

JWOD PRODUCTS

The JWOD Program can help you save, store, maintain and retrieve all of your valuable data. Stocking up on these handy SKILCRAFT® products provided by North Central Sight Services, of Williamsport, PA, and Wiscraft, Inc., of Milwaukee, WI, will keep your electronic information safe, secure and within reach, while creating employment opportunities for people who are blind. All items are available on GSA Advantage!™

Save it...!**Rewritable Compact Disc**

Used for data archiving, CD-ROM and CD-audio prototyping, user-generated data distribution, and data storage. Fully functional, blank CD-ROMs record at speeds from 1x to 6x, and are compatible with all leading CD writers and readers. Stores up to 650 MB, with 74-minute media. Rewritable for up to 1,000 cycles.

NSN 7045-01-470-3596 Individual
NSN 7045-01-470-3592 Box of 5

**Computer Diskettes**

Double-sided, high density 3.5" computer diskettes feature a visual write-protection system and an anti-static, low-torque design.

NSN 7045-01-442-1631 Value pack of 25 formatted diskettes.
NSN 7045-01-365-2069 Box of 10 formatted diskettes.
NSN 7045-01-283-4362 Box of 10 unformatted diskettes.

**Greendisk**

These recycled 3.5" formatted, double-sided, high density computer diskettes are collected from outdated and unsold products of software companies, magnetically erased, reformatted, and relabeled.

Diskettes feature a visual write-protected icon system, and an anti-static, low-torque design.

NSN 7045-01-392-6514 10 disks
NSN 7045-01-470-3590 25 disks

**Travan Data Cartridge**

Travan data cartridges represent a significant evolution in the established QIC mini data cartridge format; meeting the demand for ever-increasing data cartridge capacities by employing 0.315"



wide tape - roughly 26% more recording surface than standard QIC80 cartridges. Offers dependable, affordable backup, plus versatile storage for multimedia data, such as video, photos, Internet downloads, and file exchanges.

NSN 7045-01-438-6297 500 MB
NSN 7045-01-459-8643 780 MB
NSN 7045-01-461-0589 1.5 GB
NSN 7045-01-470-3011 2.2 GB

Super Disk LS-120 IMATION

Superdisk has a thin strip of material with a layer of magnetic coating on one surface on which information is recorded in the form of magnetized spots. This disk is designed for reproduction and data storage and comes in a 3.5" shell and has a capacity of 120 MB (LS-120). 5 per package.

NSN 7045-01-455-2291

**Electronic Data Processing Tape**

Quarter-inch mini-cartridge, for computer tape-drive. 120 MB uncompressed, 240 MB compressed capacity. Compatible with QIC-40, QIC-80, Irwin-40, Irwin-80; equivalent to Imation™ DC 2120.

NSN 7045-01-370-9678



This 8 mm data tape is good for network backup. The tape's 5.0 GB uncompressed capacity is equivalent to Imation™ D8-112.

NSN 7045-01-364-2466

This .5" data cartridge is good for data storage applications. The tape's 2.9 MB uncompressed capacity is equivalent to Imation™ DC 300A.

NSN 7045-01-115-0502

Electronic Data Processing Tape Reel

Half-inch Computer Tape reel, for data storage. 2400 ft. tape length, 10.5" reel diameter; compatible at 6250 CPI. 100% tested, error-free. Equivalent to Imation™ Royal Guard 777 computer tape.

NSN 7045-01-086-2044



JWOD PRODUCTS (CONT'D.)

3.5" Superdisk Drive

Uses both standard 1.44MB and 120 MB Superdisk diskettes, parallel port connection, transfer rate up to 290 KB/second, average seek time 70 MS. One Superdisk with performance accelerator software for Windows 95™ included. Parallel interface cable and power supply included.

NSN 7025-01-454-8199

**Store it...!****CD Jewel Case**

Replacement jewel case accommodates and protects CDs, CD-ROMs and DVDs. Perfect for replacement or CD-ROMs purchased without a case. Gold tone adds color, distinction and elegance to media storage.

NSN 7045-01-483-9407 Pack of 3

NSN 7045-01-483-9271 Pack of 5

NSN 7045-01-483-9272 Pack of 10

**Stagger Stack—Double**

Staggered design provides easy CD identification and removal. Double unit holds 32 CDs with extra storage on top. Vertically and horizontally stackable and can be wall mounted.

NSN 7045-01-483-7844

**CD Access File**

Great way to store up to 16 CDs, DVDs or CD-ROMs without cases, 16 in software sleeves. Dividers grip media along the edge, protecting disc surfaces. Case includes a lock and key security and comes with a bonus 3.5" disk travel case.

NSN 7045-01-483-7833

**CD Organizer**

Expandable CD organizing system. Patented, slotless design allows discs to slide for instant rearranging. Expands vertically and horizontally and can be wall mounted. Holds single and multiple disc sets throughout. Each unit holds 25 singles.

NSN 7045-01-483-7832

**3.5" Disk Holder**

Space-saving design holds more disks than any other. The only system that accommodates several media types together. Disk File 40 holds 40 3.5" disks, or mix with up to 14 ZIP™ disks. Disk File 100 holds 100 3.5" disks, or mix with up to 28 ZIP™ disks.

NSN 7045-01-483-7450 Holds 40 disks

NSN 7045-01-483-7449 Holds 100 Disks

**4 Media Organizer**

Organizes several different media in one tray. Holds up to 36 CDs, DVD, 3.5" disks, LS-120s, and ZIP™ disks. 2 removable trays for customized storage. Each tray lifts and rotates 360 degrees for easy access, sharing, and viewing.

NSN 7045-01-483-7451

**Mix Media Tower**

All 20 slots store CDs or Zip™ disks. Extra storage slots on top for in-use media. Patented slots align front edges of all types of media.

NSN 7045-01-483-7842

**Keep it Clean...!****CD Fast Wipes**

Lint-free, non-abrasive wipes lift dirt, oil and damaging contaminants off the playing/recording surface. "DiscGrip" base provides a safe and effective non-slip cleaning surface for CD-ROM and audio CDs.

NSN 7045-01-483-9276 Package of 15 wipes

NSN 7045-01-483-9275 Package of 20 wipes

**CD Drive Clean**

8 brush cleaning system helps prevent mis-tracking and data read errors. On-screen display of cleaning process. Bonus freeware/shareware software included.

NSN 7045-01-483-9274



JWOD PRODUCTS (CONT'D.)

CD Radial Cleaner

Restores DVD, CD and CD-ROM performance. Cleans away dust and fingerprints that cause skipping or mis-tracking. Crank-operated, gear driven mechanism rotates CD as cleaning pad turns. Clear cover and "discgrip" non-slip CD base.

NSN 7045-01-483-9273

**3.5" Drive Cleaning Kit**

Renews disk drive performance and prevents data errors. Industry-endorsed fabric conforms to 3.5" drive and media standards. Exclusive Ultreen™ cleaning solution is specially formulated for computer drive heads.

NSN 7045-01-483-9279

**CD Scratch Repair System**

Helps repair skip-causing scratches on CDs, DVDs, and CD-ROM, and restores optimum performance. Quick, one-step scratch repair system pays for itself with the first disc saved. Up to 100 repairs.

NSN 7045-01-483-9277

**Use it...!****Ergo Gel Keyboard & Monitor Platform**

For placement on a desktop. Strong steel construction holds up to 21" monitors and CPUs on top of platform. Ball-bearing, roll-out keyboard track. Drawer accommodates larger and ergonomic keyboards. Features flip-up gel wrist rest for pencil storage, built-in cable management and mouse storage. The 360 degree ergonomic swing-out mouse tray mounts for either right or left handed users.

NSN 7045-01-483-7837

**Ergo Gel Keyboard Drawer**

Attaches to bottom of desktop. Positioned for comfortable typing, it saves desk space and stores out of the way. Ball-bearing, roll-out keyboard track. Drawer accommodates larger and ergonomic keyboards. Drawer also features flip-up gel wrist rest for pencil storage, built-in cable management and mouse tray mounts for either right or left handed users.

NSN 7045-01-483-7839

Quick Keyboard Drawer

Quick keyboard drawer clamps to bottom of desktop. Great for antique, glass or stone desktops. Positioned for comfortable typing, it saves desk space and stores out of the way. Ball-bearing, roll-out keyboard track. Drawer accommodates larger and ergonomic keyboards and features a flip-up gel wrist rest for pencil storage, built-in cable management and mouse storage. The 360 degree ergonomic swing-out mouse tray mounts for either right or left handed users.

NSN 7045-01-483-7836

**Vision Guard Anti-Glare Screen**

Vision guard anti-glare screen reduces glare by up to 99% and relieves eye strain. Anti-radiation blocks virtually all potentially harmful ELF and VLF e-field radiation. Unique mounting system allows easy installation and uses no adhesives. Conductive wire dissipates static, protecting computer by eliminating dust build up.

NSN 7045-01-483-7841 Fits 14" - 15" monitors

NSN 7045-01-483-7840 Fits 14" - 17" monitors with Anti-Radiation



CD-ROM PRODUCTION AND DISTRIBUTION MADE SIMPLE!

We can do it. One-stop shopping for CD-ROM replication, printing, packaging and distribution is now available! The Association for the Blind and Visually Impaired (ABVI)-Goodwill Industries of Greater Rochester, NY Inc., an affiliate of National Industries for the Blind (NIB), now has the capability to produce SKILCRAFT® CD-ROMs on a replication basis. Combining this production capability with CD-ROM mastering, collateral material production, packaging and distribution, ABVI-Goodwill delivers a comprehensive CD-ROM replication solution to its Federal customers under the Javits-Wagner-O'Day (JWOD) Program.

The advantages of CD-ROM. The CD-ROM format is one of the most cost-effective ways to share information today. Production and distribution costs are very low when compared to putting the same information in print—plus CD-ROMs are easier and more reliable to store than printed materials and assist Federal customers in meeting their "paperless" goals. Capabilities for interactivity, integrated graphics, video, music, voice and animation also make the CD-ROM the format of choice for a variety of applications.

What is CD-ROM

Replication? CR-ROM replication is the process of "stamping" your data onto an injection-molded CD. These discs are like the audio discs you buy at the music store and have a silver finish on them.

Replication is normally used for higher quantities where it's important to get the per disc price near or below \$1.00 a piece. Often, the replication process requires that you order a certain minimum number of CDs to cover the setup costs. These minimums are usually between 500 and 2,500 discs.

We're state of the art. ABVI-Goodwill is a state-of-the-art, CD-ROM production facility that has engineered its CD-ROM manufacturing and order fulfillment processes specifically to meet the Federal government's unique production, packaging, and distribution requirements. SKILCRAFT CD-ROM's are produced in a clean room environment, using sophisticated testing equipment to insure every disc meets industry and Federal government high quality standards.

We've got the manpower. No job is complete without finishing, packaging and distribution—another area in which we can offer price-competitive service. ABVI-Goodwill's highly trained JWOD work force, consisting of people who are blind or visually impaired, is flexible, motivated, quality oriented and capable of handling any job, whether it's 500 or 500,000 CDs.

It's a win-win. Government customers benefit from one-stop shopping, intensive account service and streamlined purchasing procedures. ABVI-Goodwill benefits because every CD-ROM project means quality jobs for people who are blind or visually impaired. ABVI-Goodwill is an 88-year-old not-for-profit agency headquartered in Rochester, NY. Its mission is to assist people who are blind or visually impaired to achieve their highest level of independence in all aspects of their lives.

To start your CD-ROM project and to receive a free **CD-ROM PROJECT DEVELOPMENT KIT** contact Joe Kells of ABVI at (585) 697-5787 or via email at Joe_Kells@abvi-goodwill.com.



Personal Protection

Items Now Available From Your Customer Supply Center

The CDC has issued a health advisory for federal associates who handle mail. GSA now offers several personal protection items to facilitate the protection of our federal associates.

These items include Nitrile Gloves, N95 Disposable Respirator Masks, and Antibacterial Liquid Hand Soap/Instant Hand Sanitizer .

Who needs Nitrile gloves?

According to the Centers for Disease Control, "protective, impermeable gloves should be worn by all workers who handle mail. Latex gloves should be avoided because of the risk of developing skin sensitivity or allergy."

— CDC Health Advisory, October 31, 2001

Latex rubber gloves contain naturally occurring proteins. These proteins can cause allergic reactions in some individuals. Natural latex rubber gloves also contain chemical compounds added during harvesting, processing or manufacturing. These compounds can cause dry itchy skin or a rash similar to poison ivy.

Nitrile gloves are manufactured from synthetic materials that do not contain the proteins or chemical compounds found in latex rubber gloves. Individuals experiencing problems with natural latex rubber gloves may find relief in switching to nitrile gloves.

What's the N95 Respirator Mask for?

The CDC also recommends "persons working with or near machinery capable of generating aerosolized particles (e.g., electronic mail sorters) or at other work sites where such particles may be generated should be fitted with NIOSH-approved respirators that are at least as protective as an N95 respirator."

— CDC Health Advisory, October 31, 2001

We Want to Hear From You!

These products were added to GSA's supply inventory at the request of a military mail handling facility. GSA is seeking input from our customers to help us select new items for the GSA supply system. What's your suggestion? Please E-mail your product ideas to product.suggestions@gsa.gov



Why are Antibacterial Soaps and Sanitizers needed?

In addition to using gloves, the CDC indicates that "hands should be thoroughly washed... when gloves are removed, before eating and when replacing torn or worn gloves." Antibacterial soap provides postal workers, food service staff, healthcare workers, troops in the field, office workers and others with an effective, quick and convenient way to kill germs.

— CDC Health Advisory, October 31, 2001

In addition, according to the 2002 Guideline for Hand Hygiene, "waterless alcohol rubs [sanitizers] may replace soap and water as the leading recommended tools for hand disinfection."

— CDC Healthcare Infection Control Practices Advisory Committee.

Instant hand sanitizers allow individuals to disinfect hands when they are not visibly soiled or when soap and water are not available.

gloves



Disposable Nitrile Gloves

Latex free and powder free multi-purpose disposable gloves. Made of Nitrile, a synthetic rubber that contains no natural rubber proteins. Nitrile synthetic gloves are more resistant to solvents than natural latex gloves. These gloves also feature a comfortable grip that helps reduce fatigue. Industrial grade 4 mils thick, 9" length.

8415-01-492-0176	Size: Small	BX (contains 100 EA)	\$13.16
8415-01-492-0179	Size: Medium	BX (contains 100 EA)	\$13.16
8415-01-492-0178	Size: Large	BX (contains 100 EA)	\$13.16
8415-01-492-0180	Size: X-Large	BX (contains 100 EA)	\$13.16

masks

Disposable Mask

An economical solution in respiratory protection, this mask offers lightweight convenience and comfort in one universal size. This N95 mask provides protection against non-oil particulates using the Synsafe[®] filter media, a synergy of two filtration principles, which combines electrostatic and mechanical filtration properties in a multi-layer design that includes a pre-filter for increased durability. Includes adjustable straps and pre-shaped noseband for additional comfort. NIOSH-approved.

4240-01-492-0177	BX (contains 10 EA)	\$12.49
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soaps



A Micrell[™] Antibacterial Lotion Soap

Kills 99.5% of germs in as little as 30 seconds. Non-irritating, moisturizing formula is dermatologist tested. 12 oz pump bottle fits into Places[®] holder (NSN 4510-01-490-6456).

8520-01-490-7370	12 oz pump	BX (contains 12 EA)	\$32.05
8520-01-490-7367	Refill	GL	\$ 8.76

B Purell[®] Instant Hand Sanitizer

Non-sticky, moisturizing formula is dermatologist tested and non-toxic. 12 oz pump bottle fits into Places[®] holder (NSN 4510-01-490-6456).

8520-01-490-7365	12 oz pump	BX (contains 12 EA)	\$46.55
8520-01-490-7358	4.25 oz squeeze	BX (contains 24 EA)	\$36.29

C Purell[®], Micrell[™] Places[™] Holder

Clear acrylic holder for use with 12oz pump bottles. Secured with adhesive strips that hold firmly to any vertical surface, including walls, doors and office equipment.

4510-01-490-6456	BX (contains 12 EA)	\$21.60
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**Call 1-800-525-8027 to place an order or fax it to 1-800-856-7057.
To order on-line, visit www.GSAAdvantage.gov.**

LOOK TO JWOD FOR ADMINISTRATIVE AND DOCUMENT IMAGING SOLUTIONS

The JWOD Program's innovative Basic Ordering Agreement (BOA) is GSA's solution to the Federal manager's growing need for temporary staffing. The BOA (contract #GS-07F-NISHT) simplifies the process of obtaining help on an interim basis, ensures competitive pricing and provides Federal managers ready access to a trained and motivated pool of workers.

You can look to JWOD to provide professional administrative services by filling temporary positions such as:

- Clerk
- Administrative Assistant
- Computer Operator
- Switchboard Operator
- Key Entry Operator
- Word Processor
- Computer Programmer
- Stenographer
- File/Tape Librarian
- Court Reporter

As a "nonpersonal services contract," all employee training, supervision, scheduling, hiring and other personnel matters are the responsibility of the local nonprofit agencies, also referred to as Community Rehabilitation Programs (CRPs), that participate in the JWOD Program. This gives Federal agencies the flexibility they need to use their limited staff for other mission-related activities. And in many cases, BOA services can be procured with the government credit card.

You will also soon be able to look to JWOD to satisfy your document imaging needs.

Participating CRPs boast more than 15 years of experience in the commercial document imaging field. Moreover, they process an estimated 27 million microfilm images, and more than one million digital images annually. Currently, there are more than 80 employees working on Federal and commercial document imaging work. Be sure to keep an eye out for the following document imaging services, which will soon be offered on GSA Schedule 36 through the JWOD Program:

- Automated Forms Processing
- Backfile Conversion
- Data Entry
- Document Prepping
- Microfilming

For more information, please contact:

NISH
2235 Cedar Lane
Vienna, VA 22182
(571) 226-4660
(703) 849-8916
info@nish.org



MARK YOUR CALENDAR!

October 28-31, 2002

Outreach Europe 2002

**GSA's Overseas Products & Services
 Expo
 with Professional Development
 Seminars**

Heidelberg, Germany

ORDER YOUR GROUNDS MAINTENANCE AND PEST AND WEED CONTROL SERVICES ON MULTIPLE AWARD SCHEDULE!

The GSA Hardware SuperStore offers the following services on their 51V Hardware SuperStore schedule.

- Grounds Maintenance
- Tree Planting/Trimming/Removal
- Snow and Ice Removal
- Landscaping Consultation Services
- Pest Control
- Bird Control
- Weed Control (Including Aquatic & Exotic weeds)
- Mosquito Control
- Squirrel & Gopher Control

Ordering these services off of the Multiple Award Schedule 51 V offers reduced acquisition costs, volume purchase prices, easy payment options, and ensures your compliance with environmental requirements for these services.

Order on GSA *Advantage*™ at www.gsaAdvantage.gov or call GSA for more information at the numbers listed below.

C O N T A C T
Lou Meredith
P H O N E
(816) 823-1297
E - M A I L
lou.meredith@gsa.gov

C O N T A C T
Stan Harkey
P H O N E
(816) 823-1281
E - M A I L
stan.harkey@gsa.gov



ELEVATOR INSPECTION SERVICES NOW AVAILABLE ON MULTIPLE AWARD SCHEDULE 51 V

The GSA Hardware SuperStore now offers Independent Elevator Inspection Services including inspection and testing of the following:

- Elevators
- Escalators
- Wheelchair lifts
- Dumbwaiters
- Moving walkways

Ordering these services off of the Multiple Award Schedule 51 V offers reduced acquisition costs, volume purchase prices, easy payment options, and ensures your compliance with environmental requirements for these services.

Order on GSA *Advantage*™ at www.gsaAdvantage.gov or directly from the contractor.

For more information contact:

C O N T A C T
Lou Meredith
P H O N E
(816) 823-1297
E - M A I L
lou.meredith@gsa.gov



Federal Supply Schedule 75 II A
Office/Products/Supplies and Services and New Products/Technology

PROCESSED CHLORINE-FREE ENVELOPES

Envelopes that are certified processed chlorine-free are now available on GSA/FSS Multiple Award Schedule 75 II A, **Contract #GS-14F-0050L**. In addition these envelopes contain 80% Post Consumer Material, far exceeding the guidelines for 30% Post Consumer material. These envelopes can be found at <http://www.dolphinblue.com> and <http://www.dolphinblue.com/gsa>.

Purchasing these envelopes will **assist Federal Agency buyers in meeting the guidelines set forth in Section 6002 of RCRA (Resource Conservation and Recovery Act), Executive Order 13101, and the Comprehensive Procurement Guidelines of the RMAN (Recovered Materials Advisory Notice)**.

You can help the environment by not only recycling but by purchasing products with post consumer material, by using envelopes that are not bleached with harmful processed chlorine products that may be harmful to water supplies and the ecosystem will help ensure a safe environment for our children.

For more information call:

C O N T A C T
John Marrone
Technical

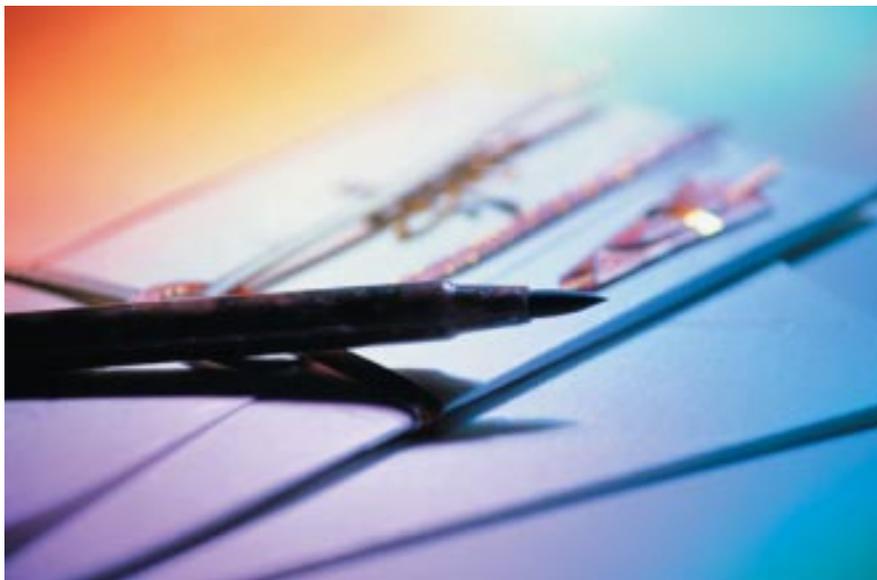
P H O N E
(212) 264-9717

E - M A I L
john.marrone@gsa.gov

C O N T A C T
Tara Jenkins

P H O N E
(212) 264-7765

E - M A I L
tara.jenkins@gsa.gov



NEW! THE PERSONAL DESK KIT HAS EVERYTHING YOU NEED

Remember the last time you started a new job? You got to your new desk, and the only thing there was a chair and a telephone? And you want to start working, but you don't have any stuff? And you don't know anyone, so you don't want to ask them for anything? Now, GSA offers an easy and painless way to get you started at your new desk.

The Personal Desk Kit is ideal for work-at-home, telecommuters, temporary duty assignments, training classes and new hires. This complete kit saves time and research for acquisition specialists by having everything you need in one box. Both military and civilian personnel alike will find this a useful shortcut in getting started on their new posting. A complete personal desk kit includes:

- One 3" x 3" self stick note pad (in a new job, there's all kinds of stuff you have to remember).
- One bag of paper clips, with a hundred of them (people usually need more than two or three).
- One 4-ounce bag rubber bands (that's a lot of rubber bands, because when you're in a new job, you're really trying hard to hold things together).
- One staple remover
- One pair of 8" scissors

And (just to make you feel at home)

- One tape dispenser • A 36-yard roll of invisible tape • One wooden ruler • A letter opener (because even though it's a new job, you still might get mail) • Three dozen ball point pens • Three #2 pencils • A set of four fluorescent highlighters in different colors • One writing pad • A desk-type stapler • One box of 5,000 standard size staples (because without them, the stapler is pretty useless) • One medium size clam clip • One box of clam clip refills • One package of white correction tape.

So order the Personal Desk Kit now and help someone feel a little more at home in their new office.

A JWOD/NIB/NISH Mandatory Source Item.

NSN: 7520-01-493-6006

Price: \$44.59/KIT (1)

For more information, please contact:

CONTACT

Linda Bambach

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(212) 264-4810

E - MAIL

linda.bambach@gsa.gov

**GSA Schedule 76
Publication Media**

COMPUTER BOOKS, AND SOFTWARE TO BOOT

Computers. Now more than ever before, it's important to keep pace with the quickly changing environment of software and programming languages. As our jobs become more demanding, computer resources become invaluable in bridging the gap between increased demands on our time and the need to get the job done. As fast as these materials get upgraded, they have to be learned and relearned.

We can help! GSA not only has software packages, but also has hundreds of books available on everything from Windows to Photoshop and Excel to Lotus Notes. We also offer a wide range of books from programming to computer repair. GSA can provide you with in-depth resources that cover specific

subjects in exquisite detail or concise reference books to look up specific commands at a glance.

So whether you pour over a book with six shades of highlighters (we sell them too), or take a more "at a glance" approach to find a solution right away, we have just about all the software and computer books you could ever want.

So the next time you boot up, get a leg up! GSA can provide you with just about any computer resource you will ever need. For more information, contact GSA at the numbers listed below.

C O N T A C T
Lloyd Brown

P H O N E
(212) 264-0943

E - M A I L
lloyd.brown@gsa.gov

C O N T A C T
Spring Wells

P H O N E
(212) 264-3553

E - M A I L
spring.wells@gsa.gov

C O N T A C T
Mary Ann Defeo

P H O N E
(212) 264-2306

E - M A I L
mary-ann.defeo@gsa.gov

GSA Schedule 69 Training Aids & Devices

COMPUTER TRAINING THAT FITS TIGHT SCHEDULES LIKE A GLOVE

Even as government has gotten smaller, our need for an ever-greater knowledge base has expanded. And that holds true for computer training more than almost any other field of knowledge. Programs grow increasingly more complex with newer versions. And newer versions come out all the time.

We have to know these programs—and we have to know them well. Computer courses on Schedule 69 offer you the flexibility you need to keep your agency's employees up-to-date on just about any program you could ever use.

And if you're on a tight schedule, you can find a range of options for completing coursework, with instructor-led classes, 24/7 web based learning, and training on CD-ROM.

So get in touch with one of the vendors (or all of them) who offer computer training on Schedule 69. They'll help you find the computer training that's right for you.

But don't wait. Because in today's government, if your agency isn't up-to-date on the latest software programs, it needs to be.

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CONTACT

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CONTACT

Yvonne Scott-Shider

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yvonne.scott@gsa.gov

GSA Schedule 69 Training Aids & Devices

FIRING RANGES: STAYING AT OUR BEST

Constant—and consistent—readiness. Nothing less is required from our nation’s military and law enforcement personnel, especially those in the military and federal law enforcement who use and carry firearms.

GSA has companies on schedule that offer an extensive selection of target ranges and range systems serving a wide variety of training needs, from forensic recovery systems to simulation technology.

Check out the web sites linked, or give their reps a call, and find the best package for the needs of your agency or government activity. Because now more than ever, we can’t afford less than the best.

For more information please contact:

C O N T A C T

Spring Wells

P H O N E

(212) 264-3553

E - M A I L

spring.wells@gsa.gov



FOR CONVENIENCE AND SIMPLICITY SHOP FULL CATALOG NOW AVAILABLE UNDER MAS 75 III A

Do you need a whole lot of different things quickly? Need to save time *and* money? Want reliable, flexible service? Then visit one of our full catalog contractors (formerly 75 III A, Next Day Desktop Delivery of Office Supplies). The range of products and services offered by these companies can be as simple as a desk set or as complex as designing and furnishing your entire office. Look for smart charts and flip charts, world maps and street finders, bookends and bookcases, paper savers and paper shredders. They offer *everything* in their entire catalog on-line at GSA.

If you'd like to stop and shop at one or more contractor, just log on to gsaadvantage.gov and access the company by name or part number. The "hotlink" symbol next to the part number will take you to the company's **GSA Advantage full catalog** offering. Once there, you can buy as much or as little as you need at GSA prices! See the companies below for this service. Currently some have hotlinks to their commercial catalogs and in the near future all of them will. Just look for the hotlink icon in *GSA Advantage*.™

For more information please contact:

CONTACT

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Maria Paserman

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HVAC COATING SERVICES NOW AVAILABLE ON MULTIPLE AWARD SCHEDULE 51V

The GSA Hardware SuperStore now offers the application of a special protective coating that reduces loss of fins and oxide build up in air conditioning equipment. The coating protects the equipment from salt air, acid rain, sulfur water, hydrogen sulfide gases and carbon dioxide that can significantly reduce coil operating efficiency and equipment life.

This corrosion protection can be applied to all major brands of HVAC/R equipment ranging from room air conditioners to 400-ton air cooled chilling units and comes with a written Coating Warranty for up to 120 months.

Ordering these services off of the Multiple Award Schedule 51V offers reduced acquisition costs, volume purchase prices, easy payment options, and ensures your compliance with environmental requirements for these services.

Order on *GSA Advantage*.™ at www.gsaAdvantage.gov or

For more information contact:

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debbie.easton@gsa.gov

TOOLS FOR TEACHING: MEETING & CONFERENCE ACCESSORIES

Presentations. *You don't get second chances at these.* So whether it's informal briefings or important addresses, make your point heard—or even seen (with a laser pointer). These meeting and presentation aids will assist you in presenting your ideas in a professional and organized manner. From easels to writing pads, GSA offers a full line of aids to support you in addressing all types of audiences. We've featured some common—yet very effective—tools.

But we don't even begin to have room for all of them here! Because we now offer a wider range of products than ever before! So check out our expanded inventory of quality products at cost-saving prices on www.gsaadvantage.gov or in GSA's Customer Supply Catalog. Because if you only have one chance at a presentation, you don't want to take chances.

Lightweight and portable Easel is a snap to set up. Adjusts for height (from 29" to 38") to accommodate both table-top and stand-alone briefings. Easel has rounded corners, convenient front-mounted marker tray and sturdy plastic legs. Equipped with green chalkboard. *A JWOD Mandatory Source Item.*

7520-01-424-4845
\$122.83 (EA)

Lightweight and portable **Dry Erase Melamine White Board Easel** offers a wide array of benefits and conveniences. Adjusts for height (from 29" x 38") to accommodate both table-top and stand-alone table briefings. Equipped with a dry erase melamine white board and convenient front-mounted marker tray and plastic legs. *A JWOD Mandatory Source Item.*

7520-01-424-4867
\$122.83 (EA)

Paper Easel Pad comes in handy for lectures, demonstrations, training sessions or conferences. Use crayons, graphite, pencils, or quick drying markers to jot down notes, create charts or sketches or make outlines. For easel or wall use, the pad is perforated at the top for easy tear off and has two holes spaced 17-1/2" apart for mounting. Has a cardboard backing. Paper is ruled. *A JWOD Mandatory Source Item.*

Contains 30% recovered material, which includes 30% post-consumer material. Comprehensive procurement guideline compliant.

7530-01-398-2661
White
27" x 34"
Pad contains 50 sheets
\$10.00 (per pad)

For more information please contact:

CONTACT

Charlie Joiner

PHONE

(212) 264-3539

E - MAIL

charlie.joiner@gsa.gov

Self-Stick Postable Easel Pads give you the convenience of self-stick notes in a 25 x 30" easel pad. Easy to use, no fumbling for tape or tacks. Effective, keeps your meeting focused and productive. Self-stick adhesive leaves no marks. RECOMMENDED FOR USE WITH SKILCRAFT EASEL STAND NSN: 7520-01-424-4867. Tear-off graph paper.

7530-01-434-2258 3M P/N 560

White

25" x 30-1/2"

Package of two pads (each contains 30 sheets)

\$40.46 (package)

Boston Magnetic Steel Clip has a round magnet with a clip attached. Use to attach papers to metal surfaces.

7520-01-011-2371

2-1/4"

\$1.35 (EA)

3M's double-sided, heavy duty, Foam Mounting Tape with self-sticking adhesive on both sides makes any presentation or marketing project a breeze. Excellent for mounting writing pads to easel boards or any other smooth surface.

7510-01-445-9340 3M part #110

1/2" x 75"

\$2.03 per Roll (contains 75 inches)

Dry Erase Bullet Tip Marker Set includes one each black, blue, red and green dry erase markers from SKILCRAFT. Perfect for writing, lettering and drawing on white boards and other non-porous surfaces. Durable bullet tip makes a bold uniform line. AMCI approved, low odor, non-toxic ink dries quickly and erases readily. Fine writing instruments from National Industries for the Blind. Jumbo size. *A JWOD/NIB Mandatory Source Item. 18 - month maximum shelf life (extendable)*

7520-01-383-7950 SKILCRAFT

\$4.30 (set)

TOOLS FOR TEACHING: MEETING & CONFERENCE ACCESSORIES (CONT'D.)

Expo Dry Erase Marker contains specially developed ink that produces bright, vivid color that erases from Expo surfaces and dry erase boards. Low odor. Jumbo Tip delivers twice the line width. Marker has unique 1/2" sculptured tip. Available in Black, Blue, or Red.

7520-01-413-5064 **Sanford Expo P/N81001**
Black
\$2.63 (EA)

7520-01-413-5063 **Sanford Expo P/N81003**
Blue
\$2.63 (EA)

7520-01-413-5065 **Sanford Expo P/N81002**
Red
\$2.63 (EA)

Expo Dry Erase Kit keeps supplies neat and organized. Specially developed ink provides bright vivid colors that erase easily from Expo surfaces and dry erase boards. Kit contains four fine point markers, eight broad tip markers, one eraser, one cleaner and one organizer. Marker colors are Black, Blue, Green, and Red. *18-month maximum shelf life (extendable)*

7520-01-365-6126 **Sanford Expo**
\$17.15 (kit)

Set of eight Chisel Tip Markers includes the following colors: Black, Blue, Brown, Green, Orange, Purple, Red and Yellow. Ideal for writing notes or creating sketches, charts and outlines on paper. *18-month maximum shelf life (extendable)*

7520-01-186-3605
\$8.53 (set)

Dustless, Nontoxic Chalk makes a neater presentation. Made of 85% calcium carbonate.

7510-00-223-6706

White

3-1/8" long, 3/8 diameter

\$5.25 (gross)

Chalkboard Eraser constructed of six wool felt fillers bound to a felt backing, this keeps chalkboards clean and professional looking.

7510-00-244-9145

Grey

1-1/4"D x 5"L

\$1.34 (EA)

Use this **Scratch-Free Eraser** on any whiteboard surface such as porcelain or enamel. Removes marks quickly, leaving the surface clean and ready for use. Eraser may be cleaned with soap and water.

7510-01-316-6213 **Sanford Expo P/N81505**
\$2.37 (EA)

Flip-N-Tell Display Book-N-Easel will complement any presentation requiring charts or other types of displays. Sets up in seconds by mating velcro tabs. Features non-stick two-sided pockets so you can insert up to 40 charts. Made of polypropylene with nylon protective edges.

7510-01-446-9407
\$5.89 (EA)

Make your point at meetings. **Telescoping Pointer** extends from 5" to 25-1/4". Equipped with a pocket clip.

7520-01-351-9148
\$2.76 (EA)

5-1/4" long pen-size Laser Pointer fits comfortably in your pocket and comes with a handy clip. Two AAA batteries included.

7520-01-392-5300
Black and Gold
\$20.55 (EA)

GSA offers training courses and teaching devices under Schedule 69. Visit Schedules E-Library at fss.gsa.gov/elibrary for more details.

GSA Schedule 738 II Language Services

SIGN LANGUAGE ASSISTANCE FOR THE DEAF & HARD OF HEARING

Prior issues of MarkeTips emphasized the importance Language Services Schedule 738 II has in helping the Federal community meet requirements mandated by EO 13166. This Executive Order was signed into law to improve access to Federally conducted and assisted programs for persons whom, as a result of national origin, are limited in their English proficiency (LEP). However, GSA also wants to emphasize the importance in providing tandem access to these Federal programs and services to the hearing impaired within the American community.

Language Services Schedule 738 II provides certified **Sign Language** interpretive services for the Deaf & Hard of

Hearing. This schedule assists the Federal community by providing multilingual interpretation (simultaneous and/or consecutive) services for meetings, conferences, seminars, video conferencing, litigation proceeding, briefings, training, escort and other forms of voice communication requirements from a source language to the target language where sign language is required.

Look to Schedule 738 II to meet on-site interpretation requirements in sign language containing complex subject matter that require specific knowledge/experience as well as other non-technical assignments.

For further information, call Barry Nelson (253) 931-7268 or Dennis Seibert (253) 931-7051



LOOK WHAT'S NEW ... ONE STOP FINANCIAL SERVICES SHOPPING!

Did you know that billions of individual financial transactions result in trillions of dollars expended annually just to run the United States Federal Government?

If you find that figure to be astounding, just think of the amount of financial data that Federal agencies must provide to comply with various legislative, regulatory and political initiatives on these transactions. Although agencies are being required to provide more financial data than ever before, they must accomplish this with fewer staff resources.

GSA has combined the three former financial schedules of Auditing and Financial Management Services, Business Information Services and Financial Asset Services into a NEW one-stop financial services schedule called Financial and Business Solutions (FABS)! FABS gives access to all the services that were once available through the three separate schedules and promotes a total solutions approach. The new FABS Schedule (520) allows for choice, flexibility, ease-of-use and access to quality firms in the financial arena.

Just take a look at what is being offered:

520-1 — Program Financial Advisor – Assist agencies on crosscutting issues, asset marketability, program development, trust or other monetary fund management/benefit administration, equity monitoring, originations, and addresses any other considerations regarding the acquisition, management and/or resolution of an asset. (Former SINS 621-1 and 621-5)

520-2 — Transaction Specialist– Assist agencies in all asset resolution related areas including; valuation/pricing, portfolio stratification, restructuring and disposition strategies which best meet agency goals. Make specific recommendations as to the best execution. Conduct a sale or other disposition vehicle. Provide marketing expertise, budget and credit reform analyses. (Former SIN 621-2)

520-3 — Due Diligence & Support Services– Assist agencies in the confirmation and validation of specific elements of an agency's portfolio of assets. Collect and organize data from an agency's files or a third party source, create asset inventory database, provide support for asset sales (e.g., asset valuations, investor war room and asset packaging, and closings), develop quality/information controls. (Former SIN 621-3)

520-4 — Debt Collection– Provide collection services and servicing of defaulted loans, which may include borrower negotiations, restructuring, and workout agreements. (Former SIN 621-4)

520-5 — Loan Servicing & Asset Management– Assist agencies in servicing, monitoring and maintaining loan assets which may include establishing loan database, remittance processing, verify and update borrower data, issue forms and correspondence, process loan cancellations and consolidations, billing services, credit bureau reporting, and transfer and discharge loans. Provide servicing of troubled loans, which may include borrower negotiations, restructuring, foreclosure and supervision of the sale of the collateral and workout agreements. (Former SINS 621-4 and 872-2F)

520-6 — Professional Legal Services– Assist agencies with the full spectrum of professional legal support required for the resolution, management and/or disposition of assets held by the Federal Government. (Former SIN 621-6)

520-7 — Financial & Performance Audits– Perform financial statement audits, financial-related audits and performance audits. An independent assessment of an audited entity's a) financial statements in conformity with generally accepted accounting principles, b) financial information, adherence to financial compliance requirements and internal controls, or c) organization or program performance to identify areas for improvement. (Former SINS 872-1A, 872-1B, and 872-1C)

520-8 — Complementary Audit Services– Other services performed by auditors including assist in developing questions for use at hearings, develop methods and approaches in evaluating a new or proposed program and forecast potential program outcomes. (Former SIN 872-1D)

520-9 — Recovery Audits — Audits performed to recover funds resulting from overpayments, duplicate payments and underpayments. Performed under the authority of Section 354 of the National Defense Authorization Act for FY 96 (Public Law 104-106; 110 Stat. 268; 10 U.S.C. 2461), and Section 388 of the National Defense Authorization Act for FY 98. (Former SIN 872-1F)

520-10 — Transportation Audits– Perform administrative reviews and rate examinations on prepayment and post-payment transportation bills to ensure accuracy, completeness, and compliance with established rates, tariffs, quotations, agreements, tenders or other applicable rate authority. (Former SIN 872-1G)

520-11 — Accounting — Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations. (Former SIN 872-2A)

LOOK WHAT'S NEW ... ONE STOP FINANCIAL SERVICES SHOPPING! (CONTINUED)

520-12 — Budgeting — Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes. (Former SIN 872-2B)

520-13 — Complementary Financial Management Services — Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking. (Former SINs 872-2C, 872-2D, 872-2E, and 872-2G)

520-14 — Audit & Financial Training Services — Plan and deliver audit and financial training services including but not limited to course development and instruction required to support audit, review, financial assessment and financial management activities. (Former SINs 872-1E and 872-2H)

520-15 — Outsourcing Recurring Commercial Activities for Financial Management Services — Services that an agency identifies as recurring commercial activities which may include billing, payroll processing, application processing, claim processing, grant application management, loan application management, inventory management, and other financial management activities. (Former SIN 872-2I)

520-16 — Business Information Services — Electronic and non-electronic transmission (excluding voice communication) of Consumer Credit Reports, Address Verification Reports, Skip Location Reports, Public Information, Domestic Business Profile, International Business Profile, Mortgage Reports, Supplemental Credit Reference Reports, Bond Rating, Managed Fund Rating, Institutional Ranking, Data Processing (credit/financial) Credit Scoring, Merged Credit Files, Credit Risk Assessment and Miscellaneous Business Information (BIS) Services. May provide computer software intended for BIS use and customization of reports. (Former SINs 559-22, 559-23, 559-24, and 559-25)

For more information visit fss.gsa.gov/services/fabs

REVIEW OF FEDERAL STANDARD 595B "COLORS USED IN GOVERNMENT PROCUREMENT" AT 2002 GSA EXPO, SAN DIEGO, CA

The General Services Administration Federal Supply Service (GSA FSS) is informing all interested parties, both government and private, of our intent to inactivate the subject standard for future design, and to identify alternative Non-Governmental Standards.

Accordingly, a technical review forum has been scheduled to discuss available alternatives and the impact on the federal customer of this action. This forum will be a part of the 2002 GSA Expo, to be held at the San Diego Convention Center in San Diego, California May 21 to 23, 2002. The meeting will be held Tuesday, May 21, 2002 from 8:00 am to 12:00 noon.

This Fed-Std-595 forum is designed to give everyone the chance to participate in development of a consensus action. The meeting agenda will include summaries and presentations from commercial color standardization organizations, manufacturers, the federal user community and other parties that wish to contribute. Admission to the Expo is FREE to all Federal and Military personnel. There will be over 100 hours of training courses and a large exhibit area that will showcase the products and services of over 700 commercial companies, all with GSA contracts.

For details or to register on-line visit: www.expo.gsa.gov. Questions regarding this forum may be addressed to Dr. Ron Foster at ron.foster@gsa.gov.

References

1. To Request Copy of Standard: Federal Standard 595B, "Colors Used in Government Procurement"
Military/ Federal Employees:
<http://astimage.daps.dla.mil/online/new/>
All others: www.fss.gsa.gov
[select "Engineering Policy"]
[select "Sources for Federal Standardization Documents"]

2. For Updates on this initiative: General Services Administration Hardware SuperStore
fss.gsa.gov/superstore

**GSA Schedule 874 V
Logistics Worldwide (LOGWORLD)**

PUTTING LOGWORLD TO WORK

The LOGWORLD schedule is into a bit of everything these days. Federal agencies have gone to LOGWORLD to maintain spare parts inventories, support an international cooperative asset-tracking project, assist with logistics modeling/simulations and to obtain logistics support for Federal employees deployed to undeveloped countries. The schedule has even dabbled in the area of medical research. Well sort of...

A LOGWORLD contractor has been responsible for the distribution of material stored at the National Institutes of Health (NIH) Distribution Center in Gaithersburg, MD since November 2001. The Gaithersburg Distribution Center (GDC) serves as a staging area for receipt, storage and distribution of consumable products used in furthering the medical/research mission of the NIH. The GDC inventory includes animal bedding/food, housekeeping/maintenance chemicals and general research/scientific stock items. The contractor provides the necessary labor and operational expertise to efficiently and effectively handle day-to-day operations at the GDC facility. The current task order is valued at \$1.5M.

Specific tasking includes:

- Receipt and preservation of goods for storage
- Care of material while in storage
- Packing and shipping materials to customers
- Causative research for inventory discrepancies discovered while in storage or upon issue
- Maintaining contingency plans for meeting surge and sustainment conditions
- Handling returns from NIH Self-Service Stores and customers
- Ensuring materials arriving at the receiving docks are processed and verified daily
- Issuing electronic workload and transaction receipts
- Preparing a manifest of all items received each day
- Daily recording of item counts
- Re-verification of manifests and item counts by an on-site supervisor
- Updating a database used to measure workload and contractor performance
- Maintaining statistics that measure the efficiency of GDC operations

Since the LOGWORLD task order was awarded, the GDC error rates for work performed have decreased from .03% to .02%, with an increase in workload managed and reduced costs to NIH.

For more information on how your agency can use this schedule, please contact:

Lisa Norgren at (253) 931-7951, lisa.norgren@gsa.gov

Carolyn Dicugno at (253) 931-7042, carolyn.dicugno@gsa.gov

Debbie Gamble at (253) 931-7895, debbie.gamble@gsa.gov

GSA Schedule 36 Office, Imaging and Document Solutions

SIN 51-506 DOCUMENT CONVERSION SERVICES

Government agencies looking for a way to make legal documents easier to prepare, manipulate, present and store can find solutions with services under Schedule 36, Special Item Number (SIN) 51 506. Additionally, most of the contractors listed under this SIN provide a full range of document conversion services.

The services provided for legal documents include state-of-the-art litigation support and document management services with expertise on graphics, software and multimedia technology and customized service. Courtroom presentations move at the speed of light when prepared using advanced multimedia presentation systems. Companies such as Legal-eze, Aspen and CACI are implementing leading-edge deposition technology which includes powerful searching capabilities, deposition playback with transcript synchronization, annotation tools (e.g., highlighting, circles, lines, arrows, etc.) and many other capabilities. Other services available include timelines, storyboards and chronologies; medical progressions; surgical and medical illustrations; X-ray overlays; and X-ray/MRI colorizations.

Facility size and workflow determine the number of documents that can be scanned and coded each day. Firms such as Legal-eze can scan at a rate of over 50,000 per day, and offer an exclusive new method to preserve emails by converting them to searchable images. The value of imaging is that is forever protected against water, fire, age and other degenerations. To make it searchable, each scanned item and its unique objective characteristics are entered into a database, so that what was once volumes of paper is soon sorted and can be searched electronically in seconds.

With improved technology and security implementations, the methods for storing classified and secure information has changed accordingly. Intranet document server storage systems can house millions of documents in an environment afforded all of the protection currently given to various government networks. With a low cost to purchase and implement, this type system can reduce costs, improve government response and cut back on high network maintenance expenses. This system is currently successfully in place in many U.S. and local government offices.

Please use the information below to contact companies that provide document conversion services to find which ones can meet your specific needs.

For more information please contact:

C O N T A C T

Sharon Osborne

P H O N E

(703) 305-7597

E - M A I L

sharon.osborne@gsa.gov



SCHEDULE INFORMATION CENTER CLOSED TO WALK-INS

On March 1, 2001 the Schedules Information Center was closed to walk-in customers. The Schedules Information Center is dedicated to helping customers and vendors locate the products and services on GSA Schedules and assisting them with purchase options and pricing information. The Center's library contains vast information on all the suppliers, their products and prices. For continued service, please call the Center with your questions on (703) 305-6477 or (888) FSS-0070

Due to the advanced E-technology, most of the Information provided by the Center is available on line at www.gsa.gov. With the availability of this information on line, the decline of walk-in customers and in the best interest of the taxpayers, we are moving onto a new platform to provide the information on the Federal Supply Schedules. With the exception of the remaining walk-in traffic, these changes should be invisible to those people using the Schedules Information Center. For further information, please call: (703) 305-5600.



RECYCLED PAPER — COMPLIANCE MADE EASY!

Manufacturers of "green" products are faced with the challenge of a fickle marketplace. As described in a recent Wall Street Journal report, consumers profess interest in environmental goods but are often distracted by price or convenience and the green product does not sell.

When it comes to recycled copier paper, Federal consumers and paper manufacturers both benefit from a predictable and competitive market. When manufacturers are assured of a market, they can develop production capacity and compete on quality and price. Federal buyers can then focus on the best value, knowing that several sources are available to meet their need.

The good news for Federal buyers is that GSA makes it easy to find paper that complies with all applicable rules, not just the environmental requirements of EO 13101. Our Customer Supply Center (1-800-525-8027) stocks various sizes and colors of copier paper. A few of the most commonly ordered, all with 30% recycled content, are:

Letter: 7530-01-335-2623
Legal: 7530-01-334-7817
3 Hole: 7530-01-033-8891

If you're interested in comparison shopping, GSA *Advantage*™ lists many Schedule vendors that also carry a wide array of paper products that comply with the Federal mandates regarding recycled copier paper.

Environmental Recap:

As a result of Executive Order 13101, all Federal agencies are required to buy recycled paper. Section 505 reminds us "...the minimum content standard shall be no less than 30% post-consumer materials." And even when exceptional circumstances limit availability of 30% paper, the fallback for Federal users is 20% post-consumer content, never virgin paper.

For more information on environmental regulations and how they shape your purchasing decisions, set your browser to fss.gsa.gov/enviro. There you'll find our environmental home page with dozens of links to reference documents, policy updates and environmental organizations. More importantly, you'll find information about the products and services to help you comply.

Watch your mailbox! GSA will soon be announcing an update to the Environmental Products & Services Guide (EPSG), available in catalog form or on line. This handy reference is being updated now and will help your agency save some green while buying green.



THE RIGHT CONTAINER FOR THE RIGHT PURPOSE: ORDERING THE CORRECT ARCHIVE/SPECIAL USE BOXES

The 2001 Customer Supply Catalog has erroneously advertised item # 8115-00-117-8347 as an acceptable box for exclusively retiring, storing and shipping noncurrent paper and magnetic tape records to the Federal Archives and Records Center (NARS). Please be advised that this box is only acceptable for exclusively retiring, storing, and shipping magnetic tapes. Customers seeking to ship noncurrent paper items to the Federal Archives and Record Center should order item # 8115-00-117-8249. We are sorry for any inconvenience this may have caused and hope that this clarifies any misconceptions.

For your ready reference we have provided the correct description and specifications to each of these items below. Only the following two boxes are approved and accepted by the National Archives Records Center:

The "A" box, NSN 8115-00-117-8249, is used for paper records only and is accepted by all NARS facilities. The "B" box, 8115-00-117-8347, is used for magnetic tapes only and is accepted at NARS facilities that store tape files.

(A) Special-Use Box [BOX, SHIPPING] NSN/Mfr.Part No.: 8115-00-117-8249

Description: Paper Files- White Exterior 14-3/4 x 12 x 9-1/2" Lock-bottom box has hand holes and a bursting strength of 275 psi. Maximum weight of box and contents is 95 lb. Use exclusively for retiring, storing and shipping files to the Federal Archives and Records Center. Corrugated, fiberboard box has lapped joints secured by wire stitching. This box meets National Archives and Records Service standards. 40% Post-consumer material;

(B) Special-Use Box [BOX, SHIPPING] NSN/Mfr.Part No.: 8115-00-117-8347

Description: Mag Tape-White Exterior 14-3/4 x 11-3/4 x 11-3/4" Lock-bottom box has hand holes and a bursting strength of 275 psi. Maximum weight of box and contents is 95 lb. Use exclusively for retiring, storing and shipping magnetic tapes to the Federal Archives and Records Center. Corrugated, fiberboard box has lapped joints secured by wire stitching. Meets National Archives and Records Service standards for Magnetic Tapes only, and are not to be used for paper records.

For more information, please contact:

CONTACT

Pascale Cesar Greene
Inventory

PHONE

(212) 264-4858

E - MAIL

pascale.cesargreene@gsa.gov

CONTACT

Martin Prince
Technical

PHONE

(212) 264-7883

E - MAIL

martin.prince@gsa.gov

WE'VE GOT YOUR NUMBER

Calculators. Whether you're using one all the time, or just at random moments, a calculator is just one of those tools that makes work more efficient.

Maybe you use one every day, or maybe you just can't keep your columns of numbers straight when you add by hand, and you wish you had one.

Whichever profile fits you, calculators are handy gadgets that help make your work easier.

For more information, please contact:

CONTACT

Charlie Joiner
Inventory

PHONE

(212) 264-3539

E - MAIL

charlie.joiner@gsa.gov

Portable desktop 10-digit model operates on batteries or AC adapter. Includes four basic arithmetic functions (+, -, /, x); percent key for add-on and discount; minimum of one independent addressable memory with M+, M-, MR and MC capabilities; minimum of three fixed decimal positions; total and subtotal functions; negative sign for negative entries and answers; and item count. Print and display or display only capability.

7420-01-174-5221

\$77.08 EA

Has same features as 7420-01-174-5221 but has 12 digits and can be operated on AC current. (Adapter included.)

7420-01-174-5218

\$45.26 EA

Runs on replaceable batteries. Hand-held, eight-digit calculator is for display only. Includes the basic four arithmetic functions (+, -, /, x), one memory, floating decimal, percent function and automatic constant.

7420-01-182-8531

\$5.38 EA

They're the kind of tool that helps give you the edge you need in an increasingly demanding workplace.

The GSA Supply Catalog has a range of calculators and adding machines that fit your needs, demands, and workstyles. So find the one you want. And get the backup you need.

CONTACT

Farouk Elkassir
Technical

PHONE

(212) 264-3569

E - MAIL

farouk.elkassir@gsa.gov

Runs on solar power. Eight digits. One memory.

7420-01-182-8532

\$8.17 EA

Runs on replaceable batteries. Basic, hand-held scientific model has eight-digit capability and one memory. For display only, this model does not print. Includes the basic four arithmetic functions (+, -, /, x) plus roots, trigonometry (sin, cos, tan, inverses) in degrees and radians, logs and their inverses, scientific notation, standard deviation and floating decimal.

7420-01-182-8534

\$20.03 EA

Same as 7420-01-182-8534 but runs on solar power.

7420-01-182-8535

\$12.97 EA

WE'VE GOT YOUR NUMBER (CONT'D.)

Victor 1210. Portable, 10-digit calculator has LCD display and a standard plain paper printer. Includes four-key memory, one-touch percent key, three-position decimal system selector and automatic power shutoff. Operates on four AA batteries (not included).

7420-01-316-4450
\$26.80 EA

Texas Instruments Model TI-1706 SV. This stylish, solar-powered calculator is perfect for office use. The eight-digit, extra-large SuperView display comes with comma and decimal punctuation. The keyboard is color coded with extra-large plus and minus keys. Has three-key memory along with percent, change sign (+/-) and square root keys. The sturdy slide case protects the display keyboard.

7420-01-412-4137
\$8.40 EA

Large display. Casio Model HS-10. Hand-held, 8-digit, four-function solar power calculator features eight-digit display, independent memory, mark-up percent and high-power solar cells.

7420-01-412-4131
\$5.09 EA

Texas Instruments Model TI3 SLR. Size: 5.35" x 2.60" x 0.31" Stylish and easy to use, this 63-function, solar-powered calculator with yellow-accented keys visually cues the user to basic math functions while enlarged, rectangular keys on a keyboard layout simplify operation. An eight-digit LCD display provides clear, easy-to-read entries. Comes with a sliding cover to protect it from the rigors of everyday use. Performs common and natural logarithms and antilogarithms, reciprocals, powers, roots, factorials, and trigonometric calculations, including inverses in degrees, radians and grads. Statistical functions include mean and standard deviation for both sample and population data, sum of entered data and sum of squares. Also does geometric and algebraic conversions with degree format conversions.

7420-01-412-4136
\$19.20 EA

Casio Model SL-200TE. Solar eight digit (16 digit approximations), features tax and currency exchange function. Folding, calculator has a new, large, easy-to-read display, constants for the plus, minus, times and division signs. Mark-up percent +/-, 00, GT, 3 digit comma markers. The folding case protects calculator. This solar plus model comes with a backup battery.

7420-01-412-4132
\$12.92 EA

Victor 1230. Size: 7-5/8" x 2" x 9" Desktop calculator has a 12 digit display and print capability. Comes with a compact case, two color ink rollers, automatic constants, selectable rounding, double zero and backspace keys.

7420-01-412-4138
\$81.73 EA

Hewlett-Packard HP-205. Programmable hand-held scientific calculator features over 100 built-in scientific, math and trigonometry functions for scientific applications including root finding, numerical integrations, complex number operations, curve fitting, 3 x 3 matrix operations, and quadratic equations. A built-in program library of frequently used functions is an added feature.

7420-01-430-2990
\$46.28 EA

Federal Supply Schedule 621 I Professional Medical Healthcare Services

PROFESSIONAL MEDICAL HEALTHCARE SERVICES

The VA Office of Acquisition and Materiel Management, National Acquisition Center announces the latest addition under the Multiple Award Federal Supply Schedule (FSS) Program: Schedule 621 I Professional Medical Healthcare Services.

This schedule provides your organization with a streamlined contract vehicle for your Professional Clinical Staffing needs.

Schedule 621 I has virtually every specialty:

- Physician (General, Family, Internal, Pediatrician, OB/Gynecologist, Anesthesiologist, Cardiologist, Dermatologist, Hematologist, Neurologist, Psychiatrist, Podiatrist, Surgeon, Urologist, Nuclear, Gerontologist, etc.)
- Registered Nurse
- Tele-Radiology
- Tele-Pathology
- Dentist
- Pharmacist

- Radiologist
- Otolaryngologist
- Optometrist
- Ophthalmologist
- And More.

Schedule 621 I offers you experienced companies capable of delivering quality clinical professionals in an efficient, streamlined, and cost efficient manner in accordance with applicable statutes and regulations. To ensure the quality of the contractors awarded under this schedule they are prescreened through a formal evaluation process in order to be found technically acceptable. Ordering Activities/Agencies place task-orders directly with the contractors allowing their facility to incorporate any additional specific or unique requirements and maintain management control over the services provided.

Please contact Ms. Dore Fessler at the National Acquisition Center at (708) 786-5232 or by e-mail at dore.fessler@med.va.gov



METCALFE FEDERAL BUILDING CLOSES THE CIRCLE



Left to Right: Lydia Kuyawa-Dow, Solid Waste Solutions, Raletta Ingram, Metcalfe Federal Building Manager, Rich Hoffman, EPA Region 5 Recycling Coordinator, Mike Perez, Tried & True, Janitorial Services, Peter Lobin, President, Solid Waste Solutions.

Solid Waste Solutions, an FSS contractor on the Environmental Services schedule, was submitted for the FY2002 EPA "Closing the Loop" Award. Included in the recognition is the Metcalfe Federal Building manager and Tried & True Janitorial Maintenance. Working under a schedule task order from GSA's Public Building Service, Solid Waste Solutions was able to develop an innovative process that promotes paper recycling and lowers operating costs.

The success of Closing the Circle depends on Metcalfe Building employees recycling all mixed paper materials and our building recycling contractors buying back paper products made from our recycled paper to use in our building.

With the assistance of Mr. Peter Lobin, President of Solid Waste Solutions, Raletta Ingram, GSA Metcalfe Building Manager, and Mr. Rubin Lopez, President of Tried & True Janitorial Maintenance Contractor, the Metcalfe Federal Building received its first shipment of recycled content products on December 4, 2001.

Paper material picked up from Metcalfe is delivered to a paper recycling plant operated by Kimberly Clark, who in turn

recycles these materials into paper products that are purchased by our GSA janitorial contractor.

This "Close the Circle" award is the first ever earned by a GSA Federal Building in the Midwest. This benefits not only the environment by keeping paper material out of the landfills but rewards the maintenance contractor with recycled products at a less expensive cost.

The weakest link in the recycling process is the consumer buying of recycled products. Most people are recycling, re-using and reducing, but a very important additional role for us to play is buying back the products made from recycled material.

With the success at the Metcalfe Federal Building, GSA is looking to extend this program to all Federal Buildings in the Chicago area.

GSA, EPA and all Metcalfe Building employees should be proud of their recycling activities this past year that contributed to Closing the Circle.

Federal Supply Schedule 539
Solutions and More

SECURITY SERVICES

If your facility requires changes to make it more secure, Federal Supply Schedule 539 – Solutions and More! is the right place to turn! With this schedule, you can obtain consulting services and guard services to make your facility the safest possible.

Guard services available under contract include: armed/unarmed guards, court security officers, Guard I and Guard II, prisoner transportation, security clerks, and project management. Professional support personnel are also available. Guards are offered for any federal facility on a 24-hour basis. Hourly pricing varies by location and your statement of work. All contracts are in compliance with the Service Contract Act. For a listing of contractors in this area, visit Schedules E-Library and search under Special Item Number 246-54.

Consulting services are also available. Quality contractors will evaluate your facility and make specific recommendations for improvement. For a listing of contractors in this area, visit Schedules E-Library and search under Special Item Number 246-52.

For a complete security solution, the following products and services are available:

- Law Enforcement Equipment
 - Access Control*
 - Intrusion Detection*
 - Detection Equipment*

- Surveillance Systems*
- CCTV Systems*
- Facility Management Systems*
- Security Consulting

*Installation, Maintenance, and Training are also available

To obtain a copy of our current Security Solutions catalog online, visit the General Products Center website at fss.gsa.gov/genprod. You can also request that a hard copy be mailed to you by contacting the contact point listed below.

To view the current list of contractors and obtain ordering information, visit Schedules E-Library at fss.gsa.gov/elibrary. Schedules E-Library provides updated contract award information on demand.

For more information, please contact:

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Federal Supply Schedule 539
Solutions and More

ON-SITE SECURITY SYSTEMS

Heightened requirements for building security in recent months have brought about a need to balance inspection and detection while allowing authorized persons to enter federal buildings without undue delay.

GSA Schedule 539 offers handheld and walk-through metal detectors for government buildings, airports, prisons, and other applications. Need a baggage and package inspection system? We have conveyor-type x-ray scanners. We also offer large vehicle bomb detection systems.

Mobile x-ray cargo inspection systems are also available for use in the detection of contraband (weapons, drugs, and explosives).

Go to GSA's Schedules E-library at www.fss.gsa.gov and click on Schedules E Library in the right column.

Search for Schedule 539, Solutions and More. Scroll down to the Law Enforcement & Security Equipment category and click on SIN 426 4K.

There are nearly two dozen companies under GSA contract that you can click on for contact information. Often, hyperlinks are included to directly access vendor websites.

Let GSA help you find the security system or combination of systems that is appropriate for your needs.

GSA Schedule 736 III
 Temporary Clerical & Professional Support Services

QUALITY PEOPLE TO MEET YOUR DEADLINE

**Got Jury Duty? Long Term Illnesses? Family Emergencies? Downsizing? Day Not Long Enough?
 Short Fuse Project? No In-House Expertise? A-76 Studies?**

We Can Help!

The Temporary Clerical and Professional Support Services Schedule is now Nationwide and Worldwide offering quality people to meet your deadline! Within 24 hours, private industry experts on Federal Supply Schedule 736 III (a Multiple Award Schedule), will provide you proven and qualified temporary workers prepared to work from an initial 120 consecutive workdays up to a maximum 240 consecutive workdays.

Clerk - Administrative, General, Procurement
 +++ Support - Accounting, Audit, Contract, Legal
 Secretary - Legal, Clerical, Medical, Executive
 Operators - Computer, Stenotype, Transcribing Machine
 Analyst - Environmental, Market, Occupational, Personnel
 Desktop Publisher- Graphic Designer- Researcher-Dispatcher
 Librarian-Court Reporter-Systems Analyst-Variou Technicians

And many more!

Go to fss.gsa.gov/tempservices or to www.fss.gsa.gov
 Schedules E Library Federal Supply Schedule 736 III or call

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