



201 Missouri Drive ♦ Mandan, ND 58554-3822  
701.667.1980 ♦ Fax 701.667.2970  
[www.laducer.com](http://www.laducer.com)



Schedule

## GSA CONTRACT SCHEDULE 36 General Contract Information

### FEDERAL SUPPLY SERVICE

Authorized Federal Supply Schedule Pricelist for  
Office, Imaging & Document Solutions



**Advantage!**<sup>™</sup>  
[www.gsaAdvantage.gov](http://www.gsaAdvantage.gov)

Online 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<sup>™</sup>, a menu-driven database system. The Internet address for GSA Advantage<sup>™</sup> is <https://www.gsaadvantage.gov>.

### Schedule Title

FSC Group 36

Special Item Numbers: **51 506 – Document Conversion Services**

Modification Number: **3<sup>rd</sup> Option**

Contract Number: **GS-25F-0169M**

Contract Period: **June 5, 2017 – June 4, 2022**

### Contract Administration Source

Marcella R. Marcellais

201 Missouri Drive ♦ Mandan, ND 58554-3822

701.667.1980 ♦ FAX 701.667.2970

Email: [marcella@laducer.com](mailto:marcella@laducer.com) ♦ [www.laducer.com](http://www.laducer.com)

**Business Size:** Laducer & Associates, Inc. is a small business enterprise and veteran-owned entity.

## Customer Information

### 1) Awarded Special Item Numbers (SINs)

51 506 Document Conversion Services

SIN	TITLE	DESCRIPTION OF SERVICES
51 506	Document Conversion Services	The process of document conversion involves inputting the original document's text and/or graphic image into digital data, which is then transferred to a new media and formatted for use by the customer.

LABOR CATEGORIES	DESCRIPTION OF LABOR CATEGORIES	GSA/GOVERNMENT RATE
<b>DATA ENTRY OPERATOR I</b>	<p>Operators are proficient in keyboarding functions and understand multiple data entry screens. Operators perform data entry in multiple applications as needed and are quality-conscious, have an eye for detail and meticulous in performing tasks. Operators have good working habits with the ability to follow established guidelines and consistently produce high volumes of quality work. They work independently.</p> <p><b>Education/Experience:</b> High school diploma or equivalent training and/or experience.</p>	\$35.26
<b>DATA ENTRY OPERATOR II</b>	<p>Operators II are experienced in performing data entry and data entry quality control. Operators have a thorough understanding of the procedures for data processing and are quality-conscious, have an eye for detail and are meticulous in performing tasks. Operators have good work habits and possess the ability to follow established guidelines and consistently produce high volumes of quality work. The operators work independently and without distraction.</p> <p><b>Education/Experience:</b> High school diploma or equivalent training and/or experience.</p>	\$35.26

\* Prices shown are net (GSA discount has been deducted and .75% IFF added)

- 2) **Maximum Order:**  
\$1,000,000
- 3) **Minimum Order:**  
\$100
- 4) **Geographic Coverage (Delivery Area):**  
The 48 contiguous states and the District of Columbia, including Alaska, Hawaii and Puerto Rico.
- 5) **Point of Production:**  
U.S.
- 6) **Statement of Net Price:**  
Prices shown herein are net (GSA discount has been deducted).
- 7) **Quantity Discounts:**  
None.
- 8) **Prompt Payment Terms:**  
Net 30 days.
- 9) **Government Purchase Cards:**  
Are accepted at or below or above the micro-purchase threshold.
- 10) **Foreign Items:**  
Non-Applicable.
- 11) **Time of Delivery:**  
From date of award to date of completion. Call contractor for large/complex projects or to coordinate faster delivery time.
- 12) **F.O.B. Points:**  
FOB Destination.
- 13) **Ordering Address:**  
Laducer & Associates, Inc.  
201 Missouri Drive  
Mandan, ND 58554-3822

**Ordering Procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreement (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

- 14) **Payment Address:**  
Laducer & Associates, Inc.  
201 Missouri Drive  
Mandan, ND 58554-3822
- 15) **Warranty Provisions:**  
Laducer warrants the services delivered to the ordering agencies up to one year following the acceptance for each order.

- 16) Export Packing Charges (if applicable):**  
Non-Applicable.
- 17) Terms and Conditions of Government Purchase Card Acceptance:**  
Non-Applicable.
- 18) Terms and Conditions of Rental, Maintenance, and Repair (if applicable):**  
Non-Applicable.
- 19) Terms and Conditions of Installation (if applicable):**  
Non-Applicable.
- 20) Terms and Conditions of Repair Parts (if applicable):**  
Non-Applicable.
- 21) Terms and Conditions for any Other Services (if applicable):**  
Wage Determinations under the Service Contract Act may apply to some services.
- 22) List of Service and Distribution Points (if applicable):**  
Non-Applicable.
- 23) List of Participating Dealers (if applicable):**  
Non-Applicable.
- 24) Preventive Maintenance (if applicable):**  
Non-Applicable.
- 25) Special Attributes, such as Environmental Attributes (e.g., Recycled Content, Energy Efficiency, and/or Reduced Pollutants):**  
Non-Applicable.
- 26) Section 508 Compliance Information:**  
Electronic and Information Technology (EIT) standards for supplies and services can be found at [www.Section508.gov/](http://www.Section508.gov/).
- 27) Data Universal Number System (DUNS) Number:**  
16-420-2897
- 28) Central Contractor Registration (CCR):**  
Laducer & Associates, Inc. is registered and active in SAM.

*To view additional contract clauses and terms and conditions, access GSA eLibrary, [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov) and type in Laducer and Associates Inc. in the 'search field'.*