On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is http://www.gsaadvantage.gov

SCHEDULE TITLE: Federal Supply Schedule 00CORP – The Professional Services Schedule (PSS)

SPECIAL ITEM NUMBER:
541 4F Commercial Art and Graphic Design Services

CONTRACT NUMBER: 47QRAA18D006E

CONTRACT PERIOD: March 17th, 2018 through March 16th, 2023

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

CONTRACTOR: Surroundings By Sweetland, LLC
3984 Cedar Ct
Green Bay, WI 54313
Phone: (920) 865-7676
E-Mail: cyndee@sweetlandart.com

CONTRACTOR'S ADMINISTRATION SOURCE: Cynthia Sweetland
Phone: (920) 865-7676
E-Mail: cyndee@sweetlandart.com

BUSINESS SIZE: Small Business, Woman Owned
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541 4F</td>
<td>Commercial Art and Graphic Design Services</td>
</tr>
<tr>
<td>541 4FRC</td>
<td>Disaster and Recovery</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
   (Government net price based on a unit of one)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Model</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541 4F</td>
<td>Installer</td>
<td>$92.37</td>
</tr>
</tbody>
</table>

2. MAXIMUM ORDER: $1,000,000.00

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: 48 States, DC

5. POINT(S) OF PRODUCTION: USA

6. DISCOUNT FROM LIST PRICES: 3.5% Prices shown on GSA Advantage are net discounted prices.

7. QUANTITY DISCOUNT(S):
   • 2% for orders over $50,000.00
   • 3% for task orders between $100,000.00 and $250,000.00
   • 5% for task orders over $250,000.00

8. PROMPT PAYMENT TERMS: Net 30 Days

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: 14 DARO

11b. EXPEDITED DELIVERY: Contact the Contractor for rates.

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact the Contractor for rates.
11d. **URGENT REQUIREMENTS:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. **FOB POINT:** Destination

13a. **ORDERING ADDRESS:** Same as Contractor’s address.

13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in FAR 8.405-3

14. **PAYMENT ADDRESS:** Same as Contractor’s address.

15. **WARRANTY PROVISION:** Contractor’s standard commercial warranty.

15a. **RETURN/RESTOCKING POLICY:** Not applicable.

16. **EXPORT PACKING CHARGES:** Not applicable.

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Accepted at, below and above the micro-purchase level

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A.

20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

24b. **Section 508 Compliance for electronic and information technology (EIT):** as applicable

25. **DUNS NUMBER:** 802795315

26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database. CAGE Code 5PD20
**AWARD PRICE LIST**

<table>
<thead>
<tr>
<th>SIN(s) Proposed</th>
<th>Service Proposed (e.g. Labor Category or Job Title/Task)</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience (cannot be a range)</th>
<th>Unit of Issue (e.g. Hour, Task, Sq Ft)</th>
<th>Price Offered to GSA (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>541 4F</td>
<td>Creative Designer</td>
<td>High School</td>
<td>8</td>
<td>Hour</td>
<td>$121.54</td>
</tr>
<tr>
<td>541 4F</td>
<td>Production Artist</td>
<td>High School</td>
<td>8</td>
<td>Hour</td>
<td>$102.09</td>
</tr>
<tr>
<td>541 4F</td>
<td>Project Manager</td>
<td>High School</td>
<td>8</td>
<td>Hour</td>
<td>$136.12</td>
</tr>
<tr>
<td>541 4F</td>
<td>Site Manager</td>
<td>High School</td>
<td>8</td>
<td>Hour</td>
<td>$106.95</td>
</tr>
<tr>
<td>541 4F</td>
<td>Installer</td>
<td>High School</td>
<td>8</td>
<td>Hour</td>
<td>$92.37</td>
</tr>
</tbody>
</table>

"The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract."
LABOR CATEGORY DESCRIPTIONS

**Project Manager**

**Qualifications/Requirements:** HS, 8 Years Experience

Has corporate responsibility for oversight of individuals or teams assigned to the planning and management of conferences, meetings and events, including client liaison, schedule development, vendor liaison and management, facility liaison, and development and implementation of automated systems support.

**Creative Designer**

**Qualifications/Requirements:** HS, 8 Years Experience

Develops concepts for graphic design/commercial arts as per client's needs. Utilizes extensive experience to communicate complex ideas through simple graphic representation. Responsible for overseeing design process and development of design. Must be creative and detail oriented.

**Production Artist**

**Qualifications/Requirements:** HS, 8 Years Experience

Executes graphic and commercial art design with creativity and clarity. Integrates art concepts across the board for consistency in all aspects of the project. Employs various and appropriate mediums to communicate ultimate message.

**Site Manager**

**Qualifications/Requirements:** HS, 8 Years Experience

Oversees project installation and manages team doing the installation

**Installer**

**Qualifications/Requirements:** HS, 8 Years Experience

Installs and configures project onsite at client’s location.