



FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

Multiple Award Schedule (MAS)

FSC Group: Office Management

Contract number: **GS-03F-027GA**

Contract period: **January 13, 2017, through
January 12, 2027**

SOCIO-ECONOMIC STATUS:

Small Business
Minority Owned Business
Black American Owned
Small Disadvantaged Business
Veteran Owned Business
Service-Disabled Veteran Owned Small
Business

Melken Solutions, LLC

810 Eyrie Dr

Oviedo, FL 32765

Phone: 407-977-5673

Fax: 407-977-5818

Website: www.melken-solutions.com

Contract administration source:

Kendall Felder

kfelder@melken-solutions.com

407-977-5673

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.

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

CUSTOMER

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):

SIN	DESCRIPTION
518210DC	Document Conversion Services
OLM	Order Level Materials

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

518210DC DC-2001 \$0.01

1c. HOURLY RATES (Services only): See the GSA Pricelist below.

2. MAXIMUM ORDER:

SIN 518210DC: \$1,000,000

SIN OLM: \$250,000

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: CONUS and OCONUS

5. POINT(S) OF PRODUCTION: US

6. DISCOUNT FROM LIST PRICES: GSA Prices are shown on GSA Advantage! System.

7. QUANTITY DISCOUNT(S): N/A

8. PROMPT PAYMENT TERMS: 1% if paid in 10 days or less Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS: None

10a. TIME OF DELIVERY: 30 days ARO

10b. EXPEDITED DELIVERY: Expedited delivery is available. Contact the Contractor for rates.

10c. OVERNIGHT AND 2-DAY DELIVERY: Overnight and 2-day delivery are available. Contact the Contractor for rates.

10d. URGENT REQUIREMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

11. FOB POINT: Destination

12a. ORDERING ADDRESS: Same as contractor.

12b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

12. PAYMENT ADDRESS: Same as contractor.

13. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

14. EXPORT PACKING CHARGES: Contact Sales Office.

15. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: N/A

16. TERMS AND CONDITIONS OF INSTALLATION: N/A

17. TERMS AND CONDITIONS OF REPAIR PARTS: N/A

18a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: N/A

18. LIST OF SERVICE & DISTRIBUTION POINTS: N/A

19. LIST OF PARTICIPATING DEALERS: N/A

20. PREVENTIVE MAINTENANCE: N/A

21a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL

21. ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

22. Section 508 Compliance for Electronic and Information Technology (EIT): Yes

23. DUNS NUMBER: **809859494**

24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Active Registration in the SAM database.

SIN 518210DC Pricing

Service Code	Service Name	Service Description	GSA Price w/IFF	Unit
DC-2001	Document Preparation	Preparation of documents for scanning and conversion	\$0.012	PG
DC-2002	Document Reassembly	Reassembly of documents post scanning	\$0.012	PG
DC-2003	Paper Document Scanning 0 – 100K	Scanning Documents – 300 DPI (8.5x11 up to 11x17) 0 to 100,000 pages	\$0.048	PG
DC-2004	Paper Document Scanning 100K – 500K	Scanning Documents – 300 DPI (8.5x11 up to 11x17) 100,001 to 500,000 pages	\$0.038	PG
DC-2005	Paper Document Scanning 500K – 1M	Scanning Documents – 300 DPI (8.5x11 up to 11x17) 500,001 to 1,000,000 pages	\$0.029	PG
DC-2006	Paper Document Scanning 1M and above	Scanning Documents – 300 DPI (8.5x11 up to 11x17) 1,000,001 pages and up	\$0.019	PG
DC-2007	Microfilm Document Scanning (16mm) 0 – 100K	Scanning Documents – 300 DPI – Microfilm (16mm) – 0-100,000 images	\$0.058	IM
DC-2008	Microfilm Document Scanning (16mm) 100K – 500K	Scanning Documents – 300 DPI – Microfilm (16mm) – 100,000-500,000 images	\$0.048	IM
DC-2009	Microfilm Document Scanning (16mm) 500K – 1M	Scanning Documents – 300 DPI – Microfilm (16mm) – 500,000-1,000,000 images	\$0.038	IM
DC-2010	Microfilm Document Scanning (16mm) 1M and above	Scanning Documents – 300 DPI – Microfilm (16mm) – Over 1,000,000 images	\$0.029	IM
DC-2011	Microfilm Document Scanning (35mm) 0 – 100K	Scanning Documents – 300 DPI – Microfilm (35mm) – 0-100,000 images	\$0.058	IM
DC-2012	Microfilm Document Scanning (35mm) 100K – 500K	Scanning Documents – 300 DPI – Microfilm (35mm) – 100,000-500,000 images	\$0.048	IM
DC-2013	Microfilm Document Scanning (35mm) 500K – 1M	Scanning Documents – 300 DPI – Microfilm (35mm) – 500,000-1,000,000 images	\$0.038	IM
DC-2014	Microfilm Document Scanning (35mm) 1M and above	Scanning Documents – 300 DPI – Microfilm (35mm) – Over 1,000,000 images	\$0.029	IM
DC-2015	Microfiche Document Scanning 0 – 100K	Scanning Documents – 300 DPI – Microfiche Conversion – 0-100,000 images	\$0.067	IM
DC-2016	Microfiche Document Scanning 100K – 500K	Scanning Documents – 300 DPI – Microfiche Conversion – 100,000-500,000 images	\$0.048	IM
DC-2017	Microfiche Document Scanning 500K – 1M	Scanning Documents – 300 DPI – Microfiche Conversion – 500,000-1,000,000 images	\$0.038	IM
DC-2018	Microfiche Document Scanning 1M and above	Scanning Documents – 300 DPI – Microfiche Conversion – Over 1,000,000 images	\$0.021	IM
DC-2019	Blueprints/Large Document Scanning (24x18)	Scanning blueprints/large format documents – (24 x 18)	\$0.32	EA
DC-2020	Blueprints/Large Document Scanning (24x36)	Scanning blueprints/large format documents – (24 x 36)	\$0.63	EA
DC-2021	Blueprints/Large Document Scanning (28x40)	Scanning blueprints/large format documents – (28 x 40)	\$0.77	EA
DC-2022	Blueprints/Large Document Scanning (30x42)	Scanning blueprints/large format documents – (30 x 42)	\$1.06	EA
DC-2023	Intact Book Scanning 0 - 100K	Scanning any type books that cannot be disassembled – (8.5x11 up to 11x17) – 0-100,000 pages	\$0.20	PG
DC-2024	Intact Book Scanning 100K – 500K	Scanning any type books that cannot be disassembled – (8.5x11 up to 11x17) – 100,001 to 500,000 pages	\$0.18	PG
DC-2025	Intact Book Scanning 500K – 1M	Scanning any type books that cannot be disassembled – (8.5x11 up to 11x17”) – 500,001 to 1,000,000 pages	\$0.16	PG
DC-2026	Intact Book Scanning 1M and above	Scanning any type books that cannot be disassembled – (8.5x11 up to 11x17) – from 1,000,001 pages and up	\$0.15	PG
DC-2027	Color Photo Scanning (8.5x11)	Photo Scanning (Color) – Up to 8.5x11 Color	\$0.53	IM
DC-2028	Color Photo Scanning (8.5x11 – 8.5x14)	Photo Scanning (Color) – 8.5x11 to 8.5x14 Color	\$0.63	IM
DC-2029	Color Photo Scanning (8.5x14 – 11x17)	Photo Scanning (Color) – 8.5x14 to 11x17 Color	\$1.06	IM

DC-2030	Slide Scanning (2x2)	Slide Scanning (Color/B&W) – 2x2	\$0.28	SL
EM-2032	CD Creation	CD created by Melken	\$2.40	EA
EM-2033	DVD Creation	DVD created by Melken	\$4.81	EA
EM-2034	USB Drive Creation – Melken Provided	USB Hard Drive created and provided by Melken with electronic files	\$120.15	EA
EM-2035	USB Drive Creation – Customer Provided	USB Hard Drive created and provided by the customer with electronic files	\$48.06	EA
EM-2036	Secured Electronic File Share – Melken Provided	Secured Electronic File Share – Melken provided (e.g. VPN, FTP, Electronic Portal)	\$72.09	EA
EM-2037	Secured Electronic File Share – Customer Provided	Secured Electronic File Share – Customer Provided (e.g. VPN, FTP, Electronic Portal)	\$120.15	EA
CP-2038	Optical Character Recognition (OCR)	Conversion of images of typed, handwritten or printed text into machine- encoded text	\$0.0045	PG
CP-2039	Bates Numbering	Placement of identifying information on images and documents as they are scanned or processed	\$0.010	PG
CP-2040	Load File	Coded, captured or extracted data from ESI Processing (Summation, Concordance, Sanction, IPRO, Ringtail, and ASCII Text)	\$0.03	PG
CP-2041	Redaction	Censoring or obscuring of text for legal or security purposes	\$2.40	PG
CP-2042	508 File Conversion	Conversion/generation of documents that are in compliance with Section 508 of the Rehabilitation Act	\$24.03	PG
CP-2043	Indexing/File Folder Naming	Describing or classifying a document in order to indicate what the document is about, to summarize its content, or to increase its findability	\$0.19	EA
CP-2069	Auditing & Indexing	Microfilm and Microfiche image cleanup, review and naming	\$0.09	EA
CP-2044	Manual data input	Manually inputting various data fields	\$29.74	HR
PF-2045	Onsite Setup Fee – Eastern Time Zone	Onsite Setup Fee – Eastern Time Zone	\$1,441.81	EA
PF-2046	Onsite Setup Fee – Central Time Zone	Onsite Setup Fee – Central Time Zone	\$2,883.63	EA
PF-2047	Onsite Setup Fee – Mountain Time Zone	Onsite Setup Fee – Mountain Time Zone	\$4,325.44	EA
PF-2048	Onsite Setup Fee – Pacific Time Zone	Onsite Setup Fee – Pacific Time Zone	\$5,767.25	EA
PF-2049	Onsite Setup Fee – OCONUS	Onsite Setup Fee – OCONUS	\$9,612.09	EA
PF-2050	Secure Document Pickup/Retrieval by Melken	Secure Document Pickup/Retrieval by Melken	\$57.67	HR
PF-2051	Secure Document Pickup/Retrieval by 3 rd party	Secure Document Pickup/Retrieval by 3 rd Party	\$57.67	BX
DC-2052	B&W Blowback 8.5x11	B&W Blowback 8.5x11	\$0.04	PG
DC-2053	Color Blowback 8.5x11	Color Blowback 8.5x11	\$0.12	PG
SS-2056	Document Storage	Storage of documents	\$4.74	BX
MP-2057	Envelope Scanning and Conversion	Mail processing, scanning and converting contents in envelopes to electronic information	\$0.20	EA
MP-2058	Electronic file transfer to document portal	Mail processing, secure electronic transfer of information via electronic portal	\$0.020	EA
MP-2059	Fax transfer	Mail processing, transfer of information via secure fax	\$0.03	PG
MP-2060	Mail forwarding	Mail processing, redirection of hard copy documents	\$9.61	EA
TS-2061	Transcription Services – Standard	Transcription Services – 24 Hours TRT – Transcription Services – Standard	\$1.95	MIN
TS-2062	Transcription Services – Rush	Transcription Services – 4 Hours TRT – Transcription Services – Rush	\$3.58	MIN
TS-2063	Transcription Recording Services	Transcription Recording Services	\$1.77	MIN
ES-2066	Project Manager	Project Manager maintains close consultation with the customer and management; ensures the success of the goals and objectives of the project; plans and directs technological improvements and project management implementation; manages a diverse group of functional activities and subordinate	\$92.49	HR

		groups of technical and administrative personnel; and organizes and controls the overall activities of the contract. Responsible for the overall project management, technical oversight, quality control, contract administration, and costs. Project Manager combines solid grounding in accepted program management methodology with experience in both private and Government programs. Project Manager consults with the customer to ensure conformity to contractual obligations and establishes and maintains technical and financial reports to show progress of projects to management and customers.		
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