DDG Incorporated
107 Yocona Ridge Rd
Oxford, MS, 38655
Tel: 540-621-5999
Fax: 703-842-6191
www.ddgincorporated.com

Business Size:
Small Business
Service Disabled Veteran Owned Small Business (SDVOSB)

CONTRACT NUMBER
GS-28F-0028V

CONTRACT PERIOD:
April 3, 2009 – April 2, 2024

Pricelist current through Modification PS-0060
Effective Date: February 1, 2022

For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov. 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.
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1a. Authorized Special Item Numbers (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>RECOVERY</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>33712</td>
<td>33712RC</td>
<td>Complete Daycare, Preschool and Classroom Solutions</td>
</tr>
<tr>
<td>33721</td>
<td>33721RC</td>
<td>Office Furniture</td>
</tr>
<tr>
<td>33721P</td>
<td>33721PRC</td>
<td>Packaged Office Furniture</td>
</tr>
<tr>
<td>339113H</td>
<td>339113HRC</td>
<td>Healthcare Furniture</td>
</tr>
<tr>
<td>541614CF</td>
<td>541614CFRC</td>
<td>Comprehensive Furniture Management Services</td>
</tr>
<tr>
<td>NEW</td>
<td>NEWRC</td>
<td>Introduction of New Supplies and Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
</table>

1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: Refer to awarded GSA Schedule Contract pricelist

2. Maximum order:
   SIN 33712, 33721 & 541614CF: $250,000
   SIN 33721P: $5,000,000
   SIN 339113H: $500,000
   SIN NEW & OLM: $0
   *Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. Minimum order: $100

4. Geographic coverage (delivery area): Domestic- 48 States, DC

5. Points of production: Manufacturer dependent. See Price List for Details.

6. Discount from list prices or statement of net price: Government net prices

7. Quantity discounts: None

8. Prompt payment terms: 0% Net 30 - Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin): None

10a. Time of delivery: 30-120 days A.R.O., Manufacturer dependent. See Price List for Details.
10b. Items available for expedited delivery: Manufacturer dependent. See Price List for Details.

10c. Overnight and 2-day delivery: Not Applicable

10d. Urgent Requirements: Manufacturer dependent. Contact DDG for details.

11. F.O.B. Point: Destination, by Zone:

Sauder Product Zones as follows:
Zone 1 - IN, KY, MI, OH, WV, WI, IL
Zone 2 - AL, AR, CT, DE, FL, GA, IA, LA, MA, MD, ME, MN, MO, MS, NC, NH, NJ, NY, PA, RI, SC, TN, VA, VT
Zone 3 - CO, KS, MT, ND, NE, NM, OK, SD, TX, WY
Zone 4 - AZ, CA, ID, NV, OR, WA, UT

12a. Ordering address:
DDG, Inc.
107 Yocona Ridge Rd
Oxford, MS, 38655
Phone: 540-621-5999
Fax: 703-842-6191

12b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address:
DDG, Inc.
107 Yocona Ridge Rd
Oxford, MS, 38655
Phone: 540-621-5999
Fax: 703-842-6191

14. Warranty provision: Manufacturer dependent. Contact DDG for details.

15. Export packing charges: Provided upon request

16. Terms and conditions of rental, maintenance, and repair: Not Applicable

17. Terms and conditions of installation: Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable
18b. Terms and conditions for any other services: Not Applicable

19. List of service and distribution points: Not Applicable

20. List of participating dealers: Contact DDG for a list of participating dealers

21. Preventive maintenance: Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Manufacturer dependent. See specific GSA Schedule

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

23. Unique Entity Identifier (UEI) Number: NJV6DCVGTJ57

24. DDG Inc. is registered in the System for Award Management database. CAGE Code: 3T7G6
DDG, Incorporated Service Pricing Information: SIN 33721P

<table>
<thead>
<tr>
<th>SIN</th>
<th>Service Title</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>33721P</td>
<td>Level III Project Manager (Per Hour)</td>
<td>$100.00</td>
</tr>
<tr>
<td>33721P</td>
<td>Level II Project Manager (Per Hour)</td>
<td>$85.00</td>
</tr>
<tr>
<td>33721P</td>
<td>Level I Project Manager (Per Hour)</td>
<td>$70.00</td>
</tr>
<tr>
<td>33721P</td>
<td>Level II Designer (Per Hour)</td>
<td>$60.00</td>
</tr>
<tr>
<td>33721P</td>
<td>Installer (Per Hour)</td>
<td>$38.00</td>
</tr>
</tbody>
</table>

**Installer**

**Functional Responsibilities/Tasks:** Involved in entire installation process including: delivery, assembly, staging and installation of a variety of office furniture (desks, chairs, workstations, cubicles, etc.), using hand and power tools. Must have ability to use power tools and lift/move 100lbs or more.

**Experience:** 1 Year of Experience

**Education:** Associate's Degree, or High School Diploma and 2 Years of Experience

**Designer**

**Functional Responsibilities/Tasks:** Sketch and create prototypes and models for production. Use computer-aided design (CAD) programs to develop and modify furniture models and layout. Preparing or directing preparation of blueprints containing manufacturing specifications, such as dimensions, measurements, product material, and upholstery fabrics to be used in location. Designing and preparing detailed drawings, fixtures, forms, or tools required to be used in project.

**Designer Levels**

**Level II Designer**

Experience: 3 Years of Experience

Education: Associate's Degree

**Level I Designer**

Experience: 1 Year of Experience

Education: Associate's Degree

DDG, Incorporated Approved Manufacturers Information for SIN 33721P

Affordable Interior Systems
GS-29F-0006K

Haworth, Inc.
GS-03F-057DA

National Office Furniture, Inc.
GS-27F-0034X
DDG, Incorporated Service Pricing Information:

<table>
<thead>
<tr>
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<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>33712, 33721, 33721P, 339113H</td>
<td>Level III Project Manager (Per Hour)</td>
<td>$100.00</td>
</tr>
<tr>
<td>33712, 33721, 33721P, 339113H</td>
<td>Level II Project Manager (Per Hour)</td>
<td>$85.00</td>
</tr>
<tr>
<td>33712, 33721, 33721P, 339113H</td>
<td>Level I Project Manager (Per Hour)</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

**Project Manager - Functional Responsibilities/Tasks:**

Communication with the stakeholders as required. Duties include all tasks related to the coordination and monitoring of the design and installation phase of a new furniture installation project including: confirmation of delivery days, providing clarifications relating to the order and Bills of Materials (BOM's), coordinating and tracking schedule for reception of order, tracking and coordinating project milestones, providing guidance concerning missing or damaged items.

Project Managers may provide guidance and/or reports relating to a project that concerns pricing, BOM's, delivery, install and completion.

Project Managers will implement Quality Assurance and Risk Mitigation measures as appropriate to ensure the Project is delivered on schedule and within budget, to including tracking project through correspondence for any issues or problems that may occur during the delivery/install process.

Project Managers are responsible for preparing and processing all paperwork associated with invoicing the project once it is complete.

Prepare any and all close out documentation, if required.

**Project Manager Levels:**

**Level III Project Manager**
Lead Project Manager on a project.
Experience: 5 Years of Project Management Experience
Education: Bachelor's Degree

**Level II Project Manager**
Mid-Level Project Manager on a project.
Experience: 3 Years of Project Management Experience
Education: Associate degree

**Level I Project Manager**
Project Manager on a project.
Experience: 1 Year of Project Management Experience
Education: Associate degree

**Substitution Criteria:** One year of experience equals one year of education
DDG, Incorporated Service Pricing Information: SIN 541614CF

<table>
<thead>
<tr>
<th>SIN</th>
<th>Service Title</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541614CF</td>
<td>Level III Project Manager</td>
<td>98.74</td>
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<tr>
<td>541614CF</td>
<td>Level II Project Manager</td>
<td>83.93</td>
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<tr>
<td>541614CF</td>
<td>Level I Project Manager</td>
<td>69.12</td>
</tr>
<tr>
<td>541614CF</td>
<td>Assistant Project Manager</td>
<td>44.43</td>
</tr>
<tr>
<td>541614CF</td>
<td>Level III Designer</td>
<td>69.12</td>
</tr>
<tr>
<td>541614CF</td>
<td>Level II Designer</td>
<td>59.24</td>
</tr>
<tr>
<td>541614CF</td>
<td>Level I Designer</td>
<td>44.66</td>
</tr>
<tr>
<td>541614CF</td>
<td>Installer</td>
<td>10% of Product Net</td>
</tr>
</tbody>
</table>

**Project Manager – Functional Responsibilities/Tasks:**
Communication with the stakeholders as required. Duties include all tasks related to the coordination and monitoring of the design and installation phase of a new furniture installation project including: confirmation of delivery days, providing clarifications relating to the order and Bills of Materials (BOM’s), coordinating and tracking schedule for reception of order, tracking and coordinating project milestones, providing guidance concerning missing or damaged items.

Project Managers may provide guidance and/or reports relating to a project that concerns pricing, BOM’s, delivery, install and completion.

Project Managers will implement Quality Assurance and Risk Mitigation measures as appropriate to ensure the Project is delivered on schedule and within budget, to including tracking project through correspondence for any issues or problems that may occur during the delivery/install process.

Project Managers are responsible for preparing and processing all paperwork associated with invoicing the project once it is complete.

Prepare any and all close out documentation, if required.

**Project Manager Levels:**

**Level III Project Manager**
Lead Project Manager on a project.
Experience: 5 years
Education: Associate Degree

**Level II Project Manager**
Mid-Level Project Manager on a project.
Experience: 3 years
Education: Associate degree

**Level I Project Manager**
Project Manager on a project.
Experience: 1 year
Education: Associate Degree
Assistant Project Manager
Assists Project Manager on an entry level basis.
Experience: 0 years
Education: High School

Designer –
Functional Responsibilities/Tasks:
Sketch and create prototypes and models for production. Use computer-aided design (CAD) programs to develop and modify furniture models and layout. Preparing or directing preparation of blueprints containing manufacturing specifications, such as dimensions, measurements, product material, and upholstery fabrics to be used in location. Designing and preparing detailed drawings, fixtures, forms, or tools required to be used in project.

Designer Levels:
Level II Designer
Lead Designer on a project.
Experience: 5 years
Education: Associate Degree

Level II Designer
Mid-Level Designer on a project.
Experience: 3 years
Education: Associate Degree

Level I Designer
Lead Designer on a project.
Experience: 1 year
Education: Associate Degree

Installer –
Functional Responsibilities/Tasks:
Involved in entire installation process including: delivery, assembly, staging and installation of a variety of office furniture (desks, chairs, workstations, cubicles, etc.), using hand and power tools. Must have ability to use power tools and lift/move 100lbs or more.
Experience: 1 year
Education: Associate Degree