective identification and retrieval of documents. Uses a variety of tools to enable efficient indexing based on the range and depth of the project and the customer's requirements. Uses a combination of methods to capture data and apply it to document images. Differing approaches are used to reduce data entry errors and speed indexing. Reviews documents and keys in the appropriate indexing data. Confirms the data has been captured correctly and enters any missing or incorrect data. Documents will be visually checked for quality during this stage. Minimum Education: High School
Scan Technician	Minimum/General Experience: 1-2 years prepping, scanning, and indexing of paper documents into a digital Imaging System. Other duties include logging work into an excel spreadsheet, keeping track of work coming in, completing verifications, correcting un-balanced work, and contributing to project planning meetings. Candidate must be able to work in a fast-paced environment, handle multiple tasks simultaneously and be detail and deadline oriented. Experience with multiple Document Imaging processes preferred. Functional Responsibility: Performs digital capture of textual and visual materials following specifications supplied by the individual task. Responsible for scanning, cropping, rotating and performing quality reviews on digitized images from a variety of documents. Utilizes different types of scanners and scanning software programs. Uses computer skills and scanning knowledge to create, copy, rename, move files, as well as photo editing. Coordinates with staff managers in implementation of digital capture projects. Processes and prepares digital files for archiving, printing and access purposes. Minimum Education: High School

Project Administration	Minimum/General Experience: A minimum of 5 years multi project, multi-site management experience ensuring the integrity, consistency, and timeliness of planning, tracking, and reporting, and enhancing the performance of both experienced and inexperienced project managers and executives. Functional Responsibility: Performs project administration services as they relate to document scanning, indexing, conversion; file creation, maintenance, consolidation, tracking, searching, and inventorying; interfiling, processing of requests for files; and/or receiving, shipping, and mailing of files. Assists with milestone tracking, documentation and workflow. Maintains project files and records and is responsible for their accuracy and completeness. Supports program/project management by maintaining personnel and other files, prepares reports, resumes and other contract documentation. Assists in creating the project structure, planning, resource commitment and how project will be undertaken. Tracks project issues, resources, burn rates and manages follow-up on action item lists and project documents. Minimum Education: B.S.
Project Manager	Minimum/General Experience: Associates Degree /global equivalent secondary school diploma; 7,500 hours of project management experience; 60 unique (non-overlapping) months of project management experience within the eight-year period prior to the application; 35 contact hours of project management education. <center>– OR -</center> For candidates with a Baccalaureate/global equivalent university degree; 4,500 hours of project management experience; 36 unique (non-overlapping) months of project management experience within the eight-year period prior to the application; 35 contact hours of project management education. Functional Responsibility: Plans and oversees the execution and delivery of contracted services according to contract terms, as well as the customer's satisfaction with those services. Establishes and sustains business relationships between Gilmore Services and the customer's representatives. Serves as the point of contact for all work on the project. Establishes procedures to assure that the project team performs all tasks according to applicable standards, quality requirements, estimated costs, and schedules. Monitors workflow and assigns staff and ensures quality of deliverables in a timely fashion. Minimum Education: BS – Year for year experience may substitute

Quality Assurance Specialist	Minimum/General Experience: Minimum 3 Years field of expertise and general knowledge of formal indexing and documentation procedures as well as technical specification-writing procedures combined with an advanced knowledge of MS Word, MS Excel, and Access. In addition, candidates should possess the following skill sets: Planning, Problem identification and resolution, project scheduling, project organization and knowledge of MS. Project, multiple imaging/database repositories, applications web based and otherwise, and high volume/speed hardware devices, client/server applications, Internet Explorer and Netscape web browsers.
	Functional Responsibility: Develops, implements/assures a complete quality assurance program by identifying, understanding, proofing, measuring/analyzing contractor processes in relation to contractual requirements to determine adequacy, reliability/maintainability throughout production cycle and to promote continuous process and quality improvement. Analyzes production processes and makes formal written and impromptu recommendations to increase efficiency while maintaining or improving quality of finished products.
	Minimum Education: Minimum A.A., BS preferred– Year for year experience may substitute with A.A..
Database Manager	Minimum/General Experience: 7-10 years of related experience with B.S. in computer sciences field. Advanced degree, imaging, document management, and/or web based off-site repository experience a plus. Project management experience desired and should include timeline management, negotiation skills, risk-benefit assessment, contingency planning and collaboration, project prioritization and portfolio management. Strong knowledge of imaging applications and hardware operations required. Demonstrated success as a Manager in data management functional area is essential. Must demonstrate strong team leadership ability and people-management skills. Managerial skills must include delegation, performance management, and recruiting and resource management.
	Functional Responsibility: Manages and maintains database and database schemas. Plans and budgets staff and database resources. Defines file organizations, indexing methods, and security procedures for specific user application. When necessary, reallocates resources to maximize benefits. Provides daily supervision and direction to support staff. Applies skills in data dictionary analysis and design. Maintains central data repository. Supports application system development lifecycle. Responsible for database backup and recovery procedures.
	Minimum Education: B.S. Computer Science

Staff Programmer	Minimum/General Experience: At least 2 years of computer programming experience or computer science degree from an accredited university. The Staff Programmer will work on existing computer programming projects, under the project manager. Knowledge of programming languages such as Java, and document management and imaging computer programs such as ImageSilo, and FileVision is a plus. Ability to multi-task and organize is essential, as well as the ability to interact with various levels of associates. Individual must possess superior workload prioritization and communication skills. Functional Responsibility: Analyzes user requirements, writes code for new programs, or modifies code for existing programs. Designs user interfaces, tests and debugs software programs to meet production requirements. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Test, debugs and refines the computer software to produce the required product. Prepares required documents, including both program level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Minimum Education: B.S. Computer Science
Production Manager	Minimum/General Experience: Bachelors degree in business or technical related field and 5-7 years of experience in managing in a volume production oriented environment. Broad technical knowledge in the areas of production processes, quality assurance, plant engineering, production/materials planning and systems application. Broad financial knowledge for asset management, budgeting, and profit plan obtainment. Knowledge and experience with personnel management, including the ability to motivate, counsel, and constructively deal with people at all levels. Ability be self- managed, to multi-task, and organize is critically essential. Individual must possess superior workload prioritization and communication skills. Functional Responsibility: Performs management responsibilities for; establishing guidelines and reviews the quality of production efforts and products. Provides technical supervision and direction to production team. Serves as key participant in planning, requirements analysis, establishment of production direction for the development of project deliverables. Serve as a liaison between clients and the internal staff. Assists in performing project analysis from the project start up to completion. Monitors all aspects of the project to ensure timelines are being met and the project functions within its budget. Monitors all aspects of production associated with the contracted task. Ensures production aspects of the projects are executed on time and within established resource parameters. Minimum Education: B.A. /B.S.

Consulting	Minimum/General Experience: 10 or more years experience in a high volume project oriented production imaging environment evaluating and advising upper management regarding project logistics feasibility, financial viability, operational/personnel/equipment considerations. Functional Responsibility: Provides advice and hands on expertise in various facets of the document conversion process, pricing, bidding issues, contract negotiations, contract offer presentations and government or client interface. Serves as advisor to senior management staff in an effort to improve effectiveness in business management, productivity and efficiency. Minimum Education: B.S. required, M.S. preferred
Document Prep	Minimum/General Experience: 1-2 Years of document handling experience in a high volume, quality production oriented, and professional production team environment. Large scale, multi document type project experience is essential. Functional Responsibility: Catalogs documents/document bundles for storage, identification, and retrieval when actual document conversion tasks are to begin. Responsible for assessing levels of effort associated with document preparation. Advises Production Manager of effort required to prepare documents for scanning documents at the resolution levels established by the individual talks order. Performs document preparation functions such as removing staples, paperclips, unfolding, taping tears, inserting dividers and bar codes, etc. Prepositions documents in queue for image scanning and indexing. Minimum Education: H.S.

Document Conversion Services Labor Pricing   Effective Date: 1 January 2013

Description	Unit	Price	Discount
Indexing Technician	Per Hour	$49.40	10.18%
Scan Technician	Per Hour	$49.40	10.18%
Project Administration	Per Hour	$49.40	10.18%
Project Manager	Per Hour	$92.65	11.76%
Quality Assurance Specialist	Per Hour	$49.40	10.18%
Database Manager	Per Hour	$116.25	10.58%
Staff Programmer	Per Hour	$115.45	11.19%
Production Manager	Per Hour	$94.75	11.86%
Consulting	Per Hour	$78.25	11.08%
Document Prep	Per Hour	$28.65	13.18%

Document Conversion Services Per Image/Page Rates   **Effective Date: 1 January 2013**

Description	Unit	Price	Discount
Document TIFF/PDF Conversion (8 ½" x 14") no hidden text	Per Image	$0.0329	9.09%
Document Prep - Heavy Handling	Per Image	$0.2750	9.09%
Document Prep - Medium Handling	Per Image	$0.1550	9.09%
Document Prep - Light Handling	Per Image	$0.0250	9.09%
Document Prep - Reassemble	Per Image	$0.0850	9.09%
Document Destruction	Per Image	$0.0500	9.09%
Scanning BW 200dpi 25,000 pages or less up to 8 ½" x 14"	Per Image	$0.1100	9.09%
Scanning BW 200dpi 25,001 - 49,999 pages up to 8 ½" x 14"	Per Image	$0.1000	9.09%
Scanning BW 200dpi 50,000 - 99,999 pages up to 8 ½" x 14"	Per Image	$0.0900	9.09%
Scanning BW 200dpi 100,000 to 499,999 pages up to 8 ½" x 14"	Per Image	$0.0800	9.09%
Scanning BW 200dpi 500,000 - 999,999 pages up to 8 ½" x 14"	Per Image	$0.0700	9.09%
Scanning BW 200dpi 1,000,000 pages or more up to 8 ½" x 14"	Per Image	$0.0600	9.09%
Scanning Color/Grayscale 150/200dpi 25,000 pages or less up to 8 ½" x 14"	Per Image	$0.2200	9.09%
Scanning Color/Grayscale 150/200dpi 25,001 - 49,999 pages up to 8 ½" x 14"	Per Image	$0.2000	9.09%
Scanning Color/Grayscale 150/200dpi 50,000 - 99,999 pages up to 8 ½" x 14"	Per Image	$0.1800	9.09%
Scanning Color/Grayscale 150/200dpi 100,000 to 499,999 pages up to 8 ½" x 14"	Per Image	$0.1600	9.09%

Description	Unit	Price	Discount
Scanning Color/Grayscale 150/200dpi 500,000 - 999,999 pages up to 8 ½" x 14"	Per Image	$0.1400	9.09%
Scanning Color/Grayscale 150/200dpi 1,000,000 pages or more up to 8 ½" x 14"	Per Image	$0.1200	9.09%
Scanning BW 300dpi 25,000 pages or less up to 8 ½" x 14"	Per Image	$0.1650	9.09%
Scanning BW 300dpi 25,001 - 49,999 pages up to 8 ½" x 14"	Per Image	$0.1500	9.09%
Scanning BW 300dpi 50,000 - 99,999 pages up to 8 ½" x 14"	Per Image	$0.1350	9.09%
Scanning BW 300dpi 100,000 to 499,999 pages up to 8 ½" x 14"	Per Image	$0.1200	9.09%
Scanning BW 300dpi 500,000 - 999,999 pages up to 8 ½" x 14"	Per Image	$0.1200	9.09%
Scanning BW 300dpi 1,000,000 pages or more up to 8 ½" x 14"	Per Image	$0.0900	9.09%

Document Indexing Rates   Effective Date: 1 January 2013

Description	Unit	Price	Discount
Document Indexing	Per Character	$0.0065	9.09%
Manual Indexing 1 index fields (up to 15 characters)	Per Page	$0.0628	9.09%
Manual Indexing 2 index fields (up to 15 characters)	Per Page	$0.1255	9.09%
Manual Indexing 3 index fields (up to 15 characters)	Per Page	$0.1883	9.09%
Manual Indexing 4 index fields (up to 15 characters)	Per Page	$0.2421	9.09%
Manual Indexing of each Additional Character	Per Character	$0.0628	9.09%
Document Title, Type and Date	Per Page	$0.0812	9.09%

CD/DVD Preparation Rates   Effective Date: 1 January 2013

Description	Unit	Price	Discount
Write files to CD (1st CD)	Per CD	$24.9500	9.09%
Write files to CD over 100	Per CD	$12.7500	9.09%
Media Duplication - CD to CD (Additional copies)	Per CD	$17.8500	9.09%
Write files to DVD (1st DVD)	Per DVD	$62.3750	9.09%
Write files to DVD over 50	Per DVD	$44.7200	9.09%

Set Up Fees and Miscellaneous   Effective Date: 1 January 2013

Description	Unit	Price	Discount
Set Up Fee - On Site (Local) - Subject to Minimum Set Up Fee	Per Station	$445.50	9.09%
Set Up Fee - On Site (Outside Local) - Subject to Minimum Set Up Fee	Per Station	$875.00	9.09%
Minimum Set Up Fee (Local Area)	Per Project	$1,500.00	9.09%
Minimum Set Up Fee (Outside Local Area)	Per Project	$5,000.00	9.09%
Minimum On-site cost	Per Project	$5,000.00	9.09%
Daily On-Site Fee	Per Station	$125.00	9.09%
Travel Charges		At Cost	9.09%

Special Item Number 51 507 Destruction Services

Description

Shredding and disintegration. Gilmore Services provides on-site and in-plant shredding services, using current technology for on-site and mobile shredding operations using strip cut, grinder, and pierce and tear shredding methods. We offer disintegration services, i.e., disintegration of material such as microfilm, microfiche, VHS tapes, audio cassettes, CD ROM, floppy disks, computer tapes, ID cards etc., by grinding into a fine dust. Pick-up service is offered for material slated for in-plant destruction.

Hard drive degaussing and destruction. We provide erasure/degaussing of magnetic storage devices at levels to satisfy requirements for devices that retain sensitive or classified data. Our degaussing equipment, Data Security, Inc, HD-1T, is listed on the National Security Agency Evaluated Products List-Degausser (EPL-D), NSA/CSS-EPL-9-12A. This equipment meets DoD requirements for purging classified information on longitudinal and perpendicular magnetic disk storage devices up to 5000 Oersteds and magnetic tape storage devices up to 2800 Oersteds. It accepts a wide range of magnetic media formats because of its large chamber size reducing the time associated with degaussing media.

Physical destruction of hard drives is accomplished using the Security Engineered Machinery, Model 0101 Sledgehammer Hard Drive Crusher. This unit destroys all computer hard drives regardless of the size, format or type, including 3.5" and 2.5" technology. The Sledgehammer satisfies National Security Agency requirements for physical destruction of drives after they have been degaussed by a NAS-listed degausser.

Our hard drive degaussing and destruction is accomplished in a tailored enclosure making the operation available either on site or at our plant. The enclosure has a closed circuit TV monitoring system enabling remote personal monitoring and video taping of the destruction process.

Computer destruction   Gilmore Services provides for collection of entire computer units that are slated for destruction. We collect, store, process and oversee destruction through an outsourced third party. We provide certification of destruction, as required by the supplier agency.

Recycling   We provide recycling of destroyed material to protect the environment and offer full cleanouts for yearly purges or monthly services, depending on customer needs.We provide certificates of destruction upon completion of destruction tasks, as required. Security containers are made available for day-to-day confidential materials.

Destruction Services Pricing Effective Date **1 January 2013**

Description	Unit/Weight	Price	Discount
On-Site Shredding	Console	$11.00	54.2%
	65 Gallon Container	$13.00	52.2%
	95 Gallon Container	$15.50	49.1%
Bulk Shredding	lb.	$ .08 /lb	57.89%
Stop Fee $50.00 (Added to total cost of container or bulk shredding)			

Description	Unit/Weight	Price	Discount
Off-Site Shredding	Console	$10.00	50%
	65 Gallon Container	$12.00	48.7%
	95 Gallon Container	$14.50	43.4%
Bulk Shredding	lb.	$ .07/lb	53.33%
Stop Fee $50.00 (Added to total cost of container or bulk shredding)			

Description	Type of Material	Price	Discount
Magnetic Storage Degaussing	Hard Drives, Disks, tapes, PDA, cell phones..	$6.00 each	14.29%
Magnetic Media Physical Destruction	Hard Drives, Disks, tapes, PDA, cell phones..	$3.00 each	40%
Mileage charge for on-site service $2.00 per mile one-way. Labor fees: $45/hour $100.00 Minimum Charge			

Description	Type of Material	Price	Discount
Computer Recycling	Computer Units/Assemblies	$.75 per pound $25.00 per Unit minimum cost	16.67%
Other Electronic Equipment	Copiers/scanners/printers	$.90 per pound $19.00 per Unit minimum cost	24%
A unit is comprised of a CPU, Monitor, Keyboard, and Mouse, Does not include hard drive destruction			
Hazard Waste Fee….$6.00 (Hazard waste handling fees apply to Monitors and TVs only)			
Mileage charge for on-site service $2.00 per mile one-way. Labor fees: $45/hour			

Description	Type of Material	Quantity	Price	Discount
Disintegration	Magnetic media – videos, Microfilm, Microfiche, etc.	1-500 lbs	$.43/lb	15%
		501 lbs +	$.37/lb	15%
Disintegration has a 400 lb. Minimum order **Disintegration Services are performed Off-SITE only**				

Description	Type of Material	Quantity	Price	Discount
Product Destruction	Clothing, leather goods, synthetic materials, etc.	400lbs +	$.40/lb	15%
Product Destruction has a 400 lb minimum order **Product Destruction is performed OFF-SITE only**				