

burkeMICHAEL+ / Haworth

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+.

[Haworth](#)
[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

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.