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

SCHEDULE TITLE: Multiple Award Schedule
FSC Group: 084

CONTRACT NUMBER: GS-07F-0479Y

CONTRACT PERIOD: July 16th, 2012 – July 15th, 2022

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

CONTRACTOR: Swanson Services LLC
2001 E. Franklin Street, Suite 101
Richmond, Virginia 23223

CONTRACTOR’S ADMINISTRATION SOURCE: Jackie Alexander, Management Analyst
2001 E. Franklin Street, Suite 101
Richmond, Virginia 23223
j.alexander@swansonservicesllc.org
(804) 447-7610 (office)

BUSINESS SIZE: Small Business

Socioeconomic Indicators: None
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>561612</td>
<td>Protective Service Occupations</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one): Not Applicable for services.

1c. HOURLY RATES: (Services Only) See Page 4 for GSA Nationwide Pricing

2. MAXIMUM ORDER*: $250,000 per SIN and $250,000 per order

3. MINIMUM ORDER: None

4. GEOGRAPHIC COVERAGE: Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities or give details as negotiated

5. POINT(S) OF PRODUCTION: N/A, Services only.

6. DISCOUNT FROM LIST PRICES: GSA Net prices are shown on the attached GSA Price list. Negotiated discount has been applied and the IFF has been added.

7. QUANTITY DISCOUNT(S): None.

8. PROMPT PAYMENT TERMS: 1% 15, Net 30. Prompt Payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

9.b Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: 30 days

11b. EXPEDITED DELIVERY: Contact Contractor’s Representative

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact the Contractor Representative for rates.
11d. URGENT REQUIREMENTS: Contact the Contractor Representative for requesting accelerated delivery.

12. FOB POINT: N/A, Services only.

13a. ORDERING ADDRESS: 2001 E. Franklin St. Suite 101, Richmond, Virginia 23223

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: P. O. Box 212, Sandston, Virginia 23150

15. WARRANTY PROVISION: Standard Commercial Warranty

16. EXPORT PACKING CHARGES: N/A, Services only.

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: (any thresholds 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 EIT: N/A

25. DUNS NUMBER: 156400108

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Registration valid until 10/26/2021.
Pricing Information:

All prices are hourly rates and performed on-site at the client/government agency designated location.

Prices provided are from Wage Determination 2015-5637, using the preponderance of work philosophy. Services are available nationwide.

Buyers are encouraged to contact Swanson Services LLC for pricing specific to your location.

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unarmed Guard</td>
<td>$58.82</td>
</tr>
<tr>
<td>Unarmed Guard Security Clearance</td>
<td>$74.91</td>
</tr>
<tr>
<td>Alarm Monitor</td>
<td>$85.23</td>
</tr>
<tr>
<td>Armed Guard</td>
<td>$74.91</td>
</tr>
<tr>
<td>Armed Guard Security Clearance</td>
<td>$79.25</td>
</tr>
<tr>
<td>Shift Supervisor</td>
<td>$74.91</td>
</tr>
<tr>
<td>Security Clerk</td>
<td>$59.21</td>
</tr>
<tr>
<td>Detection Dog Handler</td>
<td>$88.90</td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>$60.61</td>
</tr>
<tr>
<td>Part-time Guard-Staff Special Events</td>
<td>$38.00</td>
</tr>
<tr>
<td>Project Manager 1&amp;2</td>
<td>$99.66</td>
</tr>
<tr>
<td>Assistant Project Manager</td>
<td>$95.19</td>
</tr>
<tr>
<td>Detention Officer</td>
<td>$127.98</td>
</tr>
</tbody>
</table>

NOTE: These rates are **NATIONWIDE MAXIMUM**. Please call or email for specific rates for your project.
DESCRIPTION OF SERVICES

General Clerk III – (Security Clerk)
The General Clerk III follows detailed specific procedures in completing several repetitive clerical tasks such as answering telephones, handling mail, operating office equipment and maintaining office supplies. The position gathers, compiles, and verifies information and performs data entry. The General Clerk maintains and manages the security files in an organized manner. This position implements security and safety measures to protect employees and office properties.

Responsible for issuing identification cards and/or access control passes to an agency's employees and/or visitors. Must be well versed in access control policies and procedures, possess good interpersonal skills and present a good appearance. Additional responsibilities include: maintaining a Pass and ID database; issuing employees and visitors the appropriate access passes; adding and deleting users from the access control system; maintaining custody of system card keys; denying access in the event of loss or stolen cards; maintaining the Pass and ID inventory; preparing reports to management; and communicating effectively in the English language.

Must have a high school diploma or equivalent and have experience with office procedures and related clerical duties. Must have general knowledge of security procedures and systems.

Guard I
This guard carries out detailed instructions and procedures to ensure that emergencies and security violations are readily discovered and reported to the appropriate authority. The primary duty is to protect and secure the personnel, guests, visitors and property of the client. Must be dependable, reliable and possess sound judgement.

Must have a high school diploma or equivalent. Must successfully complete a criminal background check and drug screening. Must complete 16 hours of training to obtain security license. Must have good interpersonal skills and present a neat and professional appearance.

Guard II
The Guard II enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance if time permits, keep situation under control or surveillance, or report incident or situation to the appropriate authority for handling. This position may be required to conduct facility observations to ensure the safety of personnel inside and outside the facility by walking through the building ensuring that there are no obvious treats, unusual situations or suspicious activities, and notifies the proper authorities if such situations occur.

Must possess a minimum of one year of security experience and successfully complete a firearms re-qualification program annually. Additionally, must demonstrate knowledge of the
legal authority and limitations of an armed security officer. Must pass a criminal background check and drug screening. Must be of sound character, demonstrate good judgment, and present a neat and professional appearance

Alarm Monitor
The Alarm Monitor operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to the scene of emergency. Monitors computer terminal for security, intrusion, fire or other building alarms; maintains a daily log of events during assigned shift. Answers and responds to phone (inquiries) and radio communications relating to building security and emergency or crisis situations; pages or phone appropriate staff or emergency services to report calls in compliance with established procedures. Serves as a resource to answer inquiries regarding authorized and unauthorized access to buildings and properties; provides support to emergency services and staff, including coordinating means of gaining access to buildings, compiling and reporting complaints regarding disruptive or unsafe activities on properties, and issuances/return of keys.

This position monitors alarm system(s) for problems; identifies and records malfunctions or equipment failure; analyzes situations, determines course of action, and contacts appropriate personnel per established guidelines. Writes incident reports and completes appropriate forms; maintains documentation and records; provides testimony regarding incidents as needed.

Must have a high school diploma or equivalent. Must successfully complete a criminal background check and drug screening. Must be proficient in CPR and First Aid and complete required training. Must have good interpersonal skills.

Guard I – Level 1 & 2 Security Clearance
Cleared Guard enforces regulations and procedures designed to prevent breaches of security, exercises judgement and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance if time permits, keep situation under control or surveillance or report to appropriate authority for handling. This worker conducts facility observations to ensure the safety of personnel inside and outside the facility by walking through the building ensuring that there are no obvious treats, unusual situations or suspicious activities, and notifies the proper authorities if such situations occur. This guard is required to demonstrate proficiency with firearms and be trained in methods and techniques of protecting controlled areas.

Must possess a minimum of one year of security experience and successfully complete a firearms re-qualification program annually. Additionally, must demonstrate knowledge of the legal authority and limitations of an armed security officer. Must pass a criminal background check and drug screening. Must be able to obtain at minimal a Secret Clearance. Must be of sound character, demonstrate good judgment, and present a neat and professional appearance.
Guard II – Level 1 & 2 Security Clearance
Cleared Guard enforces regulations and procedures designed to prevent breaches of security, exercises judgement and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance if time permits, keep situation under control or surveillance or report to appropriate authority for handling. Required to demonstrate proficiency with firearms and be trained in methods and techniques of protecting controlled areas. This position may be required to conduct facility observations to ensure the safety of personnel inside and outside the facility by walking through the building ensuring that there are no obvious treats, unusual situations or suspicious activities, and notifies the proper authorities if such situations occur.

Must possess a minimum of one year of security experience and successfully complete a firearms re-qualification program annually. Additionally, must demonstrate knowledge of the legal authority and limitations of an armed security officer. Must pass a criminal background check and drug screening. Must be able to obtain at minimal a Secret Clearance. Must be of sound character, demonstrate good judgment, and present a neat and professional appearance.

Detection Dog Handler
Guards work with their canine partners to detect a specific substance that the dog is trained to identify such as explosives or drugs. They search buildings, cars, luggage, bags and shipments. This guard notifies the appropriate personnel or law enforcement if unauthorized material is discovered, or in case of emergency. The handler is required to provide canine and kennels support including the daily training, grooming and feeding of the canine partner, and must be proficient in the use of two-way radios, cellular phones, and other communications devices necessary to communicate. This worker maintains a log, written reports and canine and handler records.

Must have high school diploma or equivalent, be at least 21 years old and have 3 years or more with law enforcement. Must pass a criminal background check and drug screening. Must be able to obtain certification as a dog handler. Must be of sound character, demonstrate good judgment, have good interpersonal skills and be able to pass a series of physical fitness tests.

Emergency Medical Technician (EMT)
Respond to medical emergencies and deliver patient care, support, and evaluation on scene until other medical help or ambulance arrives. This generally includes assessing the patient, determining the proper emergency care, and administering treatment. The EMTs may assist with transporting patients safely from the scene of incident to the hospital or care facility.

Must have high school diploma or equivalent. Must physically fit, be able to make quick decisions based on limited information and have excellent communication skills. Must be CPR certified and have an EMT certification.
Guard II – Shift Supervisor
Preparation of work schedules, conducts post-inspections, conducts staff meetings, prepares operations reports, resolves employee issues or escalate to main office. Documents employee performance and recommends appropriate discipline. Schedules mandatory and non-mandatory training. This position conducts facility observations to ensure the safety of personnel and to ensure employees are performing duties. Prepares daily log of shift.

Must have at least a high school diploma or equivalent. Must have excellent communication skills and be able to multitask.

Project Manager 1 & 2 – (Non SCA)
Accountable for the entire security program. Responsible for supervising, managing and administrating the project. Assists with the development of the operational budget, approves operations and financial reports. Monitors and controls project expenditures. Prepares operations and management reports. Conducts post inspections. Develops and implements post orders. Develops work schedules, conducts staff meetings, address and resolve employee issues, evaluates employees' performance, recommends appropriate discipline if necessary. Interfaces with client and address/resolves client's concerns; ensures contract compliance and customer satisfaction.

Minimum of a bachelor's degree in management, business or related field. Must be highly organized, analytical and can motivate and manage others. Must be certified as a Project Manager.

Assistant Project Manager 1 & 2 (Non SCA)
Research information as required. Performs administrative tasks such as preparing invoices, estimates, schedules training, inspections, and meetings, etc. as assigned by the Project Manager. Keeps track of and reports on project progress. Ensures that all deliverables are being accomplished. Assists the Project Manager with manpower utilization and staffing. Completes tasks assigned by the Project Manager in an efficient and timely manner. Acts on behalf of the Project Manager in his/her absence

Minimum of a bachelor's degree in management, business or related field. Must be highly organized, analytical and can motivate and manage others. Must be certified as a Project Manager

Guard I – Part-time Guard Staff – Special Events
Staff assists in the logistical management of public events. Search bags, purses and scan wand individuals before entering venue such as sporting events and concerts. Assists law enforcement with crowd control if necessary.

Must have a high school diploma or equivalent and be at least 18 years old. Must be able to follow instructions.
Detention Officer
Receives and processes inmates into custody of the institution; searches prisoners; takes
charge of personal property, advises all inmates of policies that govern their conduct while in
the detention facility. Must monitor inmates to see that they are not causing harm to themselves
or others. If fights occur, they are responsible for breaking up the situation and reporting all
misdemeanors to the warden. Must visually check all inmates at designated times, process work
release prisoners and assist with inmate visitations. Supervises the cleanliness of inmates, their
quarters, the surrounding areas, and their laundry.

May also be responsible for ensuring the safe transport of prisoners from pretrial detention
facilities to courtrooms and standing guard while they await sentencing. Must maintain shift logs
and other files.

At minimum, must have a high school diploma and be 18 years of age. At the federal prison
level must have a bachelor’s degree.

Must pass a criminal background check and drug screening. Must be of sound character,
demonstrate good decision-making skills under stressful circumstances, have good
interpersonal skills and be able to pass a series of physical fitness, written and situational tests.