

# burkeMICHAEL+ / Haworth

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### 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](mailto:gosia@burkemichael.com)

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

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

[Haworth](#)  
[burkeMICHAEL+](#)

## University of Pittsburgh

### Procurement Specialist:

Sara Grayson  
412-624-6235  
[sgrayson@cfo.pitt.edu](mailto:sgrayson@cfo.pitt.edu)

### Commodity Categories:

Furniture & Furnishings

### Programs and Designations:

- ✓ DBE Certified
- ✓ WBE Certified
- ✓ Pennsylvania Supplier

# burkeMICHAEL+ / Haworth

## burkeMICHAEL+ / Haworth Terms and Conditions

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.
- \* All credit card transactions will carry a fee of 3% of the total proposal amount, excluding tax.
- \* 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.
- \* bM+ Requirements are: availability of loading dock, use of elevator, use of electricity.  
(Customer bears any charges for elevator operator)
- \* Space must be free and clear of 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.