burkeMICHAEL+ / Haworth

**Products:**
- desks
- sit-to-stand units
- bookcases
- chairs
- files
- pedestals
- systems
- tables
- raised floors
- sound masking
- ergonomic accessories
- modular demountable walls

**Supplier Contacts:**

Gosia Humes, Account Manager  
(412) 339-3969  
gosia@burkemichael.com

Todd Jurecko, Account Manager  
(412) 606-1431  
todd@burkemichael.com

**Purchasing Method:**
PantherExpress System: Punchout

Most projects should be initiated with Facilities Management before a purchase is made through the PantherExpress System to ensure that they meet policy and procedural guidelines. Information about working with Facilities Management can be found on the Request a Service page of their website.

**Cancellations and Charges:**
Please see second page for details related to the terms and conditions.

**Personal Discount Program:**
University of Pittsburgh employees can purchase furniture from Supplier at the same price discount available from the University contract. Please contact supplier for ordering details or to schedule a consultation.

You may browse these suppliers’ websites, but only place orders through the PantherExpress System Punchout for Haworth or burkeMICHAEL+.

[Link to Haworth]
[Link to burkeMICHAEL+]

**University of Pittsburgh**

**Procurement Specialist:**

Sara Grayson  
412-624-6235  
sgrayson@cfo.pitt.edu

**Commodity Categories:**
Furniture & Furnishings

**Programs and Designations:**
- DBE Certified
- WBE Certified
- Pennsylvania Supplier
- Personal Discount Program

May 17, 2018
The following is copied from the burkeMICHAEL contract:

**bM+ TERMS & CONDITIONS – GENERAL**
* Prices quoted are firm for thirty (30) days from date of Proposal.
* Prices do not include sales, use or excise tax, unless noted.
* Contract furniture is made to order. Items cannot be cancelled or changed in any way once orders are placed.
* All sales are final; products are not returnable.
* Payment terms are 50% deposit at Order Placement; 40% at order shipment; 10% Net 30 days.
  This term do not apply to Direct Bill orders.
* Unless noted, payment service provider (PSP’s) and performance bond charges are not included in this Proposal.
  They will be charged additionally if required.
* Complimentary design services are provided for the initial layout, and one revision.
  Additional revisions requested after that will be billed to the client.

**bM+ TERMS & CONDITIONS – FOR DELIVERED AND INSTALLED ITEMS**
* Upon delivery, customer is to inspect all items and clearly note any defects or damage on delivery receipt.
* Any damage discovered after that time (not noted) will not be honored.
* Any noted defects or damage will be repaired or replaced at the discretion of the manufacturer.
  bM+ is not responsible for the quality of the manufacturer.
* Custom finishes and COM fabrics are not covered under manufacturers warranties.
* Delivery and installation will be scheduled when all products are received. If multiple partial deliveries are requested, there will be additional charges.
* If products are received and customer is not able to accept delivery and installation within thirty (30) days of receipt, storage charges will be incurred.
* bM+ warrants their installation/labor to be free from defects for one (1) year from date of installation and will rectify any defects at no charge.
* Delivery and installation is quoted as non-union, during normal working hours unless otherwise noted.
  (Customer bears any charges for elevator operator)
* Space must be clear and debris from other trades and ready for installation.
* Any unusual delivery or installation requirements not noted on the order will be considered to be chargeable items.
* burkeMICHAEL+ is not responsible for damage caused by other trades.

**bM+ TERMS & CONDITIONS – FOR DROP SHIPMENTS OR TRUCKLOADS DIRECT TO SITE**
* Upon receipt, customer is to inspect all items and clearly note any defects or damage on delivery receipt.
* Any damage discovered after that time (not noted) will not be honored.
* Any noted defects or damage will be repaired or replaced at the discretion of the manufacturer.
  bM+ is not responsible for the quality of the manufacturer.
* Custom finishes and COM fabrics are not covered under manufacturers warranties.
* Freight damage claims are the responsibility of the Customer.
  bM+ is not responsible for filing freight claims, or for replacing damaged items.
* If products are ready to ship and customer is not able to accept delivery - storage charges will be incurred.