

Haworth Contract No. 22000000043
Modular Office Systems Furniture and Services - Statewide

For General Questions, Concerns

Contact Haworth Program Manager:

Becky Przedwojewski

Email:

becky.przedwojewski@haworth.com

Phone: 517-281-5826

Contact DBI Contract Administrator:

Marie Shaw

Email: marie.shaw@dbiyes.com

Phone: 517-267-8081

To Request a Quote

Contact DBI Customer Service Representative:

Tracy Wahtola

Email: tracy.wahtola@dbiyes.com

Phone: 517-267-8052

-----OR-----

DBI Website for the State of Michigan:

<http://view.ceros.com/dbi/som>

For Contract Related Questions

State of Michigan

Program Manager:

Curt Myers

MyersC@michigan.gov

Phone: 517-719-8168

State of Michigan

Contract Administrator

Susan Watt-Smith

WattSmithS@michigan.gov

Phone: 517-230-0535

For Warranty Issues

Contact DBI Customer Service Representative:

Tracy Wahtola

Email: tracy.wahtola@dbiyes.com

Phone: 517-267-8052

Note: in order for DBI to prepare a warranty replacement parts order, please have the following ready when contacting Tracy and/or submitting the form on the link below:

- **Photo of product tag** that indicates the model#, original order#, manufacture date, fabric, etc. – sometimes this is difficult to locate but is always located on the bottom of the chair seat – which is the most common warranty request product category.
- **Photo of the product** itself showing the problem (ex: chair won't stay up, cracked arm caps, worn seat fabric, etc.)
- **Submit the form on this link:** [Service Request Form](#)

Frequently Asked Questions

- 1. I have a limited budget and I know what I need. Do I need to work with one of DBI's Interior Designers?**

DBI's Interior Designers will save you time and money in the long run, freeing you up to focus on the important work that you do. Their Interior Designers have extensive knowledge of the State's furniture contracts, and their expert-level of technical knowledge in terms of product specifications, installation practices, and overall design, means less opportunity for potential and/or expensive errors by the customer. DBI's Interior Designers will also optimize your space, making the best use of your existing furniture by integrating the old with the new.

- 2. I need to reconfigure my office space and may have to purchase new modular furniture components. Are there any suggestions for how I can control costs?**

Contact Keith Hawes from the DTMB Real Estate Division at hawesk@michigan.gov to see if any furniture is available for use from the DTMB warehouse located at 3111 W. St. Joseph Street in Lansing. Agencies typically send furniture that is no longer needed to the warehouse to be redeployed and utilized by other agencies.



STATE OF MICHIGAN ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number 6
to
Contract Number MA22000000043

CONTRACTOR	HAWORTH INC
	One Haworth Center
	Holland MI 49423
	Matt Corl
	616-393-3597
	Matt.Corl@Haworth.com
	CV0048869

STATE	Program Manager	Curt Myers	DTMB
		517-719-8168	
		myersc@michigan.gov	
	Contract Administrator	Susan Watt-Smith	DTMB
517-230-0535			
wattsmiths@michigan.gov			

CONTRACT SUMMARY				
MODULAR OFFICE SYSTEMS FURNITURE AND SERVICES - STATEWIDE				
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE	
November 22, 2021	November 21, 2026	2 - 12 Months	November 21, 2026	
PAYMENT TERMS		DELIVERY TIMEFRAME		
Net 45		Various - See Schedule A, Section 8		
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
MINIMUM DELIVERY REQUIREMENTS				
Freight FOB to first destination. ("Ship to" noted on State Delivery Order (DO) reflects final destination.)				
DESCRIPTION OF CHANGE NOTICE				
OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$45,500,000.00	\$0.00	\$45,500,000.00		
DESCRIPTION				
Effective February 6, 2025, the updates in Change Notice 6, Attachment 1, are incorporated.				
All other terms, conditions, specifications and pricing remain the same. Per the vendor and agency agreement and DTMB Central Procurement approval.				

Change Notice 6, Attachment 1
Haworth Contract No. 220000000043
Modular Office Systems Furniture and Services - Statewide

- 1) Schedule B, Pricing: The attached Schedule B, Pricing updates and replaces the previous Schedule B, which incorporates:
- The following **NEW ITEMS** are added to the Contract:
 - In Table 4, under “Architectural Products” add **4Space (Glass Fronts Only)**, Firm Fixed Discount is 60.00%, Price List (Catalog Date) is 02.01.2024
 - The following items are **DISCONTINUED** from the Contract:
 - In Table 3, under “Storage Accessories” **Collaborate** is moving to the Seating Contract, 2400000000497.
 - In Table 4, under “Storage” X Series Peds **File Compressors** are discontinued. Effective 1/1/2025.
 - In Table 4, under “Systems” Power is **Transitioning part numbers ONLY**. Dual USB-A is no longer an option. We now offer USB A+C. Part numbers with the following characters are impacted: EUC1 (Single Sided Flip Top Units), EUC2 (Double Sided Flip Top Units), EUP1 (Flush Mounted Round Unit), EUS1 (Seamless Enhanced Power Module). Effective 10/21/2024

SCHEDULE B – PRICING

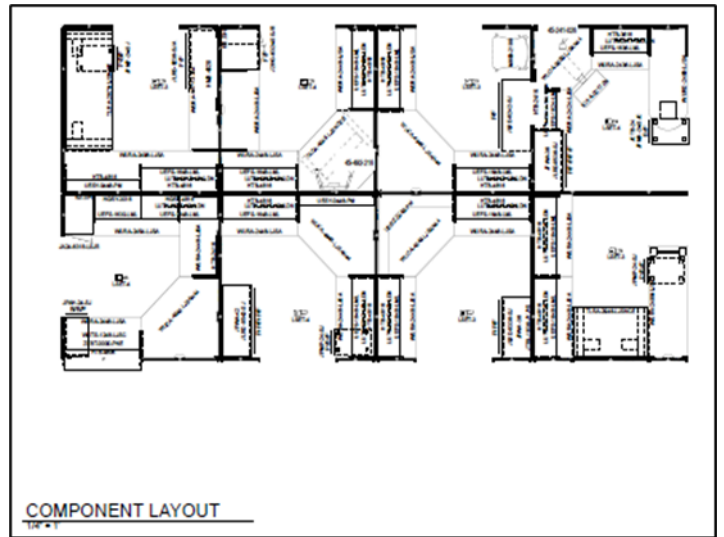
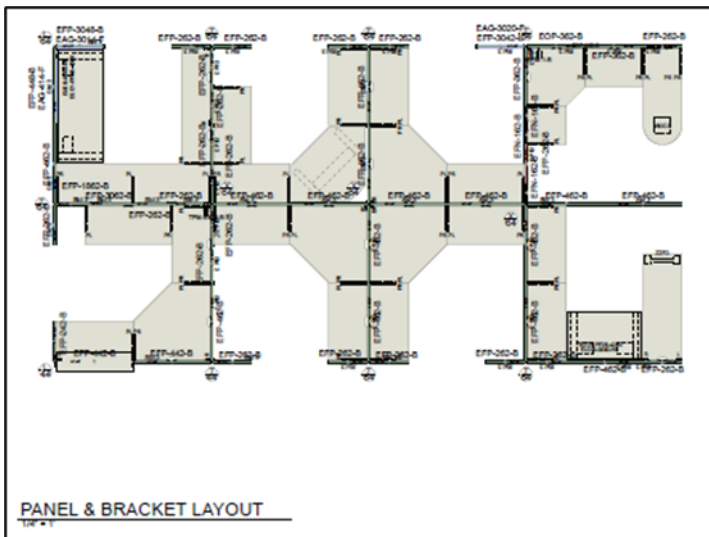
CONTRACT NO. MA 220000000043

1. Reserved.
2. Pricing includes all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
3. Contractor quick payment terms: None
4. Reserved.
5. Reserved.
6. Replacement and repair parts pricing beyond Contract expiration: The Contractor will not extend contract pricing for replacement and repair parts beyond contract period.

(Pricing Tables on following pages)

TABLE 1

TYPICAL 8 WORKSTATION PRICING						
CLASS 1 - New Product	Description	List Price	Catalog Date	Average % Discount Off List (Pulled from Schedule B4)	Average Price after Discount	Actual 8 Workstation Cluster Net Price Based on Discounts Listed on B4
		Typical 8 Workstation Cluster	\$ 224,094.67	10.01.2022	77.54%	\$ 50,335.31



Typical 8 Workstation Cluster shown for illustration purposes only. Drawing is not to scale. Refer to pages 12 – 16 for parts list.

TABLE 2 – RESERVED

TABLE 3

Workstation Product Lines			
Base Bid			
Categories (Class 1 - New Product)	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date
Wood Case goods	Master Series	60.90%	10.01.2022
Conference Room Tables (Laminate and Wood Options)	Cultivate	66.00%	10.01.2022
	Immerse	66.00%	10.01.2022
	Jive	58.00%	10.01.2022
	Planes Fixed Tables	66.00%	10.01.2022
	Swivel	58.00%	10.01.2022
Collaborative Tables (Manual adjustable and Height adjustable)	Planes Height Adj (HAT)	66.00%	10.01.2022
	Upside	54.00%	10.01.2022
Common Top for Files	X Series Files	77.50%	10.01.2022
Floor to Ceiling Demountable Wall System	Enclose and Glass	55.00%	10.01.2022
	Walls Accessories	55.00%	10.01.2022
Home Office Options	Jive	58.00%	10.01.2022
	Planes Height Adj (HAT)	66.00%	10.01.2022
	Upside	60.00%	10.01.2022
	X Series Filing	77.50%	10.01.2022
	X Series Peds	77.50%	10.01.2022
Ergonomic Tools (Monitor Arms; Sit/Stand Options)	Belong Work Tools	58.00%	10.01.2022
	Ergotron Accessories	60.00%	10.01.2022
Panels	UniGroup Systems	86.78%	10.01.2022
	UniGroup Too Systems	84.50%	10.01.2022
	Systems Fabric	84.50%	10.01.2022
Panel Mount Components	Adaptable Components	84.50%	10.01.2022
Work Surfaces Parts	Adaptable Components	84.50%	10.01.2022
Work Surface Supports	Adaptable Components	84.50%	10.01.2022
	X Series Peds	77.50%	10.01.2022
Table Parts	Cultivate	66.00%	10.01.2022
	Hop	58.00%	10.01.2022
	Immerse	66.00%	10.01.2022
	Jive	58.00%	10.01.2022
	Planes Fixed Tables	66.00%	10.01.2022
	Planes Height Adj (HAT)	66.00%	10.01.2022
	Swivel	58.00%	10.01.2022
Upside	60.00%	10.01.2022	
Storage Parts	X Series Files	77.50%	10.01.2022
	X Series Peds	77.50%	10.01.2022
Storage Accessories	X Series Files	77.50%	10.01.2022
	X Series Peds	77.50%	10.01.2022
Power Parts	Power Accessories	58.00%	10.01.2022
	UniGroup Systems	86.78%	10.01.2022
	UniGroup Too Systems	84.50%	10.01.2022

TABLE 4

Additional Product Lines (excluding Seating)			
Categories (Class 1 - New Product)	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date
Systems	Compose	80.50%	10.01.2022
	Intuity	58.00%	10.01.2022
	Active Components	58.00%	10.01.2022
	Belong Screens	58.00%	10.01.2022
	Echo	55.00%	10.01.2022
	Upside Benching	60.00%	02.01.2024
Storage	A Series Storage	58.00%	10.01.2022
	Beside Storage	65.00%	10.01.2022
	Behold Storage	58.05%	10.01.2022
Casegoods	X Series Desks	77.50%	10.01.2022
Haworth Collection	BuzziSpace	35.00%	10.01.2022
	Haworth	50.00%	10.01.2022
	Pablo Designs	15.00%	10.01.2022
Architectural Products	Hush Office - Hush Phone	55.00%	02.01.2023
	Hush Office - Hush Hybrid	55.00%	02.01.2023
	Hush Office - Hush Meet	55.00%	02.01.2023
	Hush Office - Hush Access	55.00%	02.01.2023
	Hush Office - HushFree.S	55.00%	02.01.2023
	Hush Office - HushFree.M	55.00%	02.01.2023
	Hush Office - HushFree.M.Access	55.00%	02.01.2023
	Hush Office - HushFree.L	55.00%	02.01.2023
	Hush Office - HushFree.L.Access	55.00%	02.01.2023
	4Space (Glass Fronts Only)	60.00%	02.01.2024
Architectural Systems	Pergola	55.00%	10.01.2022

*See also Schedule A, Section 4D. for Contractor policy details on possible fees pertaining to Change Orders and Cancellations which will be handled on a case-by-case basis.

Table 6

REFURBISHING SERVICES		
Product	Service	Rate
Fabric Panels	Refabric	\$ 35.00
	Refabric/Cut (Core Only)	\$ 82.00
Open Frames Panel	Cut	\$ 42.00
	Paint (FRAME ONLY)	\$ 50.00
	Cut/Paint (FRAME ONLY)	\$ 91.00
	Refab New Style insert	\$ 42.00
	Fabric Insert Bar Paint	\$ 15.00
Top Caps	Paint	\$ 15.00
Rails	Paint	\$ 17.00
Rails	Cut	\$ 5.00
Rails	Cut/Paint	\$ 20.00
Kick Plates	Paint	\$ 15.00
Glide Housings	Paint	\$ 6.00
Finish Posts	Refab	\$ 17.00
	Cut/Refab	\$ 20.00
	Paint (Metal FP)	\$ 16.00
	Cut/Paint (Metal FP)	\$ 19.00
	Paint Top Trim	\$ 6.00
	Paint Bottom Trim	\$ 6.00
Tackboards	Refab	\$ 22.00
	Cut only (reusing fabric)	\$ 25.00
	Cut/Refab	\$ 25.00
Flippers/Shelves	Paint Shelf Pan	\$ 14.00
	Paint Shelf Dividers (Each)	\$ 8.00
	Paint/Re-tmold reg shelf ends (Pair)	\$ 18.00
	Paint/Re-tmold low shelf ends (Pair)	\$ 15.00
	Re-tmold Flipper	\$ 22.00
Worksurfaces	Re T-mold	\$ 22.00
	Cut/Re T-mold	\$ 40.00
	Cut/modify common top	\$ 50.00
	Paint Cantilevers (Pair)	\$ 17.00
	Cut Wireway/Tmold	\$ 46.00
	Paint Grommet (Each)	\$ 6.00
	Install Skates	\$ 2.25
	Re-Edgeband	\$ 35.00
	Cut/Re-Edgeband	\$ 50.00
File conversion	Convert Receder to Drawers, Etc. (Per Cabinet)	\$ 48.00
Lateral File	Paint per Drawer	\$ 52.00
5 foot high Personal Storage Tower	Paint	\$ 305.00
Pedestal	Paint	\$ 95.00
Wall Track/Wall Mount	Paint	\$ 15.00
Power Pole	Paint	\$ 40.00
Support Leg	Paint	\$ 21.00
Make a Corner	Paint	\$ 20.00
Light	Paint	\$ 18.00
Panel Fabric (Per Yard)	Grade A	\$ 14.90
Tmold (Per Linear Foot)		\$ 0.56
3mm Edge Band (Per Linear Foot)		\$ 3.45

Notes for Items in Table Above	
Item	Clarification
Fabric Panel: Refabric Panel	Pricing does not include fabric, replacement side rail clips, top cap clips or hinges typically specified for panels that are refabbed
Flippers: Paint/Re-Tmold reg and low shelf ends, Re-tmold Flipper	Pricing does not include replacement t-mold
Worksurfaces: Re-Tmold, Cut/Re T-mold, Cut Wireway/Tmold	Pricing does not include replacement t-mold
Worksurfaces: Install Skates	Pricing does not include replacement skates
Worksurfaces: Re-Edgeband, Cut/Re-Edgeband	Pricing does not include replacement edgeband
File Conversion: Convert Receder to Drawers, Etc	Pricing does not include parts required to convert files; Pricing reflects the labor only to convert a 2- High Lateral File
Tmold (Per Linear Foot)	Tmold must be ordered in rolls of 100'; unit price listed in Cell C58 of Schedule B2 represents the price for a 100' roll divided by 100.
3mm Edgeband (Per Linear Foot)	Edgeband must be ordered in rolls of 20'; unit price listed in cell C59 of Schedule B2 represents the price for a 20' roll divided by 20.

Table 7

PROGRAMMING SERVICES	
APPLICATION: PROGRAMMING SERVICES FEES CHARGED TO STATE, PER NET USABLE SQUARE FOOT, BY PROJECT SIZE	NOT-TO-EXCEED PRICE - PER NET USABLE SQUARE FOOT
Up to 10,000 square feet	\$0.15
10,001 to 25,000 square feet	\$0.15
25,001 to 50,000 square feet	\$0.15
50,001 to 100,000 square feet	\$0.15
100,001 square feet and above	\$0.15

Table 8

DESIGN, INSTALLATION, DISASSEMBLY & REMOVAL SERVICES

	ZONE 1 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)	ZONE 2 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)
Key Personnel (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Schedulers, Support Staff, Designers (1)	\$ 47.00	\$ 47.00
Non-Key Personnel: Installers (excluding moveable wall installation)	\$ 50.00	\$ 57.00
Non-Key Personnel: Electrician (2)	\$ 98.00	\$ 98.00
Non-Key Personnel: Installers - Rate for installation of moveable walls	\$ 58.00	\$ 65.00
Transportation and Travel charge (associated with a project and accrued at these rates where the Contractor is moving product from State inventory to a jobsite for installation, where the dealer is moving product through the Refurbishing process or any other time the dealer is moving State-owned or newly ordered product.	\$ 40.00	\$ 50.00

- (1) Hourly rate for Designers only applies for projects that have a mixture of new and old product, or only old product. Design charges for projects consisting of New Product Only will be billed at 4% of the new product purchase price**
- (2) Contractor only utilizes Union Electricians**
- (3) For Not-To-Exceed Rates, the State Reserves the right to negotiate lower final rates on any projects.**

Additional Pricing Notes: Key Personnel: Contractor does not charge an hourly rate for the Program Managers or Customer Service Representatives or Installation Supervisor.

Lead Refurbisher time is charged only for transportation of the Agency's product throughout the Refurbishing process at the Transportation/Travel rate specified above. All other charges associated with the Lead Refurbisher are captured in the per unit Refurbishing pricing represented in the Refurbishing Services Pricing table.

The Key Personnel hourly rates indicated above represent the rate for Project Manager, Lead Designer and Lead Programmer.

Non-Key Personnel – Schedulers, Support Staff, Designers: The Contractor does not charge an hourly rate for the Schedulers or Support Staff.

The Non-Key Personnel Rates apply to Designers only. Where there is a mix of new products and State-Owned existing product or product from the State's inventory being utilized for a project, these hourly rates are applied.

Overtime rates must be submitted by the Contractor in writing and approved in writing by the program area overseeing the project. If approved labor rates will be billed at 1.5 times rates on Table 8.

Table 9

ADDITIONAL SERVICES											
White Glove Cleaning	*Note: No cleaning is included in other pricing component in contract, this is an add on service										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 65%;">Full Clean per Station</td> <td style="text-align: right;">\$220.00</td> </tr> <tr> <td>Half Clean (Panels only of components only) per station</td> <td style="text-align: right;">\$125.00</td> </tr> <tr> <td>Chair Cleaning per chair</td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td>File Cleaning per file</td> <td style="text-align: right;">\$40.00</td> </tr> <tr> <td>Broom Cleaning per Square</td> <td style="text-align: right;">\$0.09</td> </tr> </table>	Full Clean per Station	\$220.00	Half Clean (Panels only of components only) per station	\$125.00	Chair Cleaning per chair	\$15.00	File Cleaning per file	\$40.00	Broom Cleaning per Square	\$0.09
Full Clean per Station	\$220.00										
Half Clean (Panels only of components only) per station	\$125.00										
Chair Cleaning per chair	\$15.00										
File Cleaning per file	\$40.00										
Broom Cleaning per Square	\$0.09										
Temporary Storage:	<p>Note: Provided through Subcontractor/Dealer - DBI</p> <p>Temporary storage may include, but is not limited to:</p> <ul style="list-style-type: none"> •Storage of State-owned product that is intended to be utilized to fulfill projects on an as needed basis •Storage of newly purchased and shipped product that needs to be stored for more than 30 days beyond the original delivery date due to installation timeline delays initiated by the State and not related to Haworth or dealer. These circumstances may include, but are not limited to: <ul style="list-style-type: none"> ••When the order change policy does not allow ship/delivery dates to be pushed out to meet an adjusted installation date initiated or caused by the State ••Product delivered to the dealer warehouse and must be stored for a duration more than 30 days beyond the original delivery date in order to meet an adjusted installation schedule initiated or caused by the State. •Storage of product pulled from other inventory locations such as State warehouses, demo of existing furniture and/or product that is staged in the dealer warehouse pending refurbishment for a project whose installation timeline has been delayed by the State. 										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 65%;">Storage - Square Foot/Year (1)</td> <td style="text-align: right;">\$6.00</td> </tr> <tr> <td>Labor (to pull product from and/or receive product in) - Hourly Rate</td> <td style="text-align: right;">\$48.00</td> </tr> </table> <p>(1) Billed monthly, based on the number of square feet the product occupies.</p>	Storage - Square Foot/Year (1)	\$6.00	Labor (to pull product from and/or receive product in) - Hourly Rate	\$48.00						
Storage - Square Foot/Year (1)	\$6.00										
Labor (to pull product from and/or receive product in) - Hourly Rate	\$48.00										

PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster									
CONTRACTOR'S BASE PRODUCT							PRICING INFORMATION		
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Name of Associated Catalog Product Line (Repeat as necessary)	List Price	Percentage Discount (%)	Price After Discount
Panel Parts/ Descriptions									
1	1	30" w X 14" h Glass Stacker	1	EAG-3014-F	Add-On Panel, Glazed, 30In. W X 14In. H, Fabric Conn w/ Full Height Side Rail	UniGroup	\$ 1,373.50	86.78%	\$ 181.58
			1	SREH-4616	SIDE RAIL, 48" - 16", ADD ON PANELS	UniGroup	\$ 175.73	86.78%	\$ 23.23
2	1	30" w X 20" h Glass Stacker	1	EAG-3020-F	Add-On Panel, Glazed, 30In. W X 20In. H, Fabric Conn w/ Full Height Side Rail	UniGroup	\$ 1,528.90	86.78%	\$ 202.12
			1	SREH-4616	SIDE RAIL, 48" - 16", ADD ON PANELS	UniGroup	\$ 175.73	86.78%	\$ 23.23
3	1	48" w X 14" h Glass Stacker	1	EAG-414-F	Add-On Panel, Glazed, 48In. W X 14In. H, Fabric Conn	UniGroup	\$ 1,630.81	86.78%	\$ 215.59
4	1	24" w X 44" h Fabric Panel-Powered	1	EFP-242-B	Unigroup Fabric Panel Power, 3 Cir, 24In. W X 44In. H, w/ Base Trim	UniGroup	\$ 1,827.32	86.78%	\$ 241.57
5	1	30" w X 44" h Fabric Panel-Powered	1	EFP-3042-B	Unigroup Fabric Panel Power, 3 Cir, 30In. W X 44In. H, w/ Base Trim	UniGroup	\$ 1,964.66	86.78%	\$ 259.73
6	2	48" w X 44" h Fabric Panel-Powered	2	EFP-442-B	Unigroup Fabric Panel Power, 3 Cir, 332, 48In. W X 44In. H, w/ Base Trim	UniGroup	\$ 2,376.68	86.78%	\$ 628.39
7	1	30" w X 50" h Fabric Panel-Powered	1	EFP-3048-B	Unigroup Fabric Panel Power, 3 Cir, 30In. W X 50In. H, w/ Base Trim	UniGroup	\$ 2,028.14	86.78%	\$ 268.12
8	1	48" w X 50" h Fabric Panel-Powered	1	EFP-448-B	Unigroup Fabric Panel Power, 3 Cir, 332, 50In. W X 50In. H, w/ Base Trim	UniGroup	\$ 2,440.16	86.78%	\$ 322.59
9	3	12" w X 64" h Fabric Panel-Powered	3	EFN-162-B	Unigroup Fabric Panel No-Power 12In. W X 64In. H, w/ Base Trim	UniGroup	\$ 1,394.34	86.78%	\$ 553.00
10	1	18" w X 64" h Fabric Panel-Powered	1	EFP-1862-B	Unigroup Fabric Panel Power, 3 Cir, 332, 18In. W X 64In. H, w/ Base Trim	UniGroup	\$ 1,901.58	86.78%	\$ 251.39
11	21	24" w X 64" h Fabric Panel-Powered	21	EFP-262-B	Unigroup Fabric Panel Power, 3 Cir, 332, 24In. W X 64In. H, w/ Base Trim	UniGroup	\$ 2,038.92	86.78%	\$ 5,660.45
12	1	30" w X 64" h Fabric Panel-Powered	1	EFP-3062-B	Unigroup Fabric Panel Power, 3 Cir, 332, 30In. W X 64In. H, w/ Base Trim	UniGroup	\$ 2,176.26	86.78%	\$ 287.70
13	2	36" w X 64" h Fabric Panel-Powered	2	EFP-362-B	Unigroup Fabric Panel Power, 3 Cir, 332, 36In. W X 64In. H, w/ Base Trim	UniGroup	\$ 2,313.60	86.78%	\$ 611.72
14	15	48" w X 64" h Fabric Panel-Powered	15	EFP-462-B	Unigroup Fabric Panel Power, 3 Cir, 332, 48In. W X 64In. H, w/ Base Trim	UniGroup	\$ 2,588.28	86.78%	\$ 5,132.56
15	1	36" w X 64" h Open Frame Panel-Powered	1	EOP-362-B	Open Frame Panel, 3 Cir, 332, 36In. W X 64In. H, w/ Base Trim	UniGroup	\$ 2,309.22	86.78%	\$ 305.28
			1	TS00-46UW	WK. O/F PANEL - INSERT	UniGroup	\$ 1,282.63	86.78%	\$ 169.56
16	1	90 Degree Finish Post- 44" h	1	FPPC-42-B	UniGroup, 90 Deg Finish Post, Ptd 44In H	UniGroup	\$ 175.27	86.78%	\$ 23.17
17	1	90 Degree Finish Post- 64" h	1	FPPC-62-B	90Deg Finish Post, Ptd 64In. H, Full Hgt	UniGroup	\$ 201.27	86.78%	\$ 26.61
18	1	180 Degree Finish Post- 44" h	1	FPPS-42-B	UniGroup, 180 Deg Finish Post, Ptd 44In H	UniGroup	\$ 152.24	86.78%	\$ 20.13
19	6	180 Degree Finish Post- 64" h	6	FPPS-62-B	UniGroup, 180 Deg Finish Post, Ptd 64In H	UniGroup	\$ 177.84	86.78%	\$ 141.06
20	3	Top Cap Radius Edge	3	FPC-2	Panel Acc, Radius Plastic Top Cap, for 3-Way & 4-Way, UniGroup	UniGroup	\$ 46.33	86.78%	\$ 18.37

PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster

CONTRACTOR'S BASE PRODUCT							PRICING INFORMATION		
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Name of Associated Catalog Product Line (Repeat as necessary)	List Price	Percentage Discount (%)	Price After Discount
Panel Mount Components/Descriptions									
21	1	Slat Wall- 30"w	1	HGRY-3016	Slatwall Assembly,Plunigroup,16Hx30W	UniGroup	\$ 419.22	86.78%	\$ 55.42
22	1	Slat Wall- 48"w	1	HGRY-4816	Slatwall Assembly,Plunigroup,16Hx48W	UniGroup	\$ 539.35	86.78%	\$ 71.30
23	2	Fabric Tackboard- 24"w	2	HTB-2416	Tackboard 24In. X 16In.	UniGroup	\$ 393.84	86.78%	\$ 104.13
24	1	Fabric Tackboard- 36"w	1	HTB-3616	Tackboard 36In. X 16In.	UniGroup	\$ 419.54	86.78%	\$ 55.46
25	12	Fabric Tackboard- 48"w	12	HTB-4816	Tackboard 48In. X 16In.	UniGroup	\$ 445.24	86.78%	\$ 706.33
26	1	Fabric Tackstrip- 48"w	1	HTB-4805	Tackstrip 48In. X 5In.	UniGroup	\$ 351.19	86.78%	\$ 46.43
27	1	Markerboard- 48"w	1	HNAM-4823	Markerboard, 48Wx23H	UniGroup	\$ 774.74	86.78%	\$ 102.42
Work Surface Parts/Descriptions									
28	1	36"w Corner Work Surface	1	WUCA-3636-LJSAN44	Worksurface,Corner,36Dx36W,Lam,Edgeband,Std Core,Notched,24,24	Adaptable Components	\$ 872.48	84.50%	\$ 135.23
29	4	48"w Corner Work Surface	4	WUCA-4848-LJSAN44	Worksurface,Corner,48Dx48W,Lam,Edgeband,Std Core,Notched,24,24	Adaptable Components	\$ 1,077.77	84.50%	\$ 668.22
30	1	18"d X 72"w Rectangular Work Surface	1	WURA-1872-LJSA	Worksurface, Rect,18Dx72W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 709.75	84.50%	\$ 110.01
31	1	24"d X 24"w Rectangular Work Surface	1	WURA-2424-LJSA	Worksurface, Rect,24Dx24W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 329.16	84.50%	\$ 51.02
32	1	24"d X 36"w Rectangular Work Surface	1	WURA-2436-LJSA	Worksurface, Rect,24Dx36W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 430.22	84.50%	\$ 66.68
33	13	24"d X 48"w Rectangular Work Surface	13	WURA-2448-LJSA	Worksurface, Rect,24Dx48W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 583.85	84.50%	\$ 1,176.46
34	1	24"d X 54"w Rectangular Work Surface	1	WURA-2454-LJSA	Worksurface, Rect,24Dx54W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 634.79	84.50%	\$ 98.39
35	1	24"d X 96"w Rectangular Work Surface	1	WURA-2496-LJSA	Worksurface, Rect,24Dx96W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 991.37	84.50%	\$ 153.66
36	1	24"w X 60"l D-Shape Peninsula Work Surface	1	WURD-2460-LJSA	Worksurface,D-Shape Convergent,24Wx60L,Lam,Edgeband,Std	Adaptable Components	\$ 730.88	84.50%	\$ 113.29
37	1	24"w X 66"l Rectangular Peninsula Work Surface	1	WURV-2466-LJSA	Worksurface,Rect Convergent,24Wx66L,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 767.24	84.50%	\$ 118.92
38	1	12"d X 48"w Rectangular Transaction Top	1	WUTS-1248-LJSC	Worksurface,Rect Countertop,12Dx48W,Lam,Edgeband,Std Core,No Cbl Mgt	Adaptable Components	\$ 589.50	84.50%	\$ 91.37

PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster									
CONTRACTOR'S BASE PRODUCT							PRICING INFORMATION		
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Name of Associated Catalog Product Line (Repeat as necessary)	List Price	Percentage Discount (%)	Price After Discount
Work Surface Supports/Descriptions									
39	1	Support Column	1	WUCC-0004	Casegoods, Convergent Support Column	Adaptable Components	\$ 422.31	84.50%	\$ 65.46
40	1	Double Support Leg-Standing Height	1	SPLE-8363	Worksurface Dbl Support Leg,Aluminum,24In.D 37"-44" Height Adjustment	Adaptable Components	\$ 843.29	84.50%	\$ 130.71
41	1	Single Side Bracket Surface Support	1	ZEBA-0000-PR	Unigroup/Too/Places,Cntlvr Brkt,Standard,16.5In.D,LH	Adaptable Components	\$ 30.04	84.50%	\$ 4.66
42	26	Cantilever Bracket- Pair	26	ZEBD-1600-PP	Unigroup/Too/Places,Cntlvr Brkt,Standard,16.5In.D,Pair	Adaptable Components	\$ 158.39	84.50%	\$ 638.31
43	3	Cantilever Bracket-Single (right or left handed)	3	ZEBD-1600-PL	Bracket,Side,For Unigroup/Too/Places,RH	Adaptable Components	\$ 289.32	84.50%	\$ 134.53
44	5	Rear Corner Bracket	5	ZEBR-0000-PN	Worksurface, Rear-Corner Bracket, Unigroup	Adaptable Components	\$ 27.60	84.50%	\$ 21.39
45	1	Transaction Top Bracket-pair	1	ZEBT-0000-PNE	UniGroup, Counter Top, Brkt, Rad Pntd Stl Top Cap	Adaptable Components	\$ 162.88	84.50%	\$ 25.25
Tables Parts/Descriptions									
46	1	Height Adjustable Table-Corner	1	TACA-4646-LJSNCEB	Planes Value,Table,Cr90s,Lam,46"x46",Eb3,Std,Co:None,Hat,Eadj1ss	Planes Value	\$ 3,513.12	66.00%	\$ 1,194.46
47	1	Height Adjustable Table-Rectangular 30"d X 48"w	1	TLRA-2946-LJSNCE	Planes Value,Table,29"X46",Lam,Eb3,C-Leg, Single-Stg Elec, Non-Programmable	Planes Value	\$ 2,183.15	66.00%	\$ 742.27
48	1	Height Adjustable Table-Rectangular 30"d X 72"w	1	TLRA-2970-LJSNCE	Planes Value Table,29"X70",Lam,Eb3,C-Leg, Single-Stg Elec, Non-Programmable	Planes Value	\$ 2,343.19	66.00%	\$ 796.68

PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster									
CONTRACTOR'S BASE PRODUCT							PRICING INFORMATION		
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Name of Associated Catalog Product Line (Repeat as necessary)	List Price	Percentage Discount (%)	Price After Discount
Storage Parts/Descriptions									
49	2	Mini Storage Shelf-Straight	2	HMSS-0648	UniGroup,Standard Mount Shelf,Straight Mini,Loop Bracket,48In.W	UniGroup	\$ 477.61	86.78%	\$ 126.28
50	1	Mini Storage Shelf-Corner	1	HMSC-0648	UniGroup,Standard Mount Shelf,Corner Mini,Loop Bracket,48In.W	UniGroup	\$ 948.55	86.78%	\$ 125.40
51	1	24"w Overhead Storage Unit-Laminate Door	1	UEFS-1624-LML	UniGroup/Too,Upper Storage,24"W,Lam Front,Panel Mount,Locking w/ Shelf Div	Adaptable Components	\$ 1,424.50	84.50%	\$ 220.80
52	1	30"w Overhead Storage Unit-Laminate Door	1	UEFS-1630-LML	UniGroup/ Too,Upper Storage,30"W,Lam Front,Panel Mount,Locking w/ Shelf Div	Adaptable Components	\$ 1,506.67	84.50%	\$ 233.53
53	1	36"w Overhead Storage Unit-Laminate Door	1	UEFS-1636-LML	UniGroup/Too,Upper Storage,36"W,Lam Front,Panel Mount,Locking w/ Shelf Div	Adaptable Components	\$ 1,588.84	84.50%	\$ 246.27
54	12	48"w Overhead Storage Unit-Laminate Door	12	UEFS-1648-LML	UniGroup/Too,Upper Storage,48"W,Lam Front,Panel Mount,Locking w/ Shelf Div	Adaptable Components	\$ 1,753.18	84.50%	\$ 3,260.91
			4	NADR-8	SHELF DIVIDERS, BOX OF 8	Adaptable Components	\$ 323.24	84.50%	\$ 200.41
55	3	Mobile Pedestal-Pencil/Box/File	3	JMPM-24-SJ	X Series,Pedestal,Mobile,P/B/F,24"D,PtdDrwFr, J Pull,Cstr,Stl Top	X Series	\$ 1,069.23	77.50%	\$ 721.73
56	1	Mobile Pedestal-Box/File	1	JPMA-24-SJC	X Series,Pedestal,Mobile,B/F,24"D,PtdDrwFr, J Pull,Cstr,No Top	X Series	\$ 938.03	77.50%	\$ 211.06
57	1	Attached Pedestal-Box/Box/File	1	JPAH-24-SJ	X Series,Pedestal,Attached,B/B/F,24"D,PtdDrwFr, J Pull	X Series	\$ 913.45	77.50%	\$ 205.53
58	1	Lateral File- 2Drawer 36"w	1	JLRD-0236-SJ	X Series,27.5" x36"W,Lateral File,File,Ptd Drw Front,Inset,Lock Bar,J Pull,Glides	X Series	\$ 1,746.40	77.50%	\$ 392.94
59	1	Lateral File- 2Drawer 42"w	1	JLRD-0242-SJ	X Series,27.5"Hx42"W,Lateral File,File,Ptd Drw Front,Inset,Lock Bar,J Pull,Glides	X Series	\$ 2,003.47	77.50%	\$ 450.78
60	1	Lateral File-3Drawer 36"w	1	JLRD-0336-SJ	X Series,39.5"Hx36"W,Lateral File,File,File,Ptd Drawer Front,Inset,Lock Bar,J Pull,Glides	X Series	\$ 2,027.65	77.50%	\$ 456.22
61	1	Lateral File-5Drawer 36"w	1	JLRD-0536-SJ	X Series,63.5"Hx36"W,Lateral File,File,File,File,Ptd Drawer Front,Inset,Lock Bar,J Pull,Glides	X Series	\$ 3,119.76	77.50%	\$ 701.95
62	1	Lateral File-5Drawer 42"w	1	JLRD-0542-SJ	X Series,63.5"Hx42"W,Lateral File,File,File,File,Ptd Drawer Front,Inset, Lock Bar,FS,J Pull,Glides	X Series	\$ 3,582.51	77.50%	\$ 806.06
63	1	Personal Storage Tower-File/File Right/Left Valet	1	J2HG-6324-SSJR	X Series PST,HngdDr,63.5Hx24Wx24D,F/F,Valet,RH,PtdDwr,Ptd/StDr,J Pull Stl,Reg Top,Glide	X Series	\$ 3,899.61	77.50%	\$ 877.41
64	1	Locker- Right/Left Handed	1	JA24-6318-LSJR	X Series, Locker, 24Dx64Hx18W,Single LH,Ptd Frnt, J-Pull Tch LtCH,Ptd Top	X Series	\$ 2,589.07	77.50%	\$ 582.54
Storage Accessories Parts/Descriptions									
65	1	Pedestal Cushion Top	1	JCTB-24	X Series,Pedestal,Cushion Top Kit, 24"D	X Series	\$ 433.52	77.50%	\$ 97.54
66	2	File Counterweight-36"w	2	JFWA-36	X Series,Counterweight,36" File	X Series	\$ 227.46	77.50%	\$ 102.36
67	1	File Counterweight-42"w	1	JFWA-42	X Series,Counterweight,42" File	X Series	\$ 264.69	77.50%	\$ 59.56
68	1	File Common Top 18"d X 36"w	1	JTRL-1836-JYJYS	X Series, Common Top, Inset Frnt, Lam Top, 18Dx36W, 3mm Plstc Usr,1mm L/R	X Series	\$ 499.19	77.50%	\$ 112.32

PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster										
CONTRACTOR'S BASE PRODUCT							PRICING INFORMATION			
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Name of Associated Catalog Product Line (Repeat as necessary)	List Price	Percentage Discount (%)	Price After Discount	
Ergo Tools/Accessories Parts/Descriptions										
70	1	Single Monitor Arm	Adjustable, Full Extension Single Post, Single Arm	1	45-241-026	Ergotron, LX Desk Mount LCD Arm	Ergotron	\$ 354.76	60.00%	\$ 141.90
71	1	Duel Montior Arm	Adjustable,Full Extension Single Post, Double Arm	1	45-492-216	Ergotron, LX Dual Stacking Arm, No Grommet Mount, Bright White	Ergotron	\$ 714.86	60.00%	\$ 285.94
72	14	Task Light- Under Overhead Mount	LED,Adapt,17", Stand Alone,18 Watt,9' Cord	14	LUTN-0017-19ULDN	Light, Task, LED,Adapt,17", Stand Alone,18 Watt,9' Cord	Accessories	\$ 232.88	58.00%	\$ 1,369.33
73	2	Clamp Mount Power Module	6 Port,4 Recpt,2 Usb,0 Data port,0 Cable garage,Black,6' Fxd cord	2	EUD1-PFOB-4200	6 Port,4 Recpt,2 Usb,Blk ano alum,Blk tch,6'cord, Includes EUDB-0000-HB clamp	Accessories	\$ 634.00	58.00%	\$ 532.56
Power Parts/Descriptions										
74	1	Hardwire Base Feed Module	Hardwire, 3 Cir,332	1	BFM-1-B	Base Feed Module,Hardwire, 3 Cir,332	UniGroup	\$ 431.54	86.78%	\$ 57.05
75	30	Duplexes	Duplex receptacle, 3Cir, 332	6	PRD-3-B	Duplex Receptacles (Box Of 6),3 Cir,332,No ctrl	UniGroup	\$ 254.29	86.78%	\$ 201.70
76	1	Top Feed Module	68 In For Panel Height 64 In & 68 In	1	TFM-6400-B	Top Feed Module 68 In For Panel Height 64 In & 68 I	UniGroup	\$ 2,236.59	86.78%	\$ 295.68
77	2	Power Base Connector Pass Through	Connector Assembly, Pass Through,12In.,3Cir,332	1	2561-3708	Conduit Conn, Assy, Pass thru for (2) 12" panels side by side. 3 cir., 34" L	UniGroup	\$ 682.75	86.78%	\$ 90.26
78	1	Pan Power Connector	Straight Pan Power Connector,Pwr,3CIR,332	1	PCOF-1-B	UniGroup-Connector Assembly, Pass Through,12In.,3Cir,332	UniGroup	\$ 217.50	86.78%	\$ 28.75



**STATE OF MICHIGAN
ENTERPRISE PROCUREMENT**

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **5**
to
Contract Number **MA22000000043**

CONTRACTOR	HAWORTH INC
	One Haworth Center
	Holland MI 49423
	Matt Corl
	616-393-3597
	Matt.Corl@Haworth.com
	CV0048869

STATE	Program Manager	Curt Myers	DTMB
		517-719-8168	
		myersc@michigan.gov	
	Contract Administrator	Susan Watt-Smith	DTMB
517-230-0535			
wattsmiths@michigan.gov			

CONTRACT SUMMARY				
MODULAR OFFICE SYSTEMS FURNITURE AND SERVICES - STATEWIDE				
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE	
November 22, 2021	November 21, 2026	2 - 12 Months	November 21, 2026	
PAYMENT TERMS		DELIVERY TIMEFRAME		
Net 45		Various - See Schedule A, Section 8		
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
MINIMUM DELIVERY REQUIREMENTS				
Freight FOB to first destination. ("Ship to" noted on State Delivery Order (DO) reflects final destination.)				
DESCRIPTION OF CHANGE NOTICE				
OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$45,500,000.00	\$0.00	\$45,500,000.00		
DESCRIPTION				
Effective November 1, 2024, pricing on this contract hereby updated, per Attachment 1.				
All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement approval.				

**Change Notice 5, Attachment 1
 Haworth Contract No. 220000000043
 Modular Office Systems Furniture and Services - Statewide**

1) Schedule B, Pricing: The attached Schedule B, Pricing updates and replaces the previous Schedule B, which incorporates:

- Effective November 11, 2024, products in all Categories move to **October 2022 Price List** unless otherwise specified. Following is the link to the new Price Lists: [Haworth Price List](#) (contains the following Price Lists)

Haworth Historical Price Lists are available and can be utilized by following the instructions on the cover page. We recommend contacting your local Haworth Sales Representative or your local Haworth Dealer for price verifications through their system.

- *Historical Compose Beam NA Price List February 2021*
- *Historical Compose NA Price List February 2021*
- *HushFree.L.Access Price Pages*
- *HushFree.L Price Pages*
- *Historical Accessories NA Price List February 2021*
- *HushHybrid Price Pages*
- *Historical Compose Connections NA Price List February 2021*
- *HushHybrid Price Pages*
- *Historical Compose Connections NA Price List February 2021*
- *Historical Steel Casegood / Files and Storage February 2021*
- *HushAccess.L. Price Pages*
- *Historical Fixed Height Tables NA Price List February 2021*
- *HushFree.M Price Pages*
- *Historical Tables Height Adjustable NA Price List February 2021*
- *Historical UniGroup Too NA Price List February 2021*
- *Historical Compose Storage NA Price List February 2021*
- *HushFree.S Price Pages*
- *HushFree.M.Access Price Pages*
- *Historical Compose Echo NA Price List June 2022*
- *Pergola Specification Guide – Sep 2022*
- *HushPhone Price Pages*

- The following **NEW ITEMS** are added to the Contract:
 - In Table 3, under “Panels” add **UniGroup Too Systems**, Firm Fixed Discount is 84.50%, Price List (Catalog Date) is 10.01.2022
 - In Table 3, under “Storage Accessories” add **Collaborate**, Firm Fixed Discount is 56.00%, Price List (Catalog Date) is 02.01.2024
 - In Table 4, under “Systems” add **Upside Benching**, Firm Fixed Discount is 60.00%, Price List (Catalog Date) is 02.01.2024
 - In Table 4, under “Architectural Products” add the following, Firm Fixed Discount is 55.00%, Price List (Catalog Date) is 02.01.2023:
 - **Hush Office – HushFree.S**
 - **Hush Office – HushFree.M**

- **Hush Office – HushFree.M.Access**
- **Hush Office – HushFree.L**
- **Hush Office – HushFree.L.Access**

- The following **CHANGES** are added to the Contract:
 - In Table 3, under “Home Office Options” **Upside** Firm Fixed % Discount is increased to 60.00, Price List (Catalog Date) is 10.01.2022
 - In Table 3, under “Table Parts” **Upside** Firm Fixed % Discount is increased to 60.00, Price List (Catalog Date) is 10.01.2022
 - In Table 2, under “Design, Installation, Disassembly & Removal Services”:
 - Non-Key Personnel: Schedulers, Support Staff, Designers (1), Zone 1 NTE Blended Hourly Rate (3) is \$47.00, and Zone 2 NTE Blended Hourly Rate (3) is \$47.00
 - Non-Key Personnel: Installers (excluding moveable wall installation), Zone 1 NTE Blended Hourly Rate (3) is \$50.00, and Zone 2 NTE Blended Hourly Rate (3) is \$57.00
 - Non-Key Personnel: Installers – Rate for installation of moveable walls, Zone 1 NTE Blended Hourly Rate (3) is \$58.00, and Zone 2 NTE Blended Hourly Rate (3) is \$65.00

SCHEDULE B – PRICING

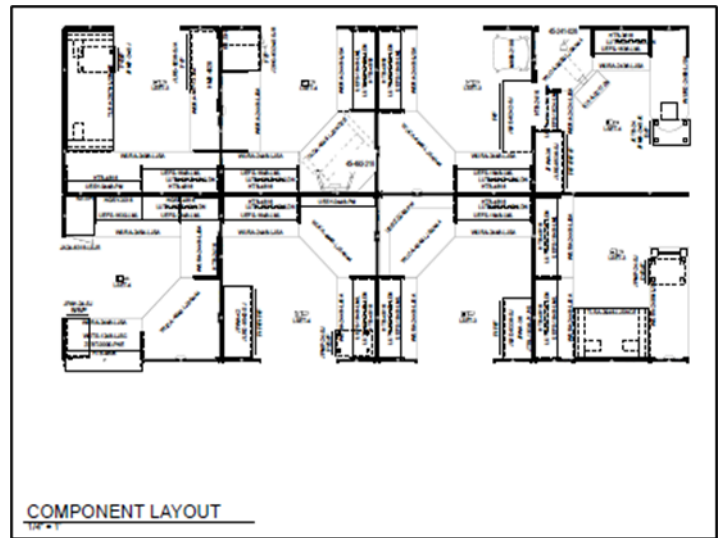
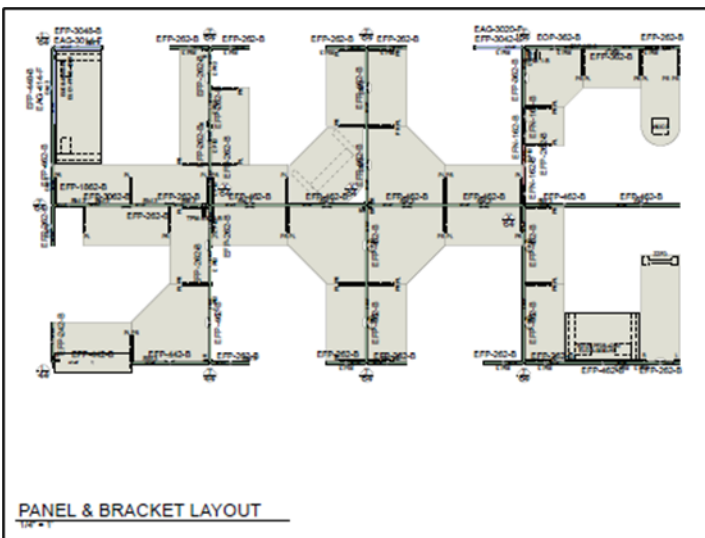
CONTRACT NO. MA 220000000043

1. Reserved.
2. Pricing includes all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
3. Contractor quick payment terms: None
4. Reserved.
5. Reserved.
6. Replacement and repair parts pricing beyond Contract expiration: The Contractor will not extend contract pricing for replacement and repair parts beyond contract period.

(Pricing Tables on following pages)

TABLE 1						
TYPICAL 8 WORKSTATION PRICING						
CLASS 1 - New Product	Description	List Price	Catalog Date	Average% Discount off List (Pulled from Schedule B4)	AveragePrice after Discount	Actual 8 Workstation Cluster net price based on discounts listed on B4
		Typical 8 Workstation Cluster	\$ 224,094.67	10.01.2022	77.45%	\$ 50,532.54

Pricing in Table 1 reflects October 2022 Price List, effective November 1, 2024.



Typical 8 Workstation Cluster shown for illustration purposes only. Drawing is not to scale. Refer to pages 12 – 16 for parts list.

TABLE 2 – RESERVED

TABLE 3

Workstation Product Lines			
	Base Bid		
Categories (Class 1 - New Product)	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date
Wood Case goods	Master Series	60.90%	10.01.2022
Conference Room Tables (Laminate and Wood Options)	Cultivate	66.00%	10.01.2022
	Immerse	66.00%	10.01.2022
	Jive	58.00%	10.01.2022
	Planes Fixed Tables	66.00%	10.01.2022
	Swivel	58.00%	10.01.2022
Collaborative Tables (Manual adjustable and Height adjustable)	Planes Height Adj (HAT)	66.00%	10.01.2022
	Upside	54.00%	10.01.2022
Common Top for Files	X Series Files	77.50%	10.01.2022
Floor to Ceiling Demountable Wall System	Enclose and Glass	55.00%	10.01.2022
	Walls Accessories	55.00%	10.01.2022
Home Office Options	Jive	58.00%	10.01.2022
	Planes Height Adj (HAT)	66.00%	10.01.2022
	Upside	60.00%	10.01.2022
	X Series Filing	77.50%	10.01.2022
	X Series Peds	77.50%	10.01.2022
Ergonomic Tools (Monitor Arms; Sit/Stand Options)	Belong Work Tools	58.00%	10.01.2022

Panels	UniGroup Systems	86.78%	10.01.2022
	UniGroup Too Systems	84.50%	10.01.2022
	Systems Fabric	84.50%	10.01.2022
Panel Mount Components	Adaptable Components	84.50%	10.01.2022
Work Surfaces Parts	Adaptable Components	84.50%	10.01.2022
Work Surface Supports	Adaptable Components	84.50%	10.01.2022
	X Series Peds	77.50%	10.01.2022
Table Parts	Cultivate	66.00%	10.01.2022
	Hop	58.00%	10.01.2022
	Immerse	66.00%	10.01.2022
	Jive	58.00%	10.01.2022
	Planes Fixed Tables	66.00%	10.01.2022
	Planes Height Adj (HAT)	66.00%	10.01.2022
	Swivel	58.00%	10.01.2022
	Upside	60.00%	10.01.2022
			10.01.2022
Storage Parts	X Series Files	77.50%	10.01.2022
	X Series Peds	77.50%	10.01.2022
Storage Accessories	X Series Files	77.50%	10.01.2022
	X Series Peds	77.50%	10.01.2022
	Collaborate	56.00%	02.01.2024
Power Parts	Power Accessories	58.00%	10.01.2022
	UniGroup Systems	86.78%	10.01.2022
	UniGroup Too Systems	84.50%	10.01.2022

TABLE 4

Additional Product Lines (excluding Seating)

Categories (Class 1 - New Product)	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date
Systems	Compose	80.50%	10.01.2022
	Intuity	58.00%	10.01.2022
	Active Components	58.00%	10.01.2022
	Belong Screens	58.00%	10.01.2022
	Echo	55.00%	10.01.2022
	Upside Benching	60.00%	02.01.2024
Technology			
Storage	A Series Storage	58.00%	10.01.2022
	Beside Storage	65.00%	10.01.2022
	Behold Storage	58.05%	10.01.2022
Casegoods	X Series Desks	77.50%	10.01.2022
Haworth Collection	BuzziSpace	35.00%	10.01.2022
	Haworth	50.00%	10.01.2022
	Pablo Designs	15.00%	10.01.2022
Architectural Products	Hush Office - Hush Phone	55.00%	02.01.2023
	Hush Office - Hush Hybrid	55.00%	02.01.2023
	Hush Office - Hush Meet	55.00%	02.01.2023
	Hush Office - Hush Access	55.00%	02.01.2023
	Hush Office - HushFree.S	55.00%	02.01.2023
	Hush Office - HushFree.M	55.00%	02.01.2023
	Hush Office - HushFree.M.Access	55.00%	02.01.2023
	Hush Office - HushFree.L	55.00%	02.01.2023
	Hush Office - HushFree.L.Access	55.00%	02.01.2023
Architectural Systems	Pergola	55.00%	10.01.2022
Tables			

State Employee Discount
Firm-Fixed % Discount

All discounts listed above for all product categories apply to State Employee purchases for their personal use.

*See also Schedule A, Section 4D. for Contractor policy details on possible fees pertaining to Change Orders and Cancellations which will be handled on a case-by-case basis.

Table 6

REFURBISHING SERVICES

Product	Service	Rate
Fabric Panels	Refabric	\$ 35.00
	Refabric/Cut (Core Only)	\$ 82.00
Open Frames Panel	Cut	\$ 42.00
	Paint (FRAME ONLY)	\$ 50.00
	Cut/Paint (FRAME ONLY)	\$ 91.00
	Refab New Style insert	\$ 42.00
	Fabric Insert Bar Paint	\$ 15.00
Top Caps	Paint	\$ 15.00
Rails	Paint	\$ 17.00
Rails	Cut	\$ 5.00
Rails	Cut/Paint	\$ 20.00
Kick Plates	Paint	\$ 15.00
Glide Housings	Paint	\$ 6.00
Finish Posts	Refab	\$ 17.00
	Cut/Refab	\$ 20.00
	Paint (Metal FP)	\$ 16.00
	Cut/Paint (Metal FP)	\$ 19.00
	Paint Top Trim	\$ 6.00
	Paint Bottom Trim	\$ 6.00
Tackboards	Refab	\$ 22.00
	Cut only (reusing fabric)	\$ 25.00
	Cut/Refab	\$ 25.00
Flippers/Shelves	Paint Shelf Pan	\$ 14.00
	Paint Shelf Dividers (Each)	\$ 8.00
	Paint/Re-tmold reg shelf ends (Pair)	\$ 18.00
	Paint/Re-tmold low shelf ends (Pair)	\$ 15.00
	Re-tmold Flipper	\$ 22.00
Worksurfaces	Re T-mold	\$ 22.00
	Cut/Re T-mold	\$ 40.00
	Cut/modify common top	\$ 50.00
	Paint Cantilevers (Pair)	\$ 17.00
	Cut Wireway/Tmold	\$ 46.00
	Paint Grommet (Each)	\$ 6.00
	Install Skates	\$ 2.25
	Re-Edgeband	\$ 35.00
	Cut/Re-Edgeband	\$ 50.00
File conversion	Convert Receder to Drawers, Etc. (Per Cabinet)	\$ 48.00
Lateral File	Paint per Drawer	\$ 52.00
5 foot high Personal Storage Tower	Paint	\$ 305.00
Pedestal	Paint	\$ 95.00
Wall Track/Wall Mount	Paint	\$ 15.00
Power Pole	Paint	\$ 40.00
Support Leg	Paint	\$ 21.00
Make a Corner	Paint	\$ 20.00
Light	Paint	\$ 18.00
Panel Fabric (Per Yard)	Grade A	\$ 14.90
Tmold (Per Linear Foot)		\$ 0.56
3mm Edge Band (Per Linear Foot)		\$ 3.45

Notes for Items in Table Above	
Item	Clarification
Fabric Panel: Refabric Panel	Pricing does not include fabric, replacement side rail clips, top cap clips or hinges typically specified for panels that are refabbed
Flippers: Paint/Re-Tmold reg and low shelf ends, Re-tmold Flipper	Pricing does not include replacement t-mold
Worksurfaces: Re-Tmold, Cut/Re T-mold, Cut Wireway/Tmold	Pricing does not include replacement t-mold
Worksurfaces: Install Skates	Pricing does not include replacement skates
Worksurfaces: Re-Edgeband, Cut/Re-Edgeband	Pricing does not include replacement edgeband
File Conversion: Convert Receder to Drawers, Etc	Pricing does not include parts required to convert files; Pricing reflects the labor only to convert a 2- High Lateral File
Tmold (Per Linear Foot)	Tmold must be ordered in rolls of 100'; unit price listed in Cell C58 of Schedule B2 represents the price for a 100' roll divided by 100.
3mm Edgeband (Per Linear Foot)	Edgeband must be ordered in rolls of 20'; unit price listed in cell C59 of Schedule B2 represents the price for a 20' roll divided by 20.

Table 7

PROGRAMMING SERVICES	
APPLICATION: PROGRAMMING SERVICES FEES CHARGED TO STATE, PER NET USABLE SQUARE FOOT, BY PROJECT SIZE	NOT-TO-EXCEED PRICE - PER NET USABLE SQUARE FOOT
Up to 10,000 square feet	\$0.15
10,001 to 25,000 square feet	\$0.15
25,001 to 50,000 square feet	\$0.15
50,001 to 100,000 square feet	\$0.15
100,001 square feet and above	\$0.15

Table 8

DESIGN, INSTALLATION, DISASSEMBLY & REMOVAL SERVICES		
	ZONE 1 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)	ZONE 2 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)
Key Personnel (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Schedulers, Support Staff, Designers (1)	\$ 47.00	\$ 47.00
Non-Key Personnel: Installers (excluding moveable wall installation)	\$ 50.00	\$ 57.00
Non-Key Personnel: Electrician (2)	\$ 98.00	\$ 98.00
Non-Key Personnel: Installers - Rate for installation of moveable walls	\$ 58.00	\$ 65.00
Transportation and Travel charge (associated with a project and accrued at these rates where the Contractor is moving product from State inventory to a jobsite for installation, where the dealer is moving product through the Refurbishing process or any other time the dealer is moving State-owned or newly ordered product.	\$ 40.00	\$ 50.00

- (1) Hourly rate for Designers only applies for projects that have a mixture of new and old product, or only old product. Design charges for projects consisting of New Product Only will be billed at 4% of the new product purchase price**
- (2) Contractor only utilizes Union Electricians**
- (3) For Not-To-Exceed Rates, the State Reserves the right to negotiate lower final rates on any projects.**

Additional Pricing Notes: Key Personnel: Contractor does not charge an hourly rate for the Program Managers or Customer Service Representatives or Installation Supervisor.

Lead Refurbisher time is charged only for transportation of the Agency's product throughout the Refurbishing process at the Transportation/Travel rate specified above. All other charges associated with the Lead Refurbisher are captured in the per unit Refurbishing pricing represented in the Refurbishing Services Pricing table.

The Key Personnel hourly rates indicated above represent the rate for Project Manager, Lead Designer and Lead Programmer.

Non-Key Personnel – Schedulers, Support Staff, Designers: The Contractor does not charge an hourly rate for the Schedulers or Support Staff.

The Non-Key Personnel Rates apply to Designers only. Where there is a mix of new products and State-Owned existing product or product from the State's inventory being utilized for a project, these hourly rates are applied.

Overtime rates must be submitted by the Contractor in writing and approved in writing by the program area overseeing the project. If approved labor rates will be billed at 1.5 times rates on Table 8.

Table 9

ADDITIONAL SERVICES		
White Glove Cleaning	*Note: No cleaning is included in other pricing component in contract, this is an add on service	
	Full Clean per Station	\$220.00
	Half Clean (Panels only of components only) per station	\$125.00
	Chair Cleaning per chair	\$15.00
	File Cleaning per file	\$40.00
	Broom Cleaning per Square	\$0.09
Temporary Storage:	<p>Note: Provided through Subcontractor/Dealer - DBI</p> <p>Temporary storage may include, but is not limited to:</p> <ul style="list-style-type: none"> •Storage of State-owned product that is intended to be utilized to fulfill projects on an as needed basis •Storage of newly purchased and shipped product that needs to be stored for more than 30 days beyond the original delivery date due to installation timeline delays initiated by the State and not related to Haworth or dealer. These circumstances may include, but are not limited to: <ul style="list-style-type: none"> ••When the order change policy does not allow ship/delivery dates to be pushed out to meet an adjusted installation date initiated or caused by the State ••Product delivered to the dealer warehouse and must be stored for a duration more than 30 days beyond the original delivery date in order to meet an adjusted installation schedule initiated or caused by the State. •Storage of product pulled from other inventory locations such as State warehouses, demo of existing furniture and/or product that is staged in the dealer warehouse pending refurbishment for a project whose installation timeline has been delayed by the State. 	
	Storage - Square Foot/Year (1)	\$6.00
	Labor (to pull product from and/or receive product in) - Hourly Rate	\$48.00
	(1) Billed monthly, based on the number of square feet the product occupies.	

PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster									
CONTRACTOR'S BASE PRODUCT							PRICING INFORMATION		
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Name of Associated Catalog Product Line (Repeat as necessary)	List Price	Percentage Discount (%)	Price After Discount
Panel Parts/ Descriptions									
1	1	30" w X 14" h Glass Stacker	1	EAG-3014-F	Add-On Panel, Glazed, 30In. W X 14In. H, Fabric Conn w/ Full Height Side Rail	UniGroup	\$ 1,373.50	86.78%	\$ 181.58
			1	SREH-4616	SIDE RAIL, 48" - 16", ADD ON PANELS	UniGroup	\$ 175.73	86.78%	\$ 23.23
2	1	30" w X 20" h Glass Stacker	1	EAG-3020-F	Add-On Panel, Glazed, 30In. W X 20In. H, Fabric Conn w/ Full Height Side Rail	UniGroup	\$ 1,528.90	86.78%	\$ 202.12
			1	SREH-4616	SIDE RAIL, 48" - 16", ADD ON PANELS	UniGroup	\$ 175.73	86.78%	\$ 23.23
3	1	48" w X 14" h Glass Stacker	1	EAG-414-F	Add-On Panel, Glazed, 48In. W X 14In. H, Fabric Conn	UniGroup	\$ 1,630.81	86.78%	\$ 215.59
4	1	24" w X 44" h Fabric Panel-Powere d	1	EFP-242-B	Unigroup Fabric Panel Power, 3 Cir, 24In. W X 44In. H, w/ Base Trim	UniGroup	\$ 1,827.32	86.78%	\$ 241.57
5	1	30" w X 44" h Fabric Panel-Powere d	1	EFP-3042-B	Unigroup Fabric Panel Power, 3 Cir, 30In. W X 44In. H, w/ Base Trim	UniGroup	\$ 1,964.66	86.78%	\$ 259.73
6	2	48" w X 44" h Fabric Panel-Powere d	2	EFP-442-B	Unigroup Fabric Panel Power, 3 Cir, 332, 48In. W X 44In. H, w/ Base Trim	UniGroup	\$ 2,376.68	86.78%	\$ 628.39
7	1	30" w X 50" h Fabric Panel-Powere d	1	EFP-3048-B	Unigroup Fabric Panel Power, 3 Cir, 30In. W X 50In. H, w/ Base Trim	UniGroup	\$ 2,028.14	86.78%	\$ 268.12
8	1	48" w X 50" h Fabric Panel-Powere d	1	EFP-448-B	Unigroup Fabric Panel Power, 3 Cir, 332, 50In. W X 50In. H, w/ Base Trim	UniGroup	\$ 2,440.16	86.78%	\$ 322.59
9	3	12" w X 64" h Fabric Panel-Powere d	3	EFN-162-B	Unigroup Fabric Panel No-Power 12In. W X 64In. H, w/ Base Trim	UniGroup	\$ 1,394.34	86.78%	\$ 553.00
10	1	18" w X 64" h Fabric Panel-Powere d	1	EFP-1862-B	Unigroup Fabric Panel Power, 3 Cir, 332, 18In. W X 64In. H, w/ Base Trim	UniGroup	\$ 1,901.58	86.78%	\$ 251.39
11	21	24" w X 64" h Fabric Panel-Powere d	21	EFP-262-B	Unigroup Fabric Panel Power, 3 Cir, 332, 24In. W X 64In. H, w/ Base Trim	UniGroup	\$ 2,038.92	86.78%	\$ 5,660.45
12	1	30" w X 64" h Fabric Panel-Powere d	1	EFP-3062-B	Unigroup Fabric Panel Power, 3 Cir, 30In. W X 64In. H, w/ Base Trim	UniGroup	\$ 2,176.26	86.78%	\$ 287.70
13	2	36" w X 64" h Fabric Panel-Powere d	2	EFP-362-B	Unigroup Fabric Panel Power, 3 Cir, 332, 36In. W X 64In. H, w/ Base Trim	UniGroup	\$ 2,313.60	86.78%	\$ 611.72
14	15	48" w X 64" h Fabric Panel-Powere d	15	EFP-462-B	Unigroup Fabric Panel Power, 3 Cir, 332, 48In. W X 64In. H, w/ Base Trim	UniGroup	\$ 2,588.28	86.78%	\$ 5,132.56
15	1	36" w X 64" h Open Frame Panel-Powere d	1	EOP-362-B	Open Frame Panel, 3 Cir, 332, 36In. W X 64In. H, w/ Base Trim	UniGroup	\$ 2,309.22	86.78%	\$ 305.28
			1	TS00-46UW	WK. O/F PANEL - INSERT	UniGroup	\$ 1,282.63	86.78%	\$ 169.56
16	1	90 Degree Finish Post- 44" h	1	FPPC-42-B	UniGroup, 90 Deg Finish Post, Ptd 44In H	UniGroup	\$ 175.27	86.78%	\$ 23.17
17	1	90 Degree Finish Post- 64" h	1	FPPC-62-B	90Deg Finish Post, Ptd, 64In. H, Full Hgt	UniGroup	\$ 201.27	86.78%	\$ 26.61
18	1	180 Degree Finish Post- 44" h	1	FPPS-42-B	UniGroup, 180 Deg Finish Post, Ptd 44In H	UniGroup	\$ 152.24	86.78%	\$ 20.13
19	6	180 Degree Finish Post- 64" h	6	FPPS-62-B	UniGroup, 180 Deg Finish Post, Ptd 64In H	UniGroup	\$ 177.84	86.78%	\$ 141.06
20	3	Top Cap Radius Edge	3	FPC-2	Panel Acc, Radius Plastic Top Cap, for 3-Way & 4-Way, UniGroup	UniGroup	\$ 46.33	86.78%	\$ 18.37

PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster

CONTRACTOR'S BASE PRODUCT							PRICING INFORMATION		
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Name of Associated Catalog Product Line (Repeat as necessary)	List Price	Percentage Discount (%)	Price After Discount
Panel Mount Components/Descriptions									
21	1	Slat Wall- 30"w	1	HGRY-3016	Slatwall Assembly,Plunigroup,16Hx30W	UniGroup	\$ 419.22	86.78%	\$ 55.42
22	1	Slat Wall- 48"w	1	HGRY-4816	Slatwall Assembly,Plunigroup,16Hx48W	UniGroup	\$ 539.35	86.78%	\$ 71.30
23	2	Fabric Tackboard- 24"w	2	HTB-2416	Tackboard 24In. X 16In.	UniGroup	\$ 393.84	86.78%	\$ 104.13
24	1	Fabric Tackboard- 36"w	1	HTB-3616	Tackboard 36In. X 16In.	UniGroup	\$ 419.54	86.78%	\$ 55.46
25	12	Fabric Tackboard- 48"w	12	HTB-4816	Tackboard 48In. X 16In.	UniGroup	\$ 445.24	86.78%	\$ 706.33
26	1	Fabric Tackstrip- 48"w	1	HTB-4805	Tackstrip 48In. X 5In.	UniGroup	\$ 351.19	86.78%	\$ 46.43
27	1	Markerboard- 48"w	1	HNAM-4823	Markerboard, 48Wx23H	UniGroup	\$ 774.74	86.78%	\$ 102.42
Work Surface Parts/Descriptions									
28	1	36"w Corner Work Surface	1	WUCA-3636-LJSAN44	Worksurface,Corner,36Dx36W,Lam,Edgeband,Std Core,Notched,24,24	Adaptable Components	\$ 872.48	84.50%	\$ 135.23
29	4	48"w Corner Work Surface	4	WUCA-4848-LJSAN44	Worksurface,Corner,48Dx48W,Lam,Edgeband,Std Core,Notched,24,24	Adaptable Components	\$ 1,077.77	84.50%	\$ 668.22
30	1	18"d X 72"w Rectangular Work Surface	1	WURA-1872-LJSA	Worksurface, Rect,18Dx72W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 709.75	84.50%	\$ 110.01
31	1	24"d X 24"w Rectangular Work Surface	1	WURA-2424-LJSA	Worksurface, Rect,24Dx24W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 329.16	84.50%	\$ 51.02
32	1	24"d X 36"w Rectangular Work Surface	1	WURA-2436-LJSA	Worksurface, Rect,24Dx36W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 430.22	84.50%	\$ 66.68
33	13	24"d X 48"w Rectangular Work Surface	13	WURA-2448-LJSA	Worksurface, Rect,24Dx48W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 583.85	84.50%	\$ 1,176.46
34	1	24"d X 54"w Rectangular Work Surface	1	WURA-2454-LJSA	Worksurface, Rect,24Dx54W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 634.79	84.50%	\$ 98.39
35	1	24"d X 96"w Rectangular Work Surface	1	WURA-2496-LJSA	Worksurface, Rect,24Dx96W,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 991.37	84.50%	\$ 153.66
36	1	24"w X 60"l D-Shape Peninsula Work Surface	1	WURD-2460-LJSA	Worksurface,D-Shape Convergent,24Wx60L,Lam,Edgeband,Std	Adaptable Components	\$ 730.88	84.50%	\$ 113.29
37	1	24"w X 66"l Rectangular Peninsula Work Surface	1	WURV-2466-LJSA	Worksurface,Rect Convergent,24Wx66L,Lam,Edgeband,Std Core,Notched	Adaptable Components	\$ 767.24	84.50%	\$ 118.92
38	1	12"d X 48"w Rectangular Transaction Top	1	WUTS-1248-LJSC	Worksurface,Rect Countertop,12Dx48W,Lam,Edgeband,Std Core,No Cbl Mgt	Adaptable Components	\$ 589.50	84.50%	\$ 91.37

PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster									
CONTRACTOR'S BASE PRODUCT							PRICING INFORMATION		
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Name of Associated Catalog Product Line (Repeat as necessary)	List Price	Percentage Discount (%)	Price After Discount
Work Surface Supports/Descriptions									
39	1	Support Column	1	WUCC-0004	Casegoods, Convergent Support Column	Adaptable Components	\$ 422.31	84.50%	\$ 65.46
40	1	Double Support Leg-Standing Height	1	SPLE-8363	Worksurface Dbl Support Leg,Aluminum,24In.D 37"-44" Height Adjustment	Adaptable Components	\$ 843.29	84.50%	\$ 130.71
41	1	Single Side Bracket Surface Support	1	ZEB A-0000-PR	Unigroup/Too/Places,Cntlvr Brkt,Standard,16.5In.D,LH	Adaptable Components	\$ 30.04	84.50%	\$ 4.66
42	26	Cantilever Bracket- Pair	26	ZEBD-1600-PP	Unigroup/Too/Places,Cntlvr Brkt,Standard,16.5In.D,Pair	Adaptable Components	\$ 158.39	84.50%	\$ 638.31
43	3	Cantilever Bracket-Single (right or left handed)	3	ZEBD-1600-PL	Bracket,Side,For Unigroup/Too/Places,RH	Adaptable Components	\$ 289.32	84.50%	\$ 134.53
44	5	Rear Corner Bracket	5	ZEBR-0000-PN	Worksurface, Rear-Corner Bracket, Unigroup	Adaptable Components	\$ 27.60	84.50%	\$ 21.39
45	1	Transaction Top Bracket-pair	1	ZEBT-0000-PNE	UniGroup, Counter Top, Brkt, Rad Pntd Stl Top Cap	Adaptable Components	\$ 162.88	84.50%	\$ 25.25
Tables Parts/Descriptions									
46	1	Height Adjustable Table-Corner	1	TACA-4646-LJSNCEB	Planes Value,Table,Cr90s,Lam,46"x46",Eb3,Std,Co:None,Hat,Eadj1ss	Planes Value	\$ 3,513.12	66.00%	\$ 1,194.46
47	1	Height Adjustable Table-Rectangular 30"d X 48"w	1	TLRA-2946-LJSNCE	Planes Value,Table,29"x46",Lam,Eb3,C-Leg, Single-Stg Elec, Non-Programmable	Planes Value	\$ 2,183.15	66.00%	\$ 742.27
48	1	Height Adjustable Table-Rectangular 30"d X 72"w	1	TLRA-2970-LJSNCE	Planes Value Table,29"x70",Lam,Eb3,C-Leg, Single-Stg Elec, Non-Programmable	Planes Value	\$ 2,343.19	66.00%	\$ 796.68

PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster									
CONTRACTOR'S BASE PRODUCT							PRICING INFORMATION		
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Name of Associated Catalog Product Line (Repeat as necessary)	List Price	Percentage Discount (%)	Price After Discount
Storage Parts/Descriptions									
49	2	Mini Storage Shelf-Straight	2	HMSS-0648	UniGroup,Standard Mount Shelf,Straight Mini,Loop Bracket,48In.W	UniGroup	\$ 477.61	86.78%	\$ 126.28
50	1	Mini Storage Shelf-Corner	1	HMSC-0648	UniGroup,Standard Mount Shelf,Corner Mini,Loop Bracket,48In.W	UniGroup	\$ 948.55	86.78%	\$ 125.40
51	1	24"w Overhead Storage Unit-Laminate Door	1	UEFS-1624-LML	UniGroup/Too,Upper Storage,24"W,Lam Front,Panel Mount,Locking w/ Shelf Div	Adaptable Components	\$ 1,424.50	84.50%	\$ 220.80
52	1	30"w Overhead Storage Unit-Laminate Door	1	UEFS-1630-LML	UniGroup/ Too,Upper Storage,30"W,Lam Front,Panel Mount,Locking w/ Shelf Div	Adaptable Components	\$ 1,506.67	84.50%	\$ 233.53
53	1	36"w Overhead Storage Unit-Laminate Door	1	UEFS-1636-LML	UniGroup/Too,Upper Storage,36"W,Lam Front,Panel Mount,Locking w/ Shelf Div	Adaptable Components	\$ 1,588.84	84.50%	\$ 246.27
54	12	48"w Overhead Storage Unit-Laminate Door	12	UEFS-1648-LML	UniGroup/Too,Upper Storage,48"W,Lam Front,Panel Mount,Locking w/ Shelf Div	Adaptable Components	\$ 1,753.18	84.50%	\$ 3,260.91
			4	NADR-8	SHELF DIVIDERS, BOX OF 8	Adaptable Components	\$ 323.24	84.50%	\$ 200.41
55	3	Mobile Pedestal-Pencil/Box/File	3	JMPM-24-SJ	X Series,Pedestal,Mobile,P/B/F,24"D,PtdDrwFr, J Pull,Cstr,Stl Top	X Series	\$ 1,069.23	77.50%	\$ 721.73
56	1	Mobile Pedestal-Box/File	1	JPMA-24-SJC	X Series,Pedestal,Mobile,B/F,24"D,PtdDrwFr, J Pull,Cstr,No Top	X Series	\$ 938.03	77.50%	\$ 211.06
57	1	Attached Pedestal-Box/Box/File	1	JPAH-24-SJ	X Series,Pedestal,Attached,B/B/F,24"D,PtdDrwFr, J Pull	X Series	\$ 913.45	77.50%	\$ 205.53
58	1	Lateral File- 2Drawer 36"w	1	JLRD-0236-SJ	X Series,27.5" x36"W,Lateral File,File,Ptd Drw Front,Inset,Lock Bar,J Pull,Glides	X Series	\$ 1,746.40	77.50%	\$ 392.94
59	1	Lateral File- 2Drawer 42"w	1	JLRD-0242-SJ	X Series,27.5"Hx42"W,Lateral File,File,Ptd Drw Front,Inset,Lock Bar,J Pull,Glides	X Series	\$ 2,003.47	77.50%	\$ 450.78
60	1	Lateral File-3Drawer 36"w	1	JLRD-0336-SJ	X Series,39.5"Hx36"W,Lateral File,File,File,Ptd Drawer Front,Inset,Lock Bar,J Pull,Glides	X Series	\$ 2,027.65	77.50%	\$ 456.22
61	1	Lateral File-5Drawer 36"w	1	JLRD-0536-SJ	X Series,63.5"Hx36"W,Lateral File,File,File,File,Ptd Drawer Front,Inset,Lock Bar,J Pull,Glides	X Series	\$ 3,119.76	77.50%	\$ 701.95
62	1	Lateral File-5Drawer 42"w	1	JLRD-0542-SJ	X Series,63.5"Hx42"W,Lateral File,File,File,File,Ptd Drawer Front,Inset, Lock Bar,FS,J Pull,Glides	X Series	\$ 3,582.51	77.50%	\$ 806.06
63	1	Personal Storage Tower-File/File Right/Left Valet	1	J2HG-6324-SSJR	X Series PST,HngdDr,63.5Hx24Wx24D,F/F,Valet,RH,PtdDwr,Ptd/StlDr,J Pull Stl,Reg Top,Glide	X Series	\$ 3,899.61	77.50%	\$ 877.41
64	1	Locker- Right/Left Handed	1	JA24-6318-LSJR	X Series, Locker, 24Dx64Hx18W,Single LH,Ptd Frnt, J-Pull Tch LtCH,Ptd Top	X Series	\$ 2,589.07	77.50%	\$ 582.54
Storage Accessories Parts/Descriptions									
65	1	Pedestal Cushion Top	1	JCTB-24	X Series,Pedestal,Cushion Top Kit, 24"D	X Series	\$ 433.52	77.50%	\$ 97.54
66	2	File Counterweight-36"w	2	JFWA-36	X Series,Counterweight,36" File	X Series	\$ 227.46	77.50%	\$ 102.36
67	1	File Counterweight-42"w	1	JFWA-42	X Series,Counterweight,42" File	X Series	\$ 264.69	77.50%	\$ 59.56
68	1	File Common Top 18"d X 36"w	1	JTRL-1836-JYJYS	X Series, Common Top, Inset Frnt, Lam Top, 18Dx36W, 3mm Plstc Usr,1mm L/R	X Series	\$ 499.19	77.50%	\$ 112.32

PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster										
CONTRACTOR'S BASE PRODUCT							PRICING INFORMATION			
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Name of Associated Catalog Product Line (Repeat as necessary)	List Price	Percentage Discount (%)	Price After Discount	
Ergo Tools/Accessories Parts/Descriptions										
70	1	Single Monitor Arm	Adjustable, Full Extension Single Post, Single Arm	1	45-241-026	Ergotron, LX Desk Mount LCD Arm	Ergotron	\$ 354.76	60.00%	\$ 141.90
71	1	Duel Montior Arm	Adjustable,Full Extension Single Post, Double Arm	1	45-492-216	Ergotron, LX Dual Stacking Arm, No Grommet Mount, Bright White	Ergotron	\$ 714.86	60.00%	\$ 285.94
72	14	Task Light- Under Overhead Mount	LED,Adapt,17", Stand Alone,18 Watt,9' Cord	14	LUTN-0017-19ULDN	Light, Task, LED,Adapt,17", Stand Alone,18 Watt,9' Cord	Accessories	\$ 232.88	58.00%	\$ 1,369.33
73	2	Clamp Mount Power Module	6 Port,4 Recpt,2 Usb,0 Data port,0 Cable garage,Black,6' Fxd cord	2	EUD1-PFOB-4200	6 Port,4 Recpt,2 Usb,Blk ano alum,Blk tch,6'cord, Includes EUDB-0000-HB clamp	Accessories	\$ 634.00	58.00%	\$ 532.56
Power Parts/Descriptions										
74	1	Hardwire Base Feed Module	Hardwire, 3 Cir,332	1	BFM-1-B	Base Feed Module,Hardwire, 3 Cir,332	UniGroup	\$ 431.54	86.78%	\$ 57.05
75	30	Duplexes	Duplex receptacle, 3Cir, 332	6	PRD-3-B	Duplex Receptacles (Box Of 6),3 Cir,332,No ctrl	UniGroup	\$ 254.29	86.78%	\$ 201.70
76	1	Top Feed Module	68 In For Panel Height 64 In & 68 In	1	TFM-6400-B	Top Feed Module 68 In For Panel Height 64 In & 68 I	UniGroup	\$ 2,236.59	86.78%	\$ 295.68
77	2	Power Base Connector Pass Through	Connector Assembly, Pass Through,12In.,3Cir,332	1	2561-3708	Conduit Conn, Assy, Pass thru for (2) 12" panels side by side. 3 cir., 34" L	UniGroup	\$ 682.75	86.78%	\$ 90.26
78	1	Pan Power Connector	Straight Pan Power Connector,Pwr,3CIR,332	1	PCOF-1-B	UniGroup-Connector Assembly, Pass Through,12In.,3Cir,332	UniGroup	\$ 217.50	86.78%	\$ 28.75



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 320 S. WALNUT ST., LANSING, MICHIGAN 48933
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **4 - Revised**
 to
 Contract Number **220000000043**

CONTRACTOR	HAWORTH INC
	One Haworth Center
	Holland, MI 49423
	Matt Corl
	616-393-3597
	matt.corl@haworth.com
	CV0048869

STATE	Program Manager	Various	SW
	Contract Administrator	Susan Watt-Smith	DTMB
		517-230-0535	
		wattsmiths@michigan.gov	

CONTRACT SUMMARY

MODULAR OFFICE SYSTEMS FURNITURE AND SERVICES - STATEWIDE

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
November 22, 2021	November 21, 2026	2 - 1 Year	November 21, 2026
PAYMENT TERMS		DELIVERY TIMEFRAME	
NET 45		Various - See Schedule A, Section 8	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> PRC <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

Freight FOB to the first destination. ("Ship to" noted on State Delivery Order (DO) reflects final destination).

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		November 21, 2026
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$45,500,000.00	\$0.00	\$45,500,000.00		

DESCRIPTION

Effective August 17, 2023, the updates in Change Notice 4, Attachment 1 are incorporated.

All other terms, conditions, specifications and pricing remain the same. Per vendor and agency agreement and DTMB Central Procurement approval.

Change Notice 4, Attachment 1
Contract No. 220000000043

- 1) Schedule B, Pricing: The attached Schedule B, Pricing updates and replaces the previous Schedule B, which incorporates:
 - Table 4 Additional Product Lines (excluding seating):
 - Add an “Architectural Interiors” category
 - Under “Architectural Interiors” add Hush Office (4 styles: Hush Phone and Hush Hybrid, Hush Meet, and Hush Access), Firm Fixed % Discount is 55.00, Price List (Catalog Date) is 02.01.2023
 - Under “Tables” Pip Firm Fixed % Discount is increased to 56.00, Price List (Catalog Date) is 10.01.2022

SCHEDULE B – PRICING

CONTRACT NO. MA 220000000043

1. Reserved.
2. Pricing includes all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
3. Contractor quick payment terms: None
4. Reserved.
5. Reserved.
6. Replacement and repair parts pricing beyond Contract expiration: The Contractor will not extend contract pricing for replacement and repair parts beyond contract period.

(Pricing Tables on following pages)

NEW PRODUCT PRICING

TABLE 1

TYPICAL 8 WORKSTATION PRICING

CLASS 1 - New Product	Description	List Price	Catalog Date	Average% Discount off List (Pulled from Schedule B4)	AveragePrice after Discount	Actual 8 Workstation Cluster net price based on discounts listed on B4
	Typical 8 Workstation Cluster	\$ 170,977.71	02.01.2021	77.45%	\$ 38,554.86	\$ 27,814.26

TABLE 2 – RESERVED

TABLE 3

Workstation Product Lines

Categories (Class 1 - New Product)	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date	Notes
Wood Case goods	Master Series	60.90%	02.01.2021	
Conference Room Tables (Laminate and Wood Options)	Cultivate	66.00%	02.01.2021	
	Immerse	66.00%	02.01.2021	
	Jive	58.00%	02.01.2021	
	Planes Fixed Tables	66.00%	02.01.2021	
	Swivel	58.00%	02.01.2021	
Collaborative Tables (Manual adjustable and Height adjustable)	Hop	58.00%	02.01.2021	Discontinued Effective 4/29/22 Contractor recommended replacement is Upside
	Jump Planes Height Adj (HAT)	58.00%	02.01.2021	
		66.00%	02.01.2021	
	Upside	54.00%	02.01.2021	
Common Top for Files	X Series Files	77.50%	02.01.2021	

Floor to Ceiling Demountable Wall System	Enclose and Glass	55.00%	02.01.2021	
	Walls Accessories	55.00%	02.01.2021	
Home Office Options	Hop	58.00%	02.01.2021	Discontinued Effective 4/29/22 Contractor recommended replacement is Upside
	Jive	58.00%	02.01.2021	
	Jump	58.00%	02.01.2021	
	Planes Height Adj (HAT)	66.00%	02.01.2021	
	Upside	54.00%	02.01.2021	
	X Series Filing	77.50%	02.01.2021	
	X Series Peds	77.50%	02.01.2021	
Ergonomic Tools (Monitoy Arms; Sit/Stand Options)	Belong Work Tools	58.00%	02.01.2021	
	Ergotron Accessories	60.00%	02.01.2021	
	Jumpstuff Work Tools	58.00%	02.01.2021	
Panels	UniGroup Systems	86.78%	02.01.2021	
	UniGroup Too	84.50%	02.01.2021	
	Places Systems	86.78%	02.01.2021	
	Systems Fabric	84.50%	02.01.2021	
Panel Mount Components	Adaptable Components	84.50%	02.01.2021	
Work Surfaces Parts	Adaptable Components	84.50%	02.01.2021	
Work Surface Supports	Adaptable Components	84.50%	02.01.2021	
	X Series Peds	77.50%	02.01.2021	

Table Parts	Cultivate	66.00%	02.01.2021	
	Hop	58.00%	02.01.2021	Discontinued Effective 4/29/22 Contractor recommended replacement is Upside
	Immerse	66.00%	02.01.2021	
	Jive	58.00%	02.01.2021	
	Jump	58.00%	02.01.2021	
	Planes Fixed Tables	66.00%	02.01.2021	
	Planes Height Adj (HAT)	66.00%	02.01.2021	
	Swivel	58.00%	02.01.2021	
	Upside	54.00%	02.01.2021	
			02.01.2021	
Storage Parts	X Series Files	77.50%	02.01.2021	
	X Series Peds	77.50%	02.01.2021	
Storage Accessories	X Series Files	77.50%	02.01.2021	
	X Series Peds	77.50%	02.01.2021	
Power Parts	Power Accessories	58.00%	02.01.2021	
	UniGroup Systems	86.78%	02.01.2021	
	UniGroup Too Systems	84.50%	02.01.2021	

TABLE 4

Additional Product Lines (excluding Seating)			
Categories (Class 1 - New Product)	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date
Systems	Compose	80.50%	02.01.2021
	Intuity	58.00%	02.01.2021
	Active Components	58.00%	02.01.2021
	Patterns	58.00%	02.01.2021
	Reside Desking	58.00%	02.01.2021
	Belong Screens	58.00%	02.01.2021
	Echo	55.00%	05.01.2022
Technology	Technology Products	58.00%	02.01.2021
Storage	A Series Storage	58.00%	02.01.2021
	Beside Storage	65.00%	02.01.2021
	Behold Storage	58.05%	02.01.2021
Casegoods	X Series Desks	77.50%	02.01.2021
Haworth Collection	BuzziSpace	35.00%	02.01.2021
	Haworth	50.00%	02.01.2021
	Pablo Designs	15.00%	02.01.2021
Architectural Interiors	Hush Office - Hush Phone	55.00%	02.01.2023
	Hush Office - Hush Hybrid	55.00%	02.01.2023
	Hush Office - Hush Meet	55.00%	02.01.2023
	Hush Office - Hush Access	55.00%	02.01.2023
Architectural Systems	Pergola	55.00%	05.01.2022
Tables	Pip	56.00%	10.01.2022

State Employee Discount

Firm-Fixed % Discount

All discounts listed above for all product categories apply to State Employee purchases for their personal use.

***See also Schedule A, Section 4D. for Contractor policy details on possible fees pertaining to Change Orders and Cancellations which will be handled on a case-by-case basis.**

Table 6

REFURBISHING SERVICES		
Product	Service	Rate
Fabric Panels	Refabric	\$ 35.00
	Refabric/Cut (Core Only)	\$ 82.00
Open Frames Panel	Cut	\$ 42.00
	Paint (FRAME ONLY)	\$ 50.00
	Cut/Paint (FRAME ONLY)	\$ 91.00
	Refab New Style insert	\$ 42.00
	Fabric Insert Bar Paint	\$ 15.00
Top Caps	Paint	\$ 15.00
Rails	Paint	\$ 17.00
Rails	Cut	\$ 5.00
Rails	Cut/Paint	\$ 20.00
Kick Plates	Paint	\$ 15.00
Glide Housings	Paint	\$ 6.00
Finish Posts	Refab	\$ 17.00
	Cut/Refab	\$ 20.00
	Paint (Metal FP)	\$ 16.00
	Cut/Paint (Metal FP)	\$ 19.00
	Paint Top Trim	\$ 6.00
	Paint Bottom Trim	\$ 6.00
Tackboards	Refab	\$ 22.00
	Cut only (reusing fabric)	\$ 25.00
	Cut/Refab	\$ 25.00
Flippers/Shelves	Paint Shelf Pan	\$ 14.00
	Paint Shelf Dividers (Each)	\$ 8.00
	Paint/Re-tmold reg shelf ends (Pair)	\$ 18.00
	Paint/Re-tmold low shelf ends (Pair)	\$ 15.00
	Re-tmold Flipper	\$ 22.00
Worksurfaces	Re T-mold	\$ 22.00
	Cut/Re T-mold	\$ 40.00
	Cut/modify common top	\$ 50.00
	Paint Cantilevers (Pair)	\$ 17.00
	Cut Wireway/Tmold	\$ 46.00
	Paint Grommet (Each)	\$ 6.00
	Install Skates	\$ 2.25
	Re-Edgeband	\$ 35.00
	Cut/Re-Edgeband	\$ 50.00
File conversion	Convert Receder to Drawers, Etc. (Per Cabinet)	\$ 48.00
Lateral File	Paint per Drawer	\$ 52.00
5 foot high Personal Storage Tower	Paint	\$ 305.00
Pedestal	Paint	\$ 95.00
Wall Track/Wall Mount	Paint	\$ 15.00
Power Pole	Paint	\$ 40.00
Support Leg	Paint	\$ 21.00
Make a Corner	Paint	\$ 20.00
Light	Paint	\$ 18.00
Panel Fabric (Per Yard)	Grade A	\$ 14.90
Tmold (Per Linear Foot)		\$ 0.56
3mm Edge Band (Per Linear Foot)		\$ 3.45

Notes for Items in Table Above	
Item	Clarification
Fabric Panel: Refabric Panel	Pricing does not include fabric, replacement side rail clips, top cap clips or hinges typically specified for panels that are refabbed
Flippers: Paint/Re-Tmold reg and low shelf ends, Re-tmold Flipper	Pricing does not include replacement t-mold
Worksurfaces: Re-Tmold, Cut/Re T-mold, Cut Wireway/Tmold	Pricing does not include replacement t-mold
Worksurfaces: Install Skates	Pricing does not include replacement skates
Worksurfaces: Re-Edgeband, Cut/Re-Edgeband	Pricing does not include replacement edgeband
File Conversion: Convert Receder to Drawers, Etc	Pricing does not include parts required to convert files; Pricing reflects the labor only to convert a 2- High Lateral File
Tmold (Per Linear Foot)	Tmold must be ordered in rolls of 100'; unit price listed in Cell C58 of Schedule B2 represents the price for a 100' roll divided by 100.
3mm Edgeband (Per Linear Foot)	Edgeband must be ordered in rolls of 20'; unit price listed in cell C59 of Schedule B2 represents the price for a 20' roll divided by 20.

Table 7

PROGRAMMING SERVICES	
APPLICATION: PROGRAMMING SERVICES FEES CHARGED TO STATE, PER NET USABLE SQUARE FOOT, BY PROJECT SIZE	NOT-TO-EXCEED PRICE - PER NET USABLE SQUARE FOOT
Up to 10,000 square feet	\$0.15
10,001 to 25,000 square feet	\$0.15
25,001 to 50,000 square feet	\$0.15
50,001 to 100,000 square feet	\$0.15
100,001 square feet and above	\$0.15

Table 8

DESIGN, INSTALLATION, DISASSEMBLY & REMOVAL SERVICES		
	ZONE 1 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)	ZONE 2 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)
Key Personnel (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Schedulers, Support Staff, Designers (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Installers (excluding moveable wall installation)	\$ 48.00	\$ 55.00
Non-Key Personnel: Electrician (2)	\$ 98.00	\$ 98.00
Non-Key Personnel: Installers - Rate for installation of moveable walls	\$ 55.00	\$ 62.00
Transportation and Travel charge (associated with a project and accrued at these rates where the Contractor is moving product from State inventory to a jobsite for installation, where the dealer is moving product through the Refurbishing process or any other time the dealer is moving State-owned or newly ordered product.	\$ 40.00	\$ 50.00

- (1) Hourly rate for Designers only applies for projects that have a mixture of new and old product, or only old product. Design charges for projects consisting of New Product Only will be billed at 4% of the new product purchase price
- (2) Contractor only utilizes Union Electricians
- (3) For Not-To-Exceed Rates, the State Reserves the right to negotiate lower final rates on any projects.

Additional Pricing Notes: Key Personnel: Contractor does not charge an hourly rate for the Program Managers or Customer Service Representatives or Installation Supervisor.

Lead Refurbisher time is charged only for transportation of the Agency's product throughout the Refurbishing process at the Transportation/Travel rate specified above. All other charges associated with the Lead Refurbisher are captured in the per unit Refurbishing pricing represented in the Refurbishing Services Pricing table.

The Key Personnel hourly rates indicated above represent the rate for Project Manager, Lead Designer and Lead Programmer.

Non-Key Personnel – Schedulers, Support Staff, Designers: The Contractor does not charge an hourly rate for the Schedulers or Support Staff.

The Non-Key Personnel Rates apply to Designers only. Where there is a mix of new products and State-Owned existing product or product from the State's inventory being utilized for a project, these hourly rates are applied.

Overtime rates must be submitted by the Contractor in writing and approved in writing by the program area overseeing the project. If approved labor rates will be billed at 1.5 times rates on Table 8.

Table 9

ADDITIONAL SERVICES		
White Glove Cleaning	*Note: No cleaning is included in other pricing component in contract, this is an add on service	
	Full Clean per Station	\$220.00
	Half Clean (Panels only of components only) per station	\$125.00
	Chair Cleaning per chair	\$15.00
	File Cleaning per file	\$40.00
	Broom Cleaning per Square	\$0.09
Temporary Storage:	<p>Note: Provided through Subcontractor/Dealer - DBI</p> <p>Temporary storage may include, but is not limited to:</p> <ul style="list-style-type: none"> •Storage of State-owned product that is intended to be utilized to fulfill projects on an as needed basis •Storage of newly purchased and shipped product that needs to be stored for more than 30 days beyond the original delivery date due to installation timeline delays initiated by the State and not related to Haworth or dealer. These circumstances may include, but are not limited to: <ul style="list-style-type: none"> ••When the order change policy does not allow ship/delivery dates to be pushed out to meet an adjusted installation date initiated or caused by the State ••Product delivered to the dealer warehouse and must be stored for a duration more than 30 days beyond the original delivery date in order to meet an adjusted installation schedule initiated or caused by the State. •Storage of product pulled from other inventory locations such as State warehouses, demo of existing furniture and/or product that is staged in the dealer warehouse pending refurbishment for a project whose installation timeline has been delayed by the State. 	
	Storage - Square Foot/Year (1)	\$6.00
	Labor (to pull product from and/or receive product in) - Hourly Rate	\$48.00
	(1) Billed monthly, based on the number of square feet the product occupies.	



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 320 S. WALNUT ST., LANSING, MICHIGAN 48933
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **3**
 to
 Contract Number **220000000043**

CONTRACTOR	HAWORTH INC
	One Haworth Center
	Holland, MI 49423
	Matt Corl
	616-393-3597
	matt.corl@haworth.com
	CV0048869

STATE	Program Manager	Curt Myers	SW
		517-719-8168	
		myersc@Michigan.gov	
	Contract Administrator	Susan Watt-Smith	DTMB
		517-230-0535	
		wattsmiths@michigan.gov	

CONTRACT SUMMARY				
MODULAR OFFICE SYSTEMS FURNITURE AND SERVICES - STATEWIDE				
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE	
November 22, 2021	November 21, 2026	2 - 1 Year	November 21, 2026	
PAYMENT TERMS		DELIVERY TIMEFRAME		
NET 45		Various – See Schedule A, Section 8		
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING	
<input type="checkbox"/> P-Card	<input type="checkbox"/> PRC	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS				
Freight FOB to the first destination. ("Ship to" noted on State Delivery Order (DO) reflects final destination.)				
DESCRIPTION OF CHANGE NOTICE				
OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		N/A
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$45,500,000.00	\$0.00	\$45,500,000.00		
DESCRIPTION				
Effective December 8, 2022, the updates in Change Notice 3, Attachment 1 are incorporated.				
All other terms, conditions, specifications and pricing remain the same. Per vendor and agency agreement and DTMB Central Procurement approval.				

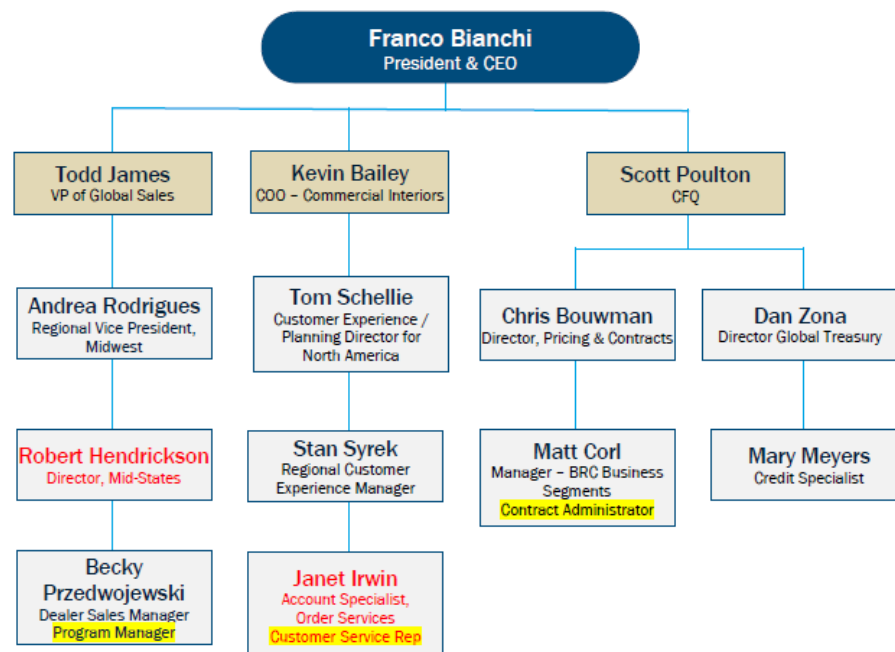
Change Notice 3, Attachment 1

Contract No. 220000000043

- 1) Schedule B, Pricing: The attached Schedule B, Pricing updates and replaces the previous Schedule B, which incorporates:
 - Table 3 Workstation Product Lines:
 - Under “Panels” add UniGroup Too, Firm Fixed % is 84.50%, Price List is 02.01.2021
 - Under “Power” add UniGroup Too, Firm Fixed % is 84.50%, Price List is 02.01.2021
 - Table 4 Additional Product Lines (excluding seating):
 - Add an “Architectural Systems” category
 - Under “Architectural Systems” add Pergola, Firm Fixed is 55.00%, Price List is 05.01.2022
 - Under “Systems” add Echo, Firm Fixed % is 55.00%, Price List is 05.01.2022
 - Add a “Tables” category
 - Under “Tables” add Pip, Firm Fixed % is 54.00%, Price List is 10.01.2022
 - Table 9 Additional Services:
 - Add a “Temporary Storage” category
 - Under “Temporary Storage” add Storage – Square Foot/Year (1) at \$6.00; Labor (to pull product from and/or receive product in) – Hourly Rate at \$48.00; (1) Billed monthly, based on the number of square feet the product occupies.
- 2) Schedule A, Statement of Work, Section 3.4 Organizational Chart is updated and replaced to reflect staffing updates:

3.4. Organizational Chart

The Contractor must provide an overall organizational chart that details staff members, by name and title and includes subcontractors. This flow chart should clearly show the hierarchy of the organization.



- 3) State Program Manager on Contract Cover Page, Standard Contract Terms Section 6. Notices, and Schedule A, Section 3.C Contract Administrator is updated to: Susan Watt-Smith, (517) 230-0535, WattSmithS@michigan.gov
- 4) **Product Compatibility and Limited Warranty Policy**, effective August 1, 2022, replaces Schedule M – Warranty Information, Version 4 (5/2019), as Revised Schedule M – Warranty Information.
- 5) Standard Contract Terms Section 9 and 10 is updated and replaced with the language below which removes availability for other states to utilize this Contract through the extended purchasing program:

9. Administrative Fee and Reporting. Contractor must pay an administrative fee of 1% on all payments made to Contractor under the Contract including transactions with the State (including its departments, divisions, agencies, offices, and commissions), MiDEAL members. Administrative fee payments must be made online by check or credit card at: <https://www.thepayplace.com/mi/dtmb/adminfee> Contractor must submit an itemized purchasing activity report, which includes at a minimum, the name of the purchasing entity and the total dollar volume in sales. Reports should be mailed to MiDeal@michigan.gov.

The administrative fee and purchasing activity report are due within 30 calendar days from the last day of each calendar quarter.

10. Extended Purchasing Program. This contract is extended to MiDEAL members. MiDEAL members include local units of government, school districts, universities, community colleges, and

nonprofit hospitals. A current list of MiDEAL members is available at www.michigan.gov/mideal. Upon written agreement between the State and Contractor, this contract may also be extended to: State of Michigan employees. If extended, Contractor must supply all Contract Activities at the established Contract prices and terms. The State reserves the right to impose an administrative fee and negotiate additional discounts based on any increased volume generated by such extensions. Contractor must submit invoices to, and receive payment from, extended purchasing program members on a direct and individual basis.

SCHEDULE B – PRICING

CONTRACT NO. MA 220000000043

1. Reserved.
2. Pricing includes all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
3. Contractor quick payment terms: None
4. Reserved.
5. Reserved.
6. Replacement and repair parts pricing beyond Contract expiration: The Contractor will not extend contract pricing for replacement and repair parts beyond contract period.

(Pricing Tables on following pages)

NEW PRODUCT PRICING

TABLE 1

TYPICAL 8 WORKSTATION PRICING

CLASS 1 - New Product	Description	List Price	Catalog Date	Average% Discount off List (Pulled from Schedule B4)	AveragePrice after Discount	Actual 8 Workstation Cluster net price based on discounts listed on B4
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TABLE 2 – RESERVED

TABLE 3

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	Planes Fixed Tables	66.00%	02.01.2021	
	Swivel	58.00%	02.01.2021	
Collaborative Tables (Manual adjustable and Height adjustable)	Hop	58.00%	02.01.2021	Discontinued Effective 4/29/22 Contractor recommended replacement is Upside
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		66.00%	02.01.2021	
	Upside	54.00%	02.01.2021	
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	Jumpstuff Work Tools	58.00%	02.01.2021	
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	UniGroup Too	84.50%	02.01.2021	
	Places Systems	86.78%	02.01.2021	
	Systems Fabric	84.50%	02.01.2021	
Panel Mount Components	Adaptable Components	84.50%	02.01.2021	
Work Surfaces Parts	Adaptable Components	84.50%	02.01.2021	
Work Surface Supports	Adaptable Components	84.50%	02.01.2021	
	X Series Peds	77.50%	02.01.2021	

Table Parts	Cultivate	66.00%	02.01.2021	
	Hop	58.00%	02.01.2021	Discontinued Effective 4/29/22 Contractor recommended replacement is Upside
	Immerse	66.00%	02.01.2021	
	Jive	58.00%	02.01.2021	
	Jump	58.00%	02.01.2021	
	Planes Fixed Tables	66.00%	02.01.2021	
	Planes Height Adj (HAT)	66.00%	02.01.2021	
	Swivel	58.00%	02.01.2021	
	Upside	54.00%	02.01.2021	
			02.01.2021	
Storage Parts	X Series Files	77.50%	02.01.2021	
	X Series Peds	77.50%	02.01.2021	
Storage Accessories	X Series Files	77.50%	02.01.2021	
	X Series Peds	77.50%	02.01.2021	
Power Parts	Power Accessories	58.00%	02.01.2021	
	UniGroup Systems	86.78%	02.01.2021	
	UniGroup Too Systems	84.50%	02.01.2021	

TABLE 4			
Additional Product Lines (excluding Seating)			
Categories (Class 1 - New Product)	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date
Systems	Compose	80.50%	02.01.2021
	Intuity	58.00%	02.01.2021
	Active Components	58.00%	02.01.2021
	Patterns	58.00%	02.01.2021
	Reside Desking	58.00%	02.01.2021
	Belong Screens	58.00%	02.01.2021
	Echo	55.00%	05.01.2022
Technology	Technology Products	58.00%	02.01.2021
Storage	A Series Storage	58.00%	02.01.2021
	Beside Storage	65.00%	02.01.2021
	Behold Storage	58.05%	02.01.2021
Casegoods	X Series Desks	77.50%	02.01.2021
Haworth Collection	BuzziSpace	35.00%	02.01.2021
	Haworth	50.00%	02.01.2021
	Pablo Designs	15.00%	02.01.2021
Architectural Systems	Pergola	55.00%	05.01.2022
Tables	Pip	54.00%	10.01.2022
State Employee Discount			
Firm-Fixed % Discount			
All discounts listed above for all product categories apply to State Employee purchases for their personal use.			

***See also Schedule A, Section 4D. for Contractor policy details on possible fees pertaining to Change Orders and Cancellations which will be handled on a case-by-case basis.**

Table 6

REFURBISHING SERVICES		
Product	Service	Rate
Fabric Panels	Refabric	\$ 35.00
	Refabric/Cut (Core Only)	\$ 82.00
Open Frames Panel	Cut	\$ 42.00
	Paint (FRAME ONLY)	\$ 50.00
	Cut/Paint (FRAME ONLY)	\$ 91.00
	Refab New Style insert	\$ 42.00
	Fabric Insert Bar Paint	\$ 15.00
Top Caps	Paint	\$ 15.00
Rails	Paint	\$ 17.00
Rails	Cut	\$ 5.00
Rails	Cut/Paint	\$ 20.00
Kick Plates	Paint	\$ 15.00
Glide Housings	Paint	\$ 6.00
Finish Posts	Refab	\$ 17.00
	Cut/Refab	\$ 20.00
	Paint (Metal FP)	\$ 16.00
	Cut/Paint (Metal FP)	\$ 19.00
	Paint Top Trim	\$ 6.00
	Paint Bottom Trim	\$ 6.00
Tackboards	Refab	\$ 22.00
	Cut only (reusing fabric)	\$ 25.00
	Cut/Refab	\$ 25.00
Flippers/Shelves	Paint Shelf Pan	\$ 14.00
	Paint Shelf Dividers (Each)	\$ 8.00
	Paint/Re-tmold reg shelf ends (Pair)	\$ 18.00
	Paint/Re-tmold low shelf ends (Pair)	\$ 15.00
	Re-tmold Flipper	\$ 22.00
Worksurfaces	Re T-mold	\$ 22.00
	Cut/Re T-mold	\$ 40.00
	Cut/modify common top	\$ 50.00
	Paint Cantilevers (Pair)	\$ 17.00
	Cut Wireway/Tmold	\$ 46.00
	Paint Grommet (Each)	\$ 6.00
	Install Skates	\$ 2.25
	Re-Edgeband	\$ 35.00
	Cut/Re-Edgeband	\$ 50.00
File conversion	Convert Receder to Drawers, Etc. (Per Cabinet)	\$ 48.00
Lateral File	Paint per Drawer	\$ 52.00
5 foot high Personal Storage Tower	Paint	\$ 305.00
Pedestal	Paint	\$ 95.00
Wall Track/Wall Mount	Paint	\$ 15.00
Power Pole	Paint	\$ 40.00
Support Leg	Paint	\$ 21.00
Make a Corner	Paint	\$ 20.00
Light	Paint	\$ 18.00
Panel Fabric (Per Yard)	Grade A	\$ 14.90
Tmold (Per Linear Foot)		\$ 0.56
3mm Edge Band (Per Linear Foot)		\$ 3.45

Notes for Items in Table Above	
Item	Clarification
Fabric Panel: Refabric Panel	Pricing does not include fabric, replacement side rail clips, top cap clips or hinges typically specified for panels that are refabbed
Flippers: Paint/Re-Tmold reg and low shelf ends, Re-tmold Flipper	Pricing does not include replacement t-mold
Worksurfaces: Re-Tmold, Cut/Re T-mold, Cut Wireway/Tmold	Pricing does not include replacement t-mold
Worksurfaces: Install Skates	Pricing does not include replacement skates
Worksurfaces: Re-Edgeband, Cut/Re-Edgeband	Pricing does not include replacement edgeband
File Conversion: Convert Receder to Drawers, Etc	Pricing does not include parts required to convert files; Pricing reflects the labor only to convert a 2- High Lateral File
Tmold (Per Linear Foot)	Tmold must be ordered in rolls of 100'; unit price listed in Cell C58 of Schedule B2 represents the price for a 100' roll divided by 100.
3mm Edgeband (Per Linear Foot)	Edgeband must be ordered in rolls of 20'; unit price listed in cell C59 of Schedule B2 represents the price for a 20' roll divided by 20.

Table 7

PROGRAMMING SERVICES	
APPLICATION: PROGRAMMING SERVICES FEES CHARGED TO STATE, PER NET USABLE SQUARE FOOT, BY PROJECT SIZE	NOT-TO-EXCEED PRICE - PER NET USABLE SQUARE FOOT
Up to 10,000 square feet	\$0.15
10,001 to 25,000 square feet	\$0.15
25,001 to 50,000 square feet	\$0.15
50,001 to 100,000 square feet	\$0.15
100,001 square feet and above	\$0.15

Table 8

DESIGN, INSTALLATION, DISASSEMBLY & REMOVAL SERVICES		
	ZONE 1 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)	ZONE 2 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)
Key Personnel (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Schedulers, Support Staff, Designers (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Installers (excluding moveable wall installation)	\$ 48.00	\$ 55.00
Non-Key Personnel: Electrician (2)	\$ 98.00	\$ 98.00
Non-Key Personnel: Installers - Rate for installation of moveable walls	\$ 55.00	\$ 62.00
Transportation and Travel charge (associated with a project and accrued at these rates where the Contractor is moving product from State inventory to a jobsite for installation, where the dealer is moving product through the Refurbishing process or any other time the dealer is moving State-owned or newly ordered product.	\$ 40.00	\$ 50.00

- (1) Hourly rate for Designers only applies for projects that have a mixture of new and old product, or only old product. Design charges for projects consisting of New Product Only will be billed at 4% of the new product purchase price
- (2) Contractor only utilizes Union Electricians
- (3) For Not-To-Exceed Rates, the State Reserves the right to negotiate lower final rates on any projects.

Additional Pricing Notes: Key Personnel: Contractor does not charge an hourly rate for the Program Managers or Customer Service Representatives or Installation Supervisor.

Lead Refurbisher time is charged only for transportation of the Agency's product throughout the Refurbishing process at the Transportation/Travel rate specified above. All other charges associated with the Lead Refurbisher are captured in the per unit Refurbishing pricing represented in the Refurbishing Services Pricing table.

The Key Personnel hourly rates indicated above represent the rate for Project Manager, Lead Designer and Lead Programmer.

Non-Key Personnel – Schedulers, Support Staff, Designers: The Contractor does not charge an hourly rate for the Schedulers or Support Staff.

The Non-Key Personnel Rates apply to Designers only. Where there is a mix of new products and State-Owned existing product or product from the State's inventory being utilized for a project, these hourly rates are applied.

Overtime rates must be submitted by the Contractor in writing and approved in writing by the program area overseeing the project. If approved labor rates will be billed at 1.5 times rates on Table 8.

Table 9

ADDITIONAL SERVICES		
White Glove Cleaning	*Note: No cleaning is included in other pricing component in contract, this is an add on service	
	Full Clean per Station	\$220.00
	Half Clean (Panels only of components only) per station	\$125.00
	Chair Cleaning per chair	\$15.00
	File Cleaning per file	\$40.00
	Broom Cleaning per Square	\$0.09
Temporary Storage:	<p>Note: Provided through Subcontractor/Dealer - DBI</p> <p>Temporary storage may include, but is not limited to:</p> <ul style="list-style-type: none"> •Storage of State-owned product that is intended to be utilized to fulfill projects on an as needed basis •Storage of newly purchased and shipped product that needs to be stored for more than 30 days beyond the original delivery date due to installation timeline delays initiated by the State and not related to Haworth or dealer. These circumstances may include, but are not limited to: <ul style="list-style-type: none"> ••When the order change policy does not allow ship/delivery dates to be pushed out to meet an adjusted installation date initiated or caused by the State ••Product delivered to the dealer warehouse and must be stored for a duration more than 30 days beyond the original delivery date in order to meet an adjusted installation schedule initiated or caused by the State. •Storage of product pulled from other inventory locations such as State warehouses, demo of existing furniture and/or product that is staged in the dealer warehouse pending refurbishment for a project whose installation timeline has been delayed by the State. 	
	Storage - Square Foot/Year (1)	\$6.00
	Labor (to pull product from and/or receive product in) - Hourly Rate	\$48.00
	(1) Billed monthly, based on the number of square feet the product occupies.	

PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster								PRICING			
Contract's Base Product											
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Unit Price	Name of Associated Catalog Product Line (Repeat as necessary)	Percentage Discount (%)	Price After Discount		
Panel Parts/ Descriptions											
1	1	30" x 14" Glass Stacker	1	EAG-3014-F	Add-On Panel, Glazed, 30in W X 14in H, Fabric Conn w/ Full Height Side Rail	\$ 1,060.69	Unigroup	86.78%	\$ 140.22		
1	1	30" x 14" Glass Stacker	1	SREH-4616	SIDE RAIL, 48" - 16", ADD ON PANELS	\$ 135.67	Unigroup	86.78%	\$ 17.94		
2	1	30" x 20" Glass Stacker	1	EAG-3020-F	Add-On Panel, Glazed, 30in W X 20in H, Fabric Conn w/ Full Height Side Rail	\$ 1,180.69	Unigroup	86.78%	\$ 156.09		
1	1	30" x 20" Glass Stacker	1	SREH-4616	SIDE RAIL, 48" - 16", ADD ON PANELS	\$ 135.67	Unigroup	86.78%	\$ 17.94		
3	1	48" x 14" Glass Stacker	1	EAG-414-F	Add-On Panel, Glazed, 48in W X 14in H, Fabric Conn	\$ 1,259.41	Unigroup	86.78%	\$ 166.49		
1	1	48" x 14" Fabric Panel Powered	1	EPF-242-B	Unigroup Fabric Panel Power, 3 Cir, 332, 24in, Wx44in, H, Base Trim, Amb	\$ 1,413.20	Unigroup	86.78%	\$ 186.56		
5	1	30" x 44" Fabric Panel Powered	1	EPF-3042-B	Unigroup Fabric Panel Power, 3 Cir, 332, 30in, Wx44in, H, Base Trim, Amb	\$ 1,517.22	Unigroup	86.78%	\$ 200.58		
4	2	48" x 44" Fabric Panel Powered	2	EPF-442-B	Unigroup Fabric Panel Power, 3 Cir, 332, 48in, Wx44in, H, Base Trim, Amb	\$ 1,835.28	Unigroup	86.78%	\$ 242.62		
7	1	30" x 50" Fabric Panel Powered	1	EPF-3048-B	Unigroup Fabric Panel Power, 3 Cir, 332, 30in, Wx50in, H, Base Trim, Amb	\$ 1,566.30	Unigroup	86.78%	\$ 207.06		
8	1	48" x 50" Fabric Panel Powered	1	EPF-448-B	Unigroup Fabric Panel Power, 3 Cir, 332, 50in, Wx50in, H, Base Trim, Amb	\$ 1,884.36	Unigroup	86.78%	\$ 249.11		
9	3	12" x 64" Fabric Panel Powered	3	EFN-162-B	Unigroup Fabric Panel No-Pow 12in, Wx64in, H, Base Trim, Amb	\$ 1,077.11	Unigroup	86.78%	\$ 142.39		
10	1	38" x 64" Fabric Panel Powered	1	EPF-1862-B	Unigroup Fabric Panel Power, 3 Cir, 332, 18in, Wx64in, H, Base Trim, Amb	\$ 1,468.78	Unigroup	86.78%	\$ 194.17		
11	21	24" x 64" Fabric Panel Powered	21	EPF-262-B	Unigroup Fabric Panel Power, 3 Cir, 332, 24in, Wx64in, H, Base Trim, Amb	\$ 1,574.80	Unigroup	86.78%	\$ 208.19		
12	1	30" x 64" Fabric Panel Powered	1	EPF-3062-B	Unigroup Fabric Panel Power, 3 Cir, 332, 30in, Wx64in, H, Base Trim, Amb	\$ 1,680.82	Unigroup	86.78%	\$ 222.20		
13	2	36" x 64" Fabric Panel Powered	2	EPF-362-B	Unigroup Fabric Panel Power, 3 Cir, 332, 36in, Wx64in, H, Base Trim, Amb	\$ 1,786.84	Unigroup	86.78%	\$ 236.22		
14	15	48" x 64" Fabric Panel Powered	15	EPF-462-B	Unigroup Fabric Panel Power, 3 Cir, 332, 48in, Wx64in, H, Base Trim, Amb	\$ 1,998.88	Unigroup	86.78%	\$ 264.25		
15	1	30" x 64" Open Frame Panel Powered	1	EOP-362-B	Open Frame Panel, 3 Cir, 332, 36in, Wx62in, H, Base Trim, Amb w/ Fabric Conn	\$ 1,783.28	Unigroup	86.78%	\$ 235.75		
16	1	90 Degree Finish Post, 44in	1	SPLY-0677	WK, O/P PANEL - INSERT	\$ 900.51	Unigroup	86.78%	\$ 130.95		
17	1	90 Degree Finish Post, 44in	1	PFPC-42-B	Unigroup 90 Deg Finish Post, Painted 44in H	\$ 135.30	Unigroup	86.78%	\$ 17.89		
18	1	180 Degree Finish Post, 44in	1	PFPC-62-B	Unigroup 180 Deg Finish Post, Painted 44in H	\$ 155.30	Unigroup	86.78%	\$ 20.53		
19	1	180 Degree Finish Post, 44in	1	PFPS-42-B	Unigroup, 180 Deg Finish Post, Painted 44in H	\$ 117.45	Unigroup	86.78%	\$ 15.53		
18	1	180 Degree Finish Post, 44in	6	PFPS-62-B	Unigroup, 180 Deg Finish Post, Painted 44in H	\$ 137.05	Unigroup	86.78%	\$ 18.12		
20	3	Top Cap Radius Edge Panel, Acc, Radius Plastic Top Cap, for 3-Way & 4-Way	3	FPCC-2	Panel Acc. Radius Plastic Top Cap, for 3-Way & 4-Way, Unigroup	\$ 35.77	Unigroup	86.78%	\$ 4.73		
Panel Mount Components/Descriptions											
21	1	24in Wall, 48" W	1	HGRY-3016	Shawall Assembly, 16inX20W	\$ 217.05	Unigroup	86.78%	\$ 28.91		
22	1	24in Wall, 48" W	1	HGRY-4816	Shawall Assembly, 16inX48W	\$ 407.91	Unigroup	86.78%	\$ 53.93		
23	2	Fabric Tackboard, 24" W	2	HFB-2416	Tackboard 24in, X 36in	\$ 394.12	Unigroup	86.78%	\$ 40.20		
24	1	Fabric Tackboard, 36" W	1	HFB-3616	Tackboard 36in, X 36in	\$ 333.88	Unigroup	86.78%	\$ 42.83		
25	12	Fabric Tackboard, 48" W	12	HFB-4816	Tackboard 48in, X 36in	\$ 343.84	Unigroup	86.78%	\$ 45.46		
26	1	Fabric Tackstrip, 48" W	1	HFB-4805	Tackstrip 48in, X 5in	\$ 271.24	Unigroup	86.78%	\$ 35.86		
27	1	Markerboard, 48" W	1	HMB-4828	Markerboard, Magnetic, 48Wx28H	\$ 1,029.44	Unigroup	86.78%	\$ 136.09		
Work Surface Parts/Descriptions											
28	1	36" W Corner Work Surface	1	WUCA-3636-LISAN44	Worksurface, Corner, 36Dx36W, Lam, Edgeband, Std Core, Notched, 24, 24	\$ 659.86	Adaptable Components	84.50%	\$ 102.28		
29	4	48" W Corner Work Surface	4	WUCA-4848-LISAN44	Worksurface, Corner, 48Dx48W, Lam, Edgeband, Std Core, Notched, 24, 24	\$ 815.13	Adaptable Components	84.50%	\$ 126.35		
30	1	38" D x 72" Rectangular Work Surface	1	WURA-1872-LISA	Worksurface, Rect, 18Dx72W, Lam, Edgeband, Std Core, Notched	\$ 536.72	Adaptable Components	84.50%	\$ 83.19		
31	1	24" D x 36" Rectangular Work Surface	1	WURA-2436-LISA	Worksurface, Rect, 24Dx36W, Lam, Edgeband, Std Core, Notched	\$ 248.94	Adaptable Components	84.50%	\$ 38.59		
32	1	24" D x 36" Rectangular Work Surface	1	WURA-2436-LISA	Worksurface, Rect, 24Dx36W, Lam, Edgeband, Std Core, Notched	\$ 235.48	Adaptable Components	84.50%	\$ 35.45		
33	13	34" D x 48" Rectangular Work Surface	13	WURA-2448-LISA	Worksurface, Rect, 24Dx48W, Lam, Edgeband, Std Core, Notched	\$ 441.77	Adaptable Components	84.50%	\$ 68.47		
34	1	24" D x 54" Rectangular Work Surface	1	WURA-2454-LISA	Worksurface, Rect, 24Dx54W, Lam, Edgeband, Std Core, Notched	\$ 480.35	Adaptable Components	84.50%	\$ 74.45		
35	1	24" D x 54" Rectangular Work Surface	1	WURA-2454-LISA	Worksurface, Rect, 24Dx54W, Lam, Edgeband, Std Core, Notched	\$ 750.41	Adaptable Components	84.50%	\$ 116.31		
36	1	24" W x 60" D Shape Peninsula Work Surface	1	WURD-2460-LISA	Worksurface, D-Shape Convergent, 24Wx60L, Lam, Edgeband, Std Core, Notched	\$ 552.66	Adaptable Components	84.50%	\$ 85.66		
37	1	24" W x 60" D Shape Peninsula Work Surface	1	WURV-2466-LISA	Worksurface, Rect Convergent, 24Wx66L, Lam, Edgeband, Std Core, Notched	\$ 580.51	Adaptable Components	84.50%	\$ 89.88		
38	1	12" D x 48" Rectangular Transaction Top	1	WUTS-1248-LISC	Worksurface, Rect Countertop, 12Dx48W, Lam, Edgeband, Std Core, No CB Mtg	\$ 445.86	Adaptable Components	84.50%	\$ 69.11		
Work Surface Supports/Descriptions											
39	1	Support Column	1	WUCC-0004	Casagrande, Convergent Support Column	\$ 319.39	Adaptable Components	84.50%	\$ 49.53		
40	1	Double Support Leg, Standing Height	1	SPL-8363	Worksurface DBI Support Leg, Aluminum, 24in D 37" - 44" Height Adjustment	\$ 637.78	Adaptable Components	84.50%	\$ 98.86		
41	1	Single Side Bracket Surface Support	1	ZEB-1600-PR	Unigroup/Too/Places, Cntlvr Brkt, Standard, 16, Sin, D, LH	\$ 22.72	Adaptable Components	84.50%	\$ 3.52		
42	26	Cantilever Bracket- Pair	26	ZEB-1600-PP	Unigroup/Too/Places, Cntlvr Brkt, Standard, 16, Sin, D, Pair	\$ 119.78	Adaptable Components	84.50%	\$ 18.57		
43	5	Cantilever Bracket- Single (right or left handed)	3	ZEB-1600-PL	Bracket, Side, For Unigroup/Too/Places, RH	\$ 73.94	Adaptable Components	84.50%	\$ 11.31		
44	5	Rear Corner Bracket	5	ZEBR-0000-PN	Worksurface, Rear-Corner Brackets, Unigroup	\$ 20.87	Adaptable Components	84.50%	\$ 3.23		
45	1	Transaction Top Bracket- pair	1	ZEBT-0000-PNE	Unigroup, Counter Top, Brkt, Rad Prd Std Top Cap	\$ 123.19	Adaptable Components	84.50%	\$ 19.09		
Tables Parts/Descriptions											
46	1	Height Adjustable Table-Corner	1	TSD0-4308	Planes Value, Table, C-900, Lam, 46" x 46", 1 Ebb, Single-Side Elec, Non-Programmable	\$ 2,069.00	Planes Value	66.00%	\$ 703.46		
47	1	Height Adjustable Table-Rectangular, 30" D x 48" W	1	TLRA-2946-LISNCE	Planes Value, Table, 29" x 46", Lam, EBB, C-Leg, Single-Side Elec, Non-Programmable	\$ 1,621.10	Planes Value	66.00%	\$ 531.45		
48	1	Height Adjustable Table-Rectangular, 30" D x 72" W	1	TLRA-2970-LISNCE	Planes Value, Table, 29" x 70", Lam, EBB, C-Leg, Single-Side Elec, Non-Programmable	\$ 1,739.93	Planes Value	66.00%	\$ 593.58		
Storage Parts/Descriptions											
49	2	Mini Storage Shelf Straight	2	HMSS-0648	Unigroup, Standard Mount Shelf, Straight Mini, Loop Bracket, 48in, W	\$ 368.85	Unigroup	86.78%	\$ 48.76		
50	1	Mini Storage Shelf-Corner	1	HMSS-0648	Unigroup, Standard Mount Shelf, Corner Mini, Loop Bracket, 48in, W	\$ 732.50	Unigroup	86.78%	\$ 96.84		
51	24	Overhead Storage Unit-Laminate Door	24	UEFS-1624-LML	Unigroup/Too/Upper Storage, 24"W, Lam Front, Panel Mount, Locking w/ Shelf Div	\$ 1,075.75	Adaptable Components	84.50%	\$ 163.94		
52	1	30" Overhead Storage Unit-Laminate Door	1	UEFS-1630-LML	Unigroup/Too/Upper Storage, 30"W, Lam Front, Panel Mount, Locking w/ Shelf Div	\$ 1,118.77	Adaptable Components	84.50%	\$ 174.41		
53	1	36" Overhead Storage Unit-Laminate Door	1	UEFS-1636-LML	Unigroup/Too/Upper Storage, 36"W, Lam Front, Panel Mount, Locking w/ Shelf Div	\$ 1,179.79	Adaptable Components	84.50%	\$ 182.87		
54	12	48" Overhead Storage Unit-Laminate Door	12	UEFS-1648-LML	Unigroup/Too/Upper Storage, 48"W, Lam Front, Panel Mount, Locking w/ Shelf Div	\$ 1,301.83	Adaptable Components	84.50%	\$ 201.78		
55	3	Mobile Pedestal-Panel/Box/File	3	JPMF-24-SJ	SHELF DIVIDERS, B/OV OF 8	\$ 340.02	Adaptable Components	84.50%	\$ 52.20		
56	1	Mobile Pedestal-Box/File	1	JPMA-24-SIC	X Series, Pedestal, Mobile, B/F, 24"D, Ptd/Dw/Frt, J Pull, Cstr, No Top	\$ 785.97	X Series	77.50%	\$ 176.84		
57	1	Attached Pedestal-Box/File	1	JPAH-24-SJ	X Series, Pedestal, Attached, B/F, 24"D, Ptd/Dw/Frt, J Pull	\$ 671.45	X Series	77.50%	\$ 151.08		
58	1	Lateral File- 2Drawer 36" W	1	JLRD-0236-SJ	X Series, 27.5" x 36" W, Lateral File, File, Ptd Dwg, Front, Inset, Lock Bar, J Pull, Glides	\$ 1,283.78	X Series	77.50%	\$ 288.35		
59	1	Lateral File- 2Drawer 42" W	1	JLRD-0242-SJ	X Series, 27.5" x 42" W, Lateral File, File, Ptd Dwg, Front, Inset, Lock Bar, J Pull, Glides	\$ 1,472.76	X Series	77.50%	\$ 331.87		
60	1	Lateral File- 3Drawer 36" W	1	JLRD-0336-SJ	X Series, 39.5" x 36" W, Lateral File, File, File, Ptd Drawer Front, Lock Bar, J Pull, Glides	\$ 1,490.41	X Series	77.50%	\$ 335.35		
61	1	Lateral File- 3Drawer 36" W	1	JLRD-0336-SJ	X Series, 39.5" x 36" W, Lateral File, File, File, Ptd Drawer Front, Lock Bar, J Pull, Glides	\$ 2,293.04	X Series	77.50%	\$ 515.97		
62	1	Lateral File- 5Drawer 42" W	1	JLRD-0542-SJ	X Series, 63.5" x 42" W, Lateral File, File, File, File, Ptd Drawer Front, Lock Bar, J Pull, Glides	\$ 2,693.20	X Series	77.50%	\$ 592.43		
63	1	Personal Storage Tower- File/Right/Left Valet	1	JJHG-6324-SSIR	X Series PST JhgDtr, 63.5inX24D, F/F, Valet, RH, Steel Front, Integral Pull, Steel File/Right/Left Valet	\$ 2,866.57	X Series	77.50%	\$ 644.98		
64	1	Locker- Right/Left Handed	1	JH24-6318-L5IR	X Series, Locker, 24Dx63inX18in, Single LH, Ptd Frnt, J Pull, T-Top LCH, Ptd Top	\$ 1,903.35	X Series	77.50%	\$ 428.25		
Storage Accessories Parts/Descriptions											
65	1	Pedestal Cushion Top	1	JCTB-24	X Series, Pedestal Cushion Top, Kit, 24"D	\$ 318.67	X Series	77.50%	\$ 73.70		
66	2	File Counterweight 36" File	2	JFWA-36	X Series, Counterweight 36" File	\$ 167.20	X Series	77.50%	\$ 37.62		
67	1	File Counterweight 42" File	1	JFWA-42	X Series, Counterweight 42" File	\$ 394.57	X Series	77.50%	\$ 88.78		
68	1	File Common Top 18" x 36" W	1	JFTR-1836-JYVS	X Series, Common Top, Inset, Frnt, Lam Top, 18Dx36W, 3mm Pstz, Upr, 3mm L/R	\$ 866.95	X Series	77.50%	\$ 232.56		
Trgo Tools/Accessories Parts/Descriptions											
69	1	Hardwood Tray	1	NJZA-0013-2N	MDP Basic Shon, 17in, Track, No Mouse Pad	\$ 302.34	Accessories	58.00%	\$ 126.78		
70	1	Single Monitor Arm	1	45-241-026	Ergotron, LX Desk Mount LCD Arm	\$ 302.70	Unigroup	60.00%	\$ 121.48		
71	1	Dual Monitor Arm	1	45-492-216	Ergotron, LX Dual Stacking Arm, No Grommet Mount, Bright White	\$ 611.97	Ergotron	60.00%	\$ 244.79		
72	14	Task Light- Under Overhead Mount	14	LUTN-0017-19U1LDN	Light, Task, LED, Adapt, 17", Stand Alone, 18 Watt, 9" Cord	\$ 176.13	Accessories	58.00%	\$ 73.97		
73	2	Clamp Mount Power Module	2	HUJ1-PH08-4200	6 Port 4 Recept, 2 Usb, 0 Data ports, Cable Garage, Black, 6" Pad Cord	\$ 686.77	Accessories	58.00%	\$ 288.44		
Power Parts/Descriptions											
74	1	Hardware Base Feed Module	1	BFM-1-B	Base Feed Module, Hardware, 3 Cir, 232	\$ 232.27	Unigroup	86.78%	\$ 44.06		
75	30	Outlets	6	PHD-3-B	Duplex receptacle, 3Cir, 132	\$ 186.37	Unigroup	86.78%	\$ 25.96		
76	1	Top Feed Module	1	TFM-6400-B	Top Feed Module, 68 In For Panel Height 64 In & 68 In	\$ 1,727.20	Unigroup	86.78%	\$ 228.34		
77	2	Power Base Connector Pass Through	1	2563-3708	Conduit Conn, Assy, Pass thru for (2) 1 1/2" panels side by side, 3 Cir, 125'	\$ 1,127.32	Unigroup	86.78%	\$ 69.71		
78	1	Pass Power Connector	1	PCOP-1-B	Unigroup Connector Assembly, Pass Through, 1.2in, 3Cir, 332	\$ 167.96	Unigroup	86.78%	\$ 22.20		

CONTRACT NO. 220000000043

REVISED SCHEDULE M – WARRANTY INFORMATION

Great Expectations

You have them as a Haworth customer and so do we. And because we value our customers, we cover our products with this **Product Compatibility and Limited Warranty Policy**.

OUR COMMITMENT TO PRODUCT COMPATIBILITY – INTEGRATED PRODUCT PLATFORMS - OBSOLESCENCE POLICY

As a market leader in the design and manufacture of workspaces that adapt to change, we strive to maintain product compatibility within our various generations of integrated product platforms. As we develop new products there is an emphasis to provide solutions that are compatible yet allow for enhancement of previous generations of products. This benefits the customer who desires to leverage their existing products but enhance their work environment at the same time. With this mindset, under our obsolescence policy, Haworth takes reasonable steps to provide our customers with products of comparable form, fit, and function. As with any material or component, supply chain challenges can impact our ability to offer previous or existing products. In addition, fabrics and finishes are significantly impacted by design trends resulting in shorter life cycles. In these situations, we will make reasonable efforts to find coordinating solutions.

OUR COMMITMENT TO PRODUCT QUALITY – THE HAWORTH NORTH AMERICA LIMITED WARRANTY

To ensure customer satisfaction and peace of mind, we stand behind our products with the following Haworth North America Limited Warranty (“Limited Warranty”).

What Products are Covered?

This Limited Warranty applies to new products manufactured by Haworth, Inc. or Haworth, Ltd. (individually, “Haworth”) after August 1, 2022, that are sold to an end-user purchaser by Haworth or an Authorized Haworth Dealer (“Covered Products”). Covered Products also include new products manufactured by a company other than Haworth after August 1, 2022, that are sold to an end-user purchaser by Haworth or an Authorized Haworth Dealer as part of the Haworth Collection line of products, but only if such products are specifically listed below in the “What are the Warranty Periods? - Haworth Collection of Products” section of this Limited Warranty. For products manufactured on or before January 1, 2019, please refer to the applicable Haworth warranty published in the Haworth North America Price List when the product was purchased, for products manufactured after January 1, 2019 please refer to www.haworth.com for the applicable Haworth warranty or contact your local Authorized Haworth Dealer.

In this Limited Warranty, the terms “us,” “we,” “our” and similar terms refer to Haworth, and an end-user purchaser refers to the first person who purchases a Covered Product for such person’s own internal use and not for resale or distribution.

The following products are excluded from the definition of “Covered Product” and not covered by this Limited Warranty, and neither Haworth nor its affiliates will have any obligation or liability relating to them: (a) software; (b) consumable items, such as batteries and bulbs/lamps; (c) the customer’s own material (COM), or any material specified by the purchaser that is not a standard Haworth product offering, such as Haworth Alliance fabrics; (d) other than Haworth Collection products not manufactured by Haworth as described above, any item manufactured by a third party from whom Haworth purchases the item for resale without incorporating it into a Haworth product as a component or part (in those situations, if the purchaser is not a direct beneficiary of the manufacturer’s warranty, then Haworth will assign to the purchaser any warranty that the manufacturer provides, to the extent the warranty is assignable); (e) Ergotron® products included in the Accessories North American Price List, regardless of whether incorporated into a Haworth product as a component or part (if the purchaser is not a direct beneficiary of any applicable Ergotron® warranty, Haworth will assign such warranty to the purchaser, to the extent assignable); and (f) field painted walls and Pergola products.

What Problems are Covered?

Subject to the terms of this Limited Warranty, Haworth warrants to the end-user purchaser of a Covered Product that the Covered Product, at the time of purchase, will be free of any defect in design or workmanship that materially impairs the performance or functionality of the Covered Product under normal use (a “Defect”). This warranty is for 24-hour / 7-day multiple shift use of the applicable Covered Product; for seating products, such use is by individuals up to 325 lbs., 400 lbs. for Zody II and LX models. In this Limited Warranty, normal use means use of a Covered Product in accordance with all the following: (a) Haworth’s standards instructions, guidelines, and recommendations for that Covered Product; (b) if the Covered Product is part of the Haworth Collection and not manufactured by Haworth, then the applicable manufacturer’s standard instructions, guidelines, and recommendations for that Covered Product; and (c) applicable laws, rules, regulations, and ordinances.

A Defect excludes, and Haworth and its affiliates will not have any responsibility or liability for, the following: (a) normal wear and tear; (b) any damage, wear or failure of the Covered Product that occurs during transport of the Covered Product, or that is caused by improper use, care or maintenance of the Covered Product or by an act of God or other event outside of Haworth's reasonable control; (c) the natural variation of color, grain or texture found in wood and leather; (d) the natural aging of materials such as wood, fabric and leather which results in colors changing over time or during use; (e) dye lot variations in fabric, leather or wall coverings; (f) the natural patina of leather during use; (g) "puddling" or wrinkling of fabrics, leather, or faux leather; (h) reverse crocking of dyes from clothing onto seating materials; (i) change in color (including fading) or other surface effects resulting from exposure to chemicals (such as chemicals in cleaning solutions) or exposure to sunlight or other sources of ultraviolet rays; (j) any damage, wear or failure of the Covered Product caused by the integration or use of any non-Haworth materials, components, devices or other products into or with any Covered Product; or (k) any damage, wear, or scratching to flooring from glides, casters, or other components.

What Remedies are Available?

If a purchaser makes a valid claim under this Limited Warranty for a Defect to a Covered Product, Haworth, at its option, will either (a) repair the Covered Product at Haworth's cost, (b) replace the Covered Product at Haworth's cost with a new or refurbished product with comparable function and performance, or (c) refund or credit the purchase price of the Covered Product (excluding taxes, duties, fees, and other amounts). All repair and replacement work will be performed by Haworth or a third party engaged by Haworth to perform the specific repair or replacement work relating to the Defect; repair or replacement work performed by any other person will void this Warranty. Haworth will not be responsible for any cost or expenses incurred by the purchaser relating to repair or replacement of a Covered Product due to a Defect, including without limitation freight, insurance, inspection, storage and similar costs and expenses. Any Covered Product that is replaced or whose purchase price is refunded or credited will become the sole and exclusive property of Haworth.

What Conditions Apply?

All the following conditions must be satisfied to make a valid claim under this Limited Warranty for a Defect to a Covered Product:

- the purchaser must have notified Haworth in writing of the Defect within 30 days after the purchaser first learns or has notice of the Defect, and in any event not later than three (3) business days after the last day of the applicable warranty period; all such notices must be sent to Haworth at One Haworth Center, Holland, Michigan 49423, Attention: Customer Service/ Warranty Claims;
- the purchaser must provide original Haworth order number and have fully complied with all instructions, requirements, and directions provided by Haworth, an Authorized Haworth Dealer or their respective agents regarding (a) the inspection, preservation or safeguarding of the Covered Product and (b) the transportation and delivery of the Covered Product to Haworth or, if directed by Haworth, to an Authorized Haworth Dealer or other party;
- the Covered Product must have been installed by Haworth or an installer certified by Haworth to install that Covered Product;
- all prior repairs of the Covered Product must have been performed by Haworth or an installer certified by Haworth to install that Covered Product;
- the repair of the Defect of the Covered Product pursuant to this Warranty must be performed by Haworth or a third party engaged by Haworth to perform the specific warranty-repair work;
- at all times the Covered Product must have been in a building that is (a) dry, fully closed-in and protected from the natural elements, and (b) adequately heated, ventilated and air conditioned to maintain an internal temperature between 40°F and 90°F (4°C and 32°C) and relative humidity levels between 25% and 55%;
- the Covered Product must not have been modified, and the purchaser must have used and maintained the Covered Product in full conformity with all of Haworth's written specifications, instructions and guides regarding use, care, and maintenance.

- if the Covered Product is replaced or its purchase price is refunded, all bills of sale, assignments, releases, consents, approvals, and other documents and/or actions required by Haworth to assign and transfer to Haworth sole and exclusive title in the Covered Product, free and clear of all liens, claims and encumbrances, must have been executed, delivered and/or made, as applicable; and
- all other conditions and requirements in or arising under this Limited Warranty, applicable law or a written agreement between Haworth and the purchaser, must have been fully satisfied.

What are the Warranty Periods?

A Covered Product's warranty period begins on the Covered Product's date of manufacture and ends on the expiration of the time period identified below for that particular Covered Product. In addition, the warranty period will automatically terminate at the time that the end-user purchaser ceases to solely own, possess, control, and use the Covered Product.

- **Lifetime.** Except for those Covered Products or related components or materials identified below as having a different warranty period, the warranty period of a Covered Product is as long as the end-user purchaser continues to solely own the Covered Product.
- **Twelve (12) Years.** The following Covered Products have a 12-year warranty period:
 - seating products (excluding fabrics, tablet arms, and gel arm caps)
 - thermally fused laminates (Be_Hold Be_Hold Be)
 - Premium Textured HPL
 - wood or wood-framed products
 - Caseload mechanisms (hinges, slides, latches, glides, casters, etc.)
 - Planes®, Planes VM, Upside™, and Echo height adjustable product mechanisms¹
- **Ten (10) Years.** The following Covered Products have a 10-year warranty period:
 - wall products (excluding door closer mechanisms, wallcoverings, locksets, markerboards, and glass)
 - Pergola products (excluding drapes, drape track hardware, PET tiles, wallcoverings, markerboards, and glass)
 - Adjustable keyboard pads and monitor arms
 - Power Base™ Electrical (excluding Power Base AI and USB receptacles)
 - products that are at any time used in a classroom or educational environment (other than administrative areas) except as limited or described below
 - Belong Plug Strip
 - electrical (non-USB) and A/V accessories
- **Five (5) Years.** The following Covered Products have a 5-year warranty period:
 - fabric scrims, fabric screens, vertical fabrics, and wallcoverings
 - fabrics rated Heavy Duty (A) under the Association of Contract Textiles Guidelines
 - leathers or faux leather
 - vertical use markerboard laminates
 - user-adjustable work-surface mechanisms
 - Power Base Receptacles with USB
 - tablet arms (max. load 50 pounds)
 - overhead storage unit slow-close mechanisms
 - Reed Premier™ and Adaptable LED lighting
 - glass used in Systems products² (vertical & horizontal)
 - Improv and X-99 gel arm caps
 - work tools and systems accessories (e.g., laptop holders and footrests)
 - Pergola PET tiles
 - Belong Power Cube and Power Suite

¹ Troubleshooting procedures provided by Haworth must be used to determine if a mechanism is defective, the associated error code needs to be included in the Service Notification. Programmable handsets required to read error codes.

² The tempering process for glass results in stronger glass and allows it to fracture into smaller, less harmful pieces when it breaks. Tempered glass often is referred to as "safety glass" because of this breakage feature. Although stronger, it is still important to handle tempered glass with care and avoid impact damage. Small impurities introduced during the tempering process or damage to edges during handling or use can result in spontaneous glass breakage at unpredictable times and are excluded from warranty coverage.

- **Three (3) Years.** The following Covered Products have a 3-year warranty period:
 - Power Base AI Electrical product
 - painted MDF product
 - USB retrofit kits or products incorporating USB charging outlets (Except Power Base)
 - wall product locksets
 - fabrics rated General Contract (a) under the Association of Contract Textiles Guideline
- **Two (2) Years.** The following Covered Products have a 2-year warranty period:
 - walls door closer mechanisms
 - Pergola drapes and associated track hardware
 - products manufactured of Polyethylene Terephthalate (PET) excluding Pergola tiles
- **One (1) Year.** The following Covered Products have a 1-year warranty period:
 - horizontal use markerboard laminates
 - acrylic tops/surfaces
 - soft palm rests
 - electronic locks and components
 - tablet markerboards
 - mouse pad inserts
 - Translucent edging
 - glass used in walls product (see note ² above for more details and exclusions)
 - Openest™ Plume Screens
- **No Warranty.** The following Products and conditions are excluded from the definition of “Covered Product” and not covered by this Limited Warranty:
 - acrylic or corrugated screens
 - exclusions noted or defined in sections “What Products are Covered” and “What Problems are Covered”
- **Specific Product Lines.**
 - **Tailored Solutions™.** A Covered Product that is modified under Haworth’s “Tailored Solutions” program will have a warranty period that is the same as the standard catalog product that is modified; however, any material modification of the standard catalog product’s features, construction, function, or aesthetics will have a 1-year warranty period.
 - **Haworth Healthcare Products.** The warranty period of a Covered Product within the Haworth Healthcare line of products is as follows (textiles and coverings are not covered by this Limited Warranty):
 - **Five (5) Years.**
 - ✓ guest seating
 - **Three (3) Years.**
 - ✓ standard glides
 - ✓ standard casters
 - ✓ exam room stools
 - ✓ overbed tables
 - ✓ sleeper sofas
 - **Two (2) Years.**
 - ✓ gas cylinders
 - **One (1) Year.**
 - ✓ Thermofoil and Kydex arm caps
 - ✓ Thermofoil tops
 - ✓ central locking casters
 - ✓ recliner and lift chair motors
 - ✓ motion mechanisms
 - ✓ heat/massage
 - ✓ recliner options

- Haworth Collection Products. The warranty period of a Covered Product within the Haworth Collection line of products, including those manufactured outside of North America and sold to a customer based or located in North America, is as follows (textiles and coverings are not covered by this Limited Warranty):

- **Twelve (12) Years.**
 - ✓ Haworth seating products (framework, mechanisms, seating foam, cylinders, mesh, seating glides & casters, and plastic components)
 - ✓ Haworth wood or wood-framed products
- **Five (5) Years.**
 - ✓ Cappellini products manufactured in North America
 - ✓ Haworth products imported from Europe unless noted for shorter terms
 - ✓ Pablo Designs products
- **Three (3) Years.**
 - ✓ GAN products
 - ✓ JANUS et Cie seating frames and table frames (excludes cushions, fabrics, frame finish, and glass)
- **Two (2) Years.**
 - ✓ Cappellini products imported from Europe
 - ✓ Cassina products imported from Europe
 - ✓ Poltrona Frau products imported from Europe
 - ✓ BuzziSpace products
 - ✓ Hushoffice products imported from Europe
- **One (1) Year.**
 - ✓ JANUS et Cie umbrellas and umbrella base

- **Emeco Products**

For Emeco warranty information please: [click here](#)

- **Service Parts** – Haworth authorized service parts installed on a Covered Product will be covered by this Limited Warranty for the remaining balance of the warranty period for that Covered Product, so long as the service part was installed by Haworth or an installed certified by Haworth to in install that Covered Product.

GENERAL TERMS

This Product Compatibility and Limited Warranty Policy extends solely to end-user purchasers of Covered Products and not to their successors, assigns, employees, agents, or affiliates. This Policy is not assignable or transferable in whole or in part, whether voluntarily, by operation of law or otherwise, and any purported assignment or transfer will be void.

All determinations regarding the scope, applicability, and interpretation of this Policy, including without limitation the satisfaction of and compliance with any of its conditions and requirements, will be made solely by Haworth in its discretion. All such determinations made by Haworth will be final, non-appealable and binding on all persons.

EXCEPT FOR THE EXPRESS LIMITED WARRANTY STATED ABOVE, TO THE EXTENT ALLOWED BY LAW, HAWORTH DOES NOT MAKE, AND IT EXPRESSLY DISCLAIMS, ANY WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, AS TO ANY PRODUCT OR SERVICE AND, IN PARTICULAR, DOES NOT MAKE, AND EXPRESSLY DISCLAIMS, ANY WARRANTY OR REPRESENTATION OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. ANY LEGALLY REQUIRED WARRANTY THAT MAY NOT BE DISCLAIMED WILL BE LIMITED IN DURATION TO ONE (1) YEAR FROM THE DATE OF MANUFACTURE.

AS SET FORTH IN THIS POLICY, REPAIR OR REPLACEMENT, OR REFUND/CREDIT OF THE PURCHASE PRICE, AT HAWORTH'S OPTION, OF A COVERED PRODUCT ARE THE EXCLUSIVE REMEDIES FOR ANY DEFECT TO THAT COVERED PRODUCT OR ANY OTHER ISSUE RELATING TO ITS MANUFACTURE OR INSTALLATION. IN NO EVENT SHALL HAWORTH OR ANY OF ITS AFFILIATES HAVE ANY LIABILITY IN TORT OR FOR ANY CONSEQUENTIAL, ECONOMIC, INDIRECT, SPECIAL, PUNITIVE, OR INCIDENTAL DAMAGES, OR FOR LOSS OF PROFITS, REVENUES, USE OR REPUTATION, WITH RESPECT TO ANY COVERED PRODUCT OR ANY OTHER PRODUCT, WHETHER CAUSED BY, ARISING FROM OR RELATING TO A DEFECT OR OTHERWISE.

Applies to U.S. only: Some states do not allow limitations on how long an implied warranty lasts or do not allow the exclusion or limitation of incidental or consequential damages, so the limitations or exclusions in the immediately preceding paragraph may not apply to a purchaser. This Limited Warranty gives the purchaser specific legal rights, and the purchaser may also have other rights which vary from state to state.

[End of Document]



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number 2
 to
 Contract Number 220000000043

CONTRACTOR	HAWORTH INC
	One Haworth Center
	Holland, MI 49423
	Matt Corl
	616-393-3597
	matt.corl@haworth.com
	CV0048869

STATE	Program Manager	Curt Myers	SW
		517-719-8168	
	myersc@Michigan.gov		
	Contract Administrator	Mary Ostrowski	DTMB
(517) 249-0438			
ostrowskim@michigan.gov			

CONTRACT SUMMARY

MODULAR OFFICE SYSTEMS FURNITURE AND SERVICES - STATEWIDE

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
November 22, 2021	November 21, 2026	2 - 1 Year	November 21, 2026

PAYMENT TERMS	DELIVERY TIMEFRAME
NET 45	Various – See Schedule A, Section 8

ALTERNATE PAYMENT OPTIONS	EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> PRC <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

Freight FOB to the first destination. ("Ship to" noted on State Delivery Order (DO) reflects final destination.)

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		N/A

CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE
\$45,500,000.00	\$0.00	\$45,500,000.00

DESCRIPTION

Effective February 15, 2022, the updates in Change Notice 2, Attachment 1 are incorporated.
 All other terms, conditions, specifications and pricing remain the same. Per vendor and agency agreement and DTMB Central Procurement approval.

Change Notice 2, Attachment 1
Contract No. 220000000043

- 1) Schedule B, Pricing: The attached Schedule B, Pricing updates and replaces the previous Schedule B, Pricing which addresses product discontinuations:
 - Hop product line – Effective 4/29/22
 - 4 UniGroup parts - Effective 4/1/22:
 - FPPC-42-B Fabric Finish Post– Replaced with Painted Finish Post
 - FPPC-62-B Fabric Finish Post– Replaced with Painted Finish Post
 - FPPS-42-B Fabric Finish Post– Replaced with Painted Finish Post
 - FPPS-62-B Fabric Finish Post– Replaced with Painted Finish Post

*Updates are highlighted

- 2) Schedule A, Statement of Work: Reference of product line “Hop” is removed from the following section due to discontinuation effective 4/29/22:
 - 2 references in Section 13.6 – Contractor’s product sustainability performance charts

*Updates are highlighted

- 3) Schedule A, Section 3.6 Disclosure of Subcontractors: The attached MiDEAL Only Subcontractor list is added to Section 3.6 which incorporates 4 authorized dealers to accommodate MiDEAL member contract services only. Contractor certifies that these subcontractors will adhere to the contractual requirements and uphold the same service levels identified in the contract.

SCHEDULE B – PRICING

CONTRACT NO. MA 220000000043

1. Reserved.
2. Pricing includes all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
3. Contractor quick payment terms: None
4. Reserved.
5. Reserved.
6. Replacement and repair parts pricing beyond Contract expiration: The Contractor will not extend contract pricing for replacement and repair parts beyond contract period.

(Pricing Tables on following pages)

NEW PRODUCT PRICING

TABLE 1

TYPICAL 8 WORKSTATION PRICING

CLASS 1 - New Product	Description	List Price	Catalog Date	Average% Discount off List (Pulled from Schedule B4)	Average Price after Discount	Actual 8 Workstation Cluster net price based on discounts listed on B4
	Typical 8 Workstation Cluster	\$ 170,977.71	02.01.2021	77.45%	\$ 38,554.86	\$ 27,814.26

TABLE 2 – RESERVED

TABLE 3

Workstation Product Lines

Categories (Class 1 - New Product)	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date	Notes
Wood Case goods	Master Series	60.90%	02.01.2021	
Conference Room Tables (Laminate and Wood Options)	Cultivate	66.00%	02.01.2021	
	Immerse	66.00%	02.01.2021	
	Jive	58.00%	02.01.2021	
	Planes Fixed Tables	66.00%	02.01.2021	
	Swivel	58.00%	02.01.2021	
Collaborative Tables (Manual adjustable and Height adjustable)	Hop	58.00%	02.01.2021	Discontinued Effective 4/29/22 Contractor recommended replacement is Upside
	Jump	58.00%	02.01.2021	
	Planes Height Adj (HAT)	66.00%	02.01.2021	
	Upside	54.00%	02.01.2021	

Common Top for Files	X Series Files	77.50%	02.01.2021	
Floor to Ceiling Demountable Wall System	Enclose and Glass	55.00%	02.01.2021	
	Walls Accessories	55.00%	02.01.2021	
Home Office Options	Hop	58.00%	02.01.2021	Discontinued Effective 4/29/22 Contractor recommended replacement is Upside
	Jive	58.00%	02.01.2021	
	Jump	58.00%	02.01.2021	
	Planes Height Adj (HAT)	66.00%	02.01.2021	
	Upside	54.00%	02.01.2021	
	X Series Filing	77.50%	02.01.2021	
	X Series Peds	77.50%	02.01.2021	
Ergonomic Tools (Monitoy Arms; Sit/Stand Options)	Belong Work Tools	58.00%	02.01.2021	
	Ergotron Accessories	60.00%	02.01.2021	
	Jumpstuff Work Tools	58.00%	02.01.2021	
Panels	UniGroup Systems	86.78%	02.01.2021	
	Places Systems	86.78%	02.01.2021	
	Systems Fabric	84.50%	02.01.2021	
Panel Mount Components	Adaptable Components	84.50%	02.01.2021	
Work Surfaces Parts	Adaptable Components	84.50%	02.01.2021	
Work Surface Supports	Adaptable Components	84.50%	02.01.2021	

	X Series Peds	77.50%	02.01.2021	
Table Parts	Cultivate	66.00%	02.01.2021	
	Hop	58.00%	02.01.2021	Discontinued Effective 4/29/22 Contractor recommended replacement is Upside
	Immerse	66.00%	02.01.2021	
	Jive	58.00%	02.01.2021	
	Jump	58.00%	02.01.2021	
	Planes Fixed Tables	66.00%	02.01.2021	
	Planes Height Adj (HAT)	66.00%	02.01.2021	
	Swivel	58.00%	02.01.2021	
	Upside	54.00%	02.01.2021	
			02.01.2021	
Storage Parts	X Series Files	77.50%	02.01.2021	
	X Series Peds	77.50%	02.01.2021	
Storage Accessories	X Series Files	77.50%	02.01.2021	
	X Series Peds	77.50%	02.01.2021	
Power Parts	Power Accessories	58.00%	02.01.2021	
	UniGroup Systems	86.78%	02.01.2021	

TABLE 4

Additional Product Lines (excluding Seating)			
Categories (Class 1 - New Product)	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date
Systems	Compose	80.50%	02.01.2021
	Intuity	58.00%	02.01.2021
	Active Components	58.00%	02.01.2021
	Patterns	58.00%	02.01.2021
	Reside Desking	58.00%	02.01.2021
	Belong Screens	58.00%	02.01.2021
Technology	Technology Products	58.00%	02.01.2021
Storage	A Series Storage	58.00%	02.01.2021
	Beside Storage	65.00%	02.01.2021
	Behold Storage	58.05%	02.01.2021
Casegoods	X Series Desks	77.50%	02.01.2021
Haworth Collection	BuzziSpace	35.00%	02.01.2021
	Haworth	50.00%	02.01.2021
	Pablo Designs	15.00%	02.01.2021

TABLE 5

State Employee Discount
Firm-Fixed % Discount

All discounts listed above for all product categories apply to State Employee purchases for their personal use.

***See also Schedule A, Section 4D. for Contractor policy details on possible fees pertaining to Change Orders and Cancellations which will be handled on a case-by-case basis.**

Table 6

REFURBISHING SERVICES

Product	Service	Rate
Fabric Panels	Refabric	\$ 35.00
	Refabric/Cut (Core Only)	\$ 82.00
Open Frames Panel	Cut	\$ 42.00
	Paint (FRAME ONLY)	\$ 50.00
	Cut/Paint (FRAME ONLY)	\$ 91.00
	Refab New Style insert	\$ 42.00
	Fabric Insert Bar Paint	\$ 15.00
Top Caps	Paint	\$ 15.00
Rails	Paint	\$ 17.00
Rails	Cut	\$ 5.00
Rails	Cut/Paint	\$ 20.00
Kick Plates	Paint	\$ 15.00
Glide Housings	Paint	\$ 6.00
Finish Posts	Refab	\$ 17.00
	Cut/Refab	\$ 20.00
	Paint (Metal FP)	\$ 16.00
	Cut/Paint (Metal FP)	\$ 19.00
	Paint Top Trim	\$ 6.00
	Paint Bottom Trim	\$ 6.00
Tackboards	Refab	\$ 22.00
	Cut only (reusing fabric)	\$ 25.00
	Cut/Refab	\$ 25.00
Flippers/Shelves	Paint Shelf Pan	\$ 14.00
	Paint Shelf Dividers (Each)	\$ 8.00
	Paint/Re-tmold reg shelf ends (Pair)	\$ 18.00
	Paint/Re-tmold low shelf ends (Pair)	\$ 15.00
	Re-tmold Flipper	\$ 22.00
Worksurfaces	Re T-mold	\$ 22.00
	Cut/Re T-mold	\$ 40.00
	Cut/modify common top	\$ 50.00
	Paint Cantilevers (Pair)	\$ 17.00
	Cut Wireway/Tmold	\$ 46.00
	Paint Grommet (Each)	\$ 6.00
	Install Skates	\$ 2.25
	Re-Edgeband	\$ 35.00
	Cut/Re-Edgeband	\$ 50.00
File conversion	Convert Receder to Drawers, Etc. (Per Cabinet)	\$ 48.00
Lateral File	Paint per Drawer	\$ 52.00
5 foot high Personal Storage Tower	Paint	\$ 305.00
Pedestal	Paint	\$ 95.00
Wall Track/Wall Mount	Paint	\$ 15.00
Power Pole	Paint	\$ 40.00
Support Leg	Paint	\$ 21.00
Make a Corner	Paint	\$ 20.00
Light	Paint	\$ 18.00
Panel Fabric (Per Yard)	Grade A	\$ 14.90
Tmold (Per Linear Foot)		\$ 0.56
3mm Edge Band (Per Linear Foot)		\$ 3.45

Notes for Items in Table Above	
Item	Clarification
Fabric Panel: Refabric Panel	Pricing does not include fabric, replacement side rail clips, top cap clips or hinges typically specified for panels that are refabbed
Flippers: Paint/Re-Tmold reg and low shelf ends, Re-tmold Flipper	Pricing does not include replacement t-mold
Worksurfaces: Re-Tmold, Cut/Re T-mold, Cut Wireway/Tmold	Pricing does not include replacement t-mold
Worksurfaces: Install Skates	Pricing does not include replacement skates
Worksurfaces: Re-Edgeband, Cut/Re-Edgeband	Pricing does not include replacement edgeband
File Conversion: Convert Receder to Drawers, Etc	Pricing does not include parts required to convert files; Pricing reflects the labor only to convert a 2- High Lateral File
Tmold (Per Linear Foot)	Tmold must be ordered in rolls of 100'; unit price listed in Cell C58 of Schedule B2 represents the price for a 100' roll divided by 100.
3mm Edgeband (Per Linear Foot)	Edgeband must be ordered in rolls of 20'; unit price listed in cell C59 of Schedule B2 represents the price for a 20' roll divided by 20.

Table 7

PROGRAMMING SERVICES	
APPLICATION: PROGRAMMING SERVICES FEES CHARGED TO STATE, PER NET USABLE SQUARE FOOT, BY PROJECT SIZE	NOT-TO-EXCEED PRICE - PER NET USABLE SQUARE FOOT
Up to 10,000 square feet	\$0.15
10,001 to 25,000 square feet	\$0.15
25,001 to 50,000 square feet	\$0.15
50,001 to 100,000 square feet	\$0.15
100,001 square feet and above	\$0.15

Table 8

DESIGN, INSTALLATION, DISASSEMBLY & REMOVAL SERVICES		
	ZONE 1 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)	ZONE 2 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)
Key Personnel (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Schedulers, Support Staff, Designers (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Installers (excluding moveable wall installation)	\$ 48.00	\$ 55.00
Non-Key Personnel: Electrician (2)	\$ 98.00	\$ 98.00
Non-Key Personnel: Installers - Rate for installation of moveable walls	\$ 55.00	\$ 62.00
Transportation and Travel charge (associated with a project and accrued at these rates where the Contractor is moving product from State inventory to a jobsite for installation, where the dealer is moving product through the Refurbishing process or any other time the dealer is moving State-owned or newly ordered product.	\$ 40.00	\$ 50.00

- (1) Hourly rate for Designers only applies for projects that have a mixture of new and old product, or only old product. Design charges for projects consisting of New Product Only will be billed at 4% of the new product purchase price
- (2) Contractor only utilizes Union Electricians
- (3) For Not-To-Exceed Rates, the State Reserves the right to negotiate lower final rates on any projects.

Additional Pricing Notes: Key Personnel: Contractor does not charge an hourly rate for the Program Managers or Customer Service Representatives or Installation Supervisor.

Lead Refurbisher time is charged only for transportation of the Agency’s product throughout the Refurbishing process at the Transportation/Travel rate specified above. All other charges associated with the Lead Refurbisher are captured in the per unit Refurbishing pricing represented in the Refurbishing Services Pricing table.

The Key Personnel hourly rates indicated above represent the rate for Project Manager, Lead Designer and Lead Programmer.

Non-Key Personnel – Schedulers, Support Staff, Designers: The Contractor does not charge an hourly rate for the Schedulers or Support Staff.

The Non-Key Personnel Rates apply to Designers only. Where there is a mix of new products and State-Owned existing product or product from the State’s inventory being utilized for a project, these hourly rates are applied.

Overtime rates must be submitted by the Contractor in writing and approved in writing by the program area overseeing the project. If approved labor rates will be billed at 1.5 times rates on Table 8.

ADDITIONAL SERVICES

White Glove Cleaning	*Note: No cleaning is included in other pricing component in contract, this is an add on service	
	Full Clean per Station	\$220.00
	Half Clean (Panels only of components only) per station	\$125.00
	Chair Cleaning per chair	\$15.00
	File Cleaning per file	\$40.00
	Broom Cleaning per Square Foot	\$0.09
Temporary Storage:	Note: Provided through Subcontractor/Dealer - DBI	
	Storage – Square Foot/Year(1)	\$6.00
	Labor (to pull product from and/or receive product in) – Hourly Rate	\$48.00

(1) Billed monthly, based on the number of square feet the product occupies.



PARTS LIST - Haworth Unigroup - Typical 8 Workstation Cluster										PRICING		
Typ. Cluster Qty.	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	Contract's Base Product						
						List Price	Name of Associated Catalog Product Line (Repeat as necessary)	Percentage Discount (%)	Price After Discount			
Panel Parts/Descriptions												
1	30" X 14" Glass Stackler	Add-On Glass Panel 30in.x14in.Fabric Conn	1	EAG-3014-F	Add-On Panel,Glazed,30in.W X 14in.H,Fabric Conn w/ Full Height Sightline	\$ 1,060.69	Unigroup	86.78%	\$ 140.22			
2	30" X 20" Glass Stackler	Add-On Glass Panel 30in.x20in.Fabric Conn	1	SREH-4616	SIDE RAIL, 48" - 16" ADD ON PANELS	\$ 135.67	Unigroup	86.78%	\$ 17.94			
3	48" X 14" Glass Stackler	Add-On Glass Panel 48in.x14in.Fabric Conn	1	EAG-4114-F	Add-On Panel,Glazed,48in.Wx14in.H,Fabric Conn w/ Full Height Sightline	\$ 1,180.69	Unigroup	86.78%	\$ 156.09			
4	24" X 44" Fabric Panel-Powered	Fabric Panel Power,3 Cir,24in.Wx44in.H,w/ Base Trim	1	EFP-242-B	Unigroup Fabric Panel Power,3 Cir,332.24in.Wx44in.H,Base Trim,Asmb	\$ 1,259.41	Unigroup	86.78%	\$ 166.49			
5	30" X 44" Fabric Panel-Powered	Fabric Panel Power,3 Cir,30in.Wx44in.H,w/ Base Trim	1	EFP-3042-B	Unigroup Fabric Panel Power,3 Cir,332.30in.Wx44in.H,Base Trim,Asmb	\$ 1,411.20	Unigroup	86.78%	\$ 186.56			
6	48" X 44" Fabric Panel-Powered	Fabric Panel Power,3 Cir,48in.Wx44in.H,w/ Base Trim	2	EFP-442-B	Unigroup Fabric Panel Power,3 Cir,332.48in.Wx44in.H,Base Trim,Asmb	\$ 1,517.22	Unigroup	86.78%	\$ 200.58			
7	30" X 50" Fabric Panel-Powered	Fabric Panel Power,3 Cir,30in.Wx50in.H,w/ Base Trim	1	EFP-3048-B	Unigroup Fabric Panel Power,3 Cir,332.30in.Wx50in.H,Base Trim,Asmb	\$ 1,635.28	Unigroup	86.78%	\$ 212.62			
8	48" X 50" Fabric Panel-Powered	Fabric Panel Power,3 Cir,48in.Wx50in.H,w/ Base Trim	1	EFP-448-B	Unigroup Fabric Panel Power,3 Cir,332.50in.Wx50in.H,Base Trim,Asmb	\$ 1,564.30	Unigroup	86.78%	\$ 207.06			
9	12" X 64" Fabric Panel-Powered	Fabric Panel Power,3 Cir,12in.Wx64in.H,w/ Base Trim	3	EFP-162-B	Unigroup Fabric Panel Power,3 Cir,332.18in.Wx64in.H,Base Trim,Asmb	\$ 1,884.36	Unigroup	86.78%	\$ 249.11			
10	18" X 64" Fabric Panel-Powered	Fabric Panel Power,3 Cir,18in.Wx64in.H,w/ Base Trim	3	EFP-182-B	Unigroup Fabric Panel Power,3 Cir,332.18in.Wx64in.H,Base Trim,Asmb	\$ 1,077.11	Unigroup	86.78%	\$ 142.39			
11	24" X 64" Fabric Panel-Powered	Fabric Panel Power,3 Cir,24in.Wx64in.H,w/ Base Trim	1	EFP-182-B	Unigroup Fabric Panel Power,3 Cir,332.18in.Wx64in.H,Base Trim,Asmb	\$ 1,468.78	Unigroup	86.78%	\$ 194.17			
11	24" X 64" Fabric Panel-Powered	Fabric Panel Power,3 Cir,24in.Wx64in.H,w/ Base Trim	21	EFP-202-B	Unigroup Fabric Panel Power,3 Cir,332.24in.Wx64in.H,Base Trim,Asmb	\$ 1,574.80	Unigroup	86.78%	\$ 208.19			
12	30" X 64" Fabric Panel-Powered	Fabric Panel Power,3 Cir,30in.Wx64in.H,w/ Base Trim	1	EFP-302-B	Unigroup Fabric Panel Power,3 Cir,332.30in.Wx64in.H,Base Trim,Asmb	\$ 1,680.82	Unigroup	86.78%	\$ 222.20			
13	36" X 64" Fabric Panel-Powered	Fabric Panel Power,3 Cir,36in.Wx64in.H,w/ Base Trim	2	EFP-362-B	Unigroup Fabric Panel Power,3 Cir,332.36in.Wx64in.H,Base Trim,Asmb	\$ 1,798.84	Unigroup	86.78%	\$ 236.22			
14	48" X 64" Fabric Panel-Powered	Fabric Panel Power,3 Cir,48in.Wx64in.H,w/ Base Trim	15	EFP-482-B	Unigroup Fabric Panel Power,3 Cir,332.48in.Wx64in.H,Base Trim,Asmb	\$ 1,998.88	Unigroup	86.78%	\$ 264.25			
15	36" X 64" Open Frame Panel-Powered	Open Frame Panel,3 Cir,36in.Wx64in.H,w/ Base Trim	1	EOP-362-B	Open Frame Panel,3 Cir,332.36in.Wx64in.H,Base Trim,Asmb w/ Fabric Insert	\$ 1,763.28	Unigroup	86.78%	\$ 235.75			
16	90 Degree Finish Post-44"	90 Deg Finish Post,Painted 44in H	1	SPLY-0677	WR. O/P PANEL - INSERT	\$ 990.51	Unigroup	86.78%	\$ 130.93			
16	90 Degree Finish Post-44"	90 Deg Finish Post,Painted 44in H	1	PPFC-42-B	Unigroup,90 Deg Finish Post,Painted 44in H	\$ 135.30	Unigroup	86.78%	\$ 17.89			
17	180 Degree Finish Post-44"	180 Deg Finish Post,Painted 44in H	1	PPFC-42-B	Unigroup,180 Deg Finish Post,Painted 44in H	\$ 151.50	Unigroup	86.78%	\$ 20.03			
18	180 Degree Finish Post-44"	180 Deg Finish Post,Painted 44in H	1	PPFS-42-B	Unigroup,180 Deg Finish Post,Painted 44in H	\$ 117.45	Unigroup	86.78%	\$ 15.51			
19	64" 180 Degree Finish Post-44"	180 Deg Finish Post,Painted 64in H	6	PPFS-62-B	Unigroup,180 Deg Finish Post,Painted 64in H	\$ 137.05	Unigroup	86.78%	\$ 18.12			
20	3" Top Cap Radius Edge	Panel Acc. Radius Plastic Top Cap, for 3-Way & 4-Way	3	PPC-2	Panel Acc. Radius Plastic Top Cap, for 3-Way & 4-Way, UniGroup	\$ 35.77	Unigroup	86.78%	\$ 4.73			
Panel Mount Components/Descriptions												
21	1" Slot Wall-30"	Stairwell Assembly,104x20W	1	HGRV-2016	Stairwell Assembly,PlumGroup,104x20W	\$ 217.05	Unigroup	86.78%	\$ 29.41			
22	1" Slot Wall-48"	Stairwell Assembly,104x48W	1	HGRV-4816	Stairwell Assembly,PlumGroup,104x48W	\$ 407.91	Unigroup	86.78%	\$ 53.93			
23	2" Fabric Tackstrip-24"	Tackstrip,24in. X 16in.	2	HTB-2416	Tackstrip,24in. X 16in.	\$ 304.12	Unigroup	86.78%	\$ 40.20			
24	1" Fabric Tackstrip-36"	Tackstrip,36in. X 16in.	1	HTB-3616	Tackstrip,36in. X 16in.	\$ 323.58	Unigroup	86.78%	\$ 42.83			
25	12" Fabric Tackstrip-48"	Tackstrip,48in. X 16in.	12	HTB-4816	Tackstrip,48in. X 16in.	\$ 345.84	Unigroup	86.78%	\$ 45.46			
26	1" Fabric Tackstrip-48"	Tackstrip,48in. X 3in.	1	HTB-4805	Tackstrip,48in. X 3in.	\$ 273.24	Unigroup	86.78%	\$ 35.86			
27	1" Markerboard-48"	Markerboard, Magnetic,48Wx28H	1	HMB-4828	Markerboard, Magnetic,48Wx28H	\$ 1,029.44	Unigroup	86.78%	\$ 136.09			
Work Surface Parts/Descriptions												
28	1" 36" Corner Work Surface	36x36W,Laminate,Edgeband,Notched,24,24	1	WUCA-3636-LSAN44	WorkSurface,Corner,36x36W,Lam,Edgeband,Std Core,Notched,24,24	\$ 659.86	Adaptable Components	84.50%	\$ 102.28			
29	4" 48" W Corner Work Surface	48x48W,Laminate,Edgeband,Notched,24,24	4	WUCA-4848-LSAN44	WorkSurface,Corner,48x48W,Lam,Edgeband,Std Core,Notched,24,24	\$ 815.13	Adaptable Components	84.50%	\$ 126.35			
30	1" 18" X 72" Rectangular Work Surface	18x72W,Laminate,Edgeband,Notched	1	WURA-1872-LSA	WorkSurface,Rect,18x72W,Lam,Edgeband,Std Core,Notched	\$ 536.72	Adaptable Components	84.50%	\$ 83.19			
31	1" 24" X 24" Rectangular Work Surface	24x24W,Laminate,Edgeband,Notched	1	WURA-2424-LSA	WorkSurface,Rect,24x24W,Lam,Edgeband,Std Core,Notched	\$ 248.94	Adaptable Components	84.50%	\$ 38.59			
32	1" 24" X 36" Rectangular Work Surface	24x36W,Laminate,Edgeband,Notched	1	WURA-2436-LSA	WorkSurface,Rect,24x36W,Lam,Edgeband,Std Core,Notched	\$ 325.48	Adaptable Components	84.50%	\$ 50.45			
33	1" 24" X 48" Rectangular Work Surface	24x48W,Laminate,Edgeband,Notched	13	WURA-2448-LSA	WorkSurface,Rect,24x48W,Lam,Edgeband,Std Core,Notched	\$ 441.77	Adaptable Components	84.50%	\$ 68.47			
34	1" 24" X 54" Rectangular Work Surface	24x54W,Laminate,Edgeband,Notched	1	WURA-2454-LSA	WorkSurface,Rect,24x54W,Lam,Edgeband,Std Core,Notched	\$ 480.35	Adaptable Components	84.50%	\$ 74.45			
35	1" 24" X 36" Rectangular Work Surface	24x36W,Laminate,Edgeband,Notched	1	WURA-2436-LSA	WorkSurface,Rect,24x36W,Lam,Edgeband,Std Core,Notched	\$ 750.41	Adaptable Components	84.50%	\$ 116.31			
36	1" 24" X 60" D-Shape Peninsula Work Surface	24x60L,Laminate,Edgeband,Notched	1	WURD-2460-LSA	WorkSurface,D-Shape Convergent,24x60L,Lam,Edgeband,Std Core,Notched	\$ 552.66	Adaptable Components	84.50%	\$ 85.66			
37	1" 24" X 60" Rectangular Peninsula Work Surface	24x60L,Laminate,Edgeband,Notched	1	WURV-2460-LSA	WorkSurface,Rect Convergent,24x60L,Lam,Edgeband,Std Core,Notched	\$ 580.51	Adaptable Components	84.50%	\$ 89.98			
38	1" 12" X 48" Rectangular Transom Top	12x48W,Laminate,Edgeband	1	WVUS-1248-LSJC	WorkSurface,Rect CounterTop,12x48W,Lam,Edgeband,Std Core,No Cst Mtg	\$ 445.86	Adaptable Components	84.50%	\$ 69.11			
Work Surface Support Components/Descriptions												
39	1" Support Column	Peninsula Support Column	1	WUCC-0004	Category: Convergent Support Column	\$ 319.39	Adaptable Components	84.50%	\$ 49.51			
40	1" Double Support Leg Standing Height	WorkSurface Standing HR Dbl Support Leg,Steel,24in.D	1	SPLR-8363	WorkSurface Dbl Support Leg,Aluminum,24in.D 37"-44" Height Adjustment	\$ 637.78	Adaptable Components	84.50%	\$ 98.86			
41	1" Single-Side Bracket Surface Support	Standard,16.Sin.D	1	ZEBA-0000-PR	Unigroup/Tool/Places,Entrbr Brkt,Standard,16.Sin.D,H	\$ 22.72	Adaptable Components	84.50%	\$ 3.52			
42	26" Cantilever Bracket- Pair (right or left hand)	Standard,16.Sin.D	26	ZEBD-1600-PP	Unigroup/Tool/Places,Entrbr Brkt,Standard,16.Sin.D,Pair	\$ 119.78	Adaptable Components	84.50%	\$ 18.57			
43	1" Rear Corner Bracket	Standard,16.Sin.D	3	ZEBD-1600-PL	Bracket,Side/For Unigroup/Tool/Places,RH	\$ 72.94	Adaptable Components	84.50%	\$ 11.31			
44	1" Transom Top Bracket-pair	Standard,16.Sin.D	5	ZEBR-0000-PN	WorkSurface, Rear-Corner Bracket, Unigroup	\$ 20.87	Adaptable Components	84.50%	\$ 3.23			
45	1" Transom Top Bracket-pair	Standard,16.Sin.D	1	ZEBT-0000-PNE	Unigroup, Counter Top, Brkt, Rad Pndt 38" Top Cap	\$ 123.19	Adaptable Components	84.50%	\$ 19.09			
Tables Parts/Descriptions												
46	1" Height Adjustable Table-Corner	90 Degree,Laminate, Edgeband,46"x46",Ht. Adj.	1	T500-430B	Planes Value,Table,Cr90x46"x46",E83,Single-Stg Elec, Non-Programmable	\$ 2,069.00	Planes Value	66.00%	\$ 703.46			
47	1" Height Adjustable Table-Rectangular 30" x 48"	Rectangular,Laminate,Edgeband,29"x46",Ht. Adj.	1	T1RA-2946-LSNCE	Planes Value,Table,29"x46",Lam,Edgeband,Single-Stg Elec, Non-Programmable	\$ 1,623.10	Planes Value	66.00%	\$ 551.17			
48	1" Height Adjustable Table-Rectangular 30" x 72"	Rectangular,Laminate,Edgeband,29"x70",Ht. Adj.	1	T1RA-2970-LSNCE	Planes Value,Table,29"x70",Lam,Edgeband,Single-Stg Elec, Non-Programmable	\$ 1,739.93	Planes Value	66.00%	\$ 591.58			
Storage Parts/Descriptions												
49	1" Mini Storage Shelf-Straight	Loop Mount Shelf,Straight Mini,48"W	2	HMS5-0648	Unigroup,Standard Mount Shelf,Straight Mini,Loop Bracket,48in.W	\$ 368.85	Unigroup	86.78%	\$ 48.76			
50	1" Mini Storage Shelf-Corner	Loop Mount Shelf,Corner Mini,48"W	1	HMS5-0648	Unigroup,Standard Mount Shelf,Corner Mini,Loop Bracket,48in.W	\$ 732.50	Unigroup	86.78%	\$ 96.84			
51	1" 24" W Overhead Storage Unit-Laminate Door	24"W,Laminate Front,Panel Mount,Hinge,Locking	1	UEFS-1624-LML	Unigroup/Tool/Upper Storage,24"W,Lam,Front,Panel Mount,Locking w/ Shelf Div	\$ 1,057.75	Adaptable Components	84.50%	\$ 163.95			
52	1" 30" W Overhead Storage Unit-Laminate Door	30"W,Laminate Front,Panel Mount,Hinge,Locking	1	UEFS-1630-LML	Unigroup/Tool/Upper Storage,30"W,Lam,Front,Panel Mount,Locking w/ Shelf Div	\$ 1,118.77	Adaptable Components	84.50%	\$ 173.41			
53	1" 36" W Overhead Storage Unit-Laminate Door	36"W,Laminate Front,Panel Mount,Hinge,Locking	1	UEFS-1636-LML	Unigroup/Tool/Upper Storage,36"W,Lam,Front,Panel Mount,Locking w/ Shelf Div	\$ 1,179.79	Adaptable Components	84.50%	\$ 182.87			
54	1" 48" W Overhead Storage Unit-Laminate Door	48"W,Laminate Front,Panel Mount,Hinge,Locking	12	UEFS-1648-LML	Unigroup/Tool/Upper Storage,48"W,Lam,Front,Panel Mount,Locking w/ Shelf Div	\$ 1,301.83	Adaptable Components	84.50%	\$ 201.78			
55	1" Mobile Pedestal- Pencils/Box/File	Mobile,P/3/B/7,24"D,Steel,Front,Steel Lock,Integral Pull,Caster/No Top	4	NADR-8	SHELF DIVIDERS, BOX OF 8	\$ 240.02	Adaptable Components	84.50%	\$ 37.20			
56	1" Mobile Pedestal-Box/File	Mobile,P/3/B/7,24"D,Steel,Front,Steel Lock,Integral Pull,Caster/No Top	1	PMVA-24-SIC	X Series,Pedestal,Mobile,P/3/24"D,StdDrwFrnt, J Pull,Ctr,Std Top	\$ 785.97	X Series	77.50%	\$ 176.84			
57	1" Attached Pedestal-Box/File	Attached,B/3/B/7,24"D,Steel,Front,Steel Lock,Integral Pull	1	PMVA-24-SI	X Series,Pedestal,Attached,B/3/24"D,StdDrwFrnt, J Pull,Ctr,Std Top	\$ 671.45	X Series	77.50%	\$ 151.08			
58	1" Lateral File-Drawer 30"	27.5"H x 36"W,File,File,Steel Front,Inset,Lock Bar,Free-standing,Integral Pull,Glides	1	LIRD-0236-SI	X Series,27.5" x36"W,Lateral File,File,Std Drw Frnt,Inset,Lock Bar,J Pull,Glides	\$ 1,283.78	X Series	77.50%	\$ 288.85			
59	1" Lateral File-Drawer 42"	37.5"H x 42"W,File,File,Steel Front,Inset,Lock Bar,Free-standing,Integral Pull,Glides	1	LIRD-0242-SI	X Series,27.5" x42"W,Lateral File,File,Std Drw Frnt,Inset,Lock Bar,J Pull,Glides	\$ 1,472.76	X Series	77.50%	\$ 331.37			
60	1" Lateral File-Drawer 36"	39.5"H x 36"W,File,File,Steel Front,Inset,Lock Bar,Free-standing,Integral Pull,Glides	1	LIRD-0336-SI	X Series,39.5" x36"W,Lateral File,File,File,Std Drw Frnt,Inset,Lock Bar,J Pull,Glides	\$ 1,490.43	X Series	77.50%	\$ 335.35			
61	1" Lateral File-Drawer 36"	39.5"H x 36"W,File,File,Steel Front,Inset,Lock Bar,Free-standing,Integral Pull,Glides	1	LIRD-0536-SI	X Series,39.5" x36"W,Lateral File,File,File,Std Drw Frnt,Inset,Lock Bar,J Pull,Glides	\$ 2,293.04	X Series	77.50%	\$ 515.93			
62	1" Lateral File-Drawer 42"	43.5"H x 42"W,File,File,Steel Front,Inset,Lock Bar,Free-standing,Integral Pull,Glides	1	LIRD-0542-SI	X Series,43.5" x42"W,Lateral File,File,File,Std Drw Frnt,Inset,Lock Bar,J Pull,Glides	\$ 2,693.20	X Series	77.50%	\$ 592.47			
63	1" Personal Storage Tower-File/Right/Left Valet	63.5"Hx24"D,F/3,File,RH,Steel Front,Integral Pull,Steel Latch,Steel Top,Steel Lock	1	ZHIG-6324-SSIR	X Series,Personal Storage Tower,63.5"Hx24"D,F/3,File,RH,Std Drw Frnt,Inset,Lock Bar,J Pull,Glides	\$ 2,866.57	X Series	77.50%	\$ 644.98			
64	1" Locker-Right/Left Handed	24x36x18W,Single LH,Steel Front, Integral Pull Touch Latch,Steel Top,Steel Lock	1	A2N-6318-LSJR	X Series,Locker,24x36x18W,Single LH,Std Drw Frnt, J Pull,1 Ch Latch,Top,Steel Lock	\$ 1,603.35	X Series	77.50%	\$ 428.25			
Storage Accessories Parts/Descriptions												
65	1" Pedestal Cushion Top	Cushion Top Kit, 24"D	1	CTB-24	X Series,Pedestal,Cushion Top Kit, 24"D	\$ 318.67	X Series	77.50%	\$ 71.70			
66	1" File Counterweight-36"	Counterweight,36" File	2	FJWA-36	X Series,Counterweights,36" File	\$ 167.20	X Series	77.50%	\$ 37.63			
67	1" File Counterweight-42"	Counterweight,42" File	1	FJWA-42	X Series,Counterweights,42" File	\$ 194.57	X Series	77.50%	\$ 43.78			
68	1" File Common Top 18" X 36"	Laminate Top, 18x36W, Edgeband	1	TRLE-1836-JYF5	X Series,Common Top,Inset Frnt, Lam Top, 18x36W, 3mm Plate Usr,1mm L/FB	\$ 364.95	X Series	77.50%	\$ 82.36			
Top Tools/Accessories Parts/Descriptions												
69	1" Keyboard Tray	Basic,Shut,13in.Trash,No Mouse Pad	1	KUJA-0017-2N	AMP Basic,Shut,13in.Trash,No Mouse Pad	\$ 392.34	Accessories	58.00%	\$ 164.78			
70	1" Single Monitor Arm	Adjustable, Full Extension Single Post, Single Arm	1	45-241-026	Ergotron, LX Desk Mount LCD Arm	\$ 305.70	Ergotron	60.00%	\$ 121.48			
71	1" Dual Monitor Arm	Adjustable, Full Extension Single Post, Double Arm	1	45-492-216	Ergotron, LX Dual Stacking Arm, No Grommet Mount, Bright White	\$ 611.97	Ergotron	60.00%	\$ 244.79			
72	1" Task Light- Under Overhead Mount	LED,Adapt,17", Stand Alone,18 Watt,9" Cord	14	LFTN-0017-19ULDN	Light, Task, LED,Adapt,17", Stand Alone,18 Watt,9" Cord	\$ 176.13	Accessories	58.00%	\$ 73.97			
73	1" Clamp Mount Power Module	6 Port,4 Recpt,2 USB,D,Data port,D Cable,gray,Black,6" Fxd cord	2	EU2D-PP9B-4200	6 Port,4 Recpt,2 USB,Bk alum,Blk tch,6" cord,includes EU2DB-0000-HE clamp	\$ 686.77	Accessories	58.00%	\$ 288.44			
Power Parts/Descriptions												
74	1" Hardware Base Feed Module	Hardware, 2 Cir,232	1	BFM-1-B	Base Feed Module,Hardware, 2 Cir,232	\$ 232.27	Unigroup	86.78%	\$ 44.06			
75	1" 800mah Battery	Quilon rechargeable,3C3, 333	6	PRD-3-B	Quilon Rechargeable (Box Of 6) 3 Cir,332 No chnl	\$ 196.37	Unigroup	86.78%	\$ 35.96			
76	1" Top Feed Module	68 In For Panel Height 64 In & 68 In	1	TFM-6400-B	Top Feed Module 68 In For Panel Height 64 In & 68 In	\$ 1,727.20	Unigroup	86.78%	\$ 228.31			
77	1" Power Base Connector Pass Through	Connector Assembly, Pass Through,32in,3Cir,332	1	2561-3700	Conduit Conn, Assy, Pass thru for (2) 12" panels side by side, 3 cir, 34"	\$ 527.32	Unigroup	86.78%	\$ 69.71			
78	1" Fan Power Connector	Straight Fan Power Connector Fan										

3.6 Disclosure of Subcontractors – (Added Table)

MiDEAL Only – Authorized Contractor Dealers

Legal business name and full address.	Interphase Interiors, Inc 415 Leonard St NW, Ste 110, Grand Rapids, MI 49504
Phone number.	616-245-0800
Description of subcontractor's organization and the services and Contract Activities that will be performed or provided by the subcontractor.	Furniture installation.
The relationship of the subcontractor to the Contractor: is this subcontractor used by your entire book of business, used only for this contract, or used by multiple?	Contractor Dealer; Used by multiple clients
Legal business name and full address.	Interior Systems Contract Group Inc. 612 N Main St Royal Oak, MI 48067
Phone number.	248-399-1600
Description of subcontractor's organization and the services and Contract Activities that will be performed or provided by the subcontractor.	Commercial design and office furniture
The relationship of the subcontractor to the Contractor: is this subcontractor used by your entire book of business, used only for this contract, or used by multiple?	Contractor Dealer; Used by multiple clients
Legal business name and full address.	Michigan Office Equipment DBA Michigan Office Environments 177 Portage St. Kalamazoo, MI 49007
Phone number.	269-343-0630

<p>Description of subcontractor's organization and the services and Contract Activities that will be performed or provided by the subcontractor.</p>	<p>Full service Best In Class Contractor dealer servicing SW Michigan and Northern Indiana. Providing Furniture, Installation, Asset Management, Design/Space Planning and warehousing. Activities on the contract will include Sales/Design/Installation of Contractor Furniture.</p> <p>Key personnel include: Bob Polakovich, Principal Jon Heasley, Director of Sales Melissa Fonger, Director of Design Monica Cole, A/D and Marketing Director Joanna McNees, Controller</p>
<p>The relationship of the subcontractor to the Contractor: is this subcontractor used by your entire book of business, used only for this contract, or used by multiple?</p>	<p>Contractor Dealer; Used by multiple commercial clients</p>
<p>Legal business name and full address.</p>	<p>Solution Planning And Contract Environment, Inc. 3142 E. Vantage Point Drive Midland MI 48642</p>
<p>Phone number.</p>	<p>989-835-5151</p>
<p>Description of subcontractor's organization and the services and Contract Activities that will be performed or provided by the subcontractor.</p>	<p>Commercial interiors product including installation, design and project management.</p>
<p>The relationship of the subcontractor to the Contractor: is this subcontractor used by your entire book of business, used only for this contract, or used by multiple?</p>	<p>Contractor Dealer; Used by multiple clients</p>



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number 1
 to
 Contract Number 220000000043

CONTRACTOR	HAWORTH INC
	One Haworth Center
	Holland, MI 49423
	Matt Corl
	616-393-3597
	matt.corl@haworth.com
	CV0048869

STATE	Program Manager	Curt Myers	SW
		517-719-8168	
	myersc@Michigan.gov		
	Contract Administrator	Mary Ostrowski	DTMB
(517) 249-0438			
ostrowskim@michigan.gov			

CONTRACT SUMMARY

MODULAR OFFICE SYSTEMS FURNITURE AND SERVICES - STATEWIDE

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
November 22, 2021	November 21, 2026	2 - 1 Year	November 21, 2026

PAYMENT TERMS	DELIVERY TIMEFRAME
NET 45	Various – See Schedule A, Section 8

ALTERNATE PAYMENT OPTIONS	EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> PRC <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

Freight FOB to the first destination. ("Ship to" noted on State Delivery Order (DO) reflects final destination.)

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		N/A
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$45,500,000.00	\$0.00	\$45,500,000.00		

DESCRIPTION

Effective December 13, 2021, Schedule B, Pricing is updated and replaced with the attached, which adds temporary storage and associated labor to the Contract as part of the "Additional Services" table.

All other terms, conditions, specifications and pricing remain the same Per vendor and agency agreement, and DTMB Central Procurement approval.

SCHEDULE B – PRICING

CONTRACT NO. MA 220000000043

1. Reserved.
2. Pricing includes all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
3. Contractor quick payment terms: None
4. Reserved.
5. Reserved.
6. Replacement and repair parts pricing beyond Contract expiration: The Contractor will not extend contract pricing for replacement and repair parts beyond contract period.

(Pricing Tables on following pages)

NEW PRODUCT PRICING

TABLE 1

TYPICAL 8 WORKSTATION PRICING						
CLASS 1 - New Product	Description	List Price	Catalog Date	Average% Discount off List (Pulled from Schedule B4)	Average Price after Discount	Actual 8 Workstation Cluster net price based on discounts listed on B4
	Typical 8 Workstation Cluster	\$ 170,977.71	02.01.2021	77.45%	\$ 38,554.86	\$ 27,814.26

TABLE 2 – RESERVED

TABLE 3

Workstation Product Lines

Categories (Class 1 - New Product)	Base Bid		
	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date
Wood Case goods	Master Series	60.90%	02.01.2021
Conference Room Tables (Laminate and Wood Options)	Cultivate	66.00%	02.01.2021
	Immerse	66.00%	02.01.2021
	Jive	58.00%	02.01.2021
	Planes Fixed Tables	66.00%	02.01.2021
	Swivel	58.00%	02.01.2021
Collaborative Tables (Manual adjustable and Height adjustable)	Hop	58.00%	02.01.2021
	Jump	58.00%	02.01.2021
	Planes Height Adj (HAT)	66.00%	02.01.2021
	Upside	54.00%	02.01.2021
Common Top for Files	X Series Files	77.50%	02.01.2021
Floor to Ceiling Demountable Wall System	Enclose and Glass	55.00%	02.01.2021
	Walls Accessories	55.00%	02.01.2021
Home Office Options	Hop	58.00%	02.01.2021
	Jive	58.00%	02.01.2021
	Jump	58.00%	02.01.2021
	Planes Height Adj (HAT)	66.00%	02.01.2021
	Upside	54.00%	02.01.2021
	X Series Filing	77.50%	02.01.2021
	X Series Peds	77.50%	02.01.2021
Ergonomic Tools (Monitoy Arms; Sit/Stand Options)	Belong Work Tools	58.00%	02.01.2021
	Ergotron Accessories	60.00%	02.01.2021
	Jumpstuff Work Tools	58.00%	02.01.2021

Panels	UniGroup Systems	86.78%	02.01.2021
	Places Systems	86.78%	02.01.2021
	Systems Fabric	84.50%	02.01.2021
Panel Mount Components	Adaptable Components	84.50%	02.01.2021
Work Surfaces Parts	Adaptable Components	84.50%	02.01.2021
Work Surface Supports	Adaptable Components	84.50%	02.01.2021
	X Series Peds	77.50%	02.01.2021
Table Parts	Cultivate	66.00%	02.01.2021
	Hop	58.00%	02.01.2021
	Immerse	66.00%	02.01.2021
	Jive	58.00%	02.01.2021
	Jump	58.00%	02.01.2021
	Planes Fixed Tables	66.00%	02.01.2021
	Planes Height Adj (HAT)	66.00%	02.01.2021
	Swivel	58.00%	02.01.2021
	Upside	54.00%	02.01.2021
			02.01.2021
Storage Parts	X Series Files	77.50%	02.01.2021
	X Series Peds	77.50%	02.01.2021
Storage Accessories	X Series Files	77.50%	02.01.2021
	X Series Peds	77.50%	02.01.2021
Power Parts	Power Accessories	58.00%	02.01.2021
	UniGroup Systems	86.78%	02.01.2021

TABLE 4

Additional Product Lines (excluding Seating)			
Categories (Class 1 - New Product)	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date
Systems	Compose	80.50%	02.01.2021
	Intuity	58.00%	02.01.2021
	Active Components	58.00%	02.01.2021
	Patterns	58.00%	02.01.2021
	Reside Desking	58.00%	02.01.2021
	Belong Screens	58.00%	02.01.2021
Technology	Technology Products	58.00%	02.01.2021
Storage	A Series Storage	58.00%	02.01.2021
	Beside Storage	65.00%	02.01.2021
	Behold Storage	58.05%	02.01.2021
Casegoods	X Series Desks	77.50%	02.01.2021
Haworth Collection	BuzziSpace	35.00%	02.01.2021
	Haworth	50.00%	02.01.2021
	Pablo Designs	15.00%	02.01.2021

TABLE 5

State Employee Discount
Firm-Fixed % Discount

All discounts listed above for all product categories apply to State Employee purchases for their personal use.

***See also Schedule A, Section 4D. for Contractor policy details on possible fees pertaining to Change Orders and Cancellations which will be handled on a case-by-case basis.**

REFURBISHING SERVICES

Product	Service	Rate
Fabric Panels	Refabric	\$ 35.00
	Refabric/Cut (Core Only)	\$ 82.00
Open Frames Panel	Cut	\$ 42.00
	Paint (FRAME ONLY)	\$ 50.00
	Cut/Paint (FRAME ONLY)	\$ 91.00
	Refab New Style insert	\$ 42.00
	Fabric Insert Bar Paint	\$ 15.00
Top Caps	Paint	\$ 15.00
Rails	Paint	\$ 17.00
Rails	Cut	\$ 5.00
Rails	Cut/Paint	\$ 20.00
Kick Plates	Paint	\$ 15.00
Glide Housings	Paint	\$ 6.00
Finish Posts	Refab	\$ 17.00
	Cut/Refab	\$ 20.00
	Paint (Metal FP)	\$ 16.00
	Cut/Paint (Metal FP)	\$ 19.00
	Paint Top Trim	\$ 6.00
	Paint Bottom Trim	\$ 6.00
Tackboards	Refab	\$ 22.00
	Cut only (reusing fabric)	\$ 25.00
	Cut/Refab	\$ 25.00
Flippers/Shelves	Paint Shelf Pan	\$ 14.00
	Paint Shelf Dividers (Each)	\$ 8.00
	Paint/Re-tmold reg shelf ends (Pair)	\$ 18.00
	Paint/Re-tmold low shelf ends (Pair)	\$ 15.00
	Re-tmold Flipper	\$ 22.00
Worksurfaces	Re T-mold	\$ 22.00
	Cut/Re T-mold	\$ 40.00
	Cut/modify common top	\$ 50.00
	Paint Cantilevers (Pair)	\$ 17.00
	Cut Wireway/Tmold	\$ 46.00
	Paint Grommet (Each)	\$ 6.00
	Install Skates	\$ 2.25
	Re-Edgeband	\$ 35.00
	Cut/Re-Edgeband	\$ 50.00
File conversion	Convert Receder to Drawers, Etc. (Per Cabinet)	\$ 48.00
Lateral File	Paint per Drawer	\$ 52.00
5 foot high Personal Storage Tower	Paint	\$ 305.00
Pedestal	Paint	\$ 95.00
Wall Track/Wall Mount	Paint	\$ 15.00
Power Pole	Paint	\$ 40.00
Support Leg	Paint	\$ 21.00
Make a Corner	Paint	\$ 20.00
Light	Paint	\$ 18.00
Panel Fabric (Per Yard)	Grade A	\$ 14.90
Tmold (Per Linear Foot)		\$ 0.56
3mm Edge Band (Per Linear Foot)		\$ 3.45

Notes for Items in Table Above	
Item	Clarification
Fabric Panel: Refabric Panel	Pricing does not include fabric, replacement side rail clips, top cap clips or hinges typically specified for panels that are refabbed
Flippers: Paint/Re-Tmold reg and low shelf ends, Re-tmold Flipper	Pricing does not include replacement t-mold
Worksurfaces: Re-Tmold, Cut/Re T-mold, Cut Wireway/Tmold	Pricing does not include replacement t-mold
Worksurfaces: Install Skates	Pricing does not include replacement skates
Worksurfaces: Re-Edgeband, Cut/Re-Edgeband	Pricing does not include replacement edgeband
File Conversion: Convert Receder to Drawers, Etc	Pricing does not include parts required to convert files; Pricing reflects the labor only to convert a 2- High Lateral File
Tmold (Per Linear Foot)	Tmold must be ordered in rolls of 100'; unit price listed in Cell C58 of Schedule B2 represents the price for a 100' roll divided by 100.
3mm Edgeband (Per Linear Foot)	Edgeband must be ordered in rolls of 20'; unit price listed in cell C59 of Schedule B2 represents the price for a 20' roll divided by 20.

Table 7

PROGRAMMING SERVICES	
APPLICATION: PROGRAMMING SERVICES FEES CHARGED TO STATE, PER NET USABLE SQUARE FOOT, BY PROJECT SIZE	NOT-TO-EXCEED PRICE - PER NET USABLE SQUARE FOOT
Up to 10,000 square feet	\$0.15
10,001 to 25,000 square feet	\$0.15
25,001 to 50,000 square feet	\$0.15
50,001 to 100,000 square feet	\$0.15
100,001 square feet and above	\$0.15

Table 8

DESIGN, INSTALLATION, DISASSEMBLY & REMOVAL SERVICES		
	ZONE 1 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)	ZONE 2 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)
Key Personnel (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Schedulers, Support Staff, Designers (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Installers (excluding moveable wall installation)	\$ 48.00	\$ 55.00
Non-Key Personnel: Electrician (2)	\$ 98.00	\$ 98.00
Non-Key Personnel: Installers - Rate for installation of moveable walls	\$ 55.00	\$ 62.00
Transportation and Travel charge (associated with a project and accrued at these rates where the Contractor is moving product from State inventory to a jobsite for installation, where the dealer is moving product through the Refurbishing process or any other time the dealer is moving State-owned or newly ordered product.	\$ 40.00	\$ 50.00

- (1) Hourly rate for Designers only applies for projects that have a mixture of new and old product, or only old product. Design charges for projects consisting of New Product Only will be billed at 4% of the new product purchase price
- (2) Contractor only utilizes Union Electricians
- (3) For Not-To-Exceed Rates, the State Reserves the right to negotiate lower final rates on any projects.

Additional Pricing Notes: Key Personnel: Contractor does not charge an hourly rate for the Program Managers or Customer Service Representatives or Installation Supervisor.

Lead Refurbisher time is charged only for transportation of the Agency’s product throughout the Refurbishing process at the Transportation/Travel rate specified above. All other charges associated with the Lead Refurbisher are captured in the per unit Refurbishing pricing represented in the Refurbishing Services Pricing table.

The Key Personnel hourly rates indicated above represent the rate for Project Manager, Lead Designer and Lead Programmer.

Non-Key Personnel – Schedulers, Support Staff, Designers: The Contractor does not charge an hourly rate for the Schedulers or Support Staff.

The Non-Key Personnel Rates apply to Designers only. Where there is a mix of new products and State-Owned existing product or product from the State’s inventory being utilized for a project, these hourly rates are applied.

Overtime rates must be submitted by the Contractor in writing and approved in writing by the program area overseeing the project. If approved labor rates will be billed at 1.5 times rates on Table 8.

ADDITIONAL SERVICES

White Glove Cleaning	*Note: No cleaning is included in other pricing component in contract, this is an add on service	
	Full Clean per Station	\$220.00
	Half Clean (Panels only of components only) per station	\$125.00
	Chair Cleaning per chair	\$15.00
	File Cleaning per file	\$40.00
	Broom Cleaning per Square Foot	\$0.09
Temporary Storage:	Note: Provided through Subcontractor/Dealer - DBI	
	Storage – Square Foot/Year(1)	\$6.00
	Labor (to pull product from and/or receive product in) – Hourly Rate	\$48.00

(1) Billed monthly, based on the number of square feet the product occupies.



STATE OF MICHIGAN PROCUREMENT
 Department of Technology, Management, and Budget
 525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
 P.O. BOX 30026 LANSING, MICHIGAN 48909

NOTICE OF CONTRACT

NOTICE OF CONTRACT NO. **220000000043**
 between
 THE STATE OF MICHIGAN
 and

CONTRACTOR	Haworth, Inc.
	One Haworth Center
	Holland, MI 49423
	Matt Corl
	616-393-3597
	Matt.Corl@Haworth.com
	CV0048869

STATE	Program Manager	Curt Myers	SW
		(517) 719-8168	
		myersc@michigan.gov	
	Contract Administrator	Mary Ostrowski	DTMB
(517) 249-0438			
ostrowskim@michigan.gov			

CONTRACT SUMMARY			
DESCRIPTION: MODULAR OFFICE SYSTEMS FURNITURE AND SERVICES - STATEWIDE			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
November 22, 2021	November 21, 2026	2 - One Year	November 21, 2026
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45		Various – See Schedule A, Section 8	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-card <input type="checkbox"/> Payment Request (PRC) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS			
Freight FOB to the first destination. ("Ship to" noted on State Delivery Order (DO) reflects final destination.)			
MISCELLANEOUS INFORMATION			
THIS IS NOT AN ORDER: This Contract Agreement is awarded on the bases of our inquiry bearing the solicitation #210000001771. Orders for delivery will be issued directly by Departments through the issuance of a Delivery Order Form.			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION			\$45,500,000.00

CONTRACT NO. 220000000043

FOR THE CONTRACTOR:

Company Name

Authorized Agent Signature

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Name & Title

Agency

Date

STANDARD CONTRACT TERMS

This STANDARD CONTRACT (“**Contract**”) is agreed to between the State of Michigan (the “**State**”) and Haworth, Inc. (“**Contractor**”), a Michigan corporation. This Contract is effective on November 22, 2021 (“**Effective Date**”), and unless terminated, expires on November 21, 2026.

This Contract may be renewed for up to 2 additional 1-year period(s). Renewal is at the sole discretion of the State and will automatically extend the Term of this Contract. The State will document its exercise of renewal options via Contract Change Notice.

The parties agree as follows:

1. **Definitions.** For the purposes of this Contract, the following terms have the following meanings:

“**Accept**” has the meaning set forth in **Section 20**.

“**Acceptance**” has the meaning set forth in **Section 20**.

“**Affiliate**” of a Person means any other Person that directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, such Person. For purposes of this definition, the term “control” (including the terms “controlled by” and “under common control with”) means the direct or indirect ownership of more than fifty percent (50%) of the voting securities of a Person.

“**Allegedly Infringing Materials**” has the meaning set forth in **Section 33**.

“**Business Day**” means a day other than a Saturday, Sunday or other day on which the State is authorized or required by Law to be closed for business.

“**Business Owner**” is the individual appointed by the agency buyer to (a) act as the agency’s representative in all matters relating to the Contract, and (b) co-sign off on notice of Acceptance. The Business Owner will be identified in the Statement of Work.

“**Change**” has the meaning set forth in **Section 5**.

“**Change Notice**” has the meaning set forth in **Section 5**.

“**Change Proposal**” has the meaning set forth in **Section 5**.

“**Change Request**” has the meaning set forth in **Section 5**.

“**Confidential Information**” has the meaning set forth in **Section 38.a**.

“**Configuration**” means State-specific changes made to the Software without Source Code or structural data model changes occurring.

“**Contract**” has the meaning set forth in the preamble.

“**Contract Activities**” includes the Services, Deliverables, delivery of commodities, or other contractual requirements set forth in **SCHEDULE A, STATEMENT OF WORK**, including any subsequent Statement(s) of Work, that the Contractor agrees to provide and the State agrees to purchase pursuant to the terms of this Contract.

“**Contract Administrator**” is the individual appointed by each party to (a) administer the terms of this Contract, and (b) approve any Change Notices under this Contract. Each party’s Contract Administrator will be identified in the Statement of Work.

“**Contractor**” has the meaning set forth in the preamble.

“**Contractor’s Bid Response**” means the Contractor’s proposal submitted in response to the State’s requests to obtain Contract Activities.

“**Contractor Personnel**” means all employees of Contractor or any Permitted Subcontractors involved in the performance of Services hereunder.

“**Deliverables**” means all materials, including, but not limited to Software, Documentation, written materials and commodities, that Contractor is required to or otherwise does provide to the State under this Contract and otherwise in connection with any Services, including all items specifically identified as Deliverables in **SCHEDULE A, STATEMENT OF WORK**.

“**Dispute Resolution Procedure**” has the meaning set forth in **Section 55**.

“**DTMB**” means the Michigan Department of Technology, Management and Budget.

“**Effective Date**” has the meaning set forth in the preamble.

“**Fees**” means collectively all fees collected by the Contractor pursuant to the terms of this Contract.

“**Financial Audit Period**” has the meaning set forth in **Section 42**.

“**Force Majeure**” has the meaning set forth in **Section 54**.

“**HIPAA**” has the meaning set forth in **Section 47**.

“Intellectual Property Rights” means all or any of the following: (a) patents, patent disclosures, and inventions (whether patentable or not); (b) trademarks, service marks, trade dress, trade names, logos, corporate names, and domain names, together with all of the associated goodwill; (c) copyrights and copyrightable works (including computer programs), mask works and rights in data and databases; (d) trade secrets, know-how and other confidential information; and (e) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection provided by applicable Law in any jurisdiction throughout the world.

“Key Personnel” means any Contractor Personnel identified as key personnel in **SCHEDULE A, STATEMENT OF WORK.**

“Law” means any statute, law, ordinance, regulation, rule, code, order, constitution, treaty, common law, judgment, decree or other requirement or rule of any federal, state, local or foreign government or political subdivision thereof, or any arbitrator, court or tribunal of competent jurisdiction.

“Loss or Losses” means all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorneys’ fees and the costs of enforcing any right to indemnification hereunder and the cost of pursuing any insurance providers.

“Maintenance Release” means any update, upgrade, release or other adaptation or modification of the Software, including any updated Documentation, that Contractor may generally provide to its licensees from time to time during the Term, which may contain, among other things, error corrections, enhancements, improvements or other changes to the user interface, functionality, compatibility, capabilities, performance, efficiency or quality of the Software.

“New Version” means any new version of the Software that the Contractor may from time to time introduce and market generally as a distinct licensed product, as may be indicated by Contractor’s designation of a new version number.

“PAT” means a document or product accessibility template, including any Information Technology Industry Council Voluntary Product Accessibility Template or VPAT®, that specifies how information and software products, such as websites, applications, software and associated content, conform to WCAG 2.0 Level AA.

“**Permitted Subcontractor**” has the meaning set forth in **Section 13**.

“**Person**” means an individual, corporation, partnership, joint venture, limited liability company, governmental authority, unincorporated organization, trust, association or other entity.

“**Pricing**” means any and all fees, rates and prices payable under this Contract, including pursuant to any Schedule or Exhibit hereto.

“**Pricing Schedule**” means the schedule attached as **SCHEDULE B**, setting forth the Fees, rates and Pricing payable under this Contract.

“**Program Manager**” is the individual appointed by each party to (a) monitor and coordinate the day-to-day activities of this Contract, and (b) for the State, to co-sign off on its notice of Acceptance of the Deliverables. Each party’s Program Manager will be identified in the Statement of Work.

“**Replacement of Key Personnel Credit**” has the meaning set forth in **Section 15**.

“**Representatives**” means a party’s employees, officers, directors, partners, shareholders, agents, attorneys, successors and permitted assigns.

“**RFP**” means the State’s request designed to solicit responses for Contract Activities under this Contract.

“**Software**” means Contractor’s software set forth in the Statement of Work, and any Maintenance Releases or New Versions provided to the State and any Configurations made by or for the State pursuant to this Contract, and all copies of the foregoing permitted under this Contract and the License Agreement.

“**Services**” means any of the services Contractor is required to or otherwise does provide under this Contract, **SCHEDULE A, STATEMENT OF WORK**

“**Source Code**” means the human readable source code of the Software to which it relates, in the programming language in which the Software was written, together with all related flow charts and technical documentation, including a description of the procedure for generating object code, all of a level sufficient to enable a programmer reasonably fluent in such programming language to understand, build, operate, support, maintain and develop modifications, upgrades, updates, adaptations, enhancements, new versions and other derivative works and improvements of, and to develop computer programs compatible with, the Software.

“**Site**” means the physical location designated by the State in, or in accordance with, this Contract or the Statement of Work for delivery or installation of the Contract Activities.

“**State**” means the State of Michigan.

“**State Data**” has the meaning set forth in **Section 37.a**.

“**State Materials**” means all materials and information, including equipment, documents, data, know-how, ideas, methodologies, specifications, software, content and technology, in any form or media, directly or indirectly provided or made available to Contractor by or on behalf of the State in connection with this Contract.

“**Statement of Work**” means any statement of work entered into by the parties and attached as a schedule to this Contract. The initial Statement of Work is attached as **SCHEDULE A**, and subsequent Statements of Work shall be sequentially identified and attached as Schedules A-1, A-2, A-3, etc.

“**Stop Work Order**” has the meaning set forth in **Section 27**.

“**Term**” has the meaning set forth in the preamble.

“**Third Party**” means any Person other than the State or Contractor.

“**Transition Period**” has the meaning set forth in **Section 31**.

“**Transition Responsibilities**” has the meaning set forth in **Section 31**.

“**Warranty Period**” means the period set forth in **SCHEDULE A**, the Statement of Work, commencing on the date of acceptance of all Deliverables purchased pursuant to the terms of this Contract.

“**WCAG 2.0 Level AA**” means level AA of the World Wide Web Consortium Web Content Accessibility Guidelines version 2.0.

“**Work Product**” means all State-specific deliverables that Contractor is required to, or otherwise does, provide to the State under this Contract including but not limited to written materials, computer scripts, software configuration, software customization, APIs, macros, user interfaces, reports, project management documents, forms, templates, and other State-specific documents and related materials together with all ideas, concepts, processes, and methodologies

developed in connection with this Contract whether or not embodied in this Contract. Work Product does not include software.

2. **Duties of Contractor.** Contractor must perform the services and provide the deliverables described in **SCHEDULE A, STATEMENT OF WORK** (the “**Contract Activities**”). An obligation to provide delivery of any commodity is considered a service and is a Contract Activity.

Contractor must furnish all labor, equipment, materials, and supplies necessary for the performance of the Contract Activities, and meet operational standards, unless otherwise specified in **SCHEDULE A**.

Contractor must: (a) perform the Contract Activities in a timely, professional, safe, and workmanlike manner consistent with standards in the trade, profession, or industry; (b) meet or exceed the performance and operational standards, and specifications of the Contract; (c) provide all Contract Activities in good quality, with no material defects; (d) not interfere with the State’s operations; (e) obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of the Contract; (f) cooperate with the State, including the State’s quality assurance personnel, and any third party to achieve the objectives of the Contract; (g) return to the State any State-furnished equipment or other resources in the same condition as when provided when no longer required for the Contract; (h) not make any media releases without prior written authorization from the State; (i) assign to the State any claims resulting from state or federal antitrust violations to the extent that those violations concern materials or services supplied by third parties toward fulfillment of the Contract; (j) comply with all State physical and IT security policies and standards which will be made available upon request; and (k) provide the State priority in performance of the Contract except as mandated by federal disaster response requirements. Any breach under this paragraph is considered a material breach.

Contractor must also be clearly identifiable while on State property by wearing identification issued by the State, and clearly identify themselves whenever making contact with the State.

3. **Statement(s) of Work.** Contractor shall provide the Contract Activities pursuant to Statements of Work entered into under this Contract. No Statement of Work shall be effective unless signed by each party’s Contract Administrator. The term of each Statement of Work shall commence on the parties’ full execution of the Statement of Work and terminate when the parties have fully performed their obligations. The terms and conditions of this Contract will apply at all times to any Statements of Work entered into by the parties and attached as a schedule to this Contract. The State shall have the right to terminate such Statement of Work as set forth in **Sections 28 and 29** Contractor acknowledges that time is of the essence with respect to Contractor’s obligations under each Statement of Work and agrees that prompt and timely performance of all such obligations in accordance with this Contract and the Statements of Work is strictly required.

4. **Statement of Work Requirements.** Each Statement of Work may include the following: (a) names and contact information for Contractor’s Contract Administrator, Program Manager and Key Personnel; (b) names and contact information for the State’s Contract Administrator, Program Manager and Business Owner; (c) a detailed description of the Services to be provided under this Contract, including any training obligations of Contractor; (d) a detailed description of the Deliverables to be provided under this Contract; (e) a description of all liquidated damages associated with this Contract, if any; and (f) a detailed description of all State Resources, if any, required to complete the Implementation Plan, if such a Plan is necessary.

5. **Change Control Process.** The State may at any time request in writing (each, a “Change Request”) changes to the Statement of Work, including changes to the Contract Activities (each, a “Change”). Upon the State’s submission of a Change Request, the parties will evaluate and implement all Changes in accordance with this **Section 5**. No Change will be effective until the parties have executed a Change Notice. Except as the State may request in its Change Request or otherwise in writing, Contractor must continue to perform its obligations in accordance with the Statement of Work pending negotiation and execution of a Change Notice. Contractor will use its best efforts to limit any delays or Fee increases from any Change to those necessary to perform the Change in accordance with the applicable Change Notice. Contractor may, on its own initiative and at its own expense, prepare and submit its own Change Request to the State. However, the State will be under no obligation to approve or otherwise respond to a Change Request initiated by Contractor.

6. **Notices.** All notices and other communications required or permitted under this Contract must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to State:	If to Contractor:
<p>Mary Ostrowski 525 W Allegan St., 1st Flr NE Lansing MI 48909 ostrowskim@michigan.gov 517-249-0438</p>	<p>Haworth, Inc. Attn: Matt Corl One Haworth Center Holland, MI 49423 Matt.Corl@Haworth.com 616-393-3597</p> <p>With copy to: Haworth, Inc. One Haworth Center Holland, MI 49423 Attn: Legal Department E-mail: Legal@Haworth.com</p>

7. **Performance Guarantee.** Contractor must at all times have financial resources sufficient, in the opinion of the State, to ensure performance of the Contract and must provide proof upon request. The State may require a performance bond (as specified in **SCHEDULE A** – Statement of Work) if, in the opinion of the State, it will ensure performance of the Contract.
8. **Insurance Requirements.** Contractor, at its sole expense, must maintain the insurance coverage identified below. All required insurance must: (i) protect the State from claims that arise out of, are alleged to arise out of, or otherwise result from Contractor's or subcontractor's performance; (ii) be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and (iii) be provided by a company with an A.M. Best rating of "A-" or better, and a financial size of VII or better.

Required Limits	Additional Requirements
Commercial General Liability Insurance	
<u>Minimum Limits:</u> \$1,000,000 Each Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 Products/Completed Operations \$2,000,000 General Aggregate	Policy must be endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds using endorsement CG 20 10 11 85, or both CG 20 10 12 19 and CG 20 37 12 19.
Umbrella or Excess Liability Insurance	
<u>Minimum Limits:</u> \$5,000,000 General Aggregate	Policy must follow form.
Automobile Liability Insurance	
<u>Minimum Limits:</u> \$1,000,000 Per Accident	Policy must: (1) be endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds; and (2) include Hired and Non-Owned Automobile coverage.
Workers' Compensation Insurance	
<u>Minimum Limits:</u> Coverage according to applicable laws governing work activities	Waiver of subrogation, except where waiver is prohibited by law.

Employers Liability Insurance	
<u>Minimum Limits:</u> \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease	
Property Insurance	
Contractor is responsible for any loss or damage to State property arising out of this agreement, including cargo while in transit, and cargo in Contractor’s care, custody, and control, up to its replacement value.	Policy must be endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents” as a loss payee as its interests appear.

If any required policies provide claims-made coverage, the Contractor must: (i) provide coverage with a retroactive date before the Effective Date of the Contract or the beginning of Contract Activities; (ii) maintain coverage and provide evidence of coverage for at least three (3) years after completion of the Contract Activities; and (iii) if coverage is cancelled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Effective Date of this Contract, Contractor must purchase extended reporting coverage for a minimum of three (3) years after completion of work.

Contractor must: (i) provide insurance certificates to the Contract Administrator, containing the agreement or delivery order number, at Contract formation and within twenty (20) calendar days of the expiration date of the applicable policies; (ii) require that subcontractors maintain the required insurances contained in this Section; (iii) notify the Contract Administrator within five (5) business days if any policy is cancelled; and (iv) waive all rights against the State for damages covered by insurance. Failure to maintain the required insurance does not limit this waiver.

This Section is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Contract (including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the State).

- 9. Administrative Fee and Reporting.** Contractor must pay an administrative fee of 1% on all payments made to Contractor under the Contract including transactions with the State (including its departments, divisions, agencies, offices, and commissions), MiDEAL members, and other states (including governmental subdivisions and authorized entities). Administrative fee payments must be made online by check or credit card at: <https://www.thepayplace.com/mi/dtmb/adminfee> Contractor must submit an itemized purchasing activity report, which includes at a minimum, the name of the purchasing entity and the total dollar volume in sales. Reports should be mailed to MiDeal@michigan.gov.

The administrative fee and purchasing activity report are due within 30 calendar days from the last day of each calendar quarter.

- 10. Extended Purchasing Program.** This contract is extended to MiDEAL members. MiDEAL members include local units of government, school districts, universities, community colleges, and nonprofit hospitals. A current list of MiDEAL members is available at www.michigan.gov/mideal.

Upon written agreement between the State and Contractor, this contract may also be extended to: (a) other states (including governmental subdivisions and authorized entities) and (b) State of Michigan employees.

If extended, Contractor must supply all Contract Activities at the established Contract prices and terms. The State reserves the right to impose an administrative fee and negotiate additional discounts based on any increased volume generated by such extensions.

Contractor must submit invoices to, and receive payment from, extended purchasing program members on a direct and individual basis.

- 11. Independent Contractor.** Contractor is an independent contractor and assumes all rights, obligations and liabilities set forth in this Contract. Contractor, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Contract. Contractor, and not the State, is responsible for the payment of wages, benefits and taxes of Contractor's employees and any subcontractors. Prior performance does not modify Contractor's status as an independent contractor.

- 12. Intellectual Property Rights.** Contractor hereby acknowledges that the State is and will be the sole and exclusive owner of all right, title, and interest in the Work Product produced as part of the Contract Activities, and all associated intellectual property rights, if any. In general, Work Product constitutes works made for hire as defined in Section 101 of the Copyright Act of 1976. To the extent any Work Product, and related intellectual property do not qualify as works made for hire under the Copyright Act, Contractor will, and hereby does, immediately on its creation, assign, transfer and otherwise convey to the State, irrevocably and in perpetuity, throughout the universe, all right, title and interest in and to the Work Product, including all intellectual property rights therein. Contractor also irrevocably waives any and all claims Contractor may have now or hereafter have in any jurisdiction to so called "moral rights" or rights of *droit moral* with respect to the Work Product. If at some point during the term of this contract additional contract activities need to include the purchase or use of software, such purchase, use, or access to Software shall be subject to incorporation of additional State terms schedules. Notwithstanding the foregoing, the State acknowledges and agrees that the term "Work Product" does not apply to any furniture or other office products, or their respective designs, supplied by Contractor hereunder. Contractor retains all intellectual property rights in the furniture and other office products Contractor supplies under this Agreement, and any

customization or installation thereof by Contractor will not convert such products into “Work Product” or “works made for hire.”

- 13. Subcontracting.** Contractor will not, without the prior written approval of the State, which consent may be given or withheld in the State’s sole discretion, engage any Third Party to perform Services. The State’s approval of any such Third Party (each approved Third Party, a “**Permitted Subcontractor**”) does not relieve Contractor of its representations, warranties or obligations under this Contract. Without limiting the foregoing, Contractor will: (a) be responsible and liable for the acts and omissions of each such Permitted Subcontractor (including such Permitted Subcontractor’s employees who, to the extent providing Services or Deliverables, shall be deemed Contractor Personnel) to the same extent as if such acts or omissions were by Contractor or its employees; (b) name the State a third party beneficiary under Contractor’s Contract with each Permitted Subcontractor with respect to the Services; (c) be responsible for all fees and expenses payable to, by or on behalf of each Permitted Subcontractor in connection with this Contract, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers’ compensation insurance payments and disability benefits; and (d) notify the State of the location of the Permitted Subcontractor and indicate if it is located within the continental United States.
- 14. Staffing.** Contractor is solely responsible for all Contractor Personnel and for the payment of their compensation, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers’ compensation insurance payments and disability benefits. The State’s Contract Administrator may require Contractor to remove or reassign personnel by providing a notice to Contractor.
- 15. Key Personnel.** If the State and Contractor determine that Key Personnel are required to complete the Contract Activities, such Key Personnel shall be identified in **SCHEDULE A, STATEMENT OF WORK**. Before reassigning an individual to any Key Personnel position, Contractor will notify the State of the proposed assignment, introduce the individual to the State’s Program Manager, and provide the State with a resume and any other information about the individual reasonably requested by the State and that does not violate any applicable laws. The State may interview the individual before granting written approval; provided, that the State’s interview of the individual does not unreasonably delay Contractor’s replacement of Key Personnel. In the event the State finds a proposed individual unacceptable, the State will provide a written explanation including reasonable detail outlining the reasons for the rejection.

Contractor will not remove any Key Personnel from their assigned roles on this Contract without the prior written consent of the State. Contractor must provide 30 days advance written notice to the State for review. The State may require a 30

calendar day training period for replacement personnel prior to removal, if approved by the State.

It is further acknowledged that a delay in replacing Key Personnel will interfere with the timely and proper completion of the Contract, to the loss and damage of the State, and it would be impracticable and extremely difficult to fix the actual damage sustained by the State. (each, a "Replacement of Key Personnel Credit.") Therefore, the State may assess liquidated damages against Contractor as specified below.

Until the Key Personnel is replaced, the State is entitled to collect \$1,000 per individual per day for the removal of any Key Personnel without prior approval of the State; provided, that, the Contractor will have 10 business days to replace the Key Personnel before such \$1,000 per day credit is applicable and the State is not the cause of the delay in replacement of the Key Personnel.

- 16. Background Checks.** Pursuant to Michigan law, all agencies subject to IRS Pub. 1075 are required to ask the Michigan State Police to perform fingerprint background checks on all employees, including Contractor and Subcontractor employees, who may have access to any database of information maintained by the federal government that contains confidential or personal information, including, but not limited to, federal tax information. Further, pursuant to Michigan law, any agency described above is prohibited from providing Contractors or Subcontractors with the result of such background check. For more information, please see Michigan Public Act 427 of 2018. Upon request, or as may be specified in **SCHEDULE A**, Contractor must perform background checks on all employees and subcontractors and its employees prior to their assignment. The scope is at the discretion of the State and documentation must be provided as requested. Contractor is responsible for all costs associated with the requested background checks. The State, in its sole discretion, may also perform background checks.
- 17. Assignment.** Contractor may not assign this Contract to any other party without the prior approval of the State. Upon notice to Contractor, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Contract to any other State agency, division or department. If the State determines that a novation of the Contract to a State agency, division, or department is necessary, Contractor will agree to the novation and provide all necessary documentation and signatures.
- 18. Change of Control.** Contractor will notify within 30 days of any public announcement or otherwise once legally permitted to do so, the State of a change in control of the Contractor's organizational structure or ownership. For purposes of this Contract, a change in control means any of the following: (a) a sale of more than 50% of Contractor's stock; (b) a sale of substantially all of Contractor's assets; (c) a change in a majority of Contractor's board members; (d) consummation of a merger or consolidation of Contractor with any other entity; (e) a change in majority ownership

through a transaction or series of transactions; (f) or the board (or the stockholders) approves a plan of complete liquidation. A change of control does not include any consolidation or merger effected exclusively to change the domicile of Contractor, or any transaction or series of transactions principally for bona fide equity financing purposes.

In the event of a change of control, Contractor must require the successor to assume this Contract and all of its obligations under this Contract.

- 19. Ordering.** Contractor is not authorized to begin performance until receipt of authorization as identified in **SCHEDULE A**.
- 20. Acceptance.** Contract Activities are subject to inspection and testing by the State within 30 calendar days of the State's receipt of them ("**State Review Period**"), unless otherwise provided in **SCHEDULE A**. If the Contract Activities are not fully accepted by the State, the State will notify Contractor by the end of the State Review Period that either: (a) the Contract Activities are accepted but noted deficiencies must be corrected; or (b) the Contract Activities are rejected. If the State finds material deficiencies, it may: (i) reject the Contract Activities without performing any further inspections; (ii) demand performance at no additional cost; or (iii) terminate this Contract in accordance with **Section 28**, Termination for Cause.

Within 10 business days from the date of Contractor's receipt of notification of acceptance with deficiencies or rejection of any Contract Activities, Contractor must cure, at no additional cost, the deficiency and deliver unequivocally acceptable Contract Activities to the State, or if the deficiency cannot feasibly be cured within 10 business days, Contractor must have taken the necessary steps to cure such deficiency within such 10 business day period. If acceptance with deficiencies or rejection of the Contract Activities impacts the content or delivery of other non-completed Contract Activities, the parties' respective Program Managers must determine an agreed to number of days for re-submission that minimizes the overall impact to the Contract. However, nothing herein affects, alters, or relieves Contractor of its obligations to correct deficiencies in accordance with the time response standards set forth in this Contract.

If Contractor is unable or refuses to correct the deficiency within the time response standards set forth in this Contract, the State may cancel the order in whole or in part. The State, or a third party identified by the State, may perform the Contract Activities and recover the difference between the cost to cure and the Contract price plus an additional 10% administrative fee.

- 21. Delivery.** Contractor must deliver all Contract Activities F.O.B. destination, within the State premises with transportation and handling charges paid by Contractor, unless otherwise specified in **SCHEDULE A**. All containers and packaging become the State's exclusive property upon acceptance.
- 22. Risk of Loss and Title.** Until final acceptance, title and risk of loss or damage to Contract Activities remains with Contractor. Contractor is responsible for filing,

processing, and collecting all damage claims. The State will record and report to Contractor any evidence of visible damage. If the State rejects the Contract Activities, Contractor must remove them from the premises within 10 calendar days after notification of rejection. The risk of loss of rejected or non-conforming Contract Activities remains with Contractor. Rejected Contract Activities not removed by Contractor within 10 calendar days will be deemed abandoned by Contractor, and the State will have the right to dispose of it as its own property. Contractor must reimburse the State for costs and expenses incurred in storing or effecting removal or disposition of rejected Contract Activities.

- 23. Warranty Period.** The warranty period, if applicable, for Contract Activities is a fixed period commencing on the date specified in **SCHEDULE A**. If the Contract Activities do not function as warranted during the warranty period, the State may return such non-conforming Contract Activities to the Contractor for a full refund.
- 24. Terms of Payment.** Invoices must conform to the requirements communicated from time-to-time by the State. All undisputed amounts are payable within 45 days of the State's receipt. Contractor may only charge for Contract Activities performed as specified in **SCHEDULE A**. Invoices must include an itemized statement of all charges. The State is exempt from State sales tax for direct purchases and may be exempt from federal excise tax, if Services purchased under this Agreement are for the State's exclusive use. All prices are exclusive of taxes, and Contractor is responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by the State under this Contract.

The State has the right to withhold payment of any disputed amounts until the parties agree as to the validity of the disputed amount. The State will notify Contractor of any dispute within a reasonable time. Payment by the State will not constitute a waiver of any rights as to Contractor's continuing obligations, including claims for deficiencies or substandard Contract Activities. Contractor's acceptance of final payment by the State constitutes a waiver of all claims by Contractor against the State for payment under this Contract, other than those claims previously filed in writing on a timely basis and still disputed.

The State will only disburse payments under this Contract through Electronic Funds Transfer (EFT). Contractor must register with the State at <http://www.michigan.gov/SIGMAVSS> to receive electronic fund transfer payments. If Contractor does not register, the State is not liable for failure to provide payment. Without prejudice to any other right or remedy it may have, the State reserves the right to set off at any time any amount then due and owing to it by Contractor against any amount payable by the State to Contractor under this Contract.

- 25. Payment Disputes.** The State may withhold from payment any and all payments and amounts the State disputes in good faith, pending resolution of such dispute, provided that the State: (a) timely renders all payments and amounts that are not in dispute; notifies Contractor of the dispute prior to the due date for payment,

specifying in such notice: (i) the amount in dispute; and (ii) the reason for the dispute set out in sufficient detail to facilitate investigation by Contractor and resolution by the parties; (b) works with Contractor in good faith to resolve the dispute promptly; and (c) promptly pays any amount determined to be payable by resolution of the dispute.

Contractor shall not withhold any Contract Activities or fail to perform any obligation hereunder by reason of the State's good faith withholding of any payment or amount in accordance with this **Section 25** or any dispute arising therefrom.

- 26. Liquidated Damages.** Liquidated damages, if applicable, will be assessed as described in **SCHEDULE A**. Notwithstanding anything to the contrary in this Agreement, including any Schedules hereto, liquidated damages hereunder shall be capped at \$1,000 per day.
- 27. Stop Work Order.** The State may suspend any or all activities under the Contract at any time. The State will provide Contractor a written stop work order detailing the suspension. Contractor must comply with the stop work order upon receipt. Within 90 calendar days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b) terminate the Contract or delivery order. The State will not pay for Contract Activities, Contractor's lost profits, or any additional compensation during a stop work period.

Notwithstanding the foregoing, if the State issues a delivery order for new products, the State will have 28 business days from the date of the scheduled shipment to cancel the order without incurring Fees. Any services provided through a delivery order may be suspended or canceled upon request of the State without incurring additional Fees. Should the State stop any services on a project in progress, the State will pay for all services rendered until the Stop Work Order is issued.

- 28. Termination for Cause.** The State may terminate this Contract for cause, in whole or in part, if Contractor, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Contract will not be construed to mean that other breaches are not material.

If the State terminates this Contract under this Section, the State will issue a termination notice specifying whether Contractor must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Contractor was not in breach of the Contract, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Section 29, Termination for Convenience.

The State will only pay for amounts due to Contractor for Contract Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Contractor for the State's reasonable costs in terminating this Contract. The Contractor must pay all reasonable costs incurred by the State in terminating this Contract for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Contract Activities from other sources.

- 29. Termination for Convenience.** The State may, upon 30 days' written notice, terminate this Contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates under this Section due to appropriation or budget shortfalls, the 30-day notice requirement does not apply, and the Contract may be terminated immediately. The termination notice will specify whether Contractor must: (a) cease performance of the Contract Activities immediately, or (b) continue to perform the Contract Activities in accordance with **Section 31**, Transition Responsibilities. If the State terminates this Contract for convenience, the State will pay all reasonable costs, as determined by the State for State approved Transition Responsibilities.
- 30. Effect of Termination.** Upon and after the termination or expiration of this Contract or one or more Statements of Work for any or no reason: (a) Contractor will be obligated to perform all Transition Responsibilities specified in **Section 31**; (b) all licenses granted to Contractor in State Data will immediately and automatically also terminate. Contractor must promptly return to the State all State Data not required by Contractor for its Transition Responsibilities, if any; (c) Contractor will: (i) return to the State all documents and tangible materials (and any copies) containing, reflecting, incorporating, or based on the State's Confidential Information; (ii) permanently erase the State's Confidential Information from its computer systems; and (iii) certify in writing to the State that it has complied with the requirements of this **Section 30** in each case to the extent such materials are not required by Contractor for Transition Responsibilities, if any.
- 31. Transition Responsibilities.** Upon termination or expiration of this Contract for any reason, Contractor must, for a period of time specified by the State (not to exceed **12 months**), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Contract Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the Contract Activities at the established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Contract Activities, training, equipment, software, leases, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to Contractor by any entity, agent, vendor, or employee of the State; (d) transferring title

in and delivering to the State, at the State's discretion, all completed or partially completed deliverables prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively, "**Transition Responsibilities**"). This Contract will automatically be extended through the end of the transition period.

- 32. General Indemnification.** Contractor must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification) (collectively, "**Losses**"), arising out of or relating to: (a) any breach by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Contract; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property caused by any negligent or intentionally wrongful action or inaction by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) occurring in connection with the performance of the Contract Activities. Notwithstanding the foregoing, Contractor shall not be liable for any Losses attributable to the State's negligence or willful misconduct as determined by a court of law with proper jurisdiction.

The State will notify Contractor in writing if indemnification is sought; however, failure to do so will not relieve Contractor, except to the extent that Contractor is materially prejudiced. Contractor must, to the satisfaction of the State, demonstrate its financial ability to carry out these obligations.

The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense if the State deems necessary. Contractor will not, without the State's written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. To the extent that any State employee, official, or law may be involved or challenged, the State may, at its own expense, control the defense of that portion of the claim.

Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with the Department of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

- 33. Infringement Remedies.** If, in either party's opinion, any piece of equipment, software, commodity, or service supplied by Contractor or its subcontractors, or its operation, use or reproduction, is likely to become the subject of a copyright, patent, trademark, or trade secret infringement claim, Contractor must, at its expense: (a)

procure for the State the right to continue using the equipment, software, commodity, or service, or if this option is not reasonably available to Contractor, (b) replace or modify the same so that it becomes non-infringing; or (c) accept its return by the State with appropriate credits to the State against Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

34. Limitation of Liability and Disclaimer of Damages. NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST PROFITS AND LOST BUSINESS OPPORTUNITIES. IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY TO THE OTHER UNDER THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT, EXCEED THE GREATER OF \$7 MILLION OR THE MAXIMUM AMOUNT OF FEES PAYABLE UNDER THIS CONTRACT.

- a. **Exceptions.** Limitation of Liability and Disclaimer of Damages, above, shall not apply to Contractor's obligation to indemnify the State as provided in Section 32 General Indemnification.

35. Disclosure of Litigation, or Other Proceeding. Contractor must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "**Proceeding**") involving Contractor, a subcontractor, or an officer or director of Contractor or subcontractor, that arises during the term of the Contract, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Contractor's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Contractor is required to possess in order to perform under this Contract.

36. State Data. All data and information provided to Contractor by or on behalf of the State, and all data and information derived therefrom, is the exclusive property of the State ("**State Data**"); this definition is to be construed as broadly as possible. Upon request, Contractor must provide to the State, or a third party designated by the State, all State Data within 10 calendar days of the request and in the format requested by the State. Contractor will assume all costs incurred in compiling and supplying State Data. No State Data may be used for any marketing purposes.

37. RESERVED

38. Non-Disclosure of Confidential Information. The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is

confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this Contract.

- a. **Meaning of Confidential Information.** For the purposes of this Contract, the term “**Confidential Information**” means all information and documentation of a party that: (a) has been marked “confidential” or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked “confidential” or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked “confidential” or with words of similar meaning; or, (c) should reasonably be recognized as confidential information of the disclosing party. The term “Confidential Information” does not include any information or documentation that was: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party’s proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of this Contract, in all cases and for all matters, State Data is deemed to be Confidential Information.
- b. **Obligation of Confidentiality.** The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Contract or to use such Confidential Information for any purposes whatsoever other than the performance of this Contract. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible where: (a) use of a subcontractor is authorized under this Contract; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and (c) Contractor obligates the subcontractor in a written contract to maintain the State's Confidential Information in confidence. At the State's request, any employee of Contractor or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.
- c. **Cooperation to Prevent Disclosure of Confidential Information.** Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this

Contract and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.

- d. **Remedies for Breach of Obligation of Confidentiality.** Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Contract or any Statement of Work corresponding to the breach or threatened breach.
- e. **Surrender of Confidential Information upon Termination.** Upon termination of this Contract or a Statement of Work, in whole or in part, each party must, within 5 calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control; provided, however, that Contractor must return State Data to the State following the timeframe and procedure described further in this Contract. Should Contractor or the State determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and must certify the same in writing within 5 calendar days from the date of termination to the other party. However, the State's legal ability to destroy Contractor data may be restricted by its retention and disposal schedule, in which case Contractor's Confidential Information will be destroyed after the retention period expires.

39. RESERVED

40. RESERVED

41. RESERVED

- 42. Records Maintenance, Inspection, Examination, and Audit.** The State or its designee may audit Contractor to verify compliance with this Contract. Contractor must retain and provide to the State or its designee and the auditor general upon request, all financial and accounting records related to the Contract through the term of the Contract and for 4 years after the latter of termination, expiration, or final payment under this Contract or any extension ("**Audit Period**"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Contractor must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Contractor's premises (solely to verify compliance with this Contract) or any other places where Contract Activities are being performed, and examine, and audit all records related to

this Contract. Contractor must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Contract must be paid or refunded within 45 calendar days.

This Section applies to Contractor, any parent, affiliate, or subsidiary organization, of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.

- 43. Warranties and Representations.** Contractor represents and warrants: (a) Contractor is the owner or licensee of any Contract Activities that it licenses, sells, or develops and Contractor has the rights necessary to convey title, ownership rights, or licensed use; (b) all Contract Activities are delivered free from any security interest, lien, or encumbrance and will continue in that respect; (c) the Contract Activities will not infringe the patent, trademark, copyright, trade secret, or other proprietary rights of any third party; (d) Contractor must assign or otherwise transfer to the State or its designee any manufacturer's warranty for the Contract Activities; (e) the Contract Activities shall be free of defects and meet the specifications set forth in the SOW, or if none, the Contractor's standard specifications for the applicable Contract Activities; (e) the Contract signatory has the authority to enter into this Contract; (f) all information furnished by Contractor in connection with the Contract fairly and accurately represents Contractor's business, properties, finances, and operations as of the dates covered by the information, and Contractor will inform the State of any material adverse changes; (g) all information furnished and representations made in connection with the award of this Contract is true, accurate, and complete, and contains no false statements or omits any fact that would make the information misleading; and that (h) Contractor is neither currently engaged in nor will engage in the boycott of a person based in or doing business with a strategic partner as described in 22 USC 8601 to 8606. A breach of this Section is considered a material breach of this Contract, which entitles the State to terminate this Contract under **Section 28**, Termination for Cause. Any product warranty claims made by the State pursuant to paragraph (e) above shall be subject to Contractor's North America Product Compatibility and Limited Warranty Policy attached as Schedule M, Warranty Information.
- 44. Conflicts and Ethics.** Contractor will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Contract; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Contract; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Contractor, any consideration contingent upon the award of the Contract. Contractor must immediately notify the State of any violation or potential violation of these standards. This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.

45. Compliance with Laws. Contractor must comply with all federal, state and local laws, rules and regulations.

46. Accessibility Requirements.

- a. All Software provided by Contractor under this Contract, including associated content and documentation, must conform to WCAG 2.0 Level AA. Contractor must provide a description of conformance with WCAG 2.0 Level AA specifications by providing a completed PAT for each product provided under the Contract. At a minimum, Contractor must comply with the WCAG 2.0 Level AA conformance claims it made to the State, including the level of conformance provided in any PAT. Throughout the Term of the Contract, Contractor must:
 - i. Maintain compliance with WCAG 2.0 Level AA and meet or exceed the level of conformance provided in its written materials, including the level of conformance provided in each PAT;
 - ii. Comply with plans and timelines approved by the State to achieve conformance in the event of any deficiencies;
 - iii. Ensure that no Maintenance Release, New Version, update or patch, when properly installed in accordance with this Contract, will have any adverse effect on the conformance of Contractor's Software to WCAG 2.0 Level AA;
 - iv. Promptly respond to and resolve any complaint the State receives regarding accessibility of Contractor's Software;
 - v. Upon the State's written request, provide evidence of compliance with this Section by delivering to the State Contractor's most current PAT for each product provided under the Contract; and
 - vi. Participate in the State of Michigan Digital Standards Review described below.
- b. State of Michigan Digital Standards Review. Contractor must assist the State, at no additional cost, with development, completion, and on-going maintenance of an accessibility plan, which requires Contractor, upon request from the State, to submit evidence to the State to validate Contractor's accessibility and compliance with WCAG 2.0 Level AA. Prior to the solution going-live and thereafter on an annual basis, or as otherwise required by the State, re-assessment of accessibility may be required. At no additional cost, Contractor must remediate all issues identified from any assessment of accessibility pursuant to plans and timelines that are approved in writing by the State.
- c. Warranty. Contractor warrants that all WCAG 2.0 Level AA conformance claims made by Contractor pursuant to this Contract, including all information provided in any PAT Contractor provides to the State, are true and correct. If the State determines such conformance claims provided by the Contractor represent a higher level of conformance than what is actually provided to the State, Contractor will, at its sole cost and expense, promptly remediate its Software to align with

- Contractor's stated WCAG 2.0 Level AA conformance claims in accordance with plans and timelines that are approved in writing by the State. If Contractor is unable to resolve such issues in a manner acceptable to the State, in addition to all other remedies available to the State, the State may terminate this Contract for cause under **Section 28**.
- d. Contractor must, without limiting Contractor's obligations of indemnification as further described in this Contract, indemnify, defend, and hold harmless the State for any and all claims, including reasonable attorney's fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the State arising out of its failure to comply with the foregoing accessibility standards.
 - e. Failure to comply with the requirements in this Section will constitute a material breach of this Contract.
- 47. HIPAA Compliance.** The State and Contractor must comply with all obligations under HIPAA and its accompanying regulations, including but not limited to entering into a business associate agreement, if reasonably necessary to keep the State and Contractor in compliance with HIPAA.
- 48. Prevailing Wage.** Contractor must comply with prevailing wage requirements to the extent applicable to this Contract.
- 49. RESERVED**
- 50. Nondiscrimination.** Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, and [Executive Directive 2019-09](#). Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Contract.
- 51. Unfair Labor Practice.** Under MCL 423.324, the State may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.
- 52. Governing Law.** This Contract is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Contract are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Contract must be resolved in Michigan Court of Claims. Contractor consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or *forum non conveniens*. Contractor must appoint agents in Michigan to receive service of process.

- 53. Non-Exclusivity.** Nothing contained in this Contract is intended nor will be construed as creating any requirements contract with Contractor. This Contract does not restrict the State or its agencies from acquiring similar, equal, or like Contract Activities from other sources.
- 54. Force Majeure.** Neither party will be in breach of this Contract because of any failure arising from any disaster, order by jurisdictional government agency, or acts of God that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Contractor will not be relieved of a breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, the State may immediately contract with a third party.
- 55. Dispute Resolution.** The parties will endeavor to resolve any Contract dispute in accordance with this provision. The dispute will be referred to the parties' respective Contract Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

 Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Contract.
- 56. Media Releases.** News releases (including promotional literature and commercial advertisements) pertaining to the Contract or project to which it relates must not be made without prior written State approval, and then only in accordance.
- 57. Website Incorporation.** The State is not bound by any content on Contractor's website unless expressly incorporated directly into this Contract.
- 58. Schedules.** All Schedules and Exhibits that are referenced herein and attached hereto are hereby incorporated by reference. The following Schedules are attached hereto and incorporated herein:

Name	Description
Schedule A	Statement of Work
Schedule B	Pricing

Schedule C	RESERVED
Schedule D	RESERVED
Schedule E	RESERVED
Exhibit 1 to Schedule E	RESERVED
Schedule F	RESERVED
Exhibit 1 to Schedule F	RESERVED
Schedule G	RESERVED
Schedule H	RESERVED
Schedule I	Federal Provisions Addendum
Schedule J	Typical 8 Workstation Cluster
Schedule K	Zone Map
Schedule L	Reserved
Schedule M	Warranty Information
Schedule N	RESERVED
Schedule O	Certifications
Schedule P	RESERVED
Schedule Q	RESERVED
Schedule R	RESERVED
Schedule S	Programming Survey
Schedule T	RESERVED
Schedule U	Lead Time Report
Schedule V	Sample Purchasing Activity Report

Schedule W	Sample SLA Report
Schedule X	Sample Invoice
Schedule Y	Refurb Material and Cost Worksheet(s)

- 59. Entire Agreement and Order of Precedence.** This Contract, which includes **SCHEDULE A, STATEMENT OF WORK**, and schedules and exhibits which are hereby expressly incorporated, is the entire agreement of the parties related to the Contract Activities. This Contract supersedes and replaces all previous understandings and agreements between the parties for the Contract Activities. If there is a conflict between documents, the order of precedence is: (a) first, this Contract, excluding its schedules, exhibits, and SCHEDULE A, STATEMENT OF WORK; (b) second, SCHEDULE A – STATEMENT OF WORK as of the Effective Date; and (c) third, schedules expressly incorporated into this Contract as of the Effective Date. NO TERMS ON CONTRACTOR’S INVOICES, ORDERING DOCUMENTS, WEBSITE, BROWSE-WRAP, SHRINK-WRAP, CLICK-WRAP, CLICK-THROUGH OR OTHER NON-NEGOTIATED TERMS AND CONDITIONS PROVIDED WITH ANY OF THE CONTRACT ACTIVITIES WILL CONSTITUTE A PART OR AMENDMENT OF THIS CONTRACT OR IS BINDING ON THE STATE FOR ANY PURPOSE. ALL SUCH OTHER TERMS AND CONDITIONS HAVE NO FORCE AND EFFECT AND ARE DEEMED REJECTED BY THE STATE, EVEN IF ACCESS TO OR USE OF THE CONTRACT ACTIVITIES REQUIRES AFFIRMATIVE ACCEPTANCE OF SUCH TERMS AND CONDITIONS.
- 60. Severability.** If any part of this Contract is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Contract and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Contract will continue in full force and effect.
- 61. Waiver.** Failure to enforce any provision of this Contract will not constitute a waiver.
- 62. Survival.** The provisions of this Contract that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage, indemnification, and confidentiality, will survive the expiration or termination of this Contract.
- 63. Contract Modification.** This Contract may not be amended except by signed agreement between the parties (a “**Contract Change Notice**”). Notwithstanding the foregoing, no subsequent Statement of Work or Contract Change Notice executed after the Effective Date will be construed to amend this Contract unless it specifically states its intent to do so and cites the section or sections amended.

SCHEDULE A – STATEMENT OF WORK CONTRACT ACTIVITIES

Contract No. 220000000043

Modular Office Systems Furniture and Services - Statewide

SCHEDULE A STATEMENT OF WORK CONTRACT ACTIVITIES

BACKGROUND

The State currently has existing used Systems Furniture, Panels, Components, Filing and Storage units in storage. The State is focused on reusing existing product whenever possible in lieu of purchasing additional new product.

SCOPE

The purpose of this Contract is for a Contractor to provide Modular Office Systems Furniture, Programming, Design, Installation, Disassembly, and Refurbishment Services for all State Agencies and MiDEAL members. This is a 5-year contract with 2 optional years. This is a Full Scope Contract that includes the following:

- New Modular Furniture Systems
- Re-fabric, Cleaning, Repainting, T-Mold Replacement, Pick-up, and Delivery for Refurbished Product
- Programming Services
- Design Services
- Installation, Disassembly, Removal and Delivery Services

REQUIREMENTS

1. General Requirements

- A. The Contractor's programming and design must prioritize the re-use of existing State-owned product in lieu of purchasing new product. In instances when existing product requires refurbishing prior to reuse, the State will only accept refurbishment of State-owned inventory. Remanufactured product will not be accepted.
- B. The Contractor must be the manufacturer, or the authorized dealer or the distributor of the manufacturer, of the new products. For refurbishment services, the Contractor must provide the state their certifications pertaining to this, if any. The

State reserves the right to verify authorized dealer / distributor status with the manufacturer.

The Contractor is the manufacturer of the new products for this Contract. The Contractor is qualified to refurbish their products. See also **SCHEDULE O, CERTIFICATIONS**

1.1. Product Specifications

A. Product Selection:

1) **Base Products**

See **SCHEDULE B4, PARTS LIST** and accompanying layouts attached as **SCHEDULE J, TYPICAL 8 WORKSTATION CLUSTER.**

The Contractor's product lines for Base products on this Contract are:

- UniGroup
- Adaptable Components
- Planes Value
- X-Series
- Ergotron
- Accessories

See also **SCHEDULE L, PRODUCT LITERATURE.**

B. Product Status: All products must be manufactured as new or labeled explicitly as State-owned refurbished product. Used, shopworn, demonstrator, prototype or discontinued models are not acceptable.

C. Standards: Products must comply with the following requirements:

- 1) **New Products:** The Contractor must adhere to the latest versions of all applicable standards and state, federal and local laws, regulations, codes, ordinances, and the conditions of any required licenses and permits including the provisions listed in this section.

The codes referenced below, as well as throughout this document, establish the minimum requirements. In situations where provisions of various codes or Contract requirements conflict with each other, the more stringent provision will govern.

- American National Standards Institute (ANSI)
- National Electrical Manufacturer's Association (NEMA)
- National Fire Protection Association (NFPA)
- Underwriters Laboratories (UL) or other Listing Organization

- Occupational Safety & Health Administration (OSHA)
- International Building Code (IBC)
- National Electrical Code (NEC)

American National Standards Institute (ANSI): Contractor product meets or exceeds ANSI/BIFMA testing.

National Electrical Manufacturer's Association (NEMA): Contractor product meets or exceeds NEMA requirements.

National Fire Protection Association (NFPA): Contractor product meets or exceeds NFPA testing.

Underwriters Laboratories (UL) or other Listing Organization: Contractor product meets or exceeds UL requirements.

National Electrical Code (NEC): Contractor products meets NEC requirements.
UL 1286 Standards for Office furnishings: Contractor product meets UL 1286.

Occupational Safety & Health Administration (OSHA): While OSHA standards do not apply specifically to office furniture products, OSHA guidelines, as well as other safety guidelines, are taken into consideration during product development and design, specifically with respect to ergonomics. Also, as Contractor itself is subject to OSHA regulations in its own facilities, Contractor is aware of how our products may need to fit into OSHA guidelines for usage in the state's facilities.

International Building Code (IBC): IBC is a code/standard that applies to building materials and does not apply to office furniture materials. IBC standards for building materials cover the same types of standards (flammability, strength, durability, safety) that Contractor tests its products to through the ANSI/BIFMA, NFPA, NEC, UL, NEMA, etc. office furniture standards.

- 2) **Refurbished Products:** The Contractor must maintain all safety ratings for refurbished product.

Contractor's plan to ensure maintenance of safety ratings for all refurbished product: All safety ratings are maintained during and after refurbishing. Original products are tested as completed units in random sampling. Because Contractor dealers use Original Equipment Manufacturer (OEM) materials during refurbishment, the replacement of parts within the Contractor Dealer refurbishment program maintains all safety standards including UL.

- 3) **Accessibility:** The Contractor must ensure that programming, design, and installation conforms to the requirements of the Uniform Federal Accessibility Standards (UFAS). Design and installation must conform and include all manufacturers' support and safety components.

Contractor's programming design and installation plan for conforming to the requirements of UFAS:

Contractor's Designers and Installers will maintain familiarity with the UFAS requirements. From the start of programming through the installation of the project, the Contractor will remain cognizant of accessibility, means of egress, occupant loads, etc. Once a proposed furniture plan has been approved by the State Agency Point of Contact, the Contractor's Designer will have the furniture plan reviewed by an associate Designer to confirm that all UFAS requirements and manufacturers' support and safety component requirements have been met. Contractor's Certified Installers will always install per the State Agency approved print. The drawing included in the installation packet includes pertinent dimensions and instructions to account for UFAS requirements. If any unforeseen site conditions should arise between the time of field verification and furniture installation, one of the Contractor's Installers will make the team aware of the situation and determine what solution will be most appropriate while still maintaining the UFAS requirements. Some of the considerations that are made to follow these guidelines includes, but are not limited to:

- Aisleway clearances (3'-8" minimum, unless passing building column)
- Push and pull-side clearance of doorways (12" wide clearance for push side and 18" wide clearance for pull side)
- Building column clearance (3'-0" aisleway clearance for 2'-0" wide or smaller column)
- Lateral file clearances (6'-0" distance between facing lateral files, 4'-6" from lateral file face to another object).
- User workspace clearance (3'-6")
- Building Occupancy load

- 4) **Panels:** The Contractor must provide panels that are at least 28" high and do not exceed 66" high. Please see provided Parts List and Typical Layouts for detailed heights, widths, and panel skin configurations in **SCHEDULE J TYPICAL 8 WORKSTATION CLUSTER AND SCHEDULE B4 PARTS LIST**.

Contractor's Base Product panel heights:

UniGroup panels are available in the following heights: 30", 37", 44", 50", 56", 64", 68", 82"

- a. **Panel Fabric:** Panel fabric must be priced at the manufacturer's Grade A nylon, polyester, nylon/polyester blend, or with a combination of recycled contents, and include a minimum of 6 patterns, each with multiple color ways.

If your base grade does NOT meet the criteria, please price the next fabric grade level. Fabric must be compatible for tackboard use.

Contractor's Base Product (Unigroup) panel Grade A fabric name and recycled content percentage:

- Chevron, 60% recycled content
- Highlands, 100% recycled content
- Iowa, 100% recycled content
- Striae, 84% recycled content
- Tailored, 100% recycled content
- Tatami, 0% recycled content

b. **Reserved.**

c. **Panel Trim:** Panel trim must be metal, which includes top caps and side rails. Plastic top caps and side rails are not a viable alternate and will not be considered appropriate for the base bid. Metal trim finish must be priced in a beige and/or gray paint grade. The State will accept Raceway covers that are plastic.

The Contractor's Base Product Panel trim material and colors:

UniGroup offers powder coated steel top trim and aluminum side trim with plastic raceway covers. Contractor's Grade A panel trim finishes are:

- Beige, powder coated aluminum/ steel and plastic trim pieces
- Chalk, powder coated aluminum/ steel and plastic trim pieces
- Graphite, powder coated aluminum/ steel and plastic trim pieces
- Gray Tone, powder coated aluminum/ steel and plastic trim pieces
- Putty, powder coated aluminum/ steel and plastic trim pieces
- Smoke, powder coated aluminum/ steel and plastic trim pieces

d. **Reserved.**

5) **Electrical:** Systems must provide "plug and play" power for each workstation occupant sufficient to support electrical devices such as, but not limited to: computer hard drive, 2 monitors, laptop, phone, and task light. Task lighting must be LED. Furniture electrical system must be UL rated and provide a capacity of at least (3) 120V, 20A circuits, and one dedicated, isolated voice/data circuit at each workstation. Each workstation must provide 4 duplex outlets (or a surface-mounted outlet in place of one), for a total of at least 8 receptacles. Project specific base-in-feed power may vary depending on existing building conditions.

All electrical components of electrified panels are to be replaced with new OEM components, or other UL approved components, providing these components meet or exceed the specifications of the OEM for the component.

In addition to the 20A option, the Contractor offers a 15A option that adds flexibility allowing the ability to assign the circuits in the field. There is also an optional 8-Wire 4-Circuit (3+1 or 2+2) PDA with duplex receptacles available.

a. Contractor's Base Product Electrical System:

UniGroup's electrical system is an 8-Wire 3-Circuit PDA with duplex receptacles.

b. Contractor's LED task lighting options:

Adaptable Components LED task lighting has standalone units, starter units and add-on units all available in the following sizes:

- 17"
- 31"
- 44"

c. Contractor's Reed LED task lighting:

Has standalone units, starter units and add-on units all available in the following sizes:

- 17"
- 31"
- 44"
- 58"

6) **Storage:** All lateral files and pedestals (i.e., mobile BF pedestals, BBF pedestals, FF pedestals and lateral files) should be metal and priced in a beige or gray paint. All storage cabinets must be fully enclosed storage units. Overhead storage (i.e., "flipper" cabinets) may be painted metal, or a combination of painted metal and laminate or plastic. The pulls on all lateral and pedestals files should be continuous, integral, and horizontally recessed. Pulls on ALL storage units must match. Additive pulls are not desired on any of the storage components. All storage must be locking and have the ability to be keyed alike, with one key for each cabinet provided to the State at the time of installation. File units must have counterweights in units with four or five drawers.

a. The Contractor's locking program provides (4) ways to specify locks and keys. There are (4) four ways that the Contractor's locks and keys may be ordered:

- (1) LSETs: The Contractor will provide, at no charge, (1) lock core and (1) key for every new locking component being ordered. The Contractor locks are itemized on a product listing as “LSETs”. The numerical value after “LSET” indicates the number of keyed-alike locks that are being requested on an order. Lock numbers are random and specific lock numbers cannot be requested by ordering LSETs.

For example, if an order for one station has (3) locking components that must be keyed alike, an LSET-3 is specified. This will provide (3) locks and (3) keys with the same random lock number for the order. If the order was for (3) locking components that do not need to be keyed alike, (3) LSET-1s should be ordered. This will provide (3) lock cores and (3) keys with three different, random lock numbers. Only the number of locks to fulfill the number of locking components on an order may ship as LSETs at no charge.

- (2) CSETs: In situations where a mixture of new and existing product is being used or in order to receive more than one key per new locking component, CSETs must be ordered. CSETs are a chargeable item because more locks and/or keys are desired than would fulfill the order for the NEW product. The numerical value after “CSET” indicates the number of keyed-alike locks that are being requested on an order. Lock numbers are random and specific lock numbers cannot be requested by ordering CSETs.

For example, if (2) new locking component is being ordered to add to an existing station with (3) lockable components, (1) CSET-5 would be specified to obtain (3) locks and keys with the same number. The (3) existing locks in the station would be replaced with the new locks to match the new lockable component. In order to accomplish receiving (2) keys per lockable storage unit on a new order, (2) CSETs could be ordered. This would provide an additional key that matches the locks being sent, but would also provide more lock cores than needed.

For example, ordering (1) CSET-4 with an order for (2) lockable components would provide (2) keys with the same number for each of the (2) components, but also (2) lock cores for each of the (2) components that would be left over.

- (3) HW-SVC: This item number provides (1) lock core and (1) key of a specific key number.

For example: HW-SVC, KY-109 will provide (1) lock core and (1) key with the number 109.

- (4) HWSK: This item will provide (1) key for a specific lock number. This may be ordered to achieve the (2) keys per cabinet requirement. However, this would be a subsequent order to the for the new lockable components as

the locks that are shipped with these items are randomly numbered. Once the new product is received, additional single keys with the same number could be ordered to provide extra keys for the cabinets.

The Contractor also offers a Master key that can unlock any Contractor lock with any lock number. These should clearly only be held by designated personnel, but they are available for purchase under this contract.

Contractor's Base Product Storage Unit material and finish:

X-Series storage units are provided in a variety of Grade A powder coated steel finishes.

7) **Reserved.**

- 8) **Work surfaces:** Work surfaces must be Grade A laminate with a 3mm edge. Work surfaces must be produced by the same manufacturer as specified with the panel system. Contractor must provide grommet or wire management options. Contractor must provide a variety of work surface supports for the State to use as needed, based on work surface size and type.

a. **Contractor's Base Product Grade A work surface material and finish:**

(1) High Pressure Laminate options are:

- Amber Cherry, Grade A laminate
- Maple, Grade A laminate
- Medium Cherry, Grade A laminate
- Patterned Linen Casual, Grade A laminate
- Patterned Linen Classic, Grade A laminate
- Patterned Linen Crisp, Grade A laminate
- Patterned Linen Flax, Grade A laminate

(2) Contractor's Base Product (UniGroup) work surface support options, including materials:

- Standard cantilever bracket (std mini and std link options), powder coated steel
- Standard snap-n-fit cantilever bracket (std mini also an option), powder coated steel
- Side brackets, standard Charcoal finish
- Convergent mount bracket, standard Charcoal finish
- Flush mount plate, standard Charcoal finish
- Rear-corner bracket, standard Charcoal finish
- Counter top bracket, powder coated steel

- Ped to panel mount, powder coated steel
- Work surface support panel, laminate
- Straight leg basic, standard Charcoal finish
- Straight leg basic with caster, standard Charcoal finish
- Support column, powder coated steel
- Double support leg, powder coated steel
- Dual-leg base, powder coated steel
- Single support leg, powder coated steel
- Support post, powder coated steel

(3) Contractor's Base Product grommet and wire management options:

- Horizontal Wire Manager: Horizontally routes and conceals excess electrical cords under worksurfaces
- Wire Management Loop: Routes excess electrical cords under worksurfaces
- Vertical Wire Manager: Vertically guides cables and electrical cords
 - Inserts into the panel side trim rail reveals can be field-cut to any length
- Flexible cable manager: Comes in 1" and 2" diameters. It encases cords under the worksurface and is cut to length to accommodate height adjustments and different applications.
- Contractor's grommets are 3" in diameter and field cut wherever the end user prefers. The Contractor offers 3" grommet inserts that are specified separately to create a finished look.

9) **Reserved.**

10) **Single and Dual Monitor Arms** - Each workstation may have a single or dual monitor arm. The State reserves the right to purchase any of the manufacturer's single or dual monitor arms individually, without the purchase of a complete workstation. Specifications: Clamp mount only to an installed work surface. The State requires one column support with two adjustable monitor arms. Adjustment specifications: 165° up and down /180° left and right /360° rotation for portrait or landscape view.

a. Contractor's Base Product single and dual monitor arm make and model(s):

(1) Ergotron single and dual monitor arms:

- Single: LX Desk mount LCD arm, clamp mount
- Double: LX Dual Stacking arm, clamp mount

1.2. Performance Requirements

A. Warranty: The Contractor must provide certifications and warranties requested from the manufacturer of the furniture.

Contractor's new product warranties summary, including length of warranty, exclusions, etc. for all products identified in the "Typical 8 Workstation Cluster": All new products manufactured by the Contractor are backed by the Contractor North America Limited Lifetime Warranty.

1) The items that are covered for a period less than 12 years include:

a. 10-Year Covered Products:

- Wall products (excluding soft-close door mechanisms, wallcoverings, and glass)
- Power Base™ Electrical (excluding Power Base AI and USB receptacles)
- Planes®, Planes LT, Upside™, and Hop™ height adjustable product mechanisms
- Patterns™ Work wall lighting (excluding ballasts)
- Products that are at any time used in a classroom or educational environment (other than administrative areas) except as limited or described below
- Adjustable keyboard pads and monitor arms
- Electrical (non-USB) and A/V accessories

b. 5-Year Covered Products:

- Fabric scrims, fabric screens, vertical fabrics, and wallcoverings
- Fabrics rated Heavy Duty (A) under the Association of Contract Textiles Guidelines
- Leathers or faux leather
- Vertical-use markerboard laminates
- User-adjustable work-surface mechanisms
- Power Base Receptacles with USB
- Tablet arms (max. load 50 pounds)
- Overhead storage unit slow-close mechanisms
- Reed Premier™ and Adaptable LED lighting
- Electronic ballasts used in Patterns

- Glass used in Systems products (vertical & horizontal)
 - Improv and X-99 gel arm caps
 - Work tools and systems accessories (e.g. laptop holders and footrests)
 - Jump™ height adjustable product mechanisms
- c. 3-Year Covered Products:
- Hoop products (excludes surface damage such as scratches, dents, or abrasions)
 - Fabrics rated General Contract (a) under the Association of Contract Textiles Guidelines
- d. 1-Year Covered Products:
- Horizontal use markerboard laminates
 - Acrylic tops/surfaces
 - Soft palm rests
 - Electronic locks
 - Mouse pad inserts
 - Translucent edging
 - Glass used in Walls product (refer to note ² above)
 - Opens™ Plume Screens
- e. Tailored Solutions™: A Covered Product that is modified under the Contractor's "Tailored Solutions" program will have a warranty period that is the same as the standard catalog product that is modified; however, any material modification of the standard catalog product's features, construction, function, or aesthetics will have a 1-year warranty period.

See **SCHEDULE M, WARRANTY INFORMATION** for Contractor's warranty information on complete product offering.

- f. The extent, beyond the warranty period that parts and components are available for discontinued Contractor Base products:

Parts and Components of discontinued Contractor Base products may not be available, but the Contractor strives to maintain product compatibility within their various generations of integrated product platforms. The Contractor will work to provide products with comparable function and performance.

- 2) **For new products**, the Contractor must provide, at no charge to the State, a written warranty to cover Parts and Labor under "normal use" which the State of

Michigan defines as 24 hours a day, 7 days a week. Provide a copy of the written warranty outlining warranty lengths and exclusions. The State prefers, at a minimum, a 12-year warranty on new product.

a. Contractor's process for reporting warranty issues:

The managing dealer, DBI, is the first point of contact to resolve any issues. State Agencies may report warranty issues to the dealer via email or phone call to the dedicated Customer Service Representative or through your State of Michigan Contracts Ceros Experience Webpage, which will initiate contact with DBI's Service Coordinator. The dealer will determine the cause of the issue and, if necessary, will contact the Contractor's Corrections team. The Corrections team is a group of individuals that responds to all post-shipment issues and determines what additional actions are needed to resolve the issue to your satisfaction. These individuals within the Corrections team are assigned per region and have familiarity with the field technical representatives, the carriers, and the dealers within a geographic area. This group of professionals is trained to handle customer warranty and product issues expeditiously including damaged, missing, or wrong product, or incorrect color or size of product. They assess the State Agency's need, determine the best course of action, order new product when necessary, and coordinate delivery and repair with the Contractor dealer.

b. Contractor's process for handling any repairs or replacements:

Repairs and replacements will be handled through Contractor's Service Notification process:

- (1) If the issue is discovered during the course of Contractor Installation, no action by the customer is required. The Contractor will take care of the details and keep the State Project Manager updated on the status of the resolution.
- (2) If the issue is discovered post installation or upon direct shipment to a State of Michigan Warehouse or facility, the State Agency may notify any member of their Design Project Team or the Contractor's Dedicated Customer Service Representative to advise of the issue.

Note: In instances where product is shipped directly to a State of Michigan Warehouse or facility, visible freight damage and/or missing cartons must be documented, by the receiving personnel, on the Bill of Lading that is provided with the shipment and signed by the driver prior to the driver leaving the site. Photos of the carton label and the damaged product are also required as supporting documentation for the replacement order. If cartons are missing from the shipment, the circle sheet that indicates shorted carton numbers must be signed by the delivery driver and provided to the dealer to assure replacement of these items.

- (3) Communication to the Contractor regarding missing or damaged/defective product and warranty notifications may be completed through email or phone call to the Contractor's dedicated Customer Service Representative.

- (4) Warranty notifications may also be completed through your State of Michigan Contracts Ceros Experience Webpage, which will initiate communication with the Contractor's Service Coordinator.
 State of Michigan Contracts Ceros Experience
 Webpage: <http://view.ceros.com/dbi/som>
- (5) At the State Agency site, the Contractor determines the cause of the issue and assembles a complete list of components needed.
- (6) The Contractor communicates site issues electronically via the Contractor Corporate Customer Service team in Holland, Michigan; the original order is referenced, product and issue are logged, and replacement product is ordered as necessary to resolve the issue.
- (7) If the issue is determined to not be covered under the Contractor's standard warranty, and a quote for labor and product is provided, no further action will be taken without receipt of a Delivery Order authorizing the purchase of parts and labor on the State Agency's behalf; in the case of a warranty issue, there would be no quote for labor or product as there is no charge for these items.
- (8) The order is scheduled in manufacturing with a priority lead time.
- (9) The product ships to the Contractor dealer warehouse.
- (10) The Contractor dealer schedules and completes the installation of the product at the site in an expedited timeframe and has the State Project Manager sign off on the issue upon complete satisfaction.

Contractor Corrections Team Contact Information:
 616.393.3221
 8:00 a.m. to 6:00 p.m. EST

c. Escalation Procedure:

In the rare event our dealer fails to meet your needs, your first point of contact is the Contractor Account Manager. The Account Manager will immediately contact the appropriate people at the Contractor and at the dealership to resolve all issues. The Contractor will pull in their local Field Technical Representative and work together with that representative and the Contractor to:

- (1) Step in as the process lead and become the liaison between the State Agency and the Contractor dealer
- (2) Lead meetings with the State Agency, the Contractor dealer, and the local Technical Representative to determine the issues and plan the resolution processes
- (3) Make the appropriate contacts within the Contractor's Customer Service team at all levels (coordinator, manager, director)
- (4) Launch a clearly defined corrective action plan
- (5) Update the State Project Manager immediately at each stage in the process through the Contractor's Focused Executive Program, the Contractor's senior executives are assigned to the State Agencies in order to establish and maintain direct lines of

communication. A State Agency may reach out to this executive partner at any time during the project process. The Contract Manager has an excellent sales and marketing team dedicated to the complete satisfaction of the State Agencies. The Contractor and its dealers are committed to collaboratively working together to successfully manage and meet State Agency's needs to ensure their total satisfaction.

3) **For Refurbishing Services** to State-owned products, the Contractor must provide, at no charge to the State, a written warranty to cover Parts and Labor under "normal use" which the State of Michigan defines as 24 hours a day, 7 days a week. Provide a copy of the written warranty outlining warranty lengths and exclusions.

a. Contractor's Refurbishment Services Warranty including length of warranty, exclusions, etc.:

Contractor dealers use Original Equipment Manufacturers materials in all refurbishment projects. This maintains both the Contractor's Limited Lifetime Warranty and all the safety and test compliance standards. See also **Schedule M Warranty Information** and **Schedule A Section 1.2.A** above.

All OEM materials used in refurbishment are covered under the Contractor's Limited Lifetime Warranty as Service Parts for the remainder of the original product's warranty period (as stated on page 5 of the Great Expectations warranty document of **Schedule M**). Neither the labor associated with refurbishment nor any issues that are a direct result of the refurbishing labor are covered under the Contractor's warranty.

The Contractor's subcontractor providing refurbishing services on Customer-Owned Haworth products, warrants that all labor provided with respect to refurbishment to be free from defects due to workmanship for a period of five years from the date of service. Should any defect due to refurbishing workmanship arise during this warranty period, the defect will be made good by the subcontractor at no expense to the Owner.

This warranty does not apply to product that has been deemed to have been abused or neglected by the Owner.

As also stated in **Schedule A, Section 1.1.C.2**, all safety ratings are maintained during and after refurbishing. This specifically refers to size modification of electrified panels which must be completed by a Contractor certified refurbisher to maintain the original warranty. The letter from Intertek was included in the original "Schedule A Attachments" document.

- (1) No pro-rated warranties will be accepted.
- (2) The Contractor must be certified to make repairs for all warranty work required. Upon request of State, Contractor must provide documentation of Certification.

b. Contractor's Certified Warranty:

As a Contractor Certified installer and by employing a certified Technical Representative, DBI is certified to make repairs on all Contractor product when warranty work is required.

- (1) All Warranties must apply if product is installed by appropriately Certified State employees.

The scope of Contractor's certification is extensive, therefore end users would not be able to meet the criteria for manufacturer certification. The Contractor is committed to continuing to train State personnel in product installation to ensure that they are knowledgeable in the current product offerings.

The Contractor's preference is that all projects are installed by certified dealer or sub-contractor personnel. However, in instances where trained State of Michigan personnel have installed new product themselves, the Contractor stands behind our Limited Lifetime Warranty that all new product will be free of any defect in design or workmanship that materially impairs the performance or functionality of the Covered Product under normal use.

- B. Durability:** Products must have the ability to maintain their original appearance over life, with normal wear and tear as defined as 24 hours a day, 7 days a week. Products must withstand movement between rooms or buildings over life (applies to movable items). Finishes and details must be engineered to take constant impact from moving or usage. Products must be engineered so parts cannot be readily removed by user without unique tools. The State requires these types of items (Panels, overheads, work surface supports) to require a tool to prevent improper moves or placement. The State understands that certain items such as tackboards, top caps and raceway covers do not require specialized tools. Products must be able to be readily refinished (within reason) to accommodate change in aesthetics over its expected long life.

Contractor highly recommends that the UniGroup product be installed only by individuals who have passed the Contractor's Installer Certification course specific to UniGroup before assembling or modifying the UniGroup product. The following are the Installation tools required to install our Contractor UniGroup product: Variable-speed reversible power driver, #2 Phillips Bit, 1/8" Drill Bit, Channel Lock Pliers/Glide Wrench, Mallet, Tape Measure, Utility Knife, Level, Nylon Side Rail Seater, Side Rail Disconnect Tool, Phillips Head Screwdriver, Flat Blade Screwdriver, Nylon Block, and Hacksaw. Connections of hardwire devices must be done by a licensed electrician and they must control the size and loading of each branch circuit.

- C. Total Cost of Ownership:** Products must require minimal maintenance by either the Agency or manufacturer to retain usefulness for 25 to 30 years; Products must inherently reduce manpower and time required to clean the facilities around the Contractor's products (floors, etc.); Products must offer field replaceable parts, by either manufacturer or State staff, once past warranty period.

Contractor's company policy on long-term availability of field replaceable parts once past warranty period:

The Contractor will make every effort to have field replaceable parts available for the life of the product. Rarely does the Contractor abruptly discontinue a product, so service parts availability on a long-term basis will not be an issue. In the event a product would be discontinued, the Contractor and its dealers will give ample notice (up to two years) and have the solution ready for the State and vetted with the State Program Manager by the time the product/parts are no longer available.

- D. Ease of Use:** Products must inherently allow for easy changeability within a given room, space, or office environment within a variety of applications, over its expected long life. Product offering from Contractor must provide a wide range of typical applications found within various State government office environments. Products must be able to be reconfigured simply and efficiently by either the Contractor or State personnel, without more than minor disruption to building or users, within reason (applies to moveable products).

1.3 Programming and Design Services

- A.** The Contractor must use AutoCAD and Project Matrix to align with the State's systems, and at no charge to the State for the software, licenses, and any maintenance of software and licenses. Upon State request, the Contractor must be able to create 3 dimensional drawings using Building Information Modeling (BIM) software. 3 dimensional drawings should illustrate product placement and building interface for client and user review during design phase. Designs are to conform to state standards.

The Contractor uses multiple types of BIM software. The determination of which one will be used will be based on the complexity and size of a project. Based on the established scope of the project, a designer will make an appropriate selection between using AutoCAD, CET/CANVAS, Revit, or Sketchup or combination of these. The Contractor's designers are highly trained in the use of these programs and are adaptable to use the most appropriate software for the project they are working on.

- B.** Requests for space programming and modular office systems furniture design services will be defined as needed throughout the duration of the contract and

Contractor must respond with a detailed pricing estimate for services. When estimating design, the Contractor should include two layout revisions (not options) as standard practice. When estimating programming, the Contractor must confirm pricing details with the State Program Manager or designee and approve estimate prior to services being rendered.

The Contractor must be reimbursed at the rates in tables 7 and 8 in the **Schedule B – Pricing** for program and design services rendered up to the point a project is put on hold or cancelled.

1) Contractor's programming process:

The Contractor uses an extensive proprietary programming guide that defines what is required for most aspects of a project. The Contractor reviews the programming documents and how they are used with the project stakeholders to ensure an understanding of the importance of the information being requested. They then take the information supplied and translate it into a compressed format that outlines the approximate square footage needed in addition to other requirements the physical space must possess. These programming results provide a clear means in which to evaluate potential building and/or locations based on the documentation of the State Agency's needs and business criteria.

Summary of the special features of Contractor's programming process:

- a. Unique programming guide
- b. Review of programming guide in detail with client to ensure correct information is relayed back to specification team
- c. Meet with State Program Manager to discuss detailed departmental, divisional, and individual current spaces and what is desired and/or required for future spaces
- d. Develop and ask precise questions to bring elements to light that could potentially become future issues and to facilitate a smooth installation of product within a required timeline
- e. Highlight challenges within the construction/build-out process in the early phases and offers possible solutions
- f. Work with the Architect, construction team, and project team, as needed, regarding wall placement within the floor plan and review codes and regulations for the space to make sure building remains compliant upon completion of the project
- g. Translate large amounts of detailed information provided by the State Project Manager into a more usable compressed format that facilitates the design process

2) Contractor's design process:

The Contractor's design process is very customer focused. A team of professionals is assigned to each project that is received. This team includes a designer, at times, two designers are assigned, one lead and one back-up to ensure project continuity, a State Project Coordinator, a Project Manager, and an Inventory Coordinator. Additional members are included as needed depending on scope of the project. Within 24 hours of receiving the project initiation form (X4 or Design Authorization), the assigned Designer will reach out to the State Agency contact to set up an initial kick off meeting at the State Agency's convenience. The project is reviewed, and specifics are shared; including, but not limited to scope, existing space and inventory and anticipated timeline. The designer proceeds with field verification/measurement of the space and, if needed, inventorying the existing product. Upon completion of the field verification and inventory of existing product, the existing plan is updated within AutoCAD, Project Spec, and CANVAS (as needed) and a proposed plan is created and reviewed with the State Agency. All proposed plans are created within current local/state/national codes and regulations and verified that all safety precautions are being met. If any revisions need to be made, they are done within a timely manner. The Designer will label the revised drawing and outline any changes being proposed in the drawing notes. Once the proposed design has been approved and signed off by the State Project Manager, a final decision is made regarding the feasibility of reusing existing product or refurbishing product from inventory. Every effort is made to mitigate the amount of product that needs to be ordered new by reusing and/or refurbishing existing product and inventories. Internal checks and counts are done internally to ensure the most cost-effective solution is reached. The project then moves into the pricing phase. A proposal packet is sent to the State Project Manager which includes a Summary Page of all products and services that are required to achieve the desired design, discounted specifications of new product that will need to be ordered and specification sign off pages for any tables, files or chairs. When the pricing has been approved and we have received the DO and a signoff of the specifications, the order will be entered, and installation drawings are created. During the installation, a Designer is on site periodically to answer questions and check that the product is being installed as intended. Once the installation has been completed to the customer's satisfaction, the project is closed out and archived.

Summary of special features of the Contractor's design process:

- a. Design Manager/Design Team Approach
- b. Internal Project Teaming
- c. Specification Verification and internal checking process
- d. CANVAS/3D Rendering capabilities
- e. Focus on the re-use of existing inventory product
- f. History of 20+ years of drawing/client archives
- g. NCIDQ Certified Designers
- h. Communication and follow through with consistent point of contact for project management
- i. Local/State/National Code and Regulation verification

j. Use of PlanGrid for site condition documentation and Punch List

- C. Programming tasks include the assessment and analysis of bureau, division, or office requirements to determine square footage needs and provide recommendations for development of optimal space/furniture plans. Programming solutions must incorporate organizational staffing and interactions, public, support and conference area needs, transportation and parking necessities and opportunities for space conservation.

The Contractor calculates square footage based on the ANSI/BOMA standard methods of measurement. By utilizing AutoCAD, the Contractor evaluates the area(s) in question to determine the square footage. An example of the breakdown that can be provided would include rentable area, usable area, building common areas and floor common areas. Once the square footage of a space is calculated, the programming process continues to determine the allowed occupancy of the space(s). Within standard office spaces, the occupant load is calculated at 100 square feet per occupant. This calculation also factors in the necessary corridor widths to comply with the IBC egress requirements. From this point, the Contractor will begin to space plan an area or building to account for the appropriate number of occupants while taking into consideration project needs such as common areas, meeting spaces, private offices, open office, storage, etc. As the floorplan begins to develop and square footage needs are met and agreed upon, the Contractor begins the block planning phase which will begin the detailed conversation regarding office layout. The actual Programming Process Document used by the Contractor is proprietary. See **Schedule S Programming Process** document for a condensed version of this document. The actual document used provides significantly more detail around the programming requirements.

- D. The Contractor must provide preliminary block plans as requested by the State Project Manager or key contact, to verify programming space recommendations. Upon completion of programming, communication between the space programmer and designer is critical during early design phases.
- E. State space planning and facilities strategy must be incorporated into all programming and design services and drawings. State approved standards for office and modular workstation sizes, fabric, paint, and finishes will be available electronically.
- F. The Contractor must, within an agreed upon timeframe, develop an installation packet showing in detail the placement of furniture products in relationship to building shell, wall heights, colors, panel types, electrical and voice/data outlets. The State Program Manager or designee, or the assigned State Agency Point of Contact, must approve the final plan, specifications, and parts prior to ordering. The State requires that the final plan/design, including the specifications, must

be approved prior to order placement. The installation packet can be completed at a later date, but at an agreed upon time period prior to installation.

- G.** Final proposed drawings in AutoCAD must be provided at project close-out. See also **Section 5.A.4 and 9.A.1.**

Contractor's Close-Out drawing process:

The Contractor's Close-Out drawing process starts immediately following the completion of the installation. At this point, the designer conducts a walkthrough with the lead installer. The designer and lead installer will check all areas of the installed project for any missing, damaged, or incorrect product. During this walkthrough the designer and lead installer will make necessary notes in the PlanGrid project management application. This application allows collaboration amongst team members and provides simple, detailed documentation of issues. The designer is able to generate a PlanGrid Issue Report which contains a list of all issues noted, the specific location of the issue within the floor plan and photos, if applicable. Issues discovered during this walkthrough that do not require additional product or materials will be taken care of at this time. After walking the installation with the lead installer and prior to occupancy, the designer will then schedule a walkthrough with the Agency Point of Contact where the resolution to the items discovered during the initial walkthrough will be discussed. If changes were made due to unforeseen site conditions or changes in scope, the finalized drawings will reflect those details and they will be included on the PlanGrid Issue Report. From this point, the designer will work with the Contractor to obtain replacements for damaged items in a timely manner. This timeline will then be communicated to the Agency Project Manager. Orders for replacement or completion product are given a priority lead time in the Contractor's manufacturing schedule. Once the punch list items have been addressed, and a return date is agreed upon, the designer will complete both the External and Internal Closeout reports which document the details of the project, including the punch list items. The designer will also update the final as-built drawing and send it, along with the External Closeout report, to the Agency Point of Contact. The final drawings provided to the Agency Point of Contact will be in PDF format; the final drawings that are sent to the State Program Manager or designee will be in AutoCAD format.

PlanGrid is an application that allows the Contractor to share and organize documentation, drawings, construction plans and photos on any mobile device. The Contractor utilizes PlanGrid to close out all furniture installation projects.

STEP 1 DESIGN: Upon Order Acknowledgement from the Contractor, the project drawing is uploaded to the PlanGrid cloud.

STEP 2 INSTALLATION: DOCUMENTATION OF SITE CONDITIONS: Prior to installation of furniture, the site is inspected for existing damage or issues such as scratched door frames, chipped paint, soiled fabrics or flooring and construction delays. These items are then noted on the drawing with images linked to the notation in PlanGrid. The noted

drawing and linked photos are then shared with the State Project Manager and Contractor project team.

STEP 3 INSTALLATION: During the installation process, the following issues, if applicable, are noted by the crew leader on the drawing in PlanGrid and images are linked for clarification and reference:

- concealed product damage
- shortages within a carton and mis-ships.

Issues are noted by the crew leader on the drawing in the exact location they occur within the space. The red-letter indicator notes the location and is embedded with a link to the photographs and status of the issue. This information is available to the Contractor team, in real time, on the cloud.

STEP 4 CONTRACTOR TEAM: Upon completion of the installation, the Contractor team (installation crew leader, designer and sales representative, if necessary) walk the job site to confirm the noted issues and document any newly discovered issues. Any issues that do not require additional product are completed at this time and are marked as “Closed” on the Issue Report by the crew leader. A complete PlanGrid Issue Report of those items that cannot be corrected during the initial walk through is generated. This report is also available, in real time, to the team via the cloud.

STEP 5 CONTRACTOR TEAM: A Contractor PlanGrid Issue Report is generated, and the team discusses the action plan to complete outstanding Punch List items. The State Project Manager initials each Punch List item on the report, indicating their understanding of the completion plan for all the open items. State Project Manager signature on the PlanGrid Issues Report indicates acceptance of Punch List and authorizes the Contractor to move to the services invoicing phase of the project with the understanding that all open items will be addressed in a timely manner.

STEP 6 CONTRACTOR TEAM: As Punch List items are completed, the installer marks the items as “Complete” on the PlanGrid Issues Report in the field. Upon completion of all Punch List items, the finalized PlanGrid Issues Report will be forwarded to the State Project Manager as part of the Contractor’s close out package.

- H. The Contractor must produce field verifications of all spaces to be furnished, using architectural plans as the basis for product layouts. (Note: if construction has not been completed prior to specification development, rooms must be verified by Contractor for fit and quantities). ***The Contractor remains responsible for verifying room dimensions, electrical and data availability and connections, etc., to ensure fit and quantities of product being ordered. If construction has not been completed prior to specification development due to a delay in construction or a condensed build schedule, the Contractor may request adherence to critical dimensions***

during construction with a Hold To Document. To be valid the Hold To Document must be submitted in written and graphic format and be approved by the State Program Manager or designee. All revisions are to be made prior to production and be documented to the State in both written and graphic format using AutoCAD.

1) Contractor's field verification process:

After the initial meeting with the State Agency has been completed and scope of work is established, the designer will return to the site for a field verification/ measurement. If a project is small, this field verification may take place immediately after or as a part of the initial meeting. Whether the scope of work is large or small, the Contractor's designers will field measure every project to accurately recreate the space in AutoCAD and/or revise any existing building drawings in their records. The designer will record each room's wall measurements and note the location of all doorways, building columns, electrical, data, fire systems, thermostats, windows, windowsills and any other characteristics that would need to be considered in the furniture layout. If the State Project Manager allows, photos will also be taken to document existing conditions of the space. After this verification is complete, the designer will update or create an AutoCAD drawing of the space(s). During this drawing creation process, if anything is missed during the first verification, it is the designer's responsibility to return to the site, at the State Agency's convenience, to record the area in question. Once all drawings are updated/created and verified, the designer will begin creating a proposed furniture plan for the State Project Manager review and approval.

- I. For projects that require DTMB oversight and approval for connectivity to a building, the Contractor must agree to use DTMB approved project plans for development of specifications, track changes to those plans, and revise connections and specifications if required to obtain DTMB approval for the State.
- J. The Contractor is responsible for specifying all necessary products including parts, components, connectors, brackets, trim pieces, etc. to build the approved design to the manufacturer's structural guidelines as well as the State's design and aesthetic standards. This may mean including optional pieces such as, but not limited to, trim for all two-way and three-way connections, dividers for storage pieces, additional locks to key items alike and counterweights in lateral files.
- K. The Contractor must accept responsibility for all plans and must review for correct product application and stability. Any inconsistency or deviation from product capabilities or unusual assembly requirements must be immediately communicated to the Project Manager or designee.
- L. The Contractor must communicate any and all changes to the schedule, requirements, or expectations in writing, addressed to the State Project

Manager, and copied to purchasing contact. Agency will provide written confirmation of site availability.

- M.** The Contractor must accept responsibility of specifications and accuracy of quotations provided to the State for purchase when the Contractor is assigned as the designer. The Contractor is responsible for overages, shortages, or ordering errors resulting from orders based on the provided design services. Approval of design work and estimates by the State does not constitute responsibility for the design or ordering process.

1) Contractor's estimated lead time for shortages:

When shortages are due to an incorrect specification by a dealer designer, orders are entered into the Contractor's ordering system as "Completion Orders." Completion Orders are defined as orders for product that are required to complete an installation that has already commenced. Like Service Notifications for Contractor errors, Completion Orders are given priority manufacturing timelines. The Contractor understands that typically, Completion Orders are of a time-sensitive nature and are items that are needed quickly to finish a space that is on an already defined timeline for completion. As a rule of thumb, the lead time for Completion Orders are approximately half of the standard lead time for the product. For example, if the lead time for a standard order of panels is four weeks, a Completion Order for those same panels would ship in approximately two weeks.

2) Contractor's plan for handling overages and ordering errors and how to handle returns for the items in question:

As a Just-In-Time manufacturer, the Contractor custom-manufactures product as orders are placed. No inventory of pre-manufactured product is stored in the Contractor's facilities. Because of this method, the Contractor does not accept returns of product that have already been delivered or for which raw materials have already been purchased. If overages are the result of a design/dealer specification error, a resolution will be reached between the Contractor and their dealer. The State will be credited for the product that was ordered but not necessary to complete the approved design layout. If product is mis-specified and new product must be ordered to satisfy the approved design layout, the State will not be charged for the new product, even if the new product has a higher price point than the incorrect product that was originally specified and quoted.

- N.** It is the responsibility of the Contractor to field-verify actual dimensions. If the design and specification of a new installation does not fit properly due to inaccurate floor plans, dimensions, attributes identified by the Contractor, it is the responsibility of the Contractor to resolve to the satisfaction of the State. No payment for services will be made until the issue is fully resolved and approved by the State Project Manager or designee.

1) Contractor's resolution process for correcting inaccuracies:

If there are inaccuracies due to a misstep in the field verification process, the Contractor and their dealer will work together following the same steps involved in the Completion Order process. There will be no charge to the State of Michigan and the Contractor will prioritize these orders to mitigate the delay of the project timeline.

- O. The Contractor must work with general contractor or electrical contractor to locate electrical whips, power poles, and telecommunications for systems furniture. Whips must be located in the most convenient, efficient, and aesthetically pleasing location.
- P. The Contractor will have read-only access to the State's inventory management system (CORE). The Contractor must access this system to verify current furniture inventory levels available for use on State projects. (See also **Section 2.**) Requesting and allocating items from inventory requires coordination with State inventory management team.

The State is required to maintain the accuracy and allocations of items in the CORE inventory system. Periodic verifications by State staff are physical/manual and occur throughout the year, therefore human error needs to be taken into consideration. Key contacts for validation will be provided after award.

- 1) Current State of Michigan procedures/requirements are as follows:
 - The Contractor will need the following to access CoreIMS:
 - a. A State of Michigan Account (DTMB-Agency Services submits paperwork)
 - (1) Contractor will need to provide the following for each user before DTMB-Agency Services can submit paperwork:
 - Phone Number
 - Email Address
 - b. RSA VPN Soft Token (DTMB-Agency Services submits paperwork)
 - (1) Contractor will need to provide the following for each user before DTMB-Agency Services can submit paperwork:
 - DTMB-0928: Contractor Security Agreement (attached)
 - DTMB-0051: MiSOC SecureID Questions (attached)
 - DTMB-0155: Foreign Device Network Connection Request (attached)
 - DTMB-0021: Background Check Request Form (attached)
 - Non-Disclosure Agreement (attached)
 - Last 4 of SSN
 - Copy of Driver's License

This process would take place after the Contract effective date. The DTMB forms noted above, are attached as **Schedule Z, Forms to Access State Inventory System.**

1.4 Quality Assurance Program

The Contractor must have an established Quality Assurance Program.

Contractor's Quality Assurance Program:

The Contractor's Quality Assurance program is constantly being evaluated and updated as the organization evolves. The Contractor's Quality team benchmarks and partners with third-party organizations to ensure our efforts surpass world-class quality objectives. The Contractor maintains ISO 9001:2015 in all owned global manufacturing facilities. All are also certified to ISO 14001, U.L., and A2LA. The Contractor's products are designed for the environment, tested to meet or exceed all relevant industry standards (ANSI BIFMA, UL/C-UL, ADA, Flammability, USEPA, ETV, ASTM, GREENGUARD), and are covered by industry leading warranties. The Contractor self-performs quality and productivity improvements in their operations at the plant and team level. We utilize a quality management system to track and record all issues, and analysis is conducted to understand root causes and implement corrective actions. In the Contractor's plants, they focus on continuous improvement through the Contractor's Management System. Each operating plant has a plan for continuous improvement and a clear glide path to measure itself against goals. The plant's overall plan is supported by team level action plans and relies on team members' knowledge to apply proven techniques that eliminate waste and improve performance. Teams monitor their efficiency on an hour-by-hour basis. The Contractor's supervisors and team leaders review progress for each team several times per day and make corrections or improvements in real time. The teams also create continuous improvement plans and work those plans in support of the overall plant goals. The Contractor monitors the effectiveness of the productivity plans through visual measures at the team level, the plant level, and the total operations level. The Contractor conducts layered audits performed by multiple levels of leadership to ensure plans stay on track. Each leader on the Contractor's operations team has defined Leadership Standardized work that takes them to the point of impact for tracking the Contractor's improvement plans.

1.5 Incentives

The Contractor must provide any incentives applicable to this Contract.

Contractor's special incentives or services including, but not limited to, return policies, trade-in programs, quantity discounts, etc.:

The Contractor does not have a published return policy. Although returns are not permitted in all cases, customer satisfaction is the Contractor's primary goal and exceptions may be made on a case-by-case basis.

The Contractor offers multiple programs to assist with the decommissioning of spaces and the product within them:

- a. The Contractor has various take back programs that accommodate a range of project and product scopes.
- b. The Contractor has partnerships with various sustainable decommissioning companies to help uphold the Contractor's sustainability core value.
- c. The Contractor will take back used work surfaces from State Agencies where there are specific agreements established. The Contractor will either repurpose through their Furniture outlet store or use in co-generation process.
- d. The Contractor's dealers are equipped to work with furniture brokers who can determine the value of existing assets and whether those assets have a resale value, a recycle value, or can be donated as a tax deduction.

2. Technology Specific Standards

2.1 Acceptable Use Policy

To the extent that Contractor has access to the State's computer system, Contractor must comply with the State's Acceptable Use Policy, see

https://www.michigan.gov/documents/dtmb/1340.00.01_Acceptable_Use_of_Information_Technology_Standard_458958_7.pdf

All Contractor Personnel will be required, in writing, to agree to the State's Acceptable Use Policy before accessing the State's system. The State reserves the right to terminate Contractor's access to the State's system if a violation occurs.

3. Staffing

- A.** The Contractor must provide the State Program Manager or designee with contact information for all Contractor support members (Key and Non-Key Personnel), including cell phone and email addresses prior to Contract Effective Date.

Contractor's plan to notify the State of changes to contact information for all support members:

In the event that staff changes are made in any area directly affecting this contract with either the Contractor or the managing dealer, the Contractor will notify the Contract Administrator and Program Manager of the effective date of the change, provide the new contact information for that support member role, and adhere to all Key Personnel contract requirements if the support member is listed as a Key Person in Section 3.1.

Additionally, the Contractor will announce any contract support member contact changes in the quarterly meetings that are held between the Contractor, their dealer and the State Agency Representatives.

If the State would like the Contractor to notify specific Agency Contacts of staff changes, the State may provide a list of those individuals and their email addresses.

B. Contractor’s Key and Non-Key Personnel must be on-site at as needed or requested by the State Project Manager or designee for various Contract related activities. Key Personnel who are NOT located in Michigan must be made available to the State at Various Michigan offices on a reasonably frequent basis as determined or scheduled by the State Project Manager or designee for various meetings, site visits or walk-throughs as described throughout this Contract.

All Contractor Key and Non-Key Personnel are located in Michigan.

C. Contract Administrator

The Contract Administrator for each party is the only person authorized to modify any terms of this Contract, and approve and execute any change under this Contract (each a “**Contract Administrator**”). The Contractor must provide 10 days advance notice of a change to their Contract Administrator.

State:	Contractor:
Mary Ostrowski 525 W Allegan St., 1st Flr NE Lansing MI 48909 ostrowskim@michigan.gov 517-249-0438	Matt Corl One Haworth Center Holland, MI 49423 Matt.Corl@Haworth.com (616) 393-3597

D. Program Manager

The Program Manager for each party will monitor and coordinate the day-to-day activities of the Contract (each a “**Program Manager**”):

State:	Contractor:
Curt Myers 3111 West St. Joseph Street Lansing, MI 48917 myersc@michigan.gov 517-719-8168	Becky Przedwojewski One Haworth Center Holland, MI 49423 Becky.Przedwojewski@Haworth.com (517) 281-5826

E. Work Hours

The Contractor must provide Contract Activities during the State’s normal working hours Monday – Friday, 8:00 a.m. to 5:00 p.m. EST, and possible night and weekend hours depending on the requirements of the project.

3.1. Key Personnel

- A.** The Contractor must appoint key individuals, specifically assigned to State of Michigan accounts:
- 1) These individuals must: Respond to State inquiries regarding the Contract Activities, answer questions related to ordering and delivery, be knowledgeable on the contract requirements, etc.
 - 2) These individuals are directly responsible for the day to day operations of the Contract “Key Personnel”.
 - 3) These individuals must respond to State inquiries within 1 business day.
- B.** The Contractor must assign Key Personnel to the positions identified in the table below. The Contractor is required to complete the table below for all Key Personnel.

Position	Name	Phone Number	Email	Role(s)/ Responsibilities	Direct Employee/ Subcontract or Employee	Physical Location (City and State)
Program Manager (See also Section 3.2)	Becky Przedwojewski (Haworth)	(517) 281-5826	becky.przedwojewski@haworth.com	Single point of contact and liaison between the State, DBI and Haworth	Direct Employee	Holland, MI
Program Manager (See also Section 3.2)	Marie Shaw (DBI)	(517) 267-8081	marie.shaw@dbiyes.com	Single point of contact and liaison between the State, DBI and Haworth; Supervises Project Coordinators and Customer Service	Subcontract (DBI)	Lansing, MI
Customer Service Representative- Haworth	Eric Pratt (Haworth)	(616) 393-3297	eric.pratt@haworth.com	Field day-to-day customer issues, questions and concerns	Direct Employee	Holland, MI
Customer Service Representative- DBI	Tracy Wahtola (DBI)	(517) 267-8052	tracy.wahtola@dbiyes.com	Field day-to-day customer issues, questions and concerns and provide contract pricing quotes	Subcontract (DBI)	Lansing, MI
Project Manager	Kylie Barbier (DBI)	(517) 267-8061	kylie.barbier@dbiyes.com	Supervise Staff Designers and ensures timeline, budget and progress of projects remain on track	Subcontract (DBI)	Lansing, MI
Lead Designer	Monica Wahrer, NCIDQ (DBI)	(517) 267-8073	monica.wahrer@dbiyes.com	Basic project programming, field verification and measurement, inventory of existing product, create project drawings including block plans and furniture plans, creates installation packets	Subcontract (DBI)	Lansing, MI

Lead Programmer	Geena Montgomery (DBI)	(517) 267-8072	geena.montgomery@dbiyes.com	Basic project programming, field verification and measurement, inventory of existing product, create project drawings including block plans and furniture plans, creates installation packets; performs detailed programming services as requested	Subcontract (DBI)	Lansing, MI
Lead Refurbisher	Josh Haken (DBI)	(517) 703-6014	josh.haken@dbiyes.com	Coordinates movement of product for Refurbishment and performs refurbishment services as needed	Subcontract (DBI)	Lansing, MI
Installation Supervisor	Jim Sobanski (DBI)	(517) 267-8062	jim.sobanski@dbiyes.com	Supervises Installation crews; assures that project installations are scheduled within project timeline and meet or exceed DBI's quality and professional standards	Subcontract (DBI)	Lansing, MI

1) Program Manager

- a. Serving as the single point of accountability for all projects initiated between the Contractor and the State.
- b. Availability to meet as frequently as needed and requested by the State Program Manager, in person, at various State of Michigan locations.
- c. Authority to make day-to-day decisions regarding service issues.
- d. Ability within the Contractor's organization to obtain and leverage the use of Contractor's resources, both direct and indirect, as are necessary, including but not limited to the following:
 - (1) Timely issue resolution
 - (2) Consultative Services
 - (3) Timeliness of reporting
 - (4) Frequency of meetings/plan updates
- e. Cultivates multi-level client relationships
- f. Manages contract renewal activities
- g. Understands primary business objectives
- h. Maintains consistent and regular communications
- i. Maintains a complete understanding of contract terms, including and not limited to the monitoring and reporting of performance guarantees

2) Customer Service Representative

- a. The Contractor's Relationship Executive or Customer Service Representative must respond to customer issues, questions, and concerns within two business day.

3) Project Manager

- a. Project Manager must have a minimum of 3 years of experience in commercial office systems and construction/furniture projects.
- b. Project Manager or Project Coordinator must be knowledgeable in each step required to complete a project on time, from initial meeting through design, quotation, installation, project punch list and 30 day follow up with customer.
- c. Project Manager is responsible for overseeing the timeline, budget, and progress of project for timely completion.
- d. Project Manager or Project Coordinator must have substantial knowledge of products used, ability to communicate verbally and in writing, and ability to maintain records and reports relative to the work.
- e. Project Manager or Project Coordinator must be able to understand and carry out detailed technical instructions.

4) Lead Designer

- a. Lead Designer must have a minimum of 3 years of experience in commercial office design systems and layout.
- b. Lead Designer must be knowledgeable of construction, fire, MIOSHA and related codes, including the Americans with Disabilities Act and the Michigan Barrier Free Design Code.
- c. Lead Designer must be extremely organized in completing each step required in the specifications for a particular project, including field verification of building dimensions.
- d. Lead Designer must have substantial knowledge of the products used, ability to communicate verbally and in writing, and ability to maintain records and reports relative to the work.
- e. Lead Designer must be able to understand and carry out detailed technical instructions.
- f. Lead Designer must be proficient with AutoCAD and / or Building Information Modeling (BIM) software to design and document space plans.

Contractor's Key Personnel Lead Designer, Monica Wahrer, has an NCIDQ certification #35577.

5) Lead Programmer

- a. Lead Programmer must have a minimum of 3 years of experience in commercial office design systems and layout or be supervised by an individual with required minimum experience.
- b. Lead Programmer must be knowledgeable of construction, fire, MIOSHA and related codes, including the Americans with Disabilities Act and the Michigan Barrier Free Design Code. Personnel must be extremely organized in completing each step required in the specifications for a particular project, including field verification of building dimensions.

- c. Lead Programmer must have substantial knowledge of the products used, ability to communicate verbally and in writing and ability to maintain records and reports relative to the work.
- d. Lead Programmer must be able to understand and carry out detailed technical instructions.

Contractor's Key Personnel Lead Programmer, Geena Montgomery has a Master's in Architecture.

6) Lead Refurbisher

- a. The Contractor must provide a Lead Refurbisher for all Refurbishing Projects. Lead Refurbisher must be qualified to work on applicable State-owned furniture lines.

Contractor's Key Personnel Lead Refurbisher, Josh Haken's refurbishing work is certified and backed by the Contractor's Limited Lifetime warranty.

- b. Re-fabric, Cleaning, Repainting, and T-Mold Replacement
Lead Refurbisher must have two (2) years of experience installing fabric on modular panels, modifying and/or installing fabric on tack boards, and replacing T-molding on work surfaces and the painting of appropriate components and panel trim.

7) Installation Supervisor

- a. Installation Supervisor must be authorized by the manufacturer to install / disassemble / re-install the new product and must have a minimum of 3 years' experience in the installation of New and Refurbished Open Space Office Furniture.
- b. Installation Supervisor must be knowledgeable of all applicable fire codes, N.F.P.A. Life Safety Codes, Barrier Free Design Codes, the design requirements of the Americans with Disabilities Act, and the application of each as an integral part of the design.
- c. Installation Supervisor must have the ability to follow drawings, plans, blueprints, specifications, and instructions; move existing furniture, equipment and other materials; construct furniture according to drawings and communicate properly with others.
- e. Installation Supervisor must be extremely organized in completing each step required in the specifications for a particular project.

See also **Schedule O Certifications**

- f. Refurbished State-owned Furniture - Installation Supervisor must have a minimum of 3 years' experience in the installation of Refurbished Open Space Office Furniture.

3.2 Reserved.

3.3. Non-Key Personnel

- A.** The Contractor must notify the Program Manager in writing at least 10 calendar days before removing or assigning non-key personnel.

- B. Designers**

- 1) Individuals performing design services must have a minimum of 3 years of experience in commercial office design systems and layout or be supervised by an individual with required minimum experience.
- 2) Designers must be knowledgeable of construction, fire, MIOSHA and related codes, including the Americans with Disabilities Act and the Michigan Barrier Free Design Code.
- 3) Designers must be extremely organized in completing each step required in the specifications for a particular project, including field verification of building dimensions.
- 4) Designers must have substantial knowledge of the products used, ability to communicate verbally and in writing and ability to maintain records and reports relative to the work.
- 5) Designers must be able to understand and carry out detailed technical instruction.
- 6) Designers must be proficient with AutoCAD and / or BIM software to design and document space plans.

The Contractor must maintain an average of 5 design staff to support this Contract. The Contractor must maintain a minimum of 3 additional Designer staff that will be kept engaged in the State of Michigan processes so they can assist with these projects as volume requires.

- C. Installers**

- 1) Installers must be qualified to install / dis-assemble / re-install the proposed manufacturer's furniture.
- 2) If Installers are authorized by the manufacturer to install a particular State-owned product, the Contractor must provide proof of manufacturer authorization with their proposal.

- 3) Installers must have a minimum of 3 years of experience in the installation of Open Space Office Furniture, or be supervised by an individual with required experience.
- 4) Installers must have the ability to follow drawings, plans, blueprints, specifications, and instructions.
- 5) Installers must have the ability to follow direction and communicate appropriately with others.
- 6) Installers must be extremely organized in completing each step required in the specifications for a particular project.
- 7) The use of "apprentice" types of employees may be assigned to a project at a ratio not to exceed one apprentice per five installers.
- 8) Apprentice type employees may be utilized for material handling.

Contractor must maintain an average of 10 installation staff to support this Contract. The Contractor will utilize their subcontractor Spartan Installation Group (SIG) as needed to supplement installation staffing when necessary.

D. Contractor Dealers and Installers

- 1) Completed a factory installation training program and must use the appropriate tools as described by the Contractor.
- 2) Are trained on all current and new Contractor products and benchmarked installation techniques.
- 3) Are individually trained and certified on distinct Contractor product groups (Systems, Seating, Metal, and Wood products)
- 4) Contractor's field-based technical professionals periodically inspect completed installations when performed by Contractor Dealers and Certified Installers to ensure compliance with installation guidelines and quality standards.
- 5) Are systematically re-certified every three years based on the requirements above and active participation in successful installations.
- 6) The Contractor's field technicians are engineers that provide training and information to customers, dealers, sales personnel, and Contractor internal members on all aspects of Contractor products and processes.

Contractor Field Technical Representatives:

- a) Will assist their certified installation crews with the planning, application, installation, and service of Contractor products, as well as state and local code requirements.
- b) Are well versed in all aspects of the operation and maintenance of Contractor product operation.

- c) Handle warranty issues, maintenance audits, and repairs; are trained to participate in customer and dealer presentations to support the sales process; and serve as liaisons between corporate project teams and field sales teams.
- d) Provide a value-added service to ensure all issues or problems with Contractor products are immediately and completely resolved and State expectations are met or exceeded.

All dealer installers, including their subcontractors, are trained by Contractor Field Sales Engineers and Field Technical Representatives to ensure Contractor products are installed properly and that Contractor's warranty can be maintained post-installation.

See attached also "**Schedule O Certifications**".

E. Schedulers

- 1) Schedulers must have a minimum of 3 years of experience in commercial office design systems and installation or be supervised by an individual with required minimum experience.
- 2) Schedulers must have the ability to follow drawings, plans, blueprints, specifications, and instructions.
- 3) Schedulers must understand installation timeframes and be able to schedule adequate amount of time for installation completion.
- 4) Schedulers must be flexible to schedule changes as emergencies or priority projects arise as defined by the State Program Manager.

The Contractor must maintain an average of 4 schedulers to support this Contract.

F. Electricians

- 1) The State may utilize Contractor electricians for projects in leased facilities at the discretion of the State Program Manager considering specific lease terms.
- 2) Electricians must be licensed.

G. Support Staff

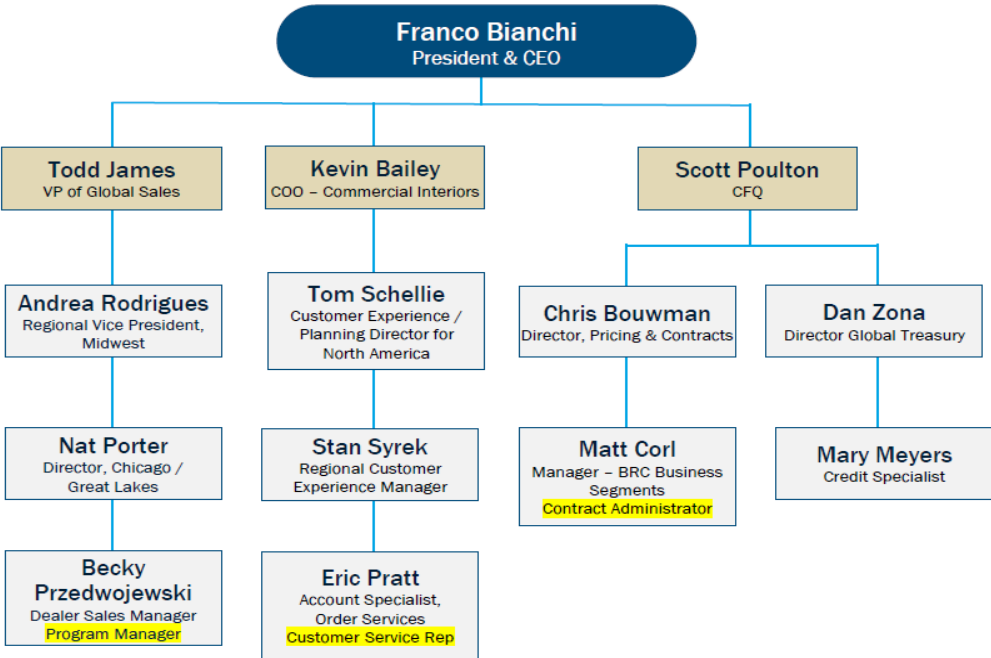
- 1) Support Staff must be aware of contract requirements for invoicing and ensure invoices provide the required information.
- 2) Support Staff must work closely with the State Project Manager or designee, or Agency Point of Contact to have invoices created per timeframes listed in the contract.
- 3) Support Staff must have substantial knowledge of the products used, ability to communicate verbally and in writing and ability to maintain records and reports relative to the work.
- 4) Support Staff must be able to understand and carry out detailed technical instructions.

The Contractor must maintain an average minimum of 7 trained support staff to support this Contract.

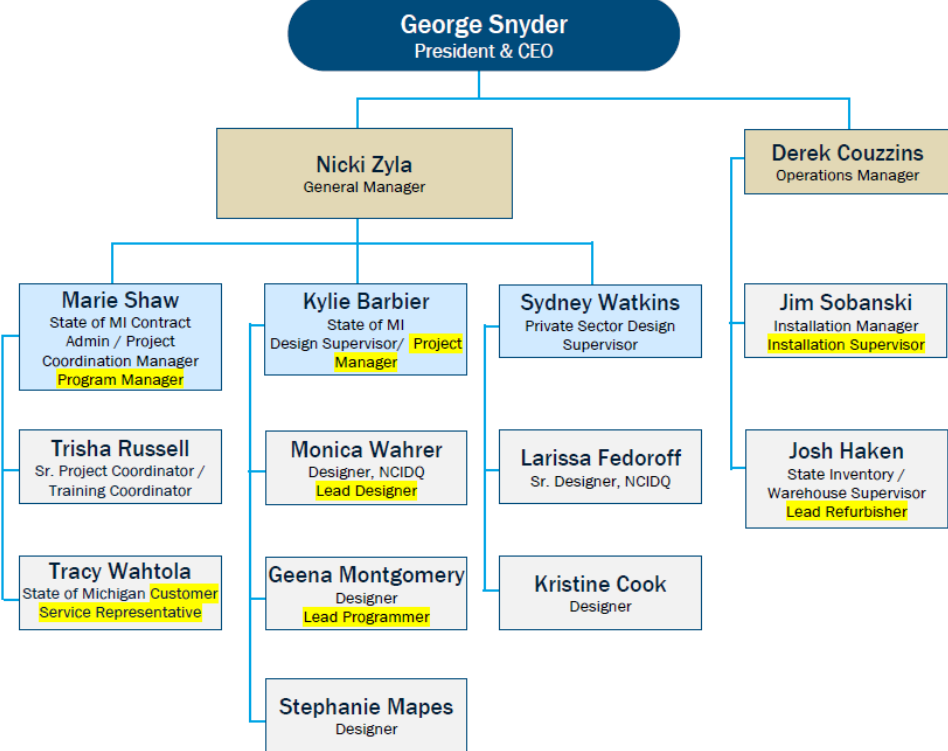
3.4. Organizational Chart

The Contractor must provide an overall organizational chart that details staff members, by name and title, and includes subcontractors. This flow chart should clearly show the hierarchy of the organization.

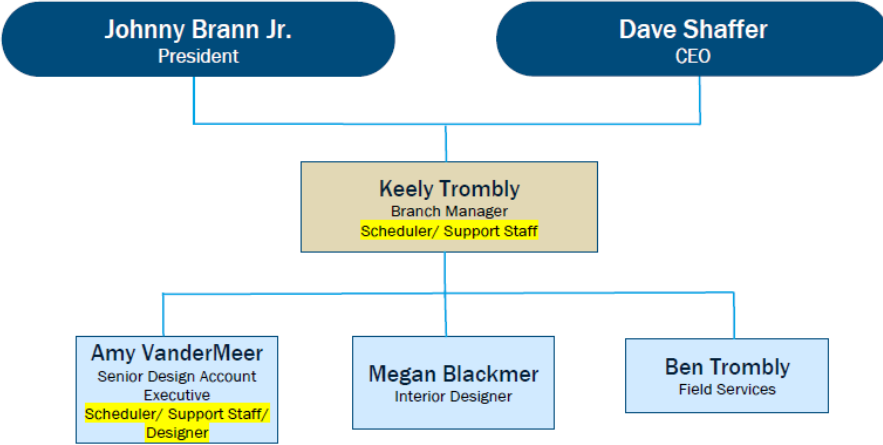
Haworth Organization Chart



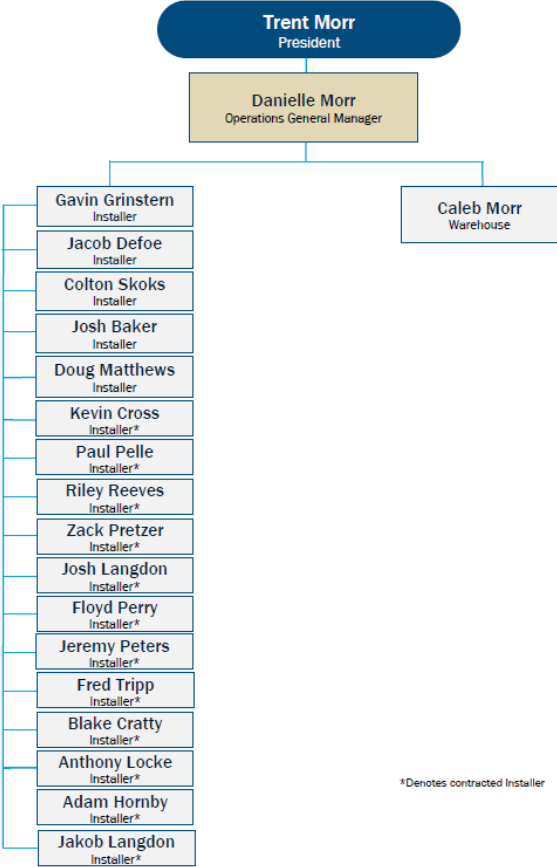
DBI Organization Chart



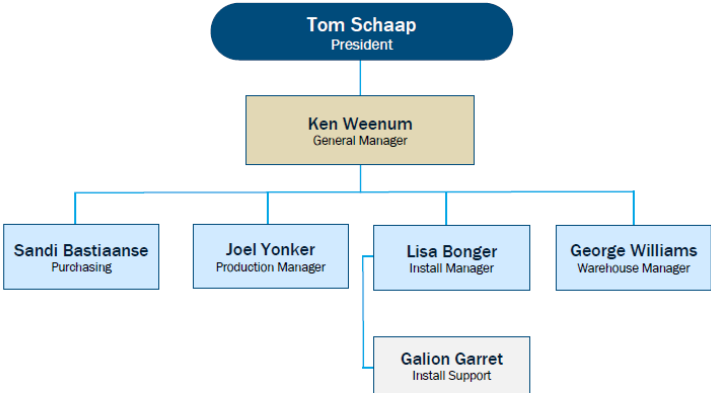
Interphase/ Traverse City Organization Chart



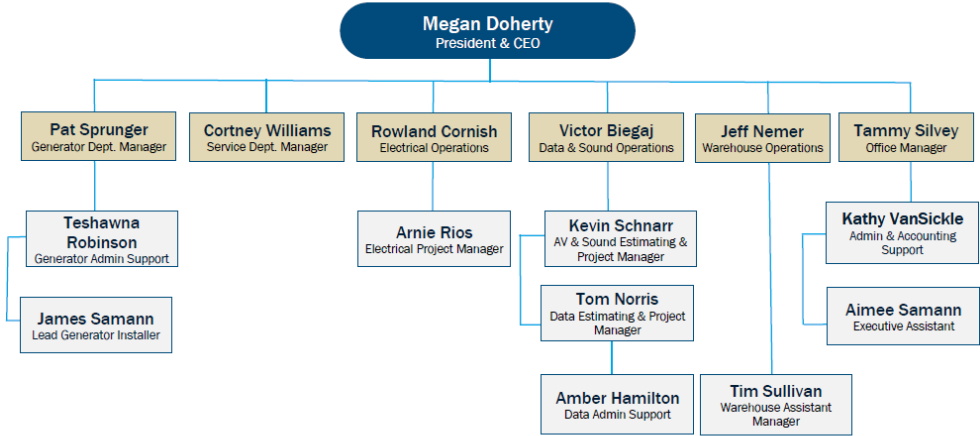
SIG Organization Chart



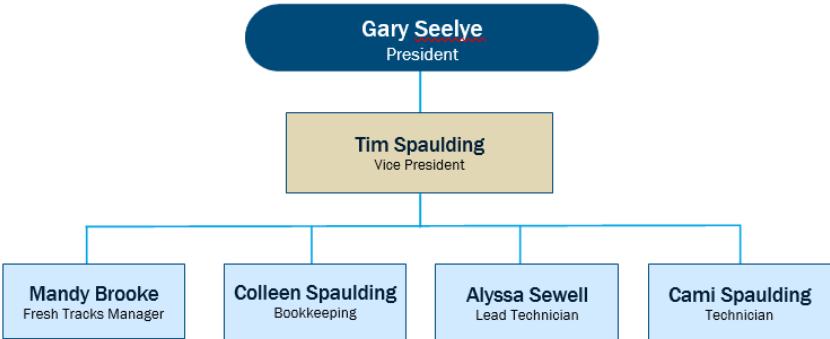
WMOI Organization Chart



F.D. Hayes Organization Chart



Fresh Tracks Organization Chart



3.5. Customer Service Number

The Contractor must specify its number for the State to make contact with the Customer Service Representative (toll-free number also acceptable). The Customer Service Representative must be available for calls during the hours of 8 am to 5 pm EST.

Contractor’s Customer Services Representative phone number:
 (616) 393-3297.

Contractor’s One Touch number (also for technical support, repairs, maintenance and other information):
 877-HAWORTH [(877) 429-6784]

Contractor’s Dealer (DBI) contact number:

(517) 267-8052.

3.6. Disclosure of Subcontractors

If the Contractor intends to utilize subcontractors, the Contractor must disclose the following:

- A. The legal business name; address; telephone number.
- B. A description of subcontractor’s organization and a complete description of the Contract Activities that will be performed or provided by the subcontractor.
- C. Information concerning subcontractor’s ability to provide the identified Contract Activities for their business.
- D. The relationship of the subcontractor to the Contractor.
- E. Whether the Contractor has a previous working experience with the subcontractor. If yes, provide the details of that previous relationship. If yes, provide the number of years’ experience working with this subcontractor.

Legal business name and full address.	DBI Holding Company 912 E. Michigan Ave. Lansing, MI 48912
Phone number.	(517) 485-3200
Description of subcontractor’s organization and the services and Contract Activities that will be performed or provided by the subcontractor.	Full-service Contractor Dealer. DBI will be providing all project management, programming, design, order entry, installation, refurbishing, and post installation services including warehousing, inventory, etc. for all projects located South of Michigan Highway 55 (Zone 1). Upon request, they will manage projects north of M55 in the lower peninsula portion of Zone 2.
The relationship of the subcontractor to the Contractor: is this subcontractor used by your entire book of business, used only for this contract, or used by multiple?	DBI is an experienced, fully trained, Best-in-Class, Preferred Haworth dealer. They are used for all Contractor booked business in their assigned territory.
Legal business name and full address.	Interphase Interiors 2636 Garfield Road North, Suite 32, Traverse City, MI 49686
Phone number.	(231) 941-4454
Description of subcontractor’s organization and the services and Contract Activities that will be	Full service, Contractor Dealer. Interphase will be providing all project management, programming, design, order entry, installation, and post installation

performed or provided by the subcontractor.	for all projects located North of Michigan Highway 55 (Zone 2).
The relationship of the subcontractor to the Contractor: is this subcontractor used by your entire book of business, used only for this contract, or used by multiple?	Interphase is an experienced, fully trained, Best-in-Class, Preferred Haworth dealer. They are used for all Contractor's booked business in their assigned territory.
Legal business name and full address.	Spartan Installation Group, LLC 2960 Ena Drive Lansing, MI 48917
Phone number.	517-285-1158
Description of subcontractor's organization and the services and Contract Activities that will be performed or provided by the subcontractor.	Spartan Installation Group (SIG) provides relocation, assembly, warehouse, removal, and disposal to customers in the Greater Lansing area. SIG employs Contractor-certified furniture installers at the request of Contractor, as needed.
The relationship of the subcontractor to the Contractor: is this subcontractor used by your entire book of business, used only for this contract, or used by multiple?	SIG is a subcontractor to DBI. DBI calls on SIG to supplement their install crews on an as-needed basis for both State and Private Sector projects.
Legal business name and full address.	West Michigan Office Interiors (WMOI) 300 East 40th Street Holland, MI 49423
Phone number.	616-396-7303
Description of subcontractor's organization and the services and Contract Activities that will be performed or provided by the subcontractor.	WMOI will provide Repainting, Refabricating, Resizing of the State's inventory/existing products as needed.
The relationship of the subcontractor to the Contractor: is this subcontractor used by your entire book of business,	WMOI is a subcontractor of DBI. WMOI is also contracted by multiple other Michigan businesses for refurbished, customized, and new product orders.

used only for this contract, or used by multiple?	
Legal business name and full address.	F. D. Hayes Electric Company 2301 Beal Avenue Lansing, MI 48910
Phone number.	517-482-0608
Description of subcontractor's organization and the services and Contract Activities that will be performed or provided by the subcontractor.	F.D. Hayes Electric Company is an electrical contractor. They are a construction and facility services business, providing electrical and telecommunication design and construction services throughout Michigan. FD Hayes will provide electrical services related to the State of Michigan furniture projects as needed.
The relationship of the subcontractor to the Contractor: is this subcontractor used by your entire book of business, used only for this contract, or used by multiple?	FD Hayes is a subcontract to DBI for both State of Michigan projects and Private Sector clients.
Legal business name and full address.	Seelye Group Ltd dba Fresh Tracks 1411 Lake Lansing Rd. Lansing, MI 48912
Phone number.	517-267-2007
Description of subcontractor's organization and the services and Contract Activities that will be performed or provided by the subcontractor.	Seelye Group Ltd/Fresh Tracks is a commercial carpet, hard surface, white glove, and specialty cleaning company. The services and contract activities that will be provided by Fresh Tracks is the white glove cleaning. White glove cleaning consists of cleaning stations / offices - cleaning fabric on panels, cleaning windows, removing all tape and stickers from all surfaces, wiping down top caps, overheads, shelves, surfaces, peds, files, and baseboards. Also cleaning the fabric and hard surfaces on chairs. Their goal is to make your furniture clean, sanitized and to make your space smell fresh and look like new.

<p>The relationship of the subcontractor to the Contractor: is this subcontractor used by your entire book of business, used only for this contract, or used by multiple?</p>	<p>Seelye Group Ltd/ Fresh Tracks has been doing work with DBI for many years The Contractor uses them on many projects.</p>
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3.7. State Facility Security

The Contractor’s staff may be required to make deliveries to or enter State facilities. The Contractor must ensure the security of State Facilities. The Contractor staff must have company ID on them at all times while on-site at any State location. The State may require the Contractor’s personnel to wear State issued identification badges.

The Contractor is committed to providing their members, subcontractors, and the State a healthy and safe work environment free from recognized hazards that are likely to cause death or serious physical harm. This will be accomplished through the application of accepted industry practices, compliance with legislative requirements, and the active involvement of project management personnel, both Contractor and Contractor Dealer (subcontractor). Any Contractor member, dealer or subcontractor working at a job site is expected to comply with the Contractor’s health and safety policies and practices. Everyone is required to report hazards and situations that may lead to loss, and to cooperate with the implementation of preventative control measures. The Contractor’s standard operating procedures in place to ensure security of State facilities and employees include:

- A.** Preemptively gathering information regarding the State Facilities Managers’ requirements concerning the security of the specific building and/or agency affected by the project. This also would include any current MIOSHA and/or State of Michigan Facilities’ regulations regarding the use of masks while in a State facility. This information will be typically collected during the pre-construction meetings and then disseminated to the project team during the internal Pre-installation meeting.
- B.** Background checks are completed on all installation crew members who will work within State of Michigan buildings prior to a job beginning.
- C.** Installer names, driver license numbers, dates of birth and license numbers will be submitted to DTMB security personnel to be placed on the approved contractors list for entry into State of Michigan buildings.
- D.** All employees follow the State’s check in process with the appointed security teams in each building prior to entry.

Contractor installation associates are required to present themselves in a neat, clean, professional manner. The installers wear uniform shirts and khaki pants. The Contractor’s

(or Dealer or Subcontractor) logo is displayed on the shirts of the Crew Leaders for easy identification while their contractors wear plain polo shirts. All shirts are tucked in, and pants are belted at the waist. Only Contractor issued hats are permitted and all shoes have a closed toe. The Contractor's employed and subcontracted install crew members will wear a photo ID that identifies them as a DBI installer or DBI contracted installer. ID badges will always be displayed clearly and in plain sight.

Throughout the installation process, Contractor employees will use only entryways and loading areas designated by the Project Manager and/or Facilities Supervisor. Doors will not be propped open and left unattended. If a door would need to be propped open, it would be attended and monitored by a crew member. When it is necessary and approved for work to be performed in a State building after hours and/or after security staff has left, the Contractor will make sure that all doors are closed and secured per the State Facilities Supervisor's directions. Tools that are not in use are kept secure in toolboxes/tool bags.

3.8. Drug Testing

- A.** The Contractor and/or its subcontractors who will be completing work on site, must have drug testing policies and processes in place. These policies must:
 - 1) Include pre-employment, and random or reasonable suspicion testing.
 - 2) Address screening for prospective and current employees, including frequency
 - 3) Include screening tests and panel thresholds.
 - 4) Specify the length of time drug testing records are retained.

- B.** Upon request, Contractor and / or sub-contractors must share drug testing records and/or documentation with DTMB Office of Infrastructure, Security Program Coordinator or designee.

3.9 Background Checks

- A.** The Contractor must perform background checks on all employees, subcontractors and subcontractor employees prior to their assignment and completing onsite work. Contractor is responsible for all costs associated with processing the background checks. The State, in its sole discretion, may also perform background checks. The State reserves the right to request additional background checks at the discretion of State agencies or branches of State government as outlined in the Standard Contract Terms document

- B.** The Contract is contingent upon the Contractor's ability to supply workers capable of passing a criminal background check. The Contractor must demonstrate the worker(s) has no convictions or pending felony charges that are substantially related to the contracted activities or services.

- C.** The Contractor must have policies and processes in place for background checks. The Contractor's policies and processes must:

- 1) Address screening for prospective and current employees, including frequency and disqualification criteria.
- 2) Include Screening criteria used to determine whether an applicant qualifies to be in the Contractor's employ, including sub-contractor employees.
- 3) Specify length of time background check records are retained.

The Contractor is committed to the safety and security of its members, temporary employees, contractors, suppliers, visitors, and the State, and agrees to all terms and conditions relative to security.

The Contractor uses Meridian Security Management, 16705 Angela Drive, Macomb, MI 48044-2001, to conduct criminal background checks in compliance with the requirements of the FLSA 1938, as amended as part of its standard hiring procedures.

Prior to assigning any individual to provide services on any State of Michigan projects, Contractor Dealer (DBI's) background checks will be conducted through AVERT, Inc., 301 Remington St., Fort Collins, CO 80524.

The scope of the Contractor's background check will include checks based on past residence, convictions related to drug, violence, and sexual offenses. They may also include character related reports as well. Upon signed authorization by applicant, Meridian Security Management conducts statewide background checks based on past residence as well as convictions related to drug, violence, and sexual offenses.

The Contractor dealer (DBI) also requests potential candidates for employment sign a release authorization for an investigative consumer report that will include information as to their character, work habits, performance, and experience. There may also be information requested from public and private sources about worker's compensation injuries, driving record, court record, education, and reason for past employment termination.

Background screens are retained for the lifetime of the employees' term with the company.

- D.** Upon request, the Contractor and / or sub-contractor must work with DTMB Office of Infrastructure, Security Program Coordinator or designee to conduct additional checks to assure Contractor members are suitable for assignment to State facilities.
- E.** The Contractor must ensure background checks and drug testing requirements of Sub-Contractors employees are adhered to as if the workers were under the Contractor's employment when engaged in State projects.
- F. Identification Badges:** All Contractor personnel, including sub-contractor staff, will display State credentials while performing work on State premises.

- G. State Employee Responsibilities:** State employees are required to report any potential concerns regarding security, theft, requests for reasonable suspicion testing, or substance abuse issues regarding the Contractor's employees to their authorities for review and to proceed with any needed corrective action.

4. Project Management

- A.** Project specific plans and timeline for each specific project scope of work must be defined and adhered to by Contractor. The Contractor must develop and maintain project schedules in Excel or MS Project format, communicating developments and changes as needed. Issue updated versions when requested by the State Project Manager or designee, or Agency Point of Contact, or at a minimum of once a month, until project is completed.
- B.** For refurbishing services, the Contractor must work with the Project Manager to discuss and coordinate the complete project timeline to be adhered to by Contractor. Contractor must work with Project Manager to come to an agreed upon lead time for each individual project.

The Contractor's standard lead times on refurbishing services including refabrication and paint on these quantities:

- 1) 25 panels: Two weeks from receipt of new fabric
- 2) 50 panels: Three weeks from receipt of new fabric

Both scenarios are based on Contractor having possession of the panels to be refabbed/painted and are figured from the time that the new fabric is received. Standard lead time for fabric is approximately four weeks from the date of order.

- C.** For refurbishing services, The Contractor must use established templates to calculate refurbishing materials and costs using the Contract rates. **See Schedule Y Refurb Material and Cost Worksheet(s).**
- D.** The Contractor must have processes for coordinating with the State Project Manager or designee when handling:
- 1) Recalls
 - 2) Delays (See also **Section 5 Service Level Agreements**)
 - 3) Returns
 - 4) Defective Product
 - 5) Change Orders
 - 6) Cancellations.

a. Contractor Recall Process:

The Contractor will ensure its products are manufactured to highest quality standards using materials that are safe for people and the environment. In cases where a product does not meet the Contractor's quality standards, the Contractor will contact their

subcontracted Dealer so they in turn can notify customers who have purchased the product. Resolution is determined on a case-by case-basis. The Contractor will communicate all issues to customers as soon as an issue is identified and continue to monitor the situation until problems are fully resolved to the customer's satisfaction.

b. Contractor Delay Process:

The Contractor Delay Process also pertains to Refurbishing.

The Contractor team will facilitate the best means by which each project will be specified, ordered, delivered, staged, and installed. The Contractor will maintain strict product standards and communicate any anticipated changes, delays or redesign to end user personnel. As a just-in-time manufacturer, the Contractor's order processing is synchronized with all aspects of manufacturing, to ensure on-site delivery precisely where and when it is needed. Because the Contractor builds everything to order, rather than relying on traditional forecasting and stocking, Haworth's fill rate requirement is 100 percent, and back-orders or out of stock orders are an extremely rare occurrence. The Contractor will focus on delivering the State Agency orders on time and complete via a measurement that tracks performance of every order. Adherence to Deliveries On-time, Correct and Complete (DOTCC) will be closely monitored and is the most visible internal customer measurement for the Contractor. The Contractor's Customer Service Coordinators will monitor every order until it is 100 percent complete and provide exception-driven updates throughout every step of the order to delivery phase.

If necessary, the Contractor will provide temporary furniture if the delay is due to either manufacturer or dealer error. Similar accommodation will be made for product damaged in transit.

This process largely pertains to Refurbishing.

*Note: The Contractor Dealer team will place orders for parts required for Refurbishing upon receipt of a valid Delivery Order and lead times for Refurbishing must be calculated from the time that Refurbishing Parts are received. Delays that affect the Contractor's timeline would directly affect the dealer's timeline for Refurbishing. Any delays would be communicated by the Dealer to the Customer. The Dealer does not perform the same reporting as the manufacturer with respect to Deliveries On-time, etc. However, the Dealer's Project Coordination team does monitor all orders and projects throughout the process to assure that timelines are met as expected.

c. Contractor Return Process:

The Contractor does not have a published return policy due to the Contractor being a custom manufacturer and most products are made to order. Although returns are not permitted, any product defect will be fully corrected to complete satisfaction or replaced. Returns requested due to a State Agency error or reconsideration are not accepted, but in all cases, customer satisfaction is the Contractor's primary goal. The Contractor will always

work with the State to find a mutually acceptable solution to any problem. Some examples of alternatives to returning product include:

- 1) Warehousing the product for redeployment on future projects
- 2) Providing a line-item credit against the project to show the return and charge for the product on another project
- 3) Sourcing a wholesale partner who may be interested in purchasing the product
- 4) Sourcing a charity and facilitating a charitable receipt in exchange for the product

This Return Process also pertains to Refurbishing.

d. Contractor Defective Product Process:

If product damage has occurred in transit and discovered as cartons are inspected coming off the truck, the damage is noted on the bill of lading, a photo is taken, and replacement parts (or new product) are ordered immediately. If damage is discovered at the time of unboxing, a photo is taken along with the product tag. In either case, all information is uploaded to Plan Grid, time-stamped, and transmitted to the Contractor's Customer Service to begin the expedited corrective action process. Since all product must be installed by Certified Installers, damage during installation is an infrequent occurrence. In the event of such damage, however, the process would essentially be the same as noted above. In both cases, the Contractor would notify the State Project Manager immediately, and work along with the Contractor's customer service team or Major Project coordinator to expedite whatever parts of product was necessary to rectify the situation.

This Defective Product Process also pertains to Refurbishing.

*Note: If product that is delivered/provided by the State for Refurbishing appears to be damaged/defective, this is communicated to the State Project Manager prior to releasing this product for Refurbishing. Any product that is damaged during the Dealer's Refurbishing process would be the responsibility of the Dealer. Product damaged when being transported by the customer for or after Refurbishing would be the responsibility of the State.

e. Contractor Change Order Process:

As a Just-in-Time manufacturer, the Contractor manufactures all products to customer orders and does not stock product or otherwise keep inventory on hand. Changes in specifications can be made up until the order is placed. Once placed, changes cannot typically be accommodated without cancelling the order and reissuing a new one.

The following changes can be assessed on a case-by-case basis:

- 1) Line- item deletion requires 19 business days before ship date for standard office offerings. Walls products require 22 business days. In both cases, **fees**** may apply.

- 2) Line-item add can be up to four business days before ship date, but may not receive the original ship date. This applies to standard office offerings as well as walls.
- 3) Characteristic change (finish, part number, etc.) requires 19 business days before ship date for standard office offerings. Characteristic changes do not apply to walls products.
- 4) Date move-out requires 19 business days before ship date for standard office offerings. Walls products require 22 business days.
- 5) Date move-in requires 19 business days before ship date and may incur additional charges for standard office offerings. Walls products require 22 business days and may also incur additional **fees****.
- 6) Delivery time change/ Delivery contact change can be made four business days before ship date for both standard office offerings and walls products.
- 7) Ship to change requires 12 business days before ship date for both standard office offerings and walls products.

****Note:** Fees referring to “non-refundable materials” will be assessed and charged accordingly at the time of cancellation and will apply to materials such as fabrics, laminates, veneers, paints and other materials that are procured or manufactured specific to the customer order.

No orders will be placed until the State Project Manager has signed off on all specifications and finishes. The order review process generally eliminates the need for cancellations, but the Contractor understands that changes in plans are sometimes unavoidable and will allow cancellations under some circumstances. Each request will be evaluated on a case-by-case basis.

Because parts that are required to complete the Refurbishing process are ordered upon receipt of a valid Delivery Order from the State, changes to the parts being ordered can only be made prior to the Dealer receiving the Delivery Order. Once the order is placed, any changes may result in fees in accordance with Contractor’s Order change policies.

f. Contractor Cancellation Process:

As standard practice, all products are made specific to customer order and the Contractor does not stock product. The order review process generally eliminates the need for cancellations, but the Contractor understands that plans do change. Order cancellations are allowed under certain circumstances. Although each request is evaluated on a case-by-case basis, the following general guidelines apply:

- 1) Greater than 28 business days from ship date: Cancellation may be allowed; **fees**** assessed if non-refundable materials have been purchased. This applies to standard office offerings as well as walls products.

- 2) Between 24 and 28 business days from ship date: Cancellation reviewed. If approved, change fee will be assessed (20%) plus **fees**** for any non-refundable materials that have been purchased. This applies to standard office offerings as well as walls products.
- 3) Between 19 and 24 business days from ship date: Cancellation reviewed. If approved, change fee will be assessed (50%) plus **fees**** for any non-refundable materials that have been purchased. This applies to standard office offerings. Between 22 and 28 business days from ship date would apply to walls products.
- 4) 18 business days or less from ship date: Change will likely be denied.

****Note:** Fees referring to “non-refundable materials” will be assessed and charged accordingly at the time of cancellation and will apply to materials such as fabrics, laminates, veneers, paints and other materials that are procured or manufactured specific to the customer order.

This Cancellation Process also pertains to Refurbishing.

*Note: Orders for the required Refurbishing Parts adhere to the Contractor’s cancellation policies. However, if the Refurbishing services must be modified, the Dealer is able to cease the Refurbishing process and the State would only be charged for the items that have started or completed in the Refurbishing process.

Example: A Delivery Order for the refabbing of (100) panels is submitted and the fabric for the (100) panels has been placed by the Dealer.

The Agency would like to change the order to only have (75) of these panels refabbed. If no more than (75) panels have been started in the Refurbishing process, the Dealer is able to return (25) unmodified panels and the leftover fabric yardage to the State and the State would only be charged for the (75) complete panels.

E. Reserved.

F. Notice of Delays: Whenever the Contractor encounters any difficulty which delays, or threatens to delay, the timely performance of this Contract (including actual or potential labor disputes), the Contractor must immediately provide written notice to State Project Manager or designee, stating all relevant information. Such notice must not in any way constitute a basis for an extension of the delivery schedule or be construed as a waiver by State Project Manager or designee of any rights or remedies to which it is entitled by law or pursuant to provisions of this Contract. Failure to give such notice, however, may be grounds for denial of any request for an extension of the delivery schedule because of such delay. See also **Section 5 Service Level Agreements** for associated Service Level Agreement.

- G. The Contractor must provide a corrective action process with a clear chain of command for escalation of unresolved issues.

Contractor's corrective action process and chain of command for unresolved issues:
See **Schedule A, Section 1.2**.

4.1. Reporting

- A. The Contractor must be able to provide various reports when requested by the State. Examples include itemized reports of total items (and services if applicable) purchased by all agencies or individual agencies. The Contractor must provide any additional reports requested by the State pertaining to the Contract and associated data at no additional cost to the State.
- B. The Contractor must submit the following written reports. The reports are the responsibility of the Contractor, and not to be replaced with the State having to access themselves:

1) Quarterly

- a. **Administrative Fee and Extended Purchasing Report:**

The Contractor must submit reports of purchasing activities by the State, it's departments, divisions, agencies, offices and commissions, MiDEAL program members (authorized local units of government) and other states including governmental subdivisions and authorized entities. The report must include, at a minimum, the name of the purchasing entity and the total dollar volume in sales. Reports should be mailed to DTMB-Procurement MiDeal Administrator (mideal@michigan.gov) AND the State Program Manager and State Contract Administrator on a quarterly basis. See also **Standard Contract Terms Section 9 and 10**.

- b. **Service Level Agreement (SLA) Report:**

The Contractor must provide the SLA report within 45 days following completion of the quarter to the State Program Manager. This report must be itemized with activities by each State Agency. See also **Schedule A, Section 5 Service Level Agreements**. The Contractor must obtain approval from the State Program Manager on format.

See SLA Report sample template in **Schedule W, Sample SLA Report**.

2) Annual

The Contractor must also provide these reports on an as needed/requested basis, and customizable to have as little or as much detail requested by the State.

a. **Purchasing Activity Reports**

The Contractor must provide a purchasing activity report which separates product, design, installation, equipment costs, refurbishing, etc.

- (1) Reports shall include, at a minimum, an itemized listing of purchasing activities by each agency (including sold to and ship to locations), with the agency name, and the total value of purchases for each agency, and a grand total of all purchases. Ship to locations means where it is delivered to and prepped for the install, whether it is a State warehouse or Contractor warehouse.
- (2) Report must have product specific detail and associated product line.
- (3) Reports must have service specific detail for programming, design, installation, refurbishing.
- (4) Report must be provided in sequential order and clearly indicate where any cumulative sales discounts (on new product) are achieved as indicated in Schedule B, Pricing.
- (5) Report must also have a high-level summary table that shows total annual State spend in the following categories: New Product, Programming, Design, Installation, Refurbishing
- (6) Report must also have a high-level summary table that shows total annual State spend, by Agency in the following categories: New Product, Programming, Design, Installation, Refurbishing
- (7) This report is to be provided on an annual basis, within 30 days of year-end to the State Program Manager and State Contract Administrator.

See sample report attached as “**Schedule V Sample Purchasing Activity Report**”.

3) **As Needed and Requested by the State:**

a. **Lead Time Report:**

The State may require lead time reports which should provide order specific performance data. Data should be summarized to illustrate On-Time and Complete shipments, average lead times by product line, days to process and enter orders, and how close to requested ship dates the actual shipment takes place.

Bidder to provide a sample lead time report that aligns with the requirements above, as Schedule U, Lead Time Report.

Please see attached “Schedule U Lead Time Report”

4.2. Meetings

The Contractor must attend the following meetings in person, or virtually at the discretion of the State:

- A. The Contractor is required to meet State defined schedule requirements and attend regularly scheduled meetings with the State Project Manager or designee, and/or DTMB-Procurement.
- B. The State may request other meetings as it deems appropriate.
- C. The Contractor should provide detailed meeting agendas and minutes for all project meetings during design and installation.

5.0 Service Level Agreements (SLAs)

The following service level agreement terms are related to all products and services and must apply throughout the duration of the Contract, including any optional renewal periods (if exercised). The State Project Manager and State Program Manager will monitor and assess service levels credits.:

A. Invoice or Account Credits and Hold-Backs:

- 1) **Notice of Delay:** Late or improper completion of the following Contract Activities will result in an invoice credit of 1% of the project cost per day for each day Contractor fails to remedy the late or improper completion of the Work.
 - a. Estimation Response - Labor estimates for design, programming and or installation must be provided within 3 business days of request or agreed upon timeframe based on project complexity.
 - b. Installation Documents - The Contractor must provide to and review with the State Project Manager, a complete installation packet, including order acknowledgement/ confirmation and project schedule with the State Project Manager at least 10 days prior to the installation date or agreed upon timeframe based on project complexity.
 - c. Installation Start - Installation must commence on the agreed upon installation date established, based upon the specified lead time stipulated in the Contractor Proposal submitted.
 - d. Installation Completion – Installation must be completed within the number of days stipulated in the Contractor Proposal submitted unless alternative schedule dates are approved by the State.
- 2) **Notice of Delay for refurbished:** Late or improper completion of the Contract Activities will result in an invoice credit of 1% of the project cost per day for each day Contractor fails to remedy the late or improper completion of the Work.
 - a. Estimation Response - Labor estimates for refurbishing and delivery must be provided within 3 business days of request or agreed upon timeframe based on project complexity.

3) Improper Close-Out:

To ensure proper project close-out, the following hold-backs will apply until the activities are performed and accepted by the State Project Manager. Services subject to this requirement include, but are not limited to, the following:

- a. Close-Out Drawings - Updated Close-Out drawings in AutoCAD must be provided to DTMB Real Estate Division at close-out. A 10% project hold-back will be retained by the State until project invoicing is approved and updated Close-Out drawings in AutoCAD are provided.
- b. Punch List Completion - Contractor must facilitate on-site installation review and develop a project Punch List for State Project Manager or designee approval. Repair or replace or complete all items in question within an agreed upon timeframe with State Project Manager, at no charge to the State. The State may withhold a minimum of ten percent (10%) of project invoice value until this requirement is met.
- c. Invoice Time - Detailed invoicing must be provided by the Contractor no later than 15 calendar days after installation and final 'walk-through' with State Project Manager or designee. A 1% per month invoice credit will be assessed for each month delay in invoicing.

4) Improper Close-Out for refurbished:

To ensure proper project close-out for refurbishing services, the following hold-backs will apply until the activities are performed and accepted by the State Project Manager. Services subject to this requirement include, but are not limited to, the following:

- a. Punch List Completion - Repair or replace all items in question after installation within 10 business days, at no charge to the State. The State may withhold a minimum of ten percent (10%) of invoice value until this requirement is met.
- b. Invoice Time - Detailed invoicing must be provided by the Contractor no later than 15 calendar days after acceptance of product with State Project Manager or designee. A 1% per month invoice credit will be assessed for each month delay in invoicing.

5) Customer or Warranty Service

To ensure proper service levels, the following invoice or account credits will apply.

- a. Customer Service Issues Related to Projects: Questions and concerns must receive a response by Contractor within a maximum of 2 business days. Failure to comply will result in an invoice credit of 1% of the total project cost per day.

Contractor's process to ensure a Customer Service Representative will respond to customer issue, questions, and concerns within 2 business days:

All inquiries directed to the Contractor will be logged into their system. The Contractor's system has been used for many years to successfully manage requests and inquiries from their Dealer Partners. The Contractor strives to maintain a 24 to 48-hour response time on inquiries submitted.

The servicing Dealers for this contract are very process driven. The processes in place, incorporate a system of checks and balances that ensure that customer inquiries are addressed promptly. An internal network of backups for individual roles assure that inquiries are responded to in the same fashion while team members are on vacation or simply need additional assistance on busier days. Typically, the response time for any State Agency inquiry is less than 8 hours.

- b. **Warranty Service:** The Contractor must provide an initial response to warranty service inquiries within 2 business days of the State request and have a site visit within 10 business days or an agreed upon timeframe. Contractor must provide follow-up communications to State Project Manager, until service is completed. Schedule all services so as not to interfere with activities within space, at no charge to the State.
 - (1) Failure to provide initial response to warranty service inquiries within 2 business days of the State request will result in an account credit of \$500.
 - (2) Failure to complete the site visit, when required, within 10 business days will result in an account credit of \$500.

Final completion of a warranty service request is driven by the availability of replacement parts and Haworth's agreed upon timeframes. Haworth will do everything reasonably possible to expedite warranty parts.

Contractor's process to ensure that warranty work and site visits are completed within the required time periods:

All warranty service requests are handled through the Dealership. The individual requesting the service fills out the internal Service Request Form which captures the pertinent information regarding the service needed.

The Service Manager prints the service requests and files them by "Response Due Date" to assure that initial contact is made within two business days.

Final completion of a warranty service request is driven by the parts that may be needed. The Dealer stocks many commonly needed items which reduces the turnaround time for completion. In instances where parts must be ordered from the Contractor, completion is based on the expedited lead time of the items needed.

6. Pricing

6.1. Price Term

Pricing is firm for the entire length of the Contract.

6.2. Price Changes

- A.** Adjustments will be based on changes in actual Contractor costs. Any request must be supported by written evidence documenting the change in costs. The State may consider sources, such as the Consumer Price Index; Producer Price Index; other pricing indices as needed; economic and industry data; manufacturer or supplier letters noting the increase in pricing; and any other data the State deems relevant.

- B.** Following the presentation of supporting documentation, both parties will have 30 days to review the information and prepare a written response. If the review reveals no need for modifications, pricing will remain unchanged unless mutually agreed to by the parties. If the review reveals that changes are needed, both parties will negotiate such changes, for no longer than 30 days, unless extended by mutual agreement.

- C.** The Contractor remains responsible for Contract Activities at the current price for all orders received before the mutual execution of a Change Notice indicating the start date of the new Pricing Period.

7. Ordering

7.1. Authorizing Document

The appropriate authorizing document for the Contract will be Delivery Order (DO) issued off of a Master Agreement (MA) in SIGMA.

7.2 Order Verification

The Contractor must have internal controls, approved by Program Manager, to verify abnormal orders and to ensure that only authorized individuals place orders.

Contractor's internal controls to verify abnormal orders and ensure that only authorized individuals place orders:

The Contractor Dealer DBI will receive all Delivery Orders and review them before they are forwarded to the Contractor to be processed. DBI will only process orders that are received from Purchasing personnel or any other persons the State indicates in writing as Authorized Personnel. The Contractor will not process Delivery Orders that are not sent through the servicing dealer.

Delivery Orders that may be of concern will be brought to the attention of the appropriate State personnel before they are processed. Items of concern may include, but are not limited to, a) unsigned delivery orders, b) delivery orders that do not reference the contract number, c) delivery orders for large quantities of product that are not accompanied by a DBI summary page and/or SIF file as proposed for a design project.

The Contractor's electronic ordering system flags orders that are placed with duplicate purchase order numbers. These orders must be reviewed and authorized by the Contractor dealer to be processed.

For those items that offer many optional features and configurations, such as lateral files and tables, the Contractor provides a product specification form for review by the customer before an order is placed. This form includes a picture and details regarding the specifications of the product along with swatches of the colors selected so that the customer understands precisely the product that is being ordered for them.

7.3 Procedures to Request and Authorize Performance

- A.** Upon State review and approval of appropriate documents including: programming document, floor plan design documents, specifications, labor quotation, and product pricing quotation, the contractor must obtain written authorization (Delivery Order) to proceed from the State prior to commencing services.

Contractor's internal ordering processes after issuance of DO including but not limited to features, benefits, and capabilities:

- 1) All Delivery Orders are received by the Contractor's dedicated Customer Service Representative and are distributed to the appropriate project team for processing. The CSR processes orders for DOs that are received but not linked to a Contractor design project.
- 2) The following is the Contractor's internal ordering process when a DO is received:
 - a) DOs will be reviewed for completeness and accuracy (are addressed to Contractor (Haworth c/o DBI), include the contract/master agreement number, are dated, are signed, and the dollar value matches the approved quote).
 - b) A pre-order team meeting takes place to discuss requested delivery dates to ensure that the sequence and timeframes in which product is received lines up with the established project timeline, preventing product from arriving too early or too late.
 - c) Contractor orders are entered via the dealer network using the Contractor's proprietary interface for managing the creation of new contract furniture proposals and orders using web technology.
- 3) Contractor's system will:
 - a) Finds errors immediately. The system automatically responds to the sender in less than ten minutes if there is a problem.
 - b) Improve management of incoming orders.
 - c) Provide Contractor dealers the capability to submit clean orders by accessing Contractor's "master data."
 - d) Reduce cycle time from an average of three days to less than one day.
 - e) 24/7 order acknowledgement capability.

- f) Provide proposal capability to Contractor dealers.
 - g) Eliminate labor intensive pricing for Contractor dealers.
 - h) Reduce dealer pricing errors.
 - i) System check for product, price, and header information.
 - j) Increase order processing speed and be interactive with faster cycle time, order to acknowledgment.
 - k) Provide "Real time" error notification (approximately three to five minutes).
 - l) Provide Systematic, specific, and consistent error messages with no assumptions or interpretations.
 - m) Allow the Contractor dealers to attach end user purchase order, pictures, and other correspondence.
- 4) Contractor Order Processing Department receives and processes the order.
 - 5) Contractor Master Scheduling Department will schedule the order based upon contractual lead time, requested lead time, and/or current lead times.
 - 6) Contractor Dealers download Order Acknowledgements from the Contractor's proprietary system; new Acknowledgements will be available daily.
 - 7) Contractor Dealer personnel double check the accuracy of pricing on the Acknowledgment against the original proposal.
 - 8) Acknowledgements for State designed projects are forwarded to the Designer identified on the DO.
 - 9) Raw material demands populate into the Contractor commodity planners through put screens and subsequent purchase orders are electronically sent to suppliers using an online ordering tool.
 - 10) Raw materials are received several days prior to the manufacturing date of the product, which allows time for parts to be received and inspected for quality prior to assembly.
 - 11) Product is manufactured/assembled in the Contractor plant and sent to Contractor's distribution center for packaging.
 - 12) Contractor ships orders via Parcel, Less Than Truckload, and/or Full Truckload dictated by the shipment size or dollar amount, requested transit time, and/or phased delivery.
- B.** Where needed, programming services must be made available at a rate based upon square footage of the interior office space for a project and may include consultation, development and depiction of recommended modular office furniture layout using AutoCAD and/or BIM. Programming work must be consistent with current State of Michigan space standards. Approved services must provide a completion date commitment identified for each project.
- C.** Design Services including consultation, design, reconfiguration, and layout services must be made available at a contracted not-to-exceed hourly rate. Design work must be consistent with current State of Michigan space standards. Approved

services must provide a completion date commitment identified for each project. Labor estimates for design, programming and or installation must be provided by the Contractor within 3 business days of request (Design provided within 3 business days, Programming provided within 3 business days, and/or Installation provided within 3 business days). Tracking of billable hours and any supporting documentation must be available upon request.

Contractor's method to ensure each step will be provided to the State Project Manager or designee within 3 business days (Design provided within 3 business days, Programming provided within 3 business days, and/or Installation provided within 3 business days):

Within 24 hours of receipt of the project initiation form, the Contractor staff designer and Project Coordination team will be assigned to handle the project. The designer will reach out to the State project contact to set up a Project Initiation meeting at a date and time most convenient to the customer.

The intent of the Project Initiation Meeting is to discuss in further detail the parameters of the project. Based on the information gathered at this meeting, if desired, the Contractor will provide a not-to-exceed summary of project service charges including design, programming if needed, refurbishing services, cleaning, and installation within three business days. If a Not to Exceed summary of estimated project services is not required at this point, a timeline for providing the product and services summary for a project will be discussed and agreed upon by the State Project Manager based on the project requirements.

The servicing dealers are staffed project management and coordination teams that allow for each of these estimates to be provided within 3 business days of the initial State Agency meeting.

- 1) **Programming Services:** Because Programming services are based on a price per square foot, this estimate may be easily calculated and provided within 3 business days of the request/scope of work definition.
- 2) **Design Services:** Once the designer has met with the State Agency and the scope of work has been defined, Design services may be estimated based on a benchmark per station (whether as a percentage of product for all-new scenarios or on an hourly basis for combination projects) within 3 business days.
- 3) **Installation Services:** Once the Designer has met with the State Agency and the scope of work has been defined, an estimate of Installation services based on a per station benchmark may be easily provided within 3 business days and will be based on utilization of all new product.

The Contractor's Dealer employs a Design manager who has a high level of visibility to all design/programming projects and maintains regular communication with the staff designers assigned to State Agency business to assure that projects are on track in accordance with the timeline. Designers are available to assist each other, when needed, to complete design and programming estimations in the timeframe required.

The Contractor's Dealer employs a Project Coordination manager who has visibility to all State of Michigan projects, regardless of assigned Designer. As soon as the scope of work has been defined and product has been sourced, an internal Installation estimation meeting is held with the Designer, PC, and Installation Manager. Within one to two business days, a Proposal Packet is assembled which includes the summary of charges for Product, Design, Programming, and Installation for the project.

- D. The Contractor must develop detailed specifications and quotations that include all product requirements, finishes, product tagging, and any appropriate separate fees or charges based upon contractual requirements, for review and approval by the State.

- E. The Contractor must conduct thorough quotation, drawing, and graphic product review, explicitly defining every detail of the product specification with the State Project Manager, to confirm understanding of all aspects of the recommended order. The State sign-off of Contractor documentation does not relieve manufacturer of responsibilities identified herein.

8. Delivery

- A. The Contractor must detail anticipated lead times for delivery based on the number of workstations included in the project. The Contractor should bracket anticipated lead times for a single workstation, an 8 Workstation Typical Cluster, 32 workstations, and 100 workstations. The Contractor should also provide anticipated lead times for priority or rush orders. Lead times for New Product should be calculated from order through delivery to Lansing, Michigan for both Standard and Priority / Rush. Lead times for Refurbishment Services should be calculated from disassembly / pickup through delivery for both Standard and Priority / Rush.

1) Contractor's standard lead time for acquisition of new product:

Contractor's standard lead times vary according to product line. Standard lead times are published daily to Contractor's entire distribution network and are very reliable. The Contractor commits to their published lead times, Contractor expedites orders upon request when possible, and Contractor provides State Agencies with the solutions they need and expect. The Contractor and its dealers often discuss customer expectations well before the order is formally placed. This aids everyone in scheduling, producing, and

delivering the product when it is needed. The Contractor's lead times are calculated from the date of a clean order receipt to the day of product shipment.

Changes in project schedules are sometimes inevitable, and the Contractor understands the need for flexibility. As soon as a need is identified, Purchasing Entities will contact the Project Manager at the Contractor dealership handling the account. Working cooperatively, the Contractor and their dealer team will evaluate possible options and scenarios to arrive at the solution that best meets the State Agencies' immediate needs. Solutions may include accelerating the shipment of an existing order or placing a RUSH order for product not yet ordered. The Contractor's team will also investigate additional avenues, such as modifying the installation schedule or providing loaner product. The Contractor will take a team approach to providing you with the best option for the specific problem at hand.

Contractor's lead time (days) for:

Single Typical Workstation (once order is placed): 20-30 business days.

Typical 8 Workstation Cluster (once order is placed): 20-30 business days.

32 Workstations (once order is placed): 20-30 business days.

100 Workstations (once order is placed): 20-30 business days.

2) Contractor's priority/rush lead time for refurbishment services:

The Contractor's refurbishment services are performed through subcontractors DBI/Interphase. There is no specifically defined lead time for "rush" refurbishment services. The Contractor understands that, at times, certain projects or services require a level of expedition that is situationally specific and must be addressed as priority. Because the lead times are based on quantity of product and availability of materials, the Contractor will work with the State on a case-by-case basis and provide the most prompt and efficient turnaround time for all requests. In the case that a project must take priority, details will be worked out and services delivered in the most efficient way possible.

- a. The Contractor's Refurbisher can refabric approximately 100 panels per week.
- b. Smaller emergency requests for refurbishing services may be accommodated by the Contractor's Lead Refurbisher and turned more quickly, as needed.
- c. All paint services must be sent to the paint line and cannot be done by the Contractor in house.
- d. All panel cuts must be done by Subcontractor West Michigan Office Interiors and cannot be done by Contractor in house.

Note on lead times of Refurbishing Services: The lead times for refurbishing services begin once the Contractor has either picked up the product from the State's facility or the product has been delivered to Contractor's warehouse by State personnel; once the Contractor is in receipt of a valid State of Michigan Delivery Order for the services requested, and upon receipt of any fabric/parts required. In some cases, the Contractor may have a stock of fabric/parts available to utilize in RUSH situations. In these cases, the refurbishment

services could commence more quickly and the order for fabric/parts needed would be used to replenish the Contractor's stock.

B. The Contractor must offer delivery programs (e.g., standard delivery and quick-ship), including any limitations such as quantity.

1) **Contractor's delivery programs** (e.g., standard delivery and quick-ship), including any limitations such as quantity:

Please refer to the lead times mentioned in **Section 8A**. There are no limitations to standard delivery orders.

RUSH, the Contractor's short lead time program, provides the option of ordering standard products with accelerated manufacturing times at no additional charge. The products and finishes that are available as part of the RUSH program are a subset of the Contractor's standard product lines and are itemized in the RUSH Price List. Not all products and finishes are available for RUSH.

RUSH orders leave the Contractor within 10 business days of order acceptance.

There are maximum order quantities for the RUSH program:

- a. Seating \$75,000 List 50 pieces
- b. Systems/Storage \$200,000 List 50 pieces
- c. Tables \$35,000 List 15 pieces
- d. Accessories \$5,000 List 20 pieces
- e. Lighting \$5,000 List 20 piece

C. The Contractor must have established transportation methods (e.g., UPS, FedEx, Contractor fleet, or other third-party carrier) it intends to utilize for delivery of the Contract Activities.

Contractor's transportation methods used for delivery of the Contract Activities, i.e., owned trucks or common carrier:

The Contractor contracts with asset-based carriers to deliver product to dealers and end user customers.

The Contractor has established agreements for transportation and delivery of Contractor product with national transportation suppliers. The volume shipped and the Contractor's ability to provide products in full truckload quantities positions the Contractor to negotiate the best possible price for shipments. The Contractor requires all its long-haul carriers have satellite-tracking capabilities. The carriers call the customer and the Contractor if a load will be delivered late. The Contractor's standard shipping terms within the continental United States are Carriage Paid To (CPT) named place of destination (Incoterms 2020).

1) **Less-Than-Truckload Deliveries:**

The Contractor monitors the line haul to the regional break-bulk centers, tracking on-time performance. The break-bulk centers schedule deliveries at State Agency convenience, if requested to do so. The delivering carrier tracks its on-time performance against its published standard and issues monthly reports to the Contractor.

2) Enhanced Delivery:

The Contractor works hard to improve the delivery experience of the State Agencies continually. The Contractor's Order Fulfillment department uses world-class transportation route planning and scheduling (TMS) software and related processes to improve service while reducing costs and damages. TMS greatly reduces LTL deliveries by replacing them with multi-stop truckload deliveries. When multiple customer orders in a geographic area are combined to create an optimized multi-stop truckload delivery plan, the Contractor's delivery effectiveness is enhanced. If the consolidation of orders being delivered equals or exceeds \$50,000 USD SDW, they are scheduled at the date and time you request. Consolidations of orders less than \$50,000 USD SDW are optimized into multi-stop truckloads as often as possible. Consolidations are based on volume and transit time. Deliveries occur no later than standard LTL transit. A confirmation call is made at least 48 hours prior to delivery.

3) Accommodating Customers:

Purchase orders are routinely broken into multiple shipments based on customers' specifications for receiving their Contractor products - often with varying time-frames and sequences. The delivery data cited earlier reflects Contractor's ability to deliver these customer-specified sequences (D.G.s) according to the committed truckload or less-than-truckload timeframes.

The Contractor tracks the conformance to these more demanding subsets, not the original purchase order. The Contractor and their dealers do everything possible to accommodate the customers' needs. The Contractor realizes that changes to building schedules and trades can happen with little notice and they have the experience and processes in place to handle these situations.

4) Carrier Performance Evaluation:

All deliveries are reviewed from a historical perspective through the Contractor's monthly carrier performance evaluation. On-time performance is an important criterion in the carrier evaluation. On-time for truckload delivery is defined as plus/minus one hour from the scheduled appointment time. Carriers must report the reasons for all late deliveries. The Contractor investigates all instances where the carrier and/or the Contractor are at fault for the late delivery. The Contractor and carriers work together through a process of continuous improvement to eliminate the circumstances that led to the late delivery.

Adherence to on time complete deliveries is closely monitored via a measurement called Delivered on Time Correct and Complete (DOTCC). DOTCC is the most visible internal customer measurement. DOTCC tracks performance to shipping "on time and complete"

and the subsequent delivery of each order. The ultimate goal is 100%. A DOTCC meeting is held daily with all plants to track expected individual order performance and identify any issues before shipment.

Contractor information systems monitor customers' ordered line items vs. line items allocated to those demands. Full tracking and status reporting of order fulfillment is available online to the State's assigned Customer Service Representative. The Contractor closely monitors the following logistical statistics:

- a. Factory performance in building orders on time
- b. Distribution center performance in allocating orders
- c. Shipping performance in loading orders on time
- d. Carrier performance in transported orders on time

The Contractor will always look for improvement opportunities to deliver Total Customer Service through Total Quality Management.

5) For Refurbished Products:

All products will be skid loaded on four-way pallets. Product will be stacked on pallets by like items and sizes, shrink wrapped to reduce potential damage during transit and loaded on Contractor box trucks or semi-trailers. All Contractor drivers are licensed and insured commercial drivers.

*When delivering product to a customer warehouse, Contractor can accommodate special loading, packing and labeling requests.

- D.** Packaging must be optimized to permit the lowest freight rate. Shipments must be palletized using manufacturer's standard 4-way shipping pallets.

Contractor packaging, palletizing and shipment of the products:

Contractor ships all freight FOB to the first destination. ("Ship to" noted on State Delivery Order (DO) reflects final destination.) Contractor trucks are loaded to capacity using just enough packaging material to ensure product arrives free of damage and can be easily unloaded by the receiver. Specialized loads that require single stacking, street offload, double stacking or tapered double stack are to be designated by the Contractor at the point of order entry. Additional charges may apply.

The Contractor is committed to continuous improvement in minimizing the environmental impacts of packaging and reducing the amount of packaging used through a stringent packaging engineering and design process. Contractor products are tested prior to launch to ensure products will arrive at the job site or dealer warehouse damage free with minimal and/or environmentally friendly packaging.

The Contractor uses recyclable materials and has moved away from using any non-recyclable materials. Most of the cartons used are made from 100% recycled fibers. The Contractor's largest carton supplier builds 95% of its corrugated cartons with 100%-recycled material. The Contractor has introduced returnable packaging within their supply chain and inter-plant customers to cut back on waste throughout their manufacturing processes.

The Contractor offers options for bulk packaging and, in some cases, for blanket wrapping, to reduce further the packaging that ends up at the job site. The Contractor is committed to reducing the number of single cartons delivered to customers by combining multiple parts to their pallets. In addition, the Contractor has developed both weight and volume measurements for the quantity of packaging they use to track and demonstrate yearly improvements.

1) **Contractor Packaging Processes:**

There are two packing processes and materials used:

- a. **Single Packing Combinations:** Above-mentioned materials are used to pack small quantities of products within smaller boxes. These packages are easily handled by one or two individuals without the use of fork trucks or pallet jacks. These packages can be considered as top loaded freight and may meet the requirements for UPS or RPS small parcel shipment. All products are subject to being single packed.

- b. **Bulk Packing:** A group of similar products is packaged in larger boxes that are considerably heavier than the single packs. These packages are generally secured to an industry-standard pallet with stretch wrap and/or banding and are normally handled with fork trucks or pallet jacks. These packages would normally be too large for small parcel shipment environments. Not all products are capable of being bulk packaged due to their shape, weight, and/or order configuration. Order quantity may dictate whether the single pack or bulk pack is used in manufacturing.

The Contractor will consider special customer requests for specific packaging. These requests are handled through the Contractor Customer Service department. Any inquiries into the Contractor's packaging processes and methods can be addressed to Contractor's Customer Satisfaction or Packaging Engineering Departments.

9. Installation

- A. The Contractor must detail anticipated billable installation timeframes based on the number of workstations included in the project. The Contractor should provide timeframes for a single workstation, a Typical 8 Workstation Cluster, 32 workstations, and 100 workstations.

- 1) There are some extenuating circumstances that may prevent installation from being completed within the benchmark timeframes provided below. Factors which could contribute to delays include but are not limited to:
 - a. Time required to complete check in for secure buildings
 - b. Unforeseen site conditions that delay the ability to begin installation, follow our normal process for installation and/or require on site design changes during installation
 - c. No access to freight elevator and/or stair carry
 - d. Excessive or atypical push distance from unload location to install location
 - e. Working around other trades / contractors

The Contractor will attempt to define these factors to the best of their ability at the time of quoting and creation of project timeline.

- 2) Contractor's Installation Time (hours) for the following:
 - a. Single Typical Workstation: 4.25 hours in a clear and ready space
 - b. Typical 8 Workstation Cluster: 34 hours in a clear and ready space
 - c. 32 Workstations: 136 hours in a clear and ready space
 - d. 100 Workstations: 425 hours in a clear and ready space
- B.** The Contractor must participate in or conduct on-site project scheduling meetings (as instructed by the State) at least once prior to receipt of product to assure effective communication between the construction team, user groups, and sub-contractors who will integrate with product installers. (See also **Section 4.3 Meetings**).
 - C.** The Contractor must assume all financial responsibility for site damage incurred by the installation team. The Contractor must protect all areas of installation, and paths of travel from damage due to transport or installation of Contractor products. Repair to the State's satisfaction all damage within ten (10) business days. i.e., walls, carpet, millwork, etc.
 - D.** The Contractor must prepare all products for use, including removal of extraneous packaging, stickers or labels (other than manufacturer model and ordering information labels), and provide appropriate user instructions upon request.
 - E.** The Contractor must remove all trash from site, and leave workspace broom clean, daily. Agree to minimize the use of wrapping material as much as reasonably feasible and recycle as much wrapping material as possible.

- F. The Contractor must outline all site access requirements to the State Project Manager and confirm security clearance and requirements no later than ten (10) business days prior to installation.
- G. The Contractor must conduct pre-installation walk-through with the State Project Manager or designee, or Agency Point of Contact immediately prior to installation to determine condition of site and to agree to the level of site protection required.
- H. The Contractor must provide a list of all anticipated disassembly and/or installation Subcontractors as required in **SCHEDULE A, SECTION 3.9 DISCLOSURE OF SUBCONTRACTORS**. If the Contractor requires the assistance or services of an unlisted Subcontractor over the terms of the Contract, the State Project Manager or designee, must pre-approve the Subcontractor in writing, email is acceptable. A copy of the updated Subcontractor table must be submitted to the Contract Administrator.

10. Acceptance and Procedure

A. Close-Out Services must be completed:

- 1) The Contractor must update final proposed drawings in AutoCAD software at close-out and provide the .DWG file to DTMB's Real Estate Division for archiving purposes. The Contractor must not provide AutoCAD .DWG file to Agency Point of Contact without State Project Manager or designee approval.

The Contractor close-out process has been defined and follows the same process as the close-out drawing process in **Schedule A, Section 1.3.G**.

- 2) At project close-out, all invoices must match the individual project's Specification Information File (SIF), line for line.
- 3) The Contractor must provide the State Project Manager with detailed invoices, including all services rendered, no later than 15 calendar days after delivery, installation, and final 'walk-through' with State Project Manager or designee.
- 4) On projects spanning several months, services must be billed monthly based on percentage or work completed to date, with the final invoice dated no later than 15 days after acceptance of completed work. Payment due date must be calculated from receipt of a properly detailed invoice (See also **Section 10 Invoice and Payment**).

11. Invoice and Payment

11.1. Invoice Requirements

A. The Contractor must accommodate the State's requirements for invoicing format, timing, and other supporting documentation, as required.

B. Invoices must include:

- 1) The State contract number

- 2) The State Delivery Order (DO) number
- 3) The invoice date – date must match date sent to State Project Manager
- 4) Description of product or service provided
- 5) Project name
- 6) Labor hours (separate out refurbish services / labor, installation labor and design services)
- 7) The service location (bill to / sold to)
- 8) Quantities
- 9) Unit prices, including list price, discount, and net price after discount
- 10) Total price

Please see attached “**Schedule X Sample Product Invoice**” and “**Schedule X Sample Services Invoice**”

- C. The State may require alterations to invoice details at any point throughout the contract term.

The Contractor will work to make sure necessary detail fields are able to be brought into the invoice if changes are required.

11.2 Payment Methods:

The State will make payment for Contract Activities via Electronic Funds Transfer (EFT).

12. Liquidated Damages

Late or improper completion of the Contract Activities will cause loss and damage to the State and it would be impracticable and extremely difficult to fix the actual damage sustained by the State. Therefore, if there is late or improper completion of the Contract Activities the State is entitled to collect liquidated damages in the amount of \$5,000 and an additional \$100 per day for each day Contractor fails to remedy the late or improper completion of the Work.

13. Sustainability/Environmental

13.1. Environmental and Energy Efficient Products

The Contractor must provide products that meet the following environmental or energy efficient standards:

Product Environmental Data Sheets for the products specified in this Contract and other product lines available upon request from the State.

Many of the Contractor’s products receive GREENGUARD, GREENGUARD GOLD, or Indoor Advantage Gold certifications for low indoor air emissions. Products are tested in accordance with ANSI/BIFMA M7.1-2011(R2016) and determined to comply with ANSI/BIFMA X7.1- 2011(R2016) and ANSI/BIFMA e3-2014e (credits 7.6.1, 7.6.2).

13.2. Hazardous Chemical Identification

In accordance with the federal Emergency Planning and Community Right-to-Know Act, 42 USC 11001, *et seq.*, as amended, the Contractor must provide a Material Safety Data Sheet listing any hazardous chemicals, as defined in 40 CFR §370.2, to be delivered. Each hazardous chemical must be properly identified, including any applicable identification number, such as a National Stock Number or Special Item Number.

Contractor products are exempt from requiring MSDSs, as these products are considered “articles”.

Contractor Compliance Statement:

HAWORTH[®]

Compliance Statement

Haworth maintains Safety Data Sheets (SDSs) at all Haworth manufacturing locations for purchased raw materials in compliance with the requirements of the USA Occupational Safety and Health Administration (OSHA) and Canada's Workplace Hazardous Materials Information System (WHMIS). These SDSs are for raw materials used in the manufacturing of Haworth product and do not represent the chemical contents of the finished articles.

OSHA provides an applicable definition under Regulation 29 CFR 1910.1200(c) as follows:

"Article means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard or health risk to employees."

The products Haworth ships to a customer fall under the definition of an article and SDSs are not required nor recommended to be furnished with the products.

WHMIS 2015 applies to two major groups of hazards: physical and health. WHMIS does not consider wood products or manufactured articles to be hazardous materials. Under these definitions none of Haworth's manufactured products constitute "hazardous materials," thus SDSs are neither available for nor furnished with the finished products shipped to destinations in Canada.

The exemption in these Federal Hazard Communication Standards was created because the potential hazards of the materials that make up an article are different than that of the finished article. For instance, the hazard of a solvent or water-based finish during manufacturing is much different than the cured finish of an article. Safety data sheets do not accurately represent a finished product (article).

In some cases, Haworth will ship materials that do require an SDS, such as touch-up paint or adhesive used in the installation of access flooring. In such cases, Haworth will supply the relevant SDSs, as required.

Questions may be directed to Haworth Sales Engineering at (616) 393-1976.

HAWORTH, INC.



Ross Koning
Supervisor Agency Compliance

Date: June 7, 2017

13.3. Mercury Content

Pursuant to MCL 18.1261d, mercury-free products must be procured when possible. The Contractor must explain if it intends to provide products containing mercury, the amount or concentration of mercury, and whether cost competitive alternatives exist. If a cost competitive alternative does exist, the Contractor must provide justification as to why the particular product is essential. All products containing mercury must be labeled as containing mercury.

Mercury is one of the Contractor’s restricted substances. Based on supplier chemical material declarations, the Contractor’s products do not contain mercury.

13.4. Brominated Flame Retardants

The State prefers to purchase products that do not contain brominated flame retardants (BFRs) whenever possible. The Contractor must disclose whether the products contain BFRs.

Brominated flame retardants are included on the Contractor’s restricted substances list. Based on supplier chemical material declarations, the Contractor’s products do not contain brominated flame retardants.

13.5. Contractor must provide products which utilize low-VOC paint.

The majority of Contractor surface coatings include powder coat paint and water-based wood finishes. Many Contractor products receive GREENGUARD, GREENGUARD GOLD, or Indoor Advantage Gold certifications for low indoor air emissions, including VOCs. Products are tested in accordance with ANSI/BIFMA M7.1-2011(R2016) and determined to comply with ANSI/BIFMA X7.1- 2011(R2016) and ANSI/BIFMA e3-2014e (credits 7.6.1, 7.6.2).

Status by Product Line:

- 1) Ergotron – not certified
- 2) X-Series – Greenguard Gold Certified
- 3) UniGroup – Greenguard Gold Certified
- 4) UniGroup Too (alternate) – Greenguard Gold Certified
- 5) Places (tackboards) – not certified
- 6) Adaptable Components (worksurfaces) – Greenguard Gold as part of the Compose Certificate
- 7) Enhanced Power – not certified
- 8) Planes Value – Greenguard Gold Certified
- 9) LED task lights – not certified
- 10) Compose (Support leg) – Greenguard Gold Certified

All the Greenguard certificates are on UL’s Spot database at spot.ul.com

13.6 Without compromising performance or quality, the State prefers products containing higher percentages of recycled materials. The Contractor must indicate an estimate of the percentage of recycled materials, if any, contained in each Deliverable.

General Sustainability Calculator

Product Sustainability Performance Updated 7/19/2021

Product Name	Recycled Content % Post-Consumer	Recycled Content % Pre-Consumer	Method of Documentation
Belong Screens	6	18	Product Environmental Data Sheet
Belong Work Tools	7	58	Product Environmental Data Sheet
Beside	22	28	Product Environmental Data Sheet
Cabana	4	4	Product Environmental Data Sheet
Chick-Pouf	6	4	Product Environmental Data Sheet
Compose	28	39	Product Environmental Data Sheet
Cultivate	25	39	Product Environmental Data Sheet
Hop	22	34	Product Environmental Data Sheet
Intuity	24	47	Product Environmental Data Sheet
Jive	27	56	Product Environmental Data Sheet
Maari	7	21	Product Environmental Data Sheet
Masters	26	49	Product Environmental Data Sheet
Openest	30	8	Product Environmental Data Sheet
Patterns	13	45	Product Environmental Data Sheet
Pip Tables	12	42	Product Environmental Data Sheet
Planes Tables	27	57	Product Environmental Data Sheet
Poppy	19	9	Product Environmental Data Sheet
Riverbed	3	2	Product Environmental Data Sheet
Upside HAT	23	40	Product Environmental Data Sheet
Very Side	10	7	Product Environmental Data Sheet
X-Series	19	14	Product Environmental Data Sheet
X-99	22	22	Product Environmental Data Sheet
Zody	22	20	Product Environmental Data Sheet

Product Name	Low Emitting Materials			Notes
	Low-emitting criteria	Formaldehyde Emissions Evaluation Criteria Met	Product Certificate Documentation	
Belong Screens	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Belong Work Tools	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Beside	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Cabana	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Chick Pouf	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/

Compose	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Cultivate	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.1	UL Greenguard Certificate	Greenguard certificates can be found at https://spot.ul.com/
Hop	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2	UL Greenguard Certificate	Greenguard certificates can be found at https://spot.ul.com/
Intuity	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Jive	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Maari	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Masters	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2	UL Greenguard Certificate	Greenguard certificates can be found at https://spot.ul.com/
Openest	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Patterns	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2	UL Greenguard Certificate	Greenguard certificates can be found at https://spot.ul.com/
Pip Tables	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2	UL Greenguard Certificate	Greenguard certificates can be found at https://spot.ul.com/
Planes HAT	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2	UL Greenguard Certificate	Greenguard certificates can be found at https://spot.ul.com/
Planes Tables	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2	UL Greenguard Certificate	Greenguard certificates can be found at https://spot.ul.com/
Poppy	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Riverbend	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Upside HAT	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Very Side	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
X Series	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
X-99	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Zody	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
X-Series	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Unigroup Too	Furniture evaluation	ANSI/BIFMA e3-2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Places	Furniture	ANSI/BIFMA e3-	UL Greenguard Gold Certificate	Greenguard certificates can be found at

	evaluation	2014e section 7.6.2 AND 7.6.3		https://spot.ul.com/
Compose	Furniture evaluation	ANSI/BIFMA e3- 2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Planes Value	Furniture evaluation	ANSI/BIFMA e3- 2014e section 7.6.2 AND 7.6.3	UL Greenguard Gold Certificate	Greenguard certificates can be found at https://spot.ul.com/
Ergotron	Furniture evaluation	ANSI/BIFMA e3- 2014e section 7.6.2 AND 7.6.3	Intertek Certified Clean Air Gold	Intertek covers following model: DS100, Elevate, HX ARM, JUV, LearnFit, LX ARM, MX / MX mini, MXV ARM, NeoFlex AV Carts, Workfit-A, Workfit-C, Workfit-LX, Workfit-S, Workfit-SR, Workfit-T, Workstation Accessories

SCHEDULE B – PRICING

CONTRACT NO. MA 220000000043

1. Reserved.

2. Pricing includes all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).

3. Contractor quick payment terms: None

4. Reserved.

5. Reserved.

6. Replacement and repair parts pricing beyond Contract expiration: The Contractor will not extend contract pricing for replacement and repair parts beyond contract period.

(Pricing Tables on following pages)

NEW PRODUCT PRICING

TABLE 1

TYPICAL 8 WORKSTATION PRICING

CLASS 1 - New Product	Description	List Price	Catalog Date	Average% Discount off List (Pulled from Schedule B4)	Average Price after Discount	Actual 8 Workstation Cluster net price based on discounts listed on B4
	Typical 8 Workstation Cluster	\$ 170,977.71	02.01.2021	77.45%	\$ 38,554.86	\$ 27,814.26

TABLE 2 - RESERVED

TABLE 3

Workstation Product Lines

Categories (Class 1 - New Product)	Base Bid		
	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date
Wood Case goods	Master Series	60.90%	02.01.2021
Conference Room Tables (Laminate and Wood Options)	Cultivate	66.00%	02.01.2021
	Immerse	66.00%	02.01.2021
	Jive	58.00%	02.01.2021
	Planes Fixed Tables	66.00%	02.01.2021
	Swivel	58.00%	02.01.2021
Collaborative Tables (Manual adjustable and Height adjustable)	Hop	58.00%	02.01.2021
	Jump	58.00%	02.01.2021
	Planes Height Adj (HAT)	66.00%	02.01.2021
	Upside	54.00%	02.01.2021
Common Top for Files	X Series Files	77.50%	02.01.2021
Floor to Ceiling Demountable Wall System	Enclose and Glass	55.00%	02.01.2021
	Walls Accessories	55.00%	02.01.2021
Home Office Options	Hop	58.00%	02.01.2021
	Jive	58.00%	02.01.2021
	Jump	58.00%	02.01.2021
	Planes Height Adj (HAT)	66.00%	02.01.2021
	Upside	54.00%	02.01.2021
	X Series Filing	77.50%	02.01.2021
	X Series Peds	77.50%	02.01.2021
Ergonomic Tools (Monitoy Arms; Sit/Stand Options)	Belong Work Tools	58.00%	02.01.2021
	Ergotron Accessories	60.00%	02.01.2021
	Jumpstuff Work Tools	58.00%	02.01.2021

Panels	UniGroup Systems	86.78%	02.01.2021
	Places Systems	86.78%	02.01.2021
	Systems Fabric	84.50%	02.01.2021
Panel Mount Components	Adaptable Components	84.50%	02.01.2021
Work Surfaces Parts	Adaptable Components	84.50%	02.01.2021
Work Surface Supports	Adaptable Components	84.50%	02.01.2021
	X Series Peds	77.50%	02.01.2021
Table Parts	Cultivate	66.00%	02.01.2021
	Hop	58.00%	02.01.2021
	Immerse	66.00%	02.01.2021
	Jive	58.00%	02.01.2021
	Jump	58.00%	02.01.2021
	Planes Fixed Tables	66.00%	02.01.2021
	Planes Height Adj (HAT)	66.00%	02.01.2021
	Swivel	58.00%	02.01.2021
	Upside	54.00%	02.01.2021
			02.01.2021
Storage Parts	X Series Files	77.50%	02.01.2021
	X Series Peds	77.50%	02.01.2021
Storage Accessories	X Series Files	77.50%	02.01.2021
	X Series Peds	77.50%	02.01.2021
Power Parts	Power Accessories	58.00%	02.01.2021
	UniGroup Systems	86.78%	02.01.2021

TABLE 4

Additional Product Lines (excluding Seating)			
Categories (Class 1 - New Product)	Name of Proposed Product Line(s)	Firm-Fixed % Discount	Catalog Date
Systems	Compose	80.50%	02.01.2021
	Intuity	58.00%	02.01.2021
	Active Components	58.00%	02.01.2021
	Patterns	58.00%	02.01.2021
	Reside Desking	58.00%	02.01.2021
	Belong Screens	58.00%	02.01.2021
Technology	Technology Products	58.00%	02.01.2021
Storage	A Series Storage	58.00%	02.01.2021
	Beside Storage	65.00%	02.01.2021
	Behold Storage	58.05%	02.01.2021
Casegoods	X Series Desks	77.50%	02.01.2021
Haworth Collection	BuzziSpace	35.00%	02.01.2021
	Haworth	50.00%	02.01.2021
	Pablo Designs	15.00%	02.01.2021

TABLE 5

State Employee Discount
Firm-Fixed % Discount

All discounts listed above for all product categories apply to State Employee purchases for their personal use.

***See also Schedule A, Section 4D. for Contractor policy details on possible fees pertaining to Change Orders and Cancellations which will be handled on a case-by-case basis.**

REFURBISHING SERVICES

Product	Service	Rate
Fabric Panels	Refabric	\$ 35.00
	Refabric/Cut (Core Only)	\$ 82.00
Open Frames Panel	Cut	\$ 42.00
	Paint (FRAME ONLY)	\$ 50.00
	Cut/Paint (FRAME ONLY)	\$ 91.00
	Refab New Style insert	\$ 42.00
	Fabric Insert Bar Paint	\$ 15.00
Top Caps	Paint	\$ 15.00
Rails	Paint	\$ 17.00
Rails	Cut	\$ 5.00
Rails	Cut/Paint	\$ 20.00
Kick Plates	Paint	\$ 15.00
Glide Housings	Paint	\$ 6.00
Finish Posts	Refab	\$ 17.00
	Cut/Refab	\$ 20.00
	Paint (Metal FP)	\$ 16.00
	Cut/Paint (Metal FP)	\$ 19.00
	Paint Top Trim	\$ 6.00
	Paint Bottom Trim	\$ 6.00
Tackboards	Refab	\$ 22.00
	Cut only (reusing fabric)	\$ 25.00
	Cut/Refab	\$ 25.00
Flippers/Shelves	Paint Shelf Pan	\$ 14.00
	Paint Shelf Dividers (Each)	\$ 8.00
	Paint/Re-tmold reg shelf ends (Pair)	\$ 18.00
	Paint/Re-tmold low shelf ends (Pair)	\$ 15.00
	Re-tmold Flipper	\$ 22.00
Worksurfaces	Re T-mold	\$ 22.00
	Cut/Re T-mold	\$ 40.00
	Cut/modify common top	\$ 50.00
	Paint Cantilevers (Pair)	\$ 17.00
	Cut Wireway/Tmold	\$ 46.00
	Paint Grommet (Each)	\$ 6.00
	Install Skates	\$ 2.25
	Re-Edgeband	\$ 35.00
	Cut/Re-Edgeband	\$ 50.00
File conversion	Convert Receder to Drawers, Etc. (Per Cabinet)	\$ 48.00
Lateral File	Paint per Drawer	\$ 52.00
5 foot high Personal Storage Tower	Paint	\$ 305.00
Pedestal	Paint	\$ 95.00
Wall Track/Wall Mount	Paint	\$ 15.00
Power Pole	Paint	\$ 40.00
Support Leg	Paint	\$ 21.00
Make a Corner	Paint	\$ 20.00
Light	Paint	\$ 18.00
Panel Fabric (Per Yard)	Grade A	\$ 14.90
Tmold (Per Linear Foot)		\$ 0.56
3mm Edge Band (Per Linear Foot)		\$ 3.45

Notes for Items in Table Above	
Item	Clarification
Fabric Panel: Refabric Panel	Pricing does not include fabric, replacement side rail clips, top cap clips or hinges typically specified for panels that are refabbed
Flippers: Paint/Re-Tmold reg and low shelf ends, Re-tmold Flipper	Pricing does not include replacement t-mold
Worksurfaces: Re-Tmold, Cut/Re T-mold, Cut Wireway/Tmold	Pricing does not include replacement t-mold
Worksurfaces: Install Skates	Pricing does not include replacement skates
Worksurfaces: Re-Edgeband, Cut/Re-Edgeband	Pricing does not include replacement edgeband
File Conversion: Convert Receder to Drawers, Etc	Pricing does not include parts required to convert files; Pricing reflects the labor only to convert a 2- High Lateral File
Tmold (Per Linear Foot)	Tmold must be ordered in rolls of 100'; unit price listed in Cell C58 of Schedule B2 represents the price for a 100' roll divided by 100.
3mm Edgeband (Per Linear Foot)	Edgeband must be ordered in rolls of 20'; unit price listed in cell C59 of Schedule B2 represents the price for a 20' roll divided by 20.

Table 7

PROGRAMMING SERVICES	
APPLICATION: PROGRAMMING SERVICES FEES CHARGED TO STATE, PER NET USABLE SQUARE FOOT, BY PROJECT SIZE	NOT-TO-EXCEED PRICE - PER NET USABLE SQUARE FOOT
Up to 10,000 square feet	\$0.15
10,001 to 25,000 square feet	\$0.15
25,001 to 50,000 square feet	\$0.15
50,001 to 100,000 square feet	\$0.15
100,001 square feet and above	\$0.15

Table 8

DESIGN, INSTALLATION, DISASSEMBLY & REMOVAL SERVICES		
	ZONE 1 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)	ZONE 2 - Not-To-Exceed Blended Hourly Rate (3) (See Schedule L, Zone Map)
Key Personnel (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Schedulers, Support Staff, Designers (1)	\$ 45.00	\$ 45.00
Non-Key Personnel: Installers (excluding moveable wall installation)	\$ 48.00	\$ 55.00
Non-Key Personnel: Electrician (2)	\$ 98.00	\$ 98.00
Non-Key Personnel: Installers - Rate for installation of moveable walls	\$ 55.00	\$ 62.00
Transportation and Travel charge (associated with a project and accrued at these rates where the Contractor is moving product from State inventory to a jobsite for installation, where the dealer is moving product through the Refurbishing process or any other time the dealer is moving State-owned or newly ordered product.	\$ 40.00	\$ 50.00

Note: Overtime rates must be submitted by the Contractor in writing and approved in writing by the program area overseeing the project. If approved labor rates will be billed at 1.5 times rates on Table 8.

- (1) Hourly rate for Designers only applies for projects that have a mixture of new and old product, or only old product. Design charges for projects consisting of New Product Only will be billed at 4% of the new product purchase price
- (2) Contractor only utilizes Union Electricians
- (3) For Not-To-Exceed Rates, the State Reserves the right to negotiate lower final rates on any projects.

Additional Pricing Notes: Key Personnel: Contractor does not charge an hourly rate for the Program Managers or Customer Service Representatives or Installation Supervisor.

Lead Refurbisher time is charged only for transportation of the Agency’s product throughout the Refurbishing process at the Transportation/Travel rate specified above. All other charges associated with the Lead Refurbisher are captured in the per unit Refurbishing pricing represented in the Refurbishing Services Pricing table.

The Key Personnel hourly rates indicated above represent the rate for Project Manager, Lead Designer and Lead Programmer.

Non-Key Personnel – Schedulers, Support Staff, Designers: The Contractor does not charge an hourly rate for the Schedulers or Support Staff.

The Non-Key Personnel Rates apply to Designers only. Where there is a mix of new products and State-Owned existing product or product from the State’s inventory being utilized for a project, these hourly rates are applied.

ADDITIONAL SERVICES

White Glove Cleaning	*note: no cleaning is included in other pricing component in contract, this is an add on service	
	Full Clean per Station	\$220.00
	Half Clean (Panels only of components only) per station	\$125.00
	Chair Cleaning per chair	\$15.00
	File Cleaning per file	\$40.00
	Broom Cleaning per Square Foot	\$0.09

PARTS LIST - TYPICAL 8 WORKSTATION CLUSTER (HAWORTH UNIGROUP)

Typical 8 Workstation Cluster (Haworth Unigroup Parts List)					CONTRACT'S BASE PRODUCT					PRICING		
Typ. Cluster Qty	Typ. Cluster Part	Typ. Cluster Part Description	Qty.	Part Number	Part Description	List Price	Name of Associated Catalog Product Line	Percentage Discount (%)	Price Before Discount	Price After Discount		
Panel Parts/Descriptions												
1	30" x 14" Glass Stacker	Add-On Glass Panel 30in x 14in Fabric Conn	1	EAG-3014-F	Add-On Panel, Glazed 30in W X 14in H Fabric Conn w/ Full Height Side Rail	1,060.69	Unigroup	86.78%	1,060.69	1,403.22		
2	30" x 20" Glass Stacker	Add-On Glass Panel 30in x 20in Fabric Conn	1	BREH-4616	SIDE RAIL, 48" H, ADD ON PANELS	1,135.67	Unigroup	86.78%	1,135.67	17.04		
3	48" x 14" Glass Stacker	Add-On Glass Panel 48in x 14in Fabric Conn	1	BREH-4616	SIDE RAIL, 48" H, ADD ON PANELS	1,135.67	Unigroup	86.78%	1,135.67	17.04		
4	30" x 44" Fabric Panel	Fabric Panel Power 3 Cir 24in Wx44in H w/ Base Trim	1	EAG-414-F	Add-On Panel, Glazed 48in Wx14in H Fabric Conn	1,259.41	Unigroup	86.78%	1,259.41	186.56		
5	30" x 44" Fabric Panel	Fabric Panel Power 3 Cir 30in Wx44in H w/ Base Trim	1	EFP-242-B	Unigroup Fabric Panel Power 3 Cir 332 32in Wx44in H Base Trim Asmb	1,411.20	Unigroup	86.78%	1,411.20	186.56		
6	30" x 50" Fabric Panel	Fabric Panel Power 3 Cir 30in Wx50in H w/ Base Trim	1	EFP-3042-B	Unigroup Fabric Panel Power 3 Cir 332 30in Wx50in H Base Trim Asmb	1,517.22	Unigroup	86.78%	1,517.22	200.58		
7	30" x 50" Fabric Panel	Fabric Panel Power 3 Cir 38in Wx50in H w/ Base Trim	1	EFP-3048-B	Unigroup Fabric Panel Power 3 Cir 332 38in Wx50in H Base Trim Asmb	1,835.28	Unigroup	86.78%	1,835.28	485.25		
8	30" x 64" Fabric Panel	Fabric Panel Power 3 Cir 38in Wx64in H w/ Base Trim	1	EFP-448-B	Unigroup Fabric Panel Power 3 Cir 332 38in Wx64in H Base Trim Asmb	1,884.36	Unigroup	86.78%	1,884.36	249.11		
9	30" x 64" Fabric Panel	Fabric Panel Power 3 Cir 48in Wx64in H w/ Base Trim	1	EFP-162-B	Unigroup Fabric Panel No Power 12in Wx64in H Base Trim Asmb	1,077.11	Unigroup	86.78%	1,077.11	427.18		
10	30" x 64" Fabric Panel	Fabric Panel Power 3 Cir 48in Wx64in H w/ Base Trim	1	EFP-182-B	Unigroup Fabric Panel Power 3 Cir 332 48in Wx64in H Base Trim Asmb	1,468.78	Unigroup	86.78%	1,468.78	194.17		
11	30" x 64" Fabric Panel	Fabric Panel Power 3 Cir 24in Wx64in H w/ Base Trim	21	EFP-262-B	Unigroup Fabric Panel Power 3 Cir 332 24in Wx64in H Base Trim Asmb	1,574.80	Unigroup	86.78%	1,574.80	4,371.06		
12	30" x 64" Fabric Panel	Fabric Panel Power 3 Cir 30in Wx64in H w/ Base Trim	1	EFP-302-B	Unigroup Fabric Panel Power 3 Cir 332 30in Wx64in H Base Trim Asmb	1,680.83	Unigroup	86.78%	1,680.83	2,222.20		
13	30" x 64" Fabric Panel	Fabric Panel Power 3 Cir 36in Wx64in H w/ Base Trim	2	EFP-362-B	Unigroup Fabric Panel Power 3 Cir 332 36in Wx64in H Base Trim Asmb	1,786.84	Unigroup	86.78%	1,786.84	4,724.44		
14	30" x 64" Fabric Panel	Fabric Panel Power 3 Cir 48in Wx64in H w/ Base Trim	15	EFP-462-B	Unigroup Fabric Panel Power 3 Cir 332 48in Wx64in H Base Trim Asmb	1,998.89	Unigroup	86.78%	1,998.89	3,363.78		
15	30" x 64" Open Frame Panel	Open Frame Panel 3 Cir 24in Wx64in H w/ Base Trim	1	FCOP-362-B	Open Frame Panel 3 Cir 332 36in Wx64in H Base Trim Asmb w/ Fabric Insert	1,782.23	Unigroup	86.78%	1,782.23	235.75		
16	30 Degree Finish Post	30 Deg Finish Post Fabric 44in H	1	FFPF-42-B	Unigroup 90 Deg Finish Post Fabric 44in H	138.40	Unigroup	86.78%	138.40	18.30		
17	90 Degree Finish Post	90 Deg Finish Post Fabric 44in H	1	FFPF-42-B	Unigroup 90 Deg Finish Post Fabric 44in H	138.40	Unigroup	86.78%	138.40	20.94		
18	180 Degree Finish Post	180 Deg Finish Post Fabric 44in H	1	FFPF-42-B	Unigroup 180 Deg Finish Post Fabric 44in H	138.40	Unigroup	86.78%	138.40	15.99		
19	180 Degree Finish Post	180 Deg Finish Post Fabric 64in H	1	FFPF-62-B	Unigroup 180 Deg Finish Post Fabric 64in H	140.13	Unigroup	86.78%	140.13	111.47		
20	Top Cap Radius Edge Panel	Panel Acc. Radius Plastic Top Cap for 3-Way & 4-Way	3	FFPC-2	Panel Acc. Radius Plastic Top Cap for 3-Way & 4-Way	35.77	Unigroup	86.78%	35.77	14.19		
Panel Mount Components/Descriptions												
21	30" x 30" Wall	StateWall Assembly 16Hx30W	1	HWRV-3016	StateWall Assembly Phungroup 16Hx30W	117.05	Unigroup	86.78%	117.05	41.93		
22	30" x 30" Wall	StateWall Assembly 16Hx30W	1	HWRV-4816	StateWall Assembly Phungroup 16Hx30W	407.81	Unigroup	86.78%	407.81	53.03		
23	Fabric Trackboard - 24"	Trackboard 24in X 16in	2	HTB-2416	Trackboard 24in X 16in	304.12	Unigroup	86.78%	608.24	80.41		
24	Fabric Trackboard - 36"	Trackboard 36in X 16in	1	HTB-3616	Trackboard 36in X 16in	123.98	Unigroup	86.78%	123.98	42.83		
25	Fabric Trackboard - 48"	Trackboard 48in X 16in	1	HTB-4816	Trackboard 48in X 16in	243.84	Unigroup	86.78%	243.84	548.47		
26	Fabric Trackboard - 48"	Trackboard 48in X 16in	1	HTB-4826	Trackboard 48in X 16in	271.24	Unigroup	86.78%	271.24	35.86		
27	Manneboard - 48"	Manneboard, Magnetic, 48Wx26H	1	HWR-4826	Manneboard, Magnetic, 48Wx26H	1,025.44	Unigroup	86.78%	1,025.44	136.09		
Work Surface Parts/Descriptions												
28	36" x 36" Corner Work Surface	36Hx36W Laminate Edgeband Notched 24 24	1	WURA-3636-LSAN44	WorkSurface Corner 36x36W Lam Edgeband Std Core Notched 24 24	659.86	Adaptable Components	84.50%	659.86	102.78		
29	48" x 48" Corner Work Surface	48Hx48W Laminate Edgeband Notched 24 24	1	WURA-4848-LSAN44	WorkSurface Corner 48x48W Lam Edgeband Std Core Notched 24 24	815.21	Adaptable Components	84.50%	815.21	126.88		
30	Work Surface	18Hx27W Laminate Edgeband Notched	1	WURA-1827-LSA	WorkSurface Rect 18x27W Lam Edgeband Std Core Notched	136.72	Adaptable Components	84.50%	136.72	83.19		
31	24" x 24" Rectangular Work Surface	24Hx24W Laminate Edgeband Notched	1	WURA-2424-LSA	WorkSurface Rect 24x24W Lam Edgeband Std Core Notched	248.94	Adaptable Components	84.50%	248.94	88.10		
32	24" x 36" Rectangular Work Surface	24Hx36W Laminate Edgeband Notched	1	WURA-2436-LSA	WorkSurface Rect 24x36W Lam Edgeband Std Core Notched	325.48	Adaptable Components	84.50%	325.48	50.45		
33	24" x 48" Rectangular Work Surface	24Hx48W Laminate Edgeband Notched	1	WURA-2448-LSA	WorkSurface Rect 24x48W Lam Edgeband Std Core Notched	441.77	Adaptable Components	84.50%	441.77	890.17		
34	24" x 54" Rectangular Work Surface	24Hx54W Laminate Edgeband Notched	1	WURA-2454-LSA	WorkSurface Rect 24x54W Lam Edgeband Std Core Notched	480.35	Adaptable Components	84.50%	480.35	74.45		
35	24" x 60" D-Shape Peninsula Work Surface	24Hx60W Laminate Edgeband Notched	1	WURA-2460-LSA	WorkSurface Rect 24x60W Lam Edgeband Std Core Notched	750.41	Adaptable Components	84.50%	750.41	116.31		
36	24" x 60" D-Shape Peninsula Work Surface	24Hx60L Laminate Edgeband Notched	1	WURD-2460-LSA	WorkSurface D-Shape Convergent 24Wx60L Lam Edgeband Std	552.66	Adaptable Components	84.50%	552.66	85.66		
37	24" x 60" Rectangular Peninsula Work Surface	24Hx66L Laminate Edgeband Notched	1	WURV-2466-LSA	WorkSurface Rect Convergent 24Wx66L Lam Edgeband Std Core Notched	580.51	Adaptable Components	84.50%	580.51	89.98		
38	12" x 48" Rectangular Transition Top	12Hx48W Laminate Edgeband	1	UTVS-1248-LSIC	WorkSurface Rect CounterTop 12Hx48W Lam Edgeband Std Core No CM Mgt	445.86	Adaptable Components	84.50%	445.86	69.11		
Work Surface Supports/Descriptions												
39	Support Column	Peninsula Support Column	1	MUC-C-0004	Casepoint, Convergent Support Column	319.39	Adaptable Components	84.50%	319.39	49.31		
40	Double Support Leg	WorkSurface Standing Ht Del Support Leg Steel 24in D	1	BLK-036E	WorkSurface Dbl Support Leg Aluminum 24in D 37" - 64" height Adjustable	637.78	Adaptable Components	84.50%	637.78	98.86		
41	Single Side Bracket Support	Standard 16.5in D	20	REB-1600-PR	Unigroup Top/Wares Center Bkt Standard 16.5in D,H	22.72	Adaptable Components	84.50%	22.72	3.52		
42	Cartwheel Bracket - Single	Standard 16.5in D	20	REB-1600-PR	Unigroup Top/Wares Center Bkt Standard 16.5in D,H	139.78	Adaptable Components	84.50%	139.78	482.71		
43	Light (left handed)	Standard 16.5in D	20	REB-1600-PR	Bracket Side For Unigroup Top/Wares Hgt	72.94	Adaptable Components	84.50%	72.94	33.70		
44	Rear Corner Bracket	Standard 16.5in D	1	REB-1600-PR	WorkSurface Rear Corner Bracket Unigroup	20.87	Adaptable Components	84.50%	20.87	16.17		
45	Transition Top Bracket	Standard 16.5in D	1	ZEST-1600-PNE	Unigroup Counter Top Bkt, Rear Pedl Stl Top Cap	123.19	Adaptable Components	84.50%	123.19	19.09		
Tables Parts/Descriptions												
46	Height Adjustable Table	30 Degree Laminate Edgeband 46"x46" Ht. Adj.	1	TSD-4308	Planes Value Table CPO,Lam,46"x46" Edb Single-Sig Elec, Non-Programmable	2,069.00	Planes Value	66.00%	2,069.00	709.46		
47	Height Adjustable Table	Rectangular Laminate Edgeband 29"x46" Ht. Adj.	1	TLRA-2946-LJNSE	Planes Value Table 29"x46" Lam,Edb,C,Leg, Single-Sig Elec, Non-Programmable	1,621.10	Planes Value	66.00%	1,621.10	551.17		
48	Height Adjustable Table	Rectangular Laminate Edgeband 29"x72" Ht. Adj.	1	TLRA-2972-LJNSE	Planes Value Table 29"x72" Lam,Edb,C,Leg, Single-Sig Elec, Non-Programmable	1,739.93	Planes Value	66.00%	1,739.93	591.58		
Storage Parts/Descriptions												
49	24" x 36" Overhead Storage	Loop Mount Shelf Straight Mini 48" W	2	HMS-0648	Unigroup Standard Mount Shelf Straight Mini Loop Bracket 48in W	368.85	Unigroup	86.78%	368.85	97.32		
50	30" x 36" Overhead Storage	Loop Mount Shelf Corner Mini 48" W	1	HMS-0648	Unigroup Standard Mount Shelf Corner Mini Loop Bracket 48in W	732.50	Unigroup	86.78%	732.50	96.84		
51	24" x 36" Overhead Storage	Unit Laminate Door	1	LEFS-1624-LML	Unigroup Top Upper Storage 24" Lam Front Panel Mount Locking w/ Shelf Dv	1,057.75	Adaptable Components	84.50%	1,057.75	163.95		
52	30" x 36" Overhead Storage	Unit Laminate Door	1	LEFS-1630-LML	Unigroup Top Upper Storage 30" Lam Front Panel Mount Locking w/ Shelf Dv	1,118.77	Adaptable Components	84.50%	1,118.77	173.41		
53	36" x 36" Overhead Storage	Unit Laminate Door	1	LEFS-1636-LML	Unigroup Top Upper Storage 36" Lam Front Panel Mount Locking w/ Shelf Dv	1,179.79	Adaptable Components	84.50%	1,179.79	182.87		
54	48" x 36" Overhead Storage	Unit Laminate Door	1	LEFS-1648-LML	Unigroup Top Upper Storage 48" Lam Front Panel Mount Locking w/ Shelf Dv	1,301.83	Adaptable Components	84.50%	1,301.83	2,424.40		
55	Mobile Pedestal	Mobile P/B/P 24"D Steel Front Steel Lock Integral Full Center Steel Top	3	PMW-24-SI	Series Pedestal Mobile P/B/P 24"D Pdr/Wrt'n J Pul/Csr Stl Top	785.00	X Series	77.50%	2,355.00	530.53		
56	Mobile Pedestal - Box/File	Mobile P/B/P 24"D Steel Front Steel Lock Integral Full Center No Top	1	PMW-24-SIC	Series Pedestal Mobile P/B/P 24"D Pdr/Wrt'n J Pul/Csr No Top	689.53	X Series	77.50%	689.53	155.14		
57	Box/File	27.5"H x 36"W File/File/Steel Front/Steel Lock Integral Full Center No Top	1	JPHN-24-SI	Series Pedestal Attached 8/16/17/24"D Pdr/Wrt'n J Pul	671.45	X Series	77.50%	671.45	153.08		
58	Lateral File - 2Drawer 36"	27.5"H x 36"W File/File/Steel Front/Inset Lock Bar/Free-standing/Integral Pull/Glides	1	JLRD-0236-SI	Series 27.5" x 36" W Lateral File/File/Pdr Dwr Front/Inset Lock Bar J Pul/Glides	1,283.78	X Series	77.50%	1,283.78	288.85		
59	Lateral File - 2Drawer 42"	27.5"H x 42"W File/File/Steel Front/Inset Lock Bar/Free-standing/Integral Pull/Glides	1	JLRD-0242-SI	Series 27.5" x 42" W Lateral File/File/Pdr Dwr Front/Inset Lock Bar J Pul/Glides	1,472.76	X Series	77.50%	1,472.76	331.37		
60	Lateral File - 3Drawer 36"	39.5"H x 36"W File/File/Steel Front/Inset Lock Bar/Free-standing/Integral Pull/Glides	1	JLRD-0336-SI	Series 39.5" x 36" W Lateral File/File/Pdr Dwr Front/Inset Lock Bar J Pul/Glides	1,490.43	X Series	77.50%	1,490.43	335.35		
61	Lateral File - 3Drawer 36"	39.5"H x 36"W File/File/Steel Front/Inset Lock Bar/Free-standing/Integral Pull/Glides	1	JLRD-0336-SI	Series 63.5" x 36" W Lateral File/File/Pdr Dwr Front/Inset Lock Bar J Pul/Glides	2,293.04	X Series	77.50%	2,293.04	515.93		
62	Lateral File - 3Drawer 42"	39.5"H x 42"W File/File/Steel Front/Inset Lock Bar/Free-standing/Integral Pull/Glides	1	JLRD-0542-SI	Series 63.5" x 42" W Lateral File/File/Pdr Dwr Front/Inset Lock Bar J Pul/Glides	2,633.20	X Series	77.50%	2,633.20	644.98		
63	Personal Storage Tower	63.5Hx24Wx24D F/F Valet RH Steel Front/Integral Pull, Steel Top/Glides/Steel Lock	1	12HS-6324-SSR	Series PST, HgtDvr, 63.5Hx24Wx24D F/F Valet RH Pdr/Wrt'n Prg/50R J Pul/Stl Top	2,866.57	X Series	77.50%	2,866.57	592.47		
64	Locker - Right/Left Handed	64Hx36Wx18W Single LH/Steel Front, Integral Pull Touch Latch/Steel Top/Steel Lock	1	1A24-6318-LSR	Series Locker, 24dx36dx18W Single LH Pdr Int'l, Full Tch Lch/Ptd Top	1,903.35	X Series	77.50%	1,903.35	428.25		
Storage Accessories Parts/Descriptions												
65	Integral Cabinet Top	Custom Top Kit 24" D	1	ITLW-24	Series Pedestal Cabinet Top Kit 24" D	118.67	X Series	77.50%	118.67	71.70		
66	File Counterweight 36"	Counterweight 36" File	1	ITWA-36	Series Counterweight 36" File	107.00	X Series	77.50%	107.00	75.24		
67	File Counterweight 42"	Counterweight 42" File	1	ITWA-42	Series Counterweight 42" File	194.57	X Series	77.50%	194.57	43.78		
68	File Common Top 18" x 18"	Laminate Top 18Hx18W, Edgeband	1	ITRL-1818-JVYS	Series Common Top, Inset Front, Lam Top, 18Dx18W, 3mm Ptd Str, Lam L/R	366.95	X Series	77.50%	366.95	82.56		
Top Tray/Accessories Parts/Descriptions												
69	Basic Short Tray	Basic Short 17in, Track No Mouse Ptd	1	KLJA-0017-2N	ASP Basic Short 17in, Track No Mouse Ptd	392.34	Accessories	58.00%	392.34	164.78		
70	Single Monitor Arm	Adjustable Full Extension Single Ptd, Single Arm	1	LS-241-026	Ergotron LX Desk Monitor LCD Arm	60.00%	Ergotron	60.00%	60.00	121.48		
71	Desk Monitor Arm	Adjustable Full Extension Single Ptd, Double Arm	1	LS-492-216	Ergotron LX Desk Stacking Arm, No Grommet Mount, Bright White	611.97	Ergotron	60.00%	611.97	244.79		
72	Mount	LED Adjust 17", Stand Alone 18 Watt 9" Cord	4	LUIN-0017-19ULDN	Light, Track, LED,Adjust 17", Stand Alone 18 Watt 9" Cord	176.13	Accessories	58.00%	2,465.80	1,035.64		
73	Clamp Mount Power Module	1 Port 4 Recpt 2 Usb 0 Data 2 Port 0 Cable garage,Black, Full										

SCHEDULE I – FEDERAL PROVISIONS ADDENDUM

This addendum applies to purchases that will be paid for in whole or in part with funds obtained from the federal government. The provisions below are required, and the language is not negotiable. If any provision below conflicts with the State's terms and conditions, including any attachments, schedules, or exhibits to the State's Contract, the provisions below take priority to the extent a provision is required by federal law; otherwise, the order of precedence set forth in the Contract applies. Hyperlinks are provided for convenience only; broken hyperlinks will not relieve Contractor from compliance with the law.

1. Equal Employment Opportunity

If this Contract is a “**federally assisted construction contract**” as defined in [41 CFR Part 60-1.3](#), and except as otherwise may be provided under [41 CFR Part 60](#), then during performance of this Contract, the Contractor agrees as follows:

- 1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- 2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- 3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation,

proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

- 4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 5) The Contractor will comply with all provisions of [Executive Order 11246](#) of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 6) The Contractor will furnish all information and reports required by [Executive Order 11246](#) of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in [Executive Order 11246](#) of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in [Executive Order 11246](#) of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of [Executive Order 11246](#) of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any

agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

2. Davis-Bacon Act (Prevailing Wage)

If this Contract is a **prime construction contract** in excess of \$2,000, the Contractor (and its Subcontractors) must comply with the Davis-Bacon Act ([40 USC 3141-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"), and during performance of this Contract the Contractor agrees as follows:

- 1) All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- 2) Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- 3) Additionally, contractors are required to pay wages not less than once a week.

3. Copeland "Anti-Kickback" Act

If this Contract is a contract for construction or repair work in excess of \$2,000 where the Davis-Bacon Act applies, the Contractor must comply with the Copeland “Anti-Kickback” Act ([40 USC 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”), which prohibits the Contractor and subrecipients from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled, and during performance of this Contract the Contractor agrees as follows:

- 1) **Contractor.** The Contractor shall comply with 18 U.S.C. §874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- 2) **Subcontracts.** The Contractor or Subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA or the applicable federal awarding agency may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- 3) **Breach.** A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a Contractor and Subcontractor as provided in 29 C.F.R. § 5.12.

4. **Contract Work Hours and Safety Standards Act**

If the Contract is **in excess of \$100,000** and **involves the employment of mechanics or laborers**, the Contractor must comply with [40 USC 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)), as applicable, and during performance of this Contract the Contractor agrees as follows:

- 1) **Overtime requirements.** No Contractor or Subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- 2) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1)

of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

3) Withholding for unpaid wages and liquidated damages. The State shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or Subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

4) Subcontracts. The Contractor or Subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

5. Rights to Inventions Made Under a Contract or Agreement

If the Contract is funded by a federal “funding agreement” as defined under [37 CFR §401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

6. Clean Air Act and the Federal Water Pollution Control Act

If this Contract is **in excess of \$150,000**, the Contractor must comply with all applicable standards, orders, and regulations issued under the Clean Air Act ([42 USC 7401-7671q](#)) and the Federal Water Pollution Control Act ([33 USC 1251-1387](#)), and during performance of this Contract the Contractor agrees as follows:

Clean Air Act

1. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The Contractor agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable

federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.

3. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

Federal Water Pollution Control Act

1. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The Contractor agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

7. Debarment and Suspension

A “contract award” (see [2 CFR 180.220](#)) must not be made to parties listed on the government-wide exclusions in the [System for Award Management](#) (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement [Executive Orders 12549 \(51 FR 6370; February 21, 1986\)](#) and [12689 \(54 FR 34131; August 18, 1989\)](#), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).

- 1) This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor’s principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- 2) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- 3) This certification is a material representation of fact relied upon by the State. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

- 4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

8. Byrd Anti-Lobbying Amendment

Contractors who apply or bid for an award of **\$100,000 or more** shall file the required certification in Exhibit 1 – Byrd Anti-Lobbying Certification below. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

9. Procurement of Recovered Materials

Under [2 CFR 200.322](#), Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

- 1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
 - a. Competitively within a timeframe providing for compliance with the contract performance schedule;
 - b. Meeting contract performance requirements; or
 - c. At a reasonable price.
- 2) Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- 3) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

10. Additional FEMA Contract Provisions.

The following provisions apply to purchases that will be paid for in whole or in part with funds obtained from the Federal Emergency Management Agency (FEMA):

- 1) **Access to Records.** The following access to records requirements apply to this contract:
 - a. The Contractor agrees to provide the State, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized

representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions

- b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed
- c. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract
- d. In compliance with the Disaster Recovery Act of 2018, the State and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

2) Changes.

See the provisions regarding modifications or change notice in the Contract Terms.

3) DHS Seal Logo and Flags.

The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

4) Compliance with Federal Law, Regulations, and Executive Orders.

This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

5) No Obligation by Federal Government.

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the State, Contractor, or any other party pertaining to any matter resulting from the Contract.”

6) Program Fraud and False or Fraudulent Statements or Related Acts

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor’s actions pertaining to this contract.

SCHEDULE I, EXHIBIT 1 – BYRD ANTI-LOBBYING CERTIFICATION

Contractor must complete this certification if the purchase will be paid for in whole or in part with funds obtained from the federal government and the purchase is greater than \$100,000.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Haworth, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

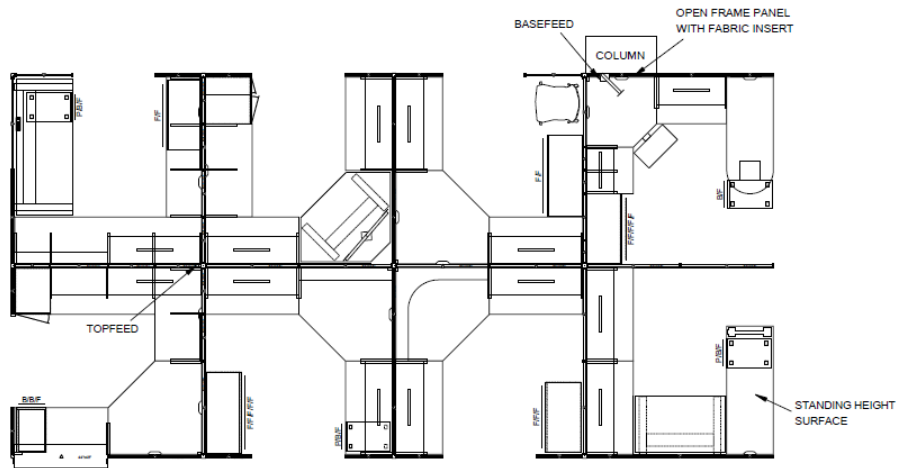
Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

CONTRACT NO. 22000000043


SCHEDULE J – Typical 8 Workstation Cluster

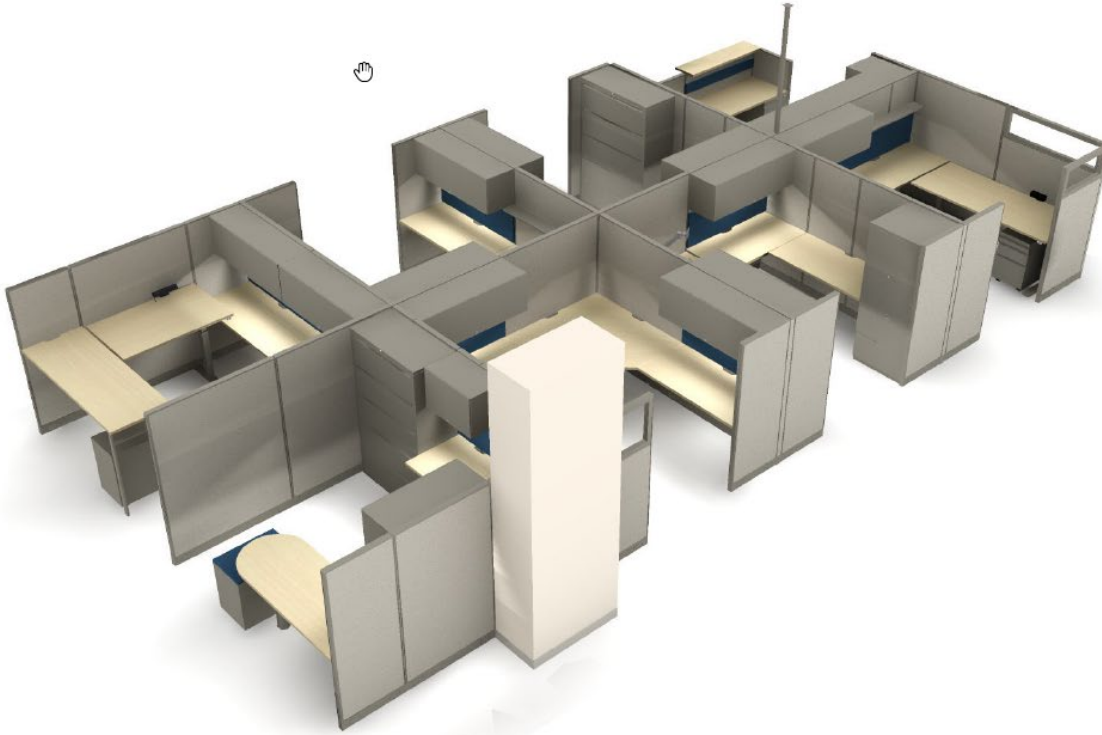


-ALL PANEL CONFIGURATIONS AND WORKSURFACE SUPPORTS TO MEET MANUFACTURER RECOMMENDATIONS IN REGARDS TO RUN LENGTHS AND TYPE/QUANTITY OF SUPPORTS FOR WORK SURFACES.

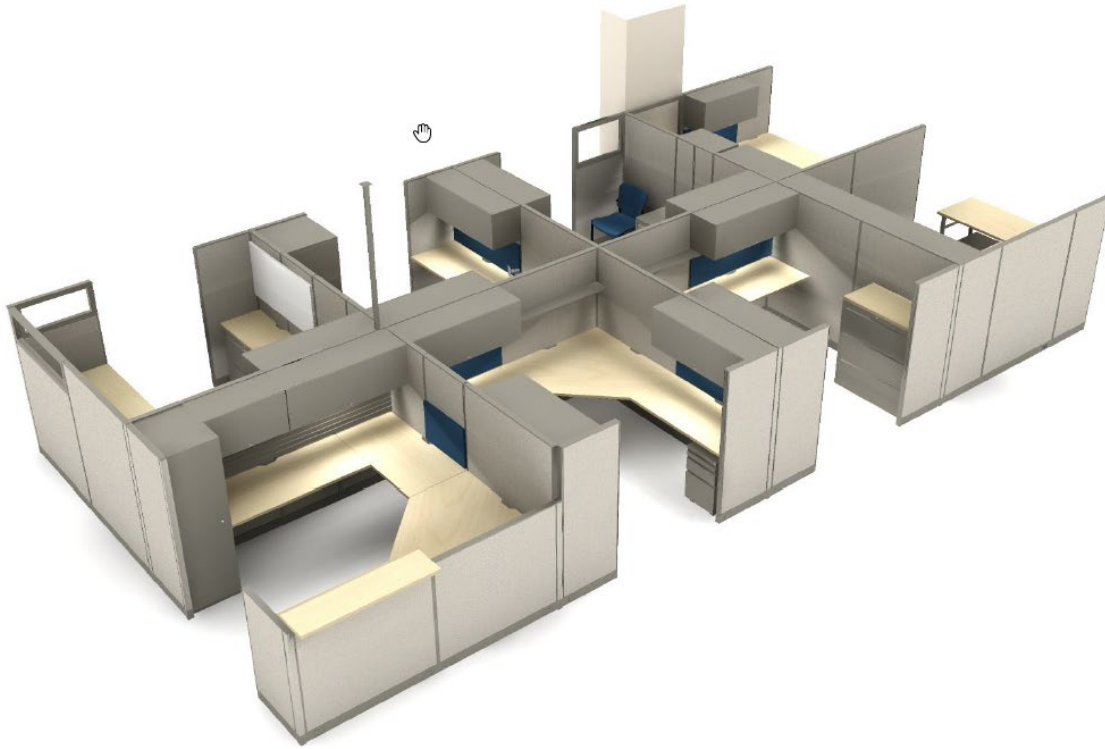
CURRENT STANDARDS:

- ALL PANELS TO BE POWERED
- 1 BASEFEED/TOPFEED PER 4 STATIONS
- 4 DUPLEX OUTLETS PER STATION
- 2 SHELF DIVIDERS (1 PAIR) PER OVERHEAD STORAGE UNIT
- WHEN A BASEFEED IS PLACED IN WALL WITH PANELS TO BE AGAINST IT, AN OPEN FRAME PANEL IS REQUIRED WITH FABRIC INSERT FROM WORKSURFACE LEVEL UP.
- ALL COMPONENTS TO BE LOCKING.
- CENTER CANTILEVER TO BE INSTALLED ON WORKSURFACES 60" IN LENGTH OR LONGER.

STATE OF MICHIGAN TYPICAL WORKSTATIONS		Sheet:
MODULAR RFP-FURNITURE PLAN		1 / 1
Client Name: DTMB-STATE FACILITIES ADMINISTRATION		Phone:
Project #:	Drawn By: REAL ESTATE DIVISION	Scale: 1/4" = 1'-0"
		Date: 4-9-21
		
3111 W. ST. JOSEPH ST. LANSING, MI 48217		



STATE OF MICHIGAN TYPICAL WORKSTATIONS MODULAR RFP-FURNITURE PLAN		Sheet:	1
		1	
Project #: _____ Drawn By: REAL ESTATE DIVISION Scale: NTS Date: 4-9-21		Client Name: DTMB-STATE FACILITIES ADMINISTRATION Phone: _____	
 Technology, Management & Budget 3111 W. ST. JOSEPH ST LANSING, MI 48217			



Project #: _____ Drawn By: REAL ESTATE DIVISION Scale: NTS Date: 4-9-21		STATE OF MICHIGAN TYPICAL WORKSTATIONS MODULAR RFP-FURNITURE PLAN		Sheet: 1 / 1
DTMB Technology, Management & Budget 3111 W. ST. JOSEPH ST. LANSING, MI 48917		Client Name: DTMB-STATE FACILITIES ADMINISTRATION Phone: _____		

CONTRACT NO. 220000000043

SCHEDULE M – WARRANTY INFORMATION

Great Expectations

You have them as a Haworth customer and so do we. And because we value our customers, we cover our products with this Product Compatibility and Limited Warranty Policy.

OUR COMMITMENT TO PRODUCT COMPATIBILITY – INTEGRATED PRODUCT PLATFORMS

As a market leader in the design and manufacture of workspaces that adapt to change, we strive to maintain product compatibility within our various generations of integrated product platforms. This benefits the customer who desires to update or modify their work environment. It also benefits the customer needing to replace a product due to damage or other reasons, but which is no longer manufactured or is otherwise unavailable, such as a fabric or finish that is discontinued because of changing market preferences. In both circumstances, we often can provide products with comparable function and performance.

OUR COMMITMENT TO PRODUCT QUALITY – THE HAWORTH NORTH AMERICA LIMITED WARRANTY

To ensure customer satisfaction and peace of mind, we stand behind our products with the following Haworth North America Limited Warranty (“Limited Warranty”).

What Products are Covered?

This Limited Warranty applies to new products manufactured by Haworth, Inc. or Haworth, Ltd. (individually, “Haworth”) after January 1, 2020 that are sold to an end-user purchaser by Haworth or an Authorized Haworth Dealer (“Covered Products”). Covered Products also include new products manufactured by a company other than Haworth after January 1, 2020 that are sold to an end-user purchaser by Haworth or an Authorized Haworth Dealer as part of the Haworth Collection line of products, but only if such products are specifically listed below in the “What are the Warranty Periods? - Haworth Collection of Products” section of this Limited Warranty. For products manufactured on or before January 1, 2019, please refer to the applicable Haworth warranty published in the Haworth North America Price List when the product was purchased, for products manufactured after January 1, 2019 please refer to www.haworth.com for the applicable Haworth warranty or contact your local Authorized Haworth Dealer.

In this Limited Warranty, the terms “us,” “we,” “our” and similar terms refer to Haworth, and an end-user purchaser refers to the first person who purchases a Covered Product for such person’s own internal use and not for resale or distribution.

The following products are excluded from the definition of “Covered Product” and not covered by this Limited Warranty, and neither Haworth nor its affiliates will have any obligation or liability relating to them: (a) software; (b) consumable items, such as batteries and bulbs/lamps; (c) the customer’s own material (COM), or any material specified by the purchaser that is not a standard Haworth product offering, such as Haworth Alliance fabrics, (d) other than Haworth Collection products not manufactured by Haworth as described above, any item manufactured by a third party from whom Haworth purchases the item for resale without incorporating it into a Haworth product as a component or part (in those situations, if the purchaser is not a direct beneficiary of the manufacturer’s warranty, then Haworth will assign to the purchaser any warranty that the manufacturer provides, to the extent the warranty is assignable), and (e) Ergotron® products included in the Accessories North American Price List, regardless of whether incorporated into a Haworth product as a component or part (if the purchaser is not a direct beneficiary of any applicable Ergotron® warranty, Haworth will assign such warranty to the purchaser, to the extent assignable).

What Problems are Covered?

Subject to the terms of this Limited Warranty, Haworth warrants to the end-user purchaser of a Covered Product that the Covered Product, at the time of purchase, will be free of any defect in design or workmanship that materially impairs the performance or functionality of the Covered Product under normal use (a "Defect"). This warranty is for 24-hour / 7-day multiple shift use of the applicable Covered Product; for seating products, such use is by individuals up to 325 lbs. In this Limited Warranty, normal use means use of a Covered Product in accordance with all of the following: (a) Haworth's standards instructions, guidelines and recommendations for that Covered Product; (b) if the Covered Product is part of the Haworth Collection and not manufactured by Haworth, then the applicable manufacturer's standard instructions, guidelines, and recommendations for that Covered Product; and (c) applicable laws, rules, regulations and ordinances.

A Defect excludes, and Haworth and its affiliates will not have any responsibility or liability for, the following: (a) normal wear and tear; (b) any damage, wear or failure of the Covered Product that occurs during transport of the Covered Product, or that is caused by improper use, care or maintenance of the Covered Product or by an act of God or other event outside of Haworth's reasonable control; (c) the natural variation of color, grain or texture found in wood and leather; (d) the natural aging of materials such as wood, fabric and leather which results in colors changing over time or during use; (e) dye lot variations in fabric, leather or wall coverings; (f) the natural patina of leather during use; (g) "puddling" or wrinkling of fabrics, leather, or faux leather; (h) reverse crocking of dyes from clothing onto seating materials; (i) scratches, dents, abrasions or other surface damage to Hoop products; (j) change in color (including fading) or other surface effects resulting from exposure to chemicals (such as chemicals in cleaning solutions) or exposure to sunlight or other sources of ultraviolet rays; or (k) any damage, wear or failure of the Covered Product caused by the integration or use of any non-Haworth materials, components, devices or other products into or with any Covered Product.

What Remedies are Available?

If a purchaser makes a valid claim under this Limited Warranty for a Defect to a Covered Product, Haworth, at its option, will either (a) repair the Covered Product at Haworth's cost, (b) replace the Covered Product at Haworth's cost with a new or refurbished product with comparable function and performance, or (c) refund or credit the purchase price of the Covered Product (excluding taxes, duties, fees and other amounts). All repair and replacement work will be performed by Haworth or a third party engaged by Haworth to perform the specific repair or replacement work relating to the Defect; repair or replacement work performed by any other person will void this Warranty. Haworth will not be responsible for any cost or expenses incurred by the purchaser relating to repair or replacement of a Covered Product due to a Defect, including without limitation freight, insurance, inspection, storage and similar costs and expenses. Any Covered Product that is replaced or whose purchase price is refunded or credited will become the sole and exclusive property of Haworth.

What Conditions Apply?

All the following conditions must be satisfied to make a valid claim under this Limited Warranty for a Defect to a Covered Product:

- the purchaser must have notified Haworth in writing of the Defect within 30 days after the purchaser first learns or has notice of the Defect, and in any event not later than three (3) business days after the last day of the applicable warranty period; all such notices must be sent to Haworth at One Haworth Center, Holland, Michigan 49423, Attention: Customer Service/ Warranty Claims;
- the purchaser must provide original Haworth order number and have fully complied with all instructions, requirements, and directions provided by Haworth, an Authorized Haworth Dealer or their respective agents regarding (a) the inspection, preservation or safeguarding of the Covered Product and (b) the transportation and delivery of the Covered Product to Haworth or, if directed by Haworth, to an Authorized Haworth Dealer or other party;
- the Covered Product must have been installed by Haworth or an installer certified by Haworth to install that Covered Product;
- all prior repairs of the Covered Product must have been performed by Haworth or an installer certified by Haworth to install that Covered Product;

- the repair of the Defect of the Covered Product pursuant to this Warranty must be performed by Haworth or a third party engaged by Haworth to perform the specific warranty-repair work;
- at all times the Covered Product must have been located in a building that is (a) dry, fully closed-in and protected from the natural elements, and (b) adequately heated, ventilated and air conditioned to maintain an internal temperature between 40°F and 90°F (4°C and 32°C) and relative humidity levels between 25% and 55%;
- the Covered Product must not have been modified, and the purchaser must have used and maintained the Covered Product in full conformity with all of Haworth’s written specifications, instructions and guides regarding use, care and maintenance;
- if the Covered Product is replaced or its purchase price is refunded, all bills of sale, assignments, releases, consents, approvals and other documents and/or actions required by Haworth to assign and transfer to Haworth sole and exclusive title in the Covered Product, free and clear of all liens, claims and encumbrances, must have been executed, delivered and/or made, as applicable; and
- all other conditions and requirements in or arising under this Limited Warranty, applicable law or a written agreement between Haworth and the purchaser, must have been fully satisfied.

What are the Warranty Periods?

A Covered Product’s warranty period begins on the Covered Product’s date of manufacture and ends on the expiration of the time period identified below for that particular Covered Product. In addition, the warranty period will automatically terminate at the time that the end-user purchaser ceases to solely own, possess, control and use the Covered Product.

- **Lifetime.** Except for those Covered Products or related components or materials identified below as having a different warranty period, the warranty period of a Covered Product is as long as the end-user purchaser continues to solely own the Covered Product.
- **Twelve (12) Years.** The following Covered Products have a 12-year warranty period:
 - seating products (framework, mechanisms, seating foam, cylinders, mesh, seating glides & casters, plastic components, and non-gel arm caps)
 - thermally fused laminates (Be_Hold)
 - wood or wood-framed products
 - Caseload mechanisms (hinges, slides, latches, glides, casters, etc.)
 - Premium Textured HPL
- **Ten (10) Years.** The following Covered Products have a 10-year warranty period:
 - wall products (excluding soft-close door mechanisms, wallcoverings, and glass)
 - Power Base™ Electrical (excluding Power Base AI and USB receptacles)
 - Planes®, Planes LT, Upside™, and Hop™ height adjustable product mechanisms¹
 - Patterns™ Workwall lighting (excluding ballasts)
 - products that are at any time used in a classroom or educational environment (other than administrative areas) except as limited or described below
 - adjustable keyboard pads and monitor arms
 - electrical (non-USB) and A/V accessories
- **Five (5) Years.** The following Covered Products have a 5-year warranty period:
 - fabric scrims, fabric screens, vertical fabrics, and wallcoverings
 - fabrics rated Heavy Duty (A) under the Association of

- Contract Textiles Guidelines
- leathers or faux leather
- vertical-use markerboard laminates
- user-adjustable work-surface mechanisms
- Power Base Receptacles with USB
- tablet arms (max. load 50 pounds)
- overhead storage unit slow-close mechanisms
- Reed Premier™ and Adaptable LED lighting
- electronic ballasts used in Patterns Workwall lighting
- glass used in Systems products² (vertical & horizontal)
- Improv and X-99 gel arm caps
- work tools and systems accessories (e.g. laptop holders and footrests)
- Jump™ height adjustable product mechanisms¹

¹ Troubleshooting procedures provided by Haworth must be used to determine if a mechanism is defective, the associated error code needs to be included in the Service Notification

² The tempering process for glass results in stronger glass and allows it to fracture into smaller, less harmful pieces when it breaks. Tempered glass often is referred to as “safety glass” because of this breakage feature. Although stronger, it is still important to handle tempered glass with care and avoid impact damage. Small impurities introduced during the tempering process or damage to edges during handling or use can result in spontaneous glass breakage at unpredictable times and are excluded from warranty coverage.

- **Three (3) Years.** The following Covered Products have a 3-year warranty period:
 - Power Base AI Electrical product
 - work ware™ hardware products
 - painted MDF product
 - USB retrofit kits or products incorporating USB charging outlets (Except Power Base)
 - Hoop products (excludes surface damage such as scratches, dents, or abrasions)
 - fabrics rated General Contract (a) under the Association of Contract Textiles Guideline

- **Two (2) Years.** The following Covered Products have a 2-year warranty period:
 - Walls soft-close door mechanisms

- **One (1) Year.** The following Covered Products have a 1-year warranty period:
 - horizontal use markerboard laminates
 - acrylic tops/surfaces
 - soft palm rests
 - electronic locks
 - mouse pad inserts
 - Translucent edging
 - glass used in Walls product (refer to note ² above)
 - Openest™ Plume Screens

- **Specific Product Lines.**
 - Tailored Solutions™. A Covered Product that is modified under Haworth’s “Tailored Solutions” program will have a warranty period that is the same as the standard catalog product that is modified; however, any material modification of the standard catalog product’s features, construction, function or aesthetics will have a 1-year warranty period.
 - Haworth Healthcare Products. The warranty period of a Covered Product within the Haworth Healthcare line of products is as follows (textiles and coverings are not covered by this Limited Warranty):

- **Five (5) Years.**
 - ✓ guest seating

- **Three (3) Years.**
 - ✓ standard glides
 - ✓ standard casters
 - ✓ patient room casegoods
 - ✓ manual exam tables and accessories
 - ✓ exam room stools
 - ✓ power exam tables and accessories
 - ✓ overbed tables

- **Two (2) Years.**
 - ✓ gas cylinders

- **One (1) Year.**
 - ✓ Thermofoil and Kydex arm caps
 - ✓ Thermofoil tops
 - ✓ central locking casters
 - ✓ recliner and lift chair motors
 - ✓ motion mechanisms
 - ✓ heat/massage
 - ✓ recliner options
 - ✓ modular exam base
 - ✓ wall casegoods

- Haworth Collection Products. The warranty period of a Covered Product within the Haworth Collection line of products, including those manufactured outside of North America and sold to a customer based or located in North America, is as follows (textiles and coverings are not covered by this Limited Warranty):
 - **Twelve (12) Years.**
 - ✓ Haworth seating products (framework, mechanisms, seating foam, cylinders, mesh, seating glides & casters, plastic components, and non-gel arm caps)
 - ✓ Haworth wood or wood-framed products

 - **Five (5) Years.**
 - ✓ Cappellini products manufactured in North America
 - ✓ Haworth products imported from Europe unless noted for shorter terms
 - ✓ Pablo Designs products

 - **Three (3) Years.**
 - ✓ GAN products
 - ✓ JANUS et Cie seating frames and table frames (excludes cushions, fabrics, frame finish, and glass)

 - **Two (2) Years.**
 - ✓ Cappellini products imported from Europe
 - ✓ Cassina products imported from Europe
 - ✓ Poltrona Frau products imported from Europe
 - ✓ BuzziSpace products

 - **One (1) Year.**
 - ✓ JANUS et Cie umbrellas and umbrella base

- **Service Parts.**

Haworth-authorized service parts installed on a Covered Product will be covered by this Limited

Warranty for the remaining balance of the warranty period for that Covered Product, so long as the service part was installed by Haworth or an installer certified by Haworth to install that Covered Product.

GENERAL TERMS

This Product Compatibility and Limited Warranty Policy extends solely to end-user purchasers of Covered Products and not to their successors, assigns, employees, agents or affiliates. This Policy is not assignable or transferable in whole or in part, whether voluntarily, by operation of law or otherwise, and any purported assignment or transfer will be void.

All determinations regarding the scope, applicability and interpretation of this Policy, including without limitation the satisfaction of and compliance with any of its conditions and requirements, will be made solely by Haworth in its discretion. All such determinations made by Haworth will be final, non-appealable and binding on all persons.

EXCEPT FOR THE EXPRESS LIMITED WARRANTY STATED ABOVE, TO THE EXTENT ALLOWED BY LAW, HAWORTH DOES NOT MAKE, AND IT EXPRESSLY DISCLAIMS, ANY WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, AS TO ANY PRODUCT OR SERVICE AND, IN PARTICULAR, DOES NOT MAKE, AND EXPRESSLY DISCLAIMS, ANY WARRANTY OR REPRESENTATION OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. ANY LEGALLY REQUIRED WARRANTY THAT MAY NOT BE DISCLAIMED WILL BE LIMITED IN DURATION TO ONE (1) YEAR FROM THE DATE OF MANUFACTURE.

AS SET FORTH IN THIS POLICY, REPAIR OR REPLACEMENT, OR REFUND/CREDIT OF THE PURCHASE PRICE, AT HAWORTH'S OPTION, OF A COVERED PRODUCT ARE THE EXCLUSIVE REMEDIES FOR ANY DEFECT TO THAT COVERED PRODUCT OR ANY OTHER ISSUE RELATING TO ITS MANUFACTURE OR INSTALLATION. IN NO EVENT SHALL HAWORTH OR ANY OF ITS AFFILIATES HAVE ANY LIABILITY IN TORT OR FOR ANY CONSEQUENTIAL, ECONOMIC, INDIRECT, SPECIAL, PUNITIVE OR INCIDENTAL DAMAGES, OR FOR LOSS OF PROFITS, REVENUES, USE OR REPUTATION, WITH RESPECT TO ANY COVERED PRODUCT OR ANY OTHER PRODUCT, WHETHER CAUSED BY, ARISING FROM OR RELATING TO A DEFECT OR OTHERWISE.

Applies to U.S. only: Some states do not allow limitations on how long an implied warranty lasts or do not allow the exclusion or limitation of incidental or consequential damages, so the limitations or exclusions in the immediately preceding paragraph may not apply to a purchaser. This Limited Warranty gives the purchaser specific legal rights, and the purchaser may also have other rights which vary from state to state.

SCHEDULE O - CERTIFICATIONS

HAWORTH

May 20, 2021

State of Michigan
DTMB-Procurement
Commodities Division
525 West Allegan/1st Floor
Lansing, MI

To whom it concerns:

Haworth understands the importance to the State of Michigan of receiving quality product, both new and refurbished, to support the ongoing needs within your facilities through the State of Michigan. DBI has been key in ensuring that the State receives the highest quality and most cost effective services by refurbishing and redeploying the State's current inventory of Haworth Systems products over the past several years.

Haworth intends this letter to serve as approval for West Michigan Office Interiors, located in Holland, Michigan, to act as an Authorized Supplier to DBI (a Haworth Preferred Dealer) for the purposes of refurbishing Haworth product intended for the State of Michigan.

If you have any questions please do not hesitate to call me.

Sincerely,



Chris Bouwman
Director, Pricing & Contracts

CJB/jb

One Haworth Center
Holland, MI 49423-9576
USA

D 616 393 3000
F 616 393 1570

haworth.com

HAWORTH

HAWORTH CERTIFIED INSTALLATION STATUS

Presented To

DBI Business Interiors

Certification Valid For: **UniGroup, UniGroup Too, Places, Premise, and Compose**

Original Certification Date: **July 21, 1998**

Certificate Reissue Date: **May 10, 2021**

This certificate verifies that the above listed company has met Haworth's criteria for certification for the listed product lines as outlined in the Certified Haworth Installer Program (CHIP). Installs performed by Haworth certified companies provide the following benefits:

- Assurance that product is installed consistently and correctly to Haworth standards.
- Compliance to Haworth warranty prerequisites.
- On schedule performance.
- Protection from product and facility damage through proper handling methods and staging of materials.
- Established and documented procedures for addressing customer-initiated changes.
- Walk-through inspections at project completion with corrective actions documented on a punch list.
- Customer acknowledgment of satisfactory completion of the installation work through a sign-off agreement.
- Follow-up services to handle product reconfigurations and adjustments.
- Prompt handling of installation issues.
- Maintenance (under separate contract) by trained personnel prolongs product life and reduces replacement costs.

HAWORTH, INC.

James M Kossen

James Kossen
Certification Program Manager
(616) 393-3707

Date: 5/10/2021

**HAWORTH**

HAWORTH CERTIFIED INSTALLATION STATUS

Presented To

Spartan Installation Group

Certification Valid For: **UniGroup, UniGroup Too, Places, Premise, and Compose**

Original Certification Date: **November 26, 2008**

Certificate Reissue Date: **May 10, 2021**

This certificate verifies that the above listed company has met Haworth's criteria for certification for the listed product lines as outlined in the Certified Haworth Installer Program (CHIP). Installs performed by Haworth certified companies provide the following benefits:

- Assurance that product is installed consistently and correctly to Haworth standards.
- Compliance to Haworth warranty prerequisites.
- On schedule performance.
- Protection from product and facility damage through proper handling methods and staging of materials.
- Established and documented procedures for addressing customer-initiated changes.
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- Prompt handling of installation issues.
- Maintenance (under separate contract) by trained personnel prolongs product life and reduces replacement costs.

HAWORTH, INC.

James M Kossen

James Kossen
Certification Program Manager
(616) 393-3707

Date: 5/10/2021

HAWORTH

HAWORTH CERTIFIED INSTALLATION STATUS

Presented To

Interphase Interiors

Certification Valid For: **UniGroup, UniGroup Too, Places, Premise, and Compose**

Original Certification Date: **July 21, 1998**

Certificate Reissue Date: **May 10, 2021**

This certificate verifies that the above listed company has met Haworth's criteria for certification for the listed product lines as outlined in the Certified Haworth Installer Program (CHIP). Installs performed by Haworth certified companies provide the following benefits:

- Assurance that product is installed consistently and correctly to Haworth standards.
- Compliance to Haworth warranty prerequisites.
- On schedule performance.
- Protection from product and facility damage through proper handling methods and staging of materials.
- Established and documented procedures for addressing customer-initiated changes.
- Walk-through inspections at project completion with corrective actions documented on a punch list.
- Customer acknowledgment of satisfactory completion of the installation work through a sign-off agreement.
- Follow-up services to handle product reconfigurations and adjustments.
- Prompt handling of installation issues.
- Maintenance (under separate contract) by trained personnel prolongs product life and reduces replacement costs.

HAWORTH, INC.

James M Kossen

James Kossen
Certification Program Manager
(616) 393-3707

Date: 5/10/2021

SCHEDULE S - PROGRAMMING SURVEY

Part 1—General Information

1. Name of Bureau/Division/Office:
2. Date completed :
3. Current Location:
4. Please provide the following information regarding the person who completed this form.
Name:

Title:

Telephone:

E-mail:

Fax:
5. Regarding the general information of your Bureau/Division/Office, briefly describe the missions, goals, and responsibilities of your specific group.
6. Please identify your group's normal work hours:
7. What attributes do you like about your existing space? Why?
For example: I like the glass panel in my workstation because it feels like I have a window.
8. What attributes do you dislike about your existing space? Why?
For example: I sit next to the copier so it's difficult to concentrate with the noise.
9. Specific individual have any special sight-line requirements
(i.e. cash handling, etc.)?
10. Please explain or describe if any sections of your group work in different ways.

Part 2—Organizational Chart & Projected Employees

1. **Please e-mail an attachment of an organization chart for your group** (to the address listed on the cover page of this document). Your organizational chart should have each employee's full name and title as well as their classification level.
2. Is there anyone who has a special consideration that would impact the design or layout of his/her individual workspace? Special considerations such as visual or hearing impaired, limited mobility, attention issues, health or medical concerns, etc. are important to document below.

--

Support Areas
(Equipment/Work Rooms/Training Areas)

3. Please list here all support areas “owned” by your group. **These may be reference libraries, training rooms, computer rooms, mailrooms, graphic material storage and collating work areas, etc.** These spaces may be in an enclosed room or an open area within your workspace. Please use the term “room” for a floor-to-ceiling space and the term “area” for a space defined by modular furniture or out in the open. *See the example in the chart below.*

Public Areas

4. Please list here all public areas required by your department. **These may be reception/waiting areas, public hearing rooms, public lobby, etc.** These spaces may be in an enclosed room or an open area within your workspace. Please use the term “room” for a floor-to-ceiling space and the term “area” for a space defined by modular furniture or out in the open. *See the example in the chart below.*

Conferencing Requirements

5. Please note the **meeting room requirements** for your department on the chart below. Please note **only meetings hosted by individuals in your department.** Please indicate the average length of time for the meetings and the usual frequency per week or month, as appropriate.

Relationships & Adjacencies

6. Please indicate the **amount of interaction** you have with all of **the other** Bureau, Divisions or Offices in the chart below in the chart below. To help you limit your response please note the average number of neighbors is less than three, and it is not possible to be adjacent to everyone. Focus on the groups that are vital to your organization, and please do not exceed the number of spaces provided.

Part 3 – Filing and Storage Requirements

7. Accurately documenting how much filing and storage you currently have is critical to ensure your future office space will meet your filing and storage needs. Please describe below how many file drawers your agency requires.

--

Part 4 – Misc. and Additional Information

1. Please explain any special considerations or clarify any answers from the previous pages as necessary. Be as specific as possible, and include any comments concerning lighting, acoustic, or special confidentiality requirements where applicable.

Thank you very much for your time and cooperation!

-Haworth, Inc.

CONTRACT NO. 22000000043

SCHEDULE U – SAMPLE LEAD TIME REPORT

Sales Document Number	Sales Order Entry Date	Sales Document Item Number	Catalog Code Desc	Product Line	Initial Requested Delivery Date	Commitment Date Per Lead Time Guide	Acknowledged Ship Date	Confirmed Delivery Date	DELIVERY - PASS
200243998	1/18/2021	100	ToDo,Single,Mobile,One Faux Leather,Grommet Both ,Handle	Wood Stg - Comp,Fmze,Girle,Tally,Etc	2/15/2021	2/15/2021	2/10/2021	2/15/2021	yes
		200	ToDo, Cup Holder (Grommet in chair required)	Wood Stg - Comp,Fmze,Girle,Tally,Etc	2/15/2021	2/15/2021	2/10/2021	2/15/2021	yes
		300	ToDo,Wood Tablet W/Arm (W11.5In.Wx19.5In.L) (Gromt In Chair	Wood Stg - Comp,Fmze,Girle,Tally,Etc	2/15/2021	2/15/2021	2/10/2021	2/15/2021	yes
Sales Document Number	Sales Order Entry Date	Sales Document Item Number	Catalog Code Desc	Product Line	Initial Requested Delivery Date	Commitment Date Per Lead Time Guide	Acknowledged Ship Date	Confirmed Delivery Date	DELIVERY - PASS
200526070	1/6/2021	100	ToDo,Ottoman,Fabric	Wood Stg - Comp,Fmze,Girle,Tally,Etc	1/27/2021	2/4/2021	2/5/2016	2/10/2016	NO
Sales Document Number	Sales Order Entry Date	Sales Document Item Number	Catalog Code Desc	Product Line	Initial Requested Delivery Date	Commitment Date Per Lead Time Guide	Acknowledged Ship Date	Confirmed Delivery Date	DELIVERY - PASS
200526288	1/6/2021	100	FTU,2sd,12 Port,3 Recept,1 USB,0 Data port,2 Cable Garage,Cir	Jump Stuff	1/6/2021	2/4/2021	2/5/2021	2/1/2016	yes
		200	PLANES, TABLE, PEBBLE 48X102	Kinetics, Tempo, Tactics, Planes, Cmpose	1/6/2021	2/4/2021	2/5/2021	2/1/2016	yes
		300	Zody Task, Fab St,Mesh Blk,4D,Lum,BkLk,SynTit,Foam,Adj St,Alu	Zody	1/6/2021	1/27/2021	1/29/2021	1/29/2021	NO
		500	PLN,REC,2460,LAM,3MM,STD,CO: NO,C-LEG,GLD, F,29"H,PTD	Kinetics, Tempo, Tactics, Planes, Cmpose	1/6/2021	2/4/2021	2/5/2021	2/11/2016	yes
Sales Document Number	Sales Order Entry Date	Sales Document Item Number	Catalog Code Desc	Product Line	Initial Requested Delivery Date	Commitment Date per Lead Time Guide	Acknowledged Ship Date	Confirmed Delivery Date	DELIVERY - PASS
200526293	1/7/2021	100	Zody Task, Fab St,Mesh Blk,Fixed,No Lum,BkLk,SynTit,Foam,Adj	Zody	2/18/2021	2/5/2021	2/16/2021	2/11/2016	yes
		200	Planes,Table,Rd,Lam,30"x30",Tm3,Co:None,Xbase,Gld,29"H,Palum	Kinetics, Tempo, Tactics, Planes, Cmpose	2/18/2021	2/5/2021	2/16/2021	2/11/2016	yes

SCHEDULE V - SAMPLE PURCHASING ACTIVITY REPORT

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Bath Charter Township	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$220.50	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$234.00	0.00%
	Bath Charter Township					Sum:	\$0.00	\$454.50	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Boji Group LLC	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$85,305.25	0.00%
	Boji Group LLC					Sum:	\$0.00	\$85,305.25	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Bureau of Services for	Bureau of Services for	New Furniture		Systems	Ergotron	\$821.43	\$316.99	61.41%
	Bureau of Services for					Sum:	\$821.43	\$316.99	61.41%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	City of Lansing	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$2,069.95	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$5,871.00	0.00%
	City of Lansing					Sum:	\$0.00	\$7,940.95	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Community Mental Health	Community Mental Health	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$64.86	0.00%
2020		Community Mental Health	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$624.00	0.00%
2020		DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$94.09	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$402.00	0.00%
	Community Mental Health					Sum:	\$0.00	\$1,184.95	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	County Of Eaton	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,275.83	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$3,588.00	0.00%
	County Of Eaton					Sum:	\$0.00	\$4,863.83	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	DBI Business Interiors	Amal Mansour	New Furniture		Systems	Ergotron	\$837.86	\$316.99	62.17%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Files & Storage	\$15,816.22	\$3,535.07	77.65%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$654.27	\$51.41	92.14%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worktools	\$401.05	\$168.44	58.00%
2020		DBI - Legacy	New Furniture		Systems	Premise Structures	\$283.43	\$55.27	80.50%
2020		DBI - Legacy	New Furniture		Wood Casegoods	X Series Desks	\$765.76	\$172.30	77.50%
2020		Dept of Human Services Warehouse	New Furniture		Systems	Adaptable Upper Storage	\$8,868.51	\$1,374.62	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Tables	Planes Collaborative	\$257.24	\$87.47	66.00%
2020		MICHIGAN DEPARTMENT OF TRANSPORTATI	Reburbishing		Unspecified Product Line	Unspecified Product Line	\$0.00	\$114.74	0.00%
2020		Selfridge Air National Guard	New Furniture		Tables	Planes Collaborative	\$1,236.30	\$420.34	66.00%
	DBI Business Interiors					Sum:	\$29,120.64	\$6,296.65	78.38%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Delhi Charter Township	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$183.02	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$585.00	0.00%
	Delhi Charter Township					Sum:	\$0.00	\$768.02	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Delta Charter Township	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$125.28	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$624.00	0.00%
	Delta Charter Township					Sum:	\$0.00	\$749.28	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Department of Environment	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$518.36	0.00%
2020		Department of Environment	New Furniture		Metal Casegoods	X Series Peds	\$4,231.26	\$952.03	77.50%
2020		Department of Environment	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%
2020		Department of Environment	New Furniture		Systems	Ergotron	\$1,137.00	\$454.80	60.00%
2020		Department of Environment	New Furniture		Systems	Places Structures	\$290.74	\$45.06	84.50%
2020		Department of Environment,	New Furniture		Systems	Places Structures	\$290.74	\$45.06	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Worksurfaces	\$35.66	\$5.52	84.52%
2020		Dept of Technology Mgmt & Budget	Programming		Systems	Adaptable Worksurfaces	\$3,155.54	\$199.04	93.69%
	Department of Environment					Sum:	\$9,140.94	\$2,219.87	75.72%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Department of Environment,	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$387.94	0.00%
2020		Department of Environment	New Furniture		Systems	Ergotron	\$547.00	\$218.80	60.00%
2020		Department of Environment	New Furniture		Systems	Unigroup Structures	\$2,473.75	\$383.43	84.50%

Department of Environment,							Sum:	\$3,020.75	\$990.17	67.22%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount	
2020	Dept of Insurance & Financial Servi	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$374.00	0.00%	
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$497.75	0.00%	
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$47.10	\$7.30	84.50%	
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$71.93	\$11.15	84.50%	
2020		DBI - Legacy	New Furniture		Systems	Unigroup Too Structures	\$11.69	\$1.81	84.52%	
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Worksurfaces	\$633.18	\$98.14	84.50%	
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Places Structures	\$14.41	\$2.23	84.52%	
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Unigroup Structures	\$78.00	\$12.09	84.50%	
Dept of Insurance & Financial Servi							Sum:	\$856.31	\$1,004.47	-17.30%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount	
2020	Dept Of Licensing & Regulatory Affa	Dept of Technology Mgmt & Budget	New Furniture		Metal Casegoods	X Series Storage Towers	\$23,076.96	\$5,192.32	77.50%	
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Lighting	\$2,005.35	\$842.24	58.00%	
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Upper Storage	\$14,041.96	\$2,176.51	84.50%	
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Places Structures	\$4,148.66	\$643.04	84.50%	
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Unigroup Structures	\$42,116.40	\$6,528.04	84.50%	
2020		Dept of Technology Mgmt & Budget	New Furniture		Tables	Planes Conference	\$2,616.68	\$889.67	66.00%	
2020		Dept of Technology Mgmt & Budget	Programming		Systems	Adaptable Worksurfaces	\$79,505.79	\$3,496.27	95.60%	
2020		Licensing & Regulatory Affairs	New Furniture		Metal Casegoods	X Series Storage Towers	\$10,288.16	\$2,314.84	77.50%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Worksurfaces	\$645.60	\$100.07	84.50%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Places Structures	\$2,266.52	\$351.31	84.50%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Unigroup Structures	\$25,681.65	\$3,980.65	84.50%	
2020		Licensing & Regulatory Affairs	Programming		Systems	Adaptable Worksurfaces	\$6,161.90	\$297.51	95.17%	
Dept Of Licensing & Regulatory Affa							Sum:	\$212,555.63	\$26,812.47	87.39%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount	
2020	Dept Of Military & Veterans Affairs	Charlevoix Emmet County	New Furniture		Systems	Ergotron	\$0.00	\$0.00	0.00%	
2020		DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$5,019.00	0.00%	
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$70,346.04	0.00%	
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Files & Storage	\$16,491.30	\$3,710.53	77.50%	
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Peds	\$4,573.01	\$1,028.92	77.50%	
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Storage Towers	\$10,831.92	\$2,437.18	77.50%	
2020		DBI - Legacy	New Furniture		Systems	Adaptable Lighting	\$1,496.42	\$650.09	56.56%	
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$1,269.61	\$196.78	84.50%	
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$14,173.77	\$1,549.55	89.07%	
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worktools	\$5,747.35	\$2,413.90	58.00%	
2020		DBI - Legacy	New Furniture		Systems	Compose Structures	\$86.56	\$13.42	84.50%	
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$464.45	\$71.99	84.50%	
2020		DBI - Legacy	New Furniture		Systems	Premise Structures	\$45,049.56	\$8,784.65	80.50%	
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$10,388.16	\$1,610.16	84.50%	
2020		DBI - Legacy	New Furniture		Tables	Planes Collaborative	\$4,038.26	\$1,373.00	66.00%	
2020		DBI - Legacy	New Furniture		Tables	Planes Conference	\$0.00	\$0.00	0.00%	
2020		DBI - Legacy	New Furniture		Tables	Planes Training	\$2,686.91	\$913.55	66.00%	
2020		DBI - Legacy	New Furniture		Wood Casegoods	X Series Desks	\$36,023.94	\$8,105.36	77.50%	
2020		DBI - Legacy	Programming		Wood Casegoods	X Series Desks	\$4,145.22	\$932.67	77.50%	
2020		DBI Warehouse	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$4,905.00	0.00%	
2020		Interphase Interiors	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$564.32	0.00%	
2020		Interphase Interiors	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$3,573.50	0.00%	
Dept Of Military & Veterans Affairs							Sum:	\$157,466.44	\$118,199.61	24.94%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount	
2020	DNR Interlochen State Park	Morse Moving & Storage	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$606.50	0.00%	
2020		Morse Moving & Storage	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$3,788.16	0.00%	
2020		Morse Moving & Storage	New Furniture		Metal Casegoods	X Series Files & Storage	\$5,731.51	\$1,289.59	77.50%	
2020		Morse Moving & Storage	New Furniture		Metal Casegoods	X Series Peds	\$4,505.97	\$1,013.84	77.50%	
2020		Morse Moving & Storage	New Furniture		Metal Casegoods	X Series Storage Towers	\$5,144.08	\$1,157.42	77.50%	
2020		Morse Moving & Storage	New Furniture		Systems	Adaptable Lighting	\$797.85	\$335.09	58.00%	
2020		Morse Moving & Storage	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%	
2020		Morse Moving & Storage	New Furniture		Systems	Adaptable Worksurfaces	\$225.00	\$34.88	84.50%	
2020		Morse Moving & Storage	New Furniture		Systems	Adaptable Worktools	\$4,501.24	\$1,830.06	59.34%	
2020		Morse Moving & Storage	New Furniture		Tables	Planes Collaborative	\$11,061.36	\$3,760.87	66.00%	
2020		Morse Moving & Storage	New Furniture		Tables	Planes Training	\$648.96	\$220.65	66.00%	
2020		Morse Moving & Storage	New Furniture		Wood Casegoods	X Series Desks	\$27,702.76	\$6,233.12	77.50%	
DNR Interlochen State Park							Sum:	\$60,318.73	\$20,270.18	66.39%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	DNR Maybury State Park	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$496.17	0.00%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Files & Storage	\$1,432.26	\$322.26	77.50%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Storage Towers	\$5,144.08	\$1,157.42	77.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Lighting	\$603.75	\$253.57	58.00%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$201.20	\$31.19	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worktools	\$4,335.45	\$1,820.90	58.00%
2020		DBI - Legacy	New Furniture		Tables	Planes Collaborative	\$9,406.60	\$3,198.25	66.00%
2020		DBI - Legacy	New Furniture		Tables	Planes Training	\$648.96	\$220.65	66.00%
2020		DBI - Legacy	New Furniture		Wood Casegoods	X Series Desks	\$24,000.06	\$5,399.98	77.50%
2020		DNR Maybury State Park	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$2,495.88	0.00%
	DNR Maybury State Park					Sum:	\$45,772.36	\$15,396.27	66.36%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	DNR Pinckney Recreation Area	DNR Pinckney Recreation Area	New Furniture		Systems	Ergotron	\$1,692.86	\$683.90	59.60%
	DNR Pinckney Recreation Area					Sum:	\$1,692.86	\$683.90	59.60%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Early Childhood Investment Corp ECI	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$679.98	0.00%
2020		DBI Warehouse	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$226.66	0.00%
	Early Childhood Investment Corp ECI					Sum:	\$0.00	\$906.64	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Flint Area Narcotics Group	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$91.07	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$195.00	0.00%
	Flint Area Narcotics Group					Sum:	\$0.00	\$286.07	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Genesee County	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$953.72	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$3,244.50	0.00%
	Genesee County					Sum:	\$0.00	\$4,198.22	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Ingham County Purchasing	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$712.09	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$3,703.00	0.00%
	Ingham County Purchasing					Sum:	\$0.00	\$4,415.09	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Interphase Interiors	Department of Treasury	New Furniture		Systems	Adaptable Upper Storage	\$49.88	\$7.72	84.52%
2020		Interphase Inc	New Furniture		Metal Casegoods	Other Freestanding General	\$0.00	\$0.00	0.00%
2020		Interphase Inc	New Furniture		Metal Casegoods	X Series Files & Storage	\$351.59	\$79.11	77.50%
2020		Interphase Inc	New Furniture		Metal Casegoods	X Series Storage Towers	\$701.95	\$157.94	77.50%
2020		Interphase Inc	New Furniture		Systems	Adaptable Upper Storage	\$486.95	\$75.42	84.51%
2020		Interphase Inc	New Furniture		Systems	Unigroup Too Structures	\$566.70	\$87.84	84.50%
2020		Interphase Inc	New Furniture		Wood Casegoods	X Series Desks	\$608.48	\$136.91	77.50%
	Interphase Interiors					Sum:	\$2,765.55	\$544.94	80.30%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Lansing Board Of Water & Light	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$105.74	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$253.50	0.00%
	Lansing Board Of Water & Light					Sum:	\$0.00	\$359.24	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Lansing School District	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$195.00	0.00%
	Lansing School District					Sum:	\$0.00	\$195.00	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Mason Public Schools	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$691.45	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$2,301.00	0.00%
	Mason Public Schools					Sum:	\$0.00	\$2,992.45	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Civil Service Commission	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$294.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$91.79	0.00%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$55.58	\$8.61	84.51%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$810.47	\$125.62	84.50%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$598.68	\$92.79	84.50%

2020		DBI - Legacy	New Furniture	Systems	Premise Structures	\$27.00	\$4.18	84.52%
2020		DBI - Legacy	New Furniture	Systems	Unigroup Structures	\$110.96	\$17.20	84.50%
2020		DBI - Legacy	Programming	Systems	Adaptable Worksurfaces	\$1,641.87	\$105.01	93.60%
2020		DBI - Legacy	Programming	Tables	Planes Height Adjustable	\$3,749.76	\$926.70	75.29%
2020		Haworth Customer Pickup	New Furniture	Systems	Places Structures	\$62.80	\$9.73	84.51%
2020		Haworth Customer Pickup	New Furniture	Systems	Unigroup Structures	\$71.93	\$11.15	84.50%
2020		Haworth Customer Pickup	New Furniture	Systems	Unigroup Too Structures	\$11.69	\$1.81	84.52%
	Michigan Civil Service Commission				Sum:	\$7,140.74	\$2,588.59	63.75%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Department Of Corrections	DBI - Legacy	Design		Services	Services General	\$0.00	\$0.00	0.00%
2020		DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$2,034.32	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$57,301.00	0.00%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Files & Storage	\$10,795.33	\$2,428.95	77.50%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Peds	\$4,923.49	\$1,107.78	77.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$15,294.53	\$1,566.82	89.76%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$2,240.70	\$347.31	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$219,404.31	\$29,475.05	86.57%
2020		DBI - Legacy	New Furniture		Tables	Jive	\$30,317.00	\$12,733.14	58.00%
2020		DBI - Legacy	New Furniture		Tables	Planes Training	\$1,256.27	\$427.13	66.00%
2020		DBI - Legacy	New Furniture		Walls	Walls Adaptable Components	\$134.52	\$60.53	55.00%
2020		DBI - Legacy	New Furniture		Wood Casegoods	X Series Desks	\$13,869.03	\$3,120.53	77.50%
2020		DBI - Legacy	Programming		Unspecified Product Line	Unspecified Product Line	\$0.00	(\$200.00)	0.00%
2020		Dept of Corrections	New Furniture		Tables	Jive	\$24,829.80	\$10,428.52	58.00%
2020		MI Dept of Corrections	New Furniture		Metal Casegoods	X Series Files & Storage	\$55,626.00	\$8,082.36	85.47%
2020		MI Dept of Corrections	New Furniture		Metal Casegoods	X Series Peds	\$90,836.32	\$9,306.65	89.75%
2020		MI Dept of Corrections	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%
2020		MI Dept of Corrections	New Furniture		Systems	Adaptable Worksurfaces	\$150,075.26	\$16,799.27	88.81%
2020		MI Dept of Corrections	New Furniture		Systems	Places Structures	\$20,612.67	\$2,707.15	86.87%
2020		MI Dept of Corrections	New Furniture		Systems	Unigroup Structures	\$437,446.80	\$56,042.20	87.19%
2020		MI Dept of Corrections	New Furniture		Tables	Jive	\$4,091.10	\$1,718.26	58.00%
2020		MI Dept of Corrections	New Furniture		Tables	Planes Collaborative	\$4,520.84	\$1,430.62	68.35%
2020		MI Dept of Corrections	New Furniture		Tables	Planes Conference	\$6,510.53	\$1,991.11	69.42%
2020		MI Dept of Corrections	New Furniture		Tables	Planes Training	\$25,057.63	\$7,566.52	69.80%
2020		MI Dept of Corrections	Programming		Metal Casegoods	X Series Files & Storage	\$323,841.98	\$42,202.70	86.97%
	Michigan Department Of Corrections				Sum:	\$1,441,684.11	\$268,677.92	81.36%	

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Department Of Natural Reso	Dept of Natural Resources	New Furniture		Systems	Ergotron	\$3,153.15	\$1,242.89	60.58%
	Michigan Department Of Natural Reso				Sum:	\$3,153.15	\$1,242.89	60.58%	

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Department of State Police	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$252.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$66.67	0.00%
2020		Michigan Department Of State Police	New Furniture		Systems	Ergotron	\$846.43	\$341.95	59.60%
2020		Michigan State Police	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$168.00	0.00%
2020		Michigan State Police	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$232.97	0.00%
	Michigan Department of State Police				Sum:	\$846.43	\$1,061.59	-25.42%	

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Department Of Transportati	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$3,108.00	0.00%
2020		Department of Transportation	New Furniture		Systems	Ergotron	\$1,726.72	\$683.90	60.39%
2020		Dept of Transportation	New Furniture		Systems	Ergotron	\$863.36	\$352.21	59.20%
2020		Michigan Department of	New Furniture		Systems	Ergotron	\$863.36	\$341.95	60.39%
2020		Michigan Department Of Transportati	New Furniture		Systems	Adaptable Worksurfaces	\$2,778.30	\$430.64	84.50%
2020		Michigan Department Of Transportati	New Furniture		Systems	Places Structures	\$50,133.60	\$7,770.71	84.50%
2020		Michigan Department Of Transportati	New Furniture		Systems	Unigroup Structures	\$3,607.80	\$559.21	84.50%
2020		Michigan Department Of Transportati	New Furniture		Tables	Planes Collaborative	\$6,517.64	\$2,216.00	66.00%
2020		MICHIGAN DEPARTMENT OF TRANSPORTATI	New Furniture		Systems	Ergotron	\$4,316.80	\$1,709.76	60.39%
2020		Michigan Dept of Transportation	New Furniture		Metal Casegoods	X Series Files & Storage	\$12,643.90	\$2,844.88	77.50%
2020		Michigan Dept of Transportation	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%
2020		Michigan Dept of Transportation	New Furniture		Systems	Adaptable Worksurfaces	\$105,661.39	\$4,574.35	95.67%
2020		Michigan Dept of Transportation	New Furniture		Systems	Ergotron	\$18,875.41	\$7,543.44	60.04%
2020		Michigan Dept of Transportation	New Furniture		Systems	Planes Height Adjustable	\$9,861.85	\$3,204.23	67.51%
2020		Michigan Dept of Transportation	New Furniture		Systems	Unigroup Structures	\$57,646.20	\$8,935.16	84.50%
2020		Michigan Dept of Transportation	New Furniture		Tables	Planes Collaborative	\$1,817.00	\$617.78	66.00%
2020		Michigan Dept of Transportation	New Furniture		Tables	Planes Training	\$1,010.77	\$343.66	66.00%

2020		Michigan Dept of Transportation	New Furniture	Tables	Swivel		\$812.80	\$341.38	58.00%
2020		Michigan Dept of Transportation	Programming	Systems	Adaptable Upper Storage		\$121,787.06	\$16,835.35	86.18%
2020		Michigan Dept of Transportation	Programming	Tables	Planes Conference		\$238.66	\$81.14	66.00%
2020		Michigan Dept of Transportation	Programming	Unspecified Product Line	Unspecified Product Line		\$0.00	(\$2,900.00)	0.00%
2020		Michigan Dept Of Transportation	New Furniture	Systems	Ergotron		\$863.36	\$341.95	60.39%
2020		State of Michigan	New Furniture	Systems	Ergotron		\$863.36	\$341.95	60.39%
		Michigan Department Of Transportati			Sum:		\$402,889.34	\$60,277.65	85.04%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept of Agriculture	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,306.00	0.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Worksurfaces	\$129.12	\$20.01	84.50%
2020		Dept of Technology Mgmt & Budget	Programming		Systems	Adaptable Worksurfaces	\$4,183.81	\$261.05	93.76%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Worksurfaces	\$903.84	\$140.10	84.50%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Worktools	\$270.40	\$113.57	58.00%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Ergotron	\$547.00	\$218.80	60.00%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Places Structures	\$624.71	\$96.83	84.50%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Unigroup Structures	\$5,181.30	\$803.10	84.50%
2020		Licensing & Regulatory Affairs	Programming		Systems	Adaptable Worksurfaces	\$8,434.36	\$421.61	95.00%
2020		Licensing & Regulatory Affairs	Programming		Tables	Planes Height Adjustable	\$19,964.29	\$4,569.32	77.11%
		Michigan Dept of Agriculture			Sum:		\$40,238.83	\$7,950.39	80.24%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept Of Agriculture	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$27.71	0.00%
2020		DBI - Legacy	New Furniture		Systems	Ergotron	\$599.00	\$239.60	60.00%
		Michigan Dept Of Agriculture			Sum:		\$599.00	\$267.31	55.37%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept Of Agriculture / Lab	Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Worktools	\$3,408.75	\$1,431.67	58.00%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Unigroup Structures	\$7,380.64	\$1,144.00	84.50%
		Michigan Dept Of Agriculture / Lab			Sum:		\$10,789.39	\$2,575.67	76.13%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept Of Attorney General	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$378.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$962.38	0.00%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$14.41	\$2.23	84.52%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$26.00	\$4.03	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Places Structures	\$15.70	\$2.43	84.52%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Structures	\$71.93	\$11.15	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Too Structures	\$11.69	\$1.81	84.52%
		Michigan Dept Of Attorney General			Sum:		\$139.73	\$1,362.03	-874.76%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept of Corrections	Department of Corrections	New Furniture		Metal Casegoods	X Series Peds	\$3,531.45	\$794.58	77.50%
2020		Department of Corrections	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%
2020		Dept of Corrections	New Furniture		Metal Casegoods	X Series Peds	\$678.08	\$152.57	77.50%
2020		Dept of Corrections	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%
2020		Dept of Corrections	New Furniture		Systems	Adaptable Worksurfaces	\$2,013.87	\$251.58	87.51%
2020		Dept of Corrections	New Furniture		Systems	Adaptable Worktools	\$348.28	\$146.28	58.00%
2020		Michigan Dept of Corrections	New Furniture		Metal Casegoods	X Series Peds	\$678.08	\$152.57	77.50%
2020		Michigan Dept of Corrections	New Furniture		Services	Services General	\$0.00	\$2,706.66	0.00%
2020		Michigan Dept of Corrections	New Furniture		Systems	Adaptable Lighting	\$235.41	\$37.28	84.16%
2020		Michigan Dept of Corrections	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%
2020		Michigan Dept of Corrections	New Furniture		Systems	Adaptable Worktools	\$388.30	\$163.09	58.00%
2020		Michigan Dept of Corrections	New Furniture		Wood Casegoods	X Series Desks	\$9,052.14	\$2,036.73	77.50%
		Michigan Dept of Corrections			Sum:		\$16,925.61	\$6,441.34	61.94%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept Of Corrections	DBI - Legacy	New Furniture		Metal Casegoods	Other Freestanding General	\$0.00	\$0.00	0.00%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Files & Storage	\$0.00	\$0.00	0.00%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$0.00	\$0.00	0.00%
2020		Dept of Corrections Ionia	New Furniture		Metal Casegoods	Places Files	\$1,283.52	\$198.95	84.50%
2020		Dept of Corrections Ionia	New Furniture		Metal Casegoods	X Series Peds	\$17,526.28	\$3,943.41	77.50%
2020		Dept of Corrections Ionia	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%
2020		Dept of Corrections Ionia	New Furniture		Tables	Planes Collaborative	\$1,231.54	\$418.72	66.00%
2020		Dept of Corrections Ionia	New Furniture		Wood Casegoods	X Series Desks	\$18,874.32	\$4,246.72	77.50%
2020		Michigan Dept of Corrections	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%
2020		Michigan Dept of Corrections	Programming		Metal Casegoods	X Series Files & Storage	\$27,515.40	\$5,628.15	79.55%
		Michigan Dept Of Corrections			Sum:		\$66,431.06	\$14,435.95	78.27%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept of Education	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$110.84	0.00%
	Michigan Dept of Education					Sum:	\$0.00	\$110.84	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept Of Education	Michigan Dept of Education	New Furniture		Systems	Ergotron	\$5,992.73	\$2,393.65	60.06%
2020		State of Michigan	New Furniture		Systems	Ergotron	\$6,906.88	\$2,735.62	60.39%
	Michigan Dept Of Education					Sum:	\$12,899.61	\$5,129.27	60.24%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept of Health &	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$115.00	0.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Ergotron	\$1,032.00	\$412.80	60.00%
	Michigan Dept of Health &					Sum:	\$1,032.00	\$527.80	48.86%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept of Health & Human Svc	Charlevoix Emmet County	New Furniture		Systems	Ergotron	\$863.36	\$341.95	60.39%
2020		Michigan Dept of Health & Human Svc	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,958.00	0.00%
	Michigan Dept of Health & Human Svc					Sum:	\$863.36	\$2,299.95	-166.40%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept of Human Services	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,512.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$516,897.13	0.00%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Lighting	\$0.00	\$0.00	0.00%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$4,549.70	\$705.20	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$93,119.10	\$7,170.81	92.30%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worktools	\$1,021.90	\$429.20	58.00%
2020		DBI - Legacy	New Furniture		Systems	Ergotron	\$1,165.86	\$462.95	60.29%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$1,702.49	\$263.89	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$93,840.49	\$14,545.27	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Too Structures	\$93.52	\$14.50	84.50%
2020		DBI - Legacy	New Furniture		Tables	Jive	\$993.12	\$417.11	58.00%
2020		DBI - Legacy	New Furniture		Tables	Planes Collaborative	\$8,355.56	\$2,840.89	66.00%
2020		DBI - Legacy	New Furniture		Tables	Planes Conference	\$10,869.55	\$3,695.64	66.00%
2020		DBI - Legacy	New Furniture		Tables	Planes Training	\$41.62	\$14.15	66.00%
2020		Dept of Health & Human Svcs	New Furniture		Systems	Ergotron	\$837.86	\$316.99	62.17%
2020		Dept of Human Services Warehouse	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$3,784.00	0.00%
2020		Dept of Human Services Warehouse	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$123,744.09	0.00%
2020		Dept of Human Services Warehouse	New Furniture		Metal Casegoods	X Series Files & Storage	\$256,548.93	\$57,414.53	77.62%
2020		Dept of Human Services Warehouse	New Furniture		Metal Casegoods	X Series Peds	\$241,083.91	\$54,243.87	77.50%
2020		Dept of Human Services Warehouse	New Furniture		Systems	Adaptable Lighting	\$99,592.20	\$35,072.20	64.78%
2020		Dept of Human Services Warehouse	New Furniture		Systems	Adaptable Upper Storage	\$136,341.54	\$20,240.13	85.15%
2020		Dept of Human Services Warehouse	New Furniture		Systems	Adaptable Worksurfaces	\$863,671.39	\$54,715.63	93.66%
2020		Dept of Human Services Warehouse	New Furniture		Systems	Adaptable Worktools	\$5,868.48	\$2,464.76	58.00%
2020		Dept of Human Services Warehouse	New Furniture		Systems	Compose Structures	\$22,953.36	\$4,779.20	79.18%
2020		Dept of Human Services Warehouse	New Furniture		Systems	Ergotron	\$65,863.97	\$26,212.89	60.20%
2020		Dept of Human Services Warehouse	New Furniture		Systems	Places Structures	\$206,676.64	\$29,250.00	85.85%
2020		Dept of Human Services Warehouse	New Furniture		Systems	Planes Height Adjustable	\$20,601.36	\$7,004.46	66.00%
2020		Dept of Human Services Warehouse	New Furniture		Systems	Premise Structures	\$11,960.00	\$1,594.64	86.67%
2020		Dept of Human Services Warehouse	New Furniture		Systems	Unigroup Structures	\$5,044,404.17	\$768,356.46	84.77%
2020		Dept of Human Services Warehouse	New Furniture		Tables	Jive	\$59,464.44	\$24,680.35	58.50%
2020		Dept of Human Services Warehouse	New Furniture		Tables	Planes Collaborative	\$164,497.22	\$55,929.05	66.00%
2020		Dept of Human Services Warehouse	New Furniture		Tables	Planes Conference	\$161,769.60	\$55,001.66	66.00%
2020		Dept of Human Services Warehouse	New Furniture		Tables	Planes Training	\$43,547.76	\$14,309.69	67.14%
2020		Dept of Human Services Warehouse	Programming		Metal Casegoods	X Series Files & Storage	\$131,606.37	\$29,611.43	77.50%
2020		Dept of Human Services Warehouse	Programming		Systems	Adaptable Worksurfaces	\$3,140.67	\$85.86	97.27%
2020		Dept of Human Services Warehouse	Programming		Unspecified Product Line	Unspecified Product Line	\$0.00	(\$59,000.19)	0.00%
2020		DHHS- Clinton Township	New Furniture		Metal Casegoods	X Series Files & Storage	\$372,471.01	\$83,805.97	77.50%
2020		DHHS- Clinton Township	New Furniture		Metal Casegoods	X Series Peds	\$251,511.52	\$56,590.10	77.50%
2020		DHHS- Clinton Township	New Furniture		Systems	Adaptable Lighting	\$63,612.00	\$9,859.85	84.50%
2020		DHHS- Clinton Township	New Furniture		Systems	Adaptable Upper Storage	\$171,970.26	\$26,655.39	84.50%
2020		DHHS- Clinton Township	New Furniture		Systems	Adaptable Worksurfaces	\$708,530.06	\$39,162.32	94.47%
2020		DHHS- Clinton Township	New Furniture		Systems	Places Structures	\$253,143.22	\$39,237.21	84.50%
2020		DHHS- Clinton Township	New Furniture		Systems	Unigroup Structures	\$2,300,538.03	\$358,583.40	84.50%
2020		DHHS Kalamazoo	New Furniture		Metal Casegoods	X Series Files & Storage	\$284,684.40	\$64,054.00	77.50%
2020		DHHS Kalamazoo	New Furniture		Metal Casegoods	X Series Peds	\$249,533.44	\$56,145.02	77.50%
2020		DHHS Kalamazoo	New Furniture		Systems	Adaptable Lighting	\$63,099.00	\$9,780.34	84.50%
2020		DHHS Kalamazoo	New Furniture		Systems	Adaptable Upper Storage	\$151,811.31	\$23,530.75	84.50%

2020		DHHS Kalamazoo	New Furniture	Systems	Adaptable Worksurfaces	\$679,257.35	\$35,143.17	94.83%
2020		DHHS Kalamazoo	New Furniture	Systems	Adaptable Worktools	\$479.16	\$74.27	84.50%
2020		DHHS Kalamazoo	New Furniture	Systems	Places Structures	\$157,609.08	\$24,429.39	84.50%
2020		DHHS Kalamazoo	New Furniture	Systems	Unigroup Structures	\$3,384,261.73	\$524,560.56	84.50%
2020		DHHS Kalamazoo	New Furniture	Tables	Jive	\$11,181.86	\$4,242.64	62.06%
2020		DHHS Kalamazoo	New Furniture	Tables	Planes Collaborative	\$8,137.50	\$2,766.75	66.00%
2020		DHHS Kalamazoo	New Furniture	Tables	Planes Conference	\$28,142.99	\$9,568.61	66.00%
2020		DHHS Kalamazoo	New Furniture	Tables	Planes Training	\$157,607.60	\$47,410.03	69.92%
2020		DHHS Kalamazoo	Programming	Unspecified Product Line	Unspecified Product Line	\$0.00	(\$195.92)	0.00%
2020		DHHS - Redford	Installation	Unspecified Product Line	Unspecified Product Line	\$0.00	\$50,784.23	0.00%
2020		DHHS - Redford	New Furniture	Metal Casegoods	X Series Peds	\$143,752.96	\$32,344.42	77.50%
2020		DHHS - Redford	New Furniture	Systems	Adaptable Lighting	\$35,226.00	\$5,460.03	84.50%
2020		DHHS - Redford	New Furniture	Systems	Adaptable Upper Storage	\$97,573.53	\$15,123.91	84.50%
2020		DHHS - Redford	New Furniture	Systems	Adaptable Worksurfaces	\$385,473.45	\$19,240.14	95.01%
2020		DHHS - Redford	New Furniture	Systems	Places Structures	\$47,530.00	\$7,367.15	84.50%
2020		DHHS - Redford	New Furniture	Systems	Unigroup Structures	\$829,245.53	\$128,533.04	84.50%
2020		DHHS - Warren	New Furniture	Metal Casegoods	X Series Files & Storage	\$119,368.57	\$26,857.93	77.50%
2020		DHHS - Warren	New Furniture	Metal Casegoods	X Series Peds	\$108,602.34	\$24,435.52	77.50%
2020		DHHS - Warren	New Furniture	Systems	Adaptable Lighting	\$29,682.00	\$12,466.44	58.00%
2020		DHHS - Warren	New Furniture	Systems	Adaptable Upper Storage	\$65,835.00	\$10,204.42	84.50%
2020		DHHS - Warren	New Furniture	Systems	Adaptable Worksurfaces	\$290,018.37	\$16,752.07	94.22%
2020		DHHS - Warren	New Furniture	Systems	Adaptable Worktools	\$492.42	\$206.82	58.00%
2020		DHHS - Warren	New Furniture	Systems	Places Structures	\$77,715.42	\$12,045.88	84.50%
2020		DHHS - Warren	Programming	Unspecified Product Line	Unspecified Product Line	\$0.00	(\$6,600.00)	0.00%
2020		Gogebic County Office	Installation	Unspecified Product Line	Unspecified Product Line	\$0.00	\$6,818.50	0.00%
2020		Gogebic County Office	New Furniture	Metal Casegoods	X Series Files & Storage	\$7,791.02	\$1,752.98	77.50%
2020		Gogebic County Office	New Furniture	Metal Casegoods	X Series Peds	\$26,797.98	\$6,029.55	77.50%
2020		Gogebic County Office	New Furniture	Systems	Adaptable Upper Storage	\$10,816.58	\$1,676.56	84.50%
2020		Gogebic County Office	New Furniture	Systems	Adaptable Worksurfaces	\$23,096.54	\$1,550.80	93.29%
2020		Gogebic County Office	New Furniture	Systems	Unigroup Structures	\$17,834.86	\$2,764.40	84.50%
2020		Gogebic County Office	New Furniture	Tables	Jive	\$496.56	\$208.56	58.00%
2020		Gogebic County Office	New Furniture	Tables	Planes Collaborative	\$2,213.52	\$752.60	66.00%
2020		Gogebic County Office	New Furniture	Tables	Planes Conference	\$3,430.54	\$1,166.38	66.00%
2020		Gogebic County Office	New Furniture	Tables	Planes Training	\$3,604.62	\$1,225.57	66.00%
2020		Gogebic County Office	Programming	Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,200.00	0.00%
2020		Haworth Customer Pickup	New Furniture	Systems	Places Structures	\$93,387.53	\$14,475.07	84.50%
2020		Haworth Customer Pickup	New Furniture	Systems	Unigroup Structures	\$1,179,017.30	\$182,747.67	84.50%
2020		Haworth Customer Pickup	New Furniture	Systems	Unigroup Too Structures	\$5,470.92	\$847.98	84.50%
2020		Interphase Inc	Installation	Unspecified Product Line	Unspecified Product Line	\$0.00	\$110.00	0.00%
2020		Interphase Inc	New Furniture	Systems	Planes Height Adjustable	\$472.39	\$160.61	66.00%
2020		Mackinac County Office	Design	Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,129.25	0.00%
2020		Michigan Department of Health	New Furniture	Systems	Ergotron	\$837.86	\$316.99	62.17%
2020		Michigan Department of Human Serv	New Furniture	Systems	Ergotron	\$2,497.15	\$950.97	61.92%
2020		Michigan Dept of Health & Human Svc	New Furniture	Systems	Ergotron	\$1,726.72	\$683.90	60.39%
2020		Michigan Dept Of Human Services	New Furniture	Systems	Ergotron	\$837.86	\$316.99	62.17%
2020		Michigan Dept of Human Svcs	New Furniture	Systems	Ergotron	\$846.43	\$341.95	59.60%
2020		Michigan Family Independence Agency	New Furniture	Systems	Ergotron	\$863.36	\$341.95	60.39%
2020		State of Michigan	New Furniture	Systems	Ergotron	\$1,675.72	\$643.49	61.60%
		Michigan Dept of Human Services			Sum:	\$20,667,995.35	\$3,855,619.01	81.34%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept Of Human Svcs	Licensing & Regulatory Affairs	New Furniture		Systems	Ergotron	\$1,726.72	\$658.94	61.84%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Planes Height Adjustable	\$20,227.90	\$6,413.22	68.30%
		Michigan Dept Of Human Svcs				Sum:	\$21,954.62	\$7,072.16	67.79%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept of Labor &	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$430.20	0.00%
2020		DBI - Legacy	New Furniture		Systems	Ergotron	\$239.00	\$95.60	60.00%
2020		DBI - Legacy	New Furniture		Systems	Planes Height Adjustable	\$3,815.10	\$1,297.13	66.00%
2020		Licensing & Regulatory Affairs	Programming		Tables	Planes Height Adjustable	\$5,014.25	\$1,063.67	78.79%
2020		Mi Dept Of Energy, Labor & Econ Gro	New Furniture		Systems	Ergotron	\$1,254.00	\$501.60	60.00%
		Michigan Dept of Labor &				Sum:	\$10,322.35	\$3,388.20	67.18%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept Of Labor &	Dept of Technology Mgmt & Budget	New Furniture		Systems	Ergotron	\$1,137.00	\$454.80	60.00%
		Michigan Dept Of Labor &				Sum:	\$1,137.00	\$454.80	60.00%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
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2020	Michigan Dept Of Labor & Economic G	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$178.00	0.00%
2020		DBI - Legacy	New Furniture		Systems	Planes Height Adjustable	\$4,794.72	\$1,458.22	69.59%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Unigroup Structures	\$4,078.25	\$632.13	84.50%
2020		Michigan Dept Of Labor & Economic G	New Furniture		Systems	Ergotron	\$1,213.43	\$473.79	60.95%
	Michigan Dept Of Labor & Economic G					Sum:	\$10,086.40	\$2,742.14	72.81%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept of Natural Resources	Michigan Dept of Natural Resources	New Furniture		Systems	Ergotron	\$2,201.72	\$844.38	61.65%
	Michigan Dept of Natural Resources					Sum:	\$2,201.72	\$844.38	61.65%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept Of Natural Resources	Interphase Inc	New Furniture		Metal Casegoods	X Series Files & Storage	\$0.00	\$0.00	0.00%
	Michigan Dept Of Natural Resources					Sum:	\$0.00	\$0.00	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept Of State Police	Michigan Dept Of State Police	New Furniture		Systems	Ergotron	\$837.86	\$326.50	61.03%
	Michigan Dept Of State Police					Sum:	\$837.86	\$326.50	61.03%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept Of Technology	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$3,830.39	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$50,652.40	0.00%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Files & Storage	\$42,772.95	\$9,623.91	77.50%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Peds	\$16,897.91	\$3,802.04	77.50%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Storage Towers	\$30,215.52	\$6,798.49	77.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Lighting	\$7,805.25	\$1,312.25	83.19%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$34,504.37	\$5,348.16	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$3,857.40	\$532.79	86.19%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worktools	\$36,785.78	\$15,450.02	58.00%
2020		DBI - Legacy	New Furniture		Systems	Belong Screens	\$5,256.00	\$2,207.52	58.00%
2020		DBI - Legacy	New Furniture		Systems	Ergotron	\$11,121.27	\$4,448.51	60.00%
2020		DBI - Legacy	New Furniture		Systems	Intuity	\$19,039.79	\$7,996.70	58.00%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$32,687.63	\$5,066.57	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$19,016.55	\$2,947.54	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Too Structures	\$4,168.01	\$646.04	84.50%
2020		DBI - Legacy	New Furniture		Tables	Planes Collaborative	\$2,027.12	\$689.22	66.00%
2020		DBI - Legacy	New Furniture		Tables	Planes Conference	\$2,892.92	\$983.60	66.00%
2020		DBI - Legacy	New Furniture		Tables	Planes Training	\$21,194.64	\$7,206.18	66.00%
2020		DBI - Legacy	New Furniture		Walls	Enclose Structures	\$7,096.80	\$3,193.54	55.00%
2020		DBI - Legacy	New Furniture		Walls	Walls Adaptable Components	\$257.72	\$115.97	55.00%
2020		DBI - Legacy	Programming		Systems	Adaptable Worksurfaces	\$26,196.77	\$1,090.74	95.84%
2020		DBI - Legacy	Programming		Tables	Planes Height Adjustable	\$192,173.47	\$42,792.70	77.73%
2020		Dept of Technology	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%
2020		Dept of Technology	New Furniture		Tables	Jive	\$6,129.52	\$2,574.40	58.00%
2020		Dept of Technology	New Furniture		Tables	Planes Collaborative	\$6,740.64	\$2,291.82	66.00%
2020		Dept of Technology	New Furniture		Tables	Planes Conference	\$15,473.14	\$5,260.87	66.00%
2020		Dept of Technology Mgmt & Budget	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$336.00	0.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Metal Casegoods	Other Freestanding General	\$68.82	\$28.90	58.01%
2020		Dept of Technology Mgmt & Budget	New Furniture		Metal Casegoods	X Series Files & Storage	\$10,909.60	\$2,338.97	78.56%
2020		Dept of Technology Mgmt & Budget	New Furniture		Metal Casegoods	X Series Peds	\$2,814.35	\$633.22	77.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Lighting	\$1,093.65	\$169.52	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Upper Storage	\$9,742.24	\$1,510.06	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Worksurfaces	\$9,839.44	\$1,119.59	88.62%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Worktools	\$12,057.54	\$4,659.09	61.36%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Compose Structures	\$2,582.94	\$400.35	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Ergotron	\$1,094.00	\$437.60	60.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Places Structures	\$17,094.34	\$2,649.63	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Planes Height Adjustable	\$6,447.18	\$2,105.69	67.34%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Systems General	\$894.24	\$201.20	77.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Unigroup Structures	\$70,435.33	\$10,917.44	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Tables	Jive	\$1,250.07	\$481.02	61.52%
2020		Dept of Technology Mgmt & Budget	New Furniture		Tables	Planes Collaborative	\$8,888.25	\$3,021.99	66.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Tables	Planes Conference	\$3,960.49	\$1,346.56	66.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Tables	Planes Training	\$556.78	\$189.31	66.00%
2020		Dept of Technology Mgmt & Budget	Programming		Metal Casegoods	X Series Storage Towers	\$9,272.04	\$2,086.21	77.50%
2020		Dept of Technology Mgmt & Budget	Programming		Systems	Adaptable Worksurfaces	\$18,629.12	\$924.03	95.04%
2020		Dept of Technology Mgmt & Budget	Programming		Tables	Planes Height Adjustable	\$64,627.09	\$14,410.51	77.70%
2020		Dept of Technology Mgmt & Budget	Programming		Unspecified Product Line	Unspecified Product Line	\$0.00	(\$100.00)	0.00%
2020		Haworth Customer Pickup	New Furniture		Systems	Adaptable Worksurfaces	\$2,660.00	\$412.29	84.50%

2020		Haworth Customer Pickup	New Furniture		Systems	Places Structures	\$235.50	\$36.50	84.50%	
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Structures	\$5,453.26	\$845.26	84.50%	
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Too Structures	\$23.38	\$3.62	84.52%	
2020		Licensing & Regulatory Affairs	New Furniture		Metal Casegoods	Other Freestanding General	\$1,234.00	\$518.28	58.00%	
2020		Licensing & Regulatory Affairs	New Furniture		Metal Casegoods	X Series Peds	\$14,776.96	\$3,324.82	77.50%	
2020		Licensing & Regulatory Affairs	New Furniture		Metal Casegoods	X Series Storage Towers	\$28,956.40	\$6,515.18	77.50%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Lighting	\$5,814.00	\$901.17	84.50%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Worksurfaces	\$6,091.44	\$556.67	90.86%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Worktools	\$25,166.38	\$10,184.86	59.53%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Ergotron	\$27,225.86	\$10,100.40	62.90%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Places Structures	\$4,187.24	\$649.01	84.50%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Unigroup Structures	\$42,395.21	\$6,571.26	84.50%	
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Unigroup Too Structures	\$11.69	\$1.81	84.52%	
2020		Licensing & Regulatory Affairs	New Furniture		Tables	Planes Collaborative	\$4,531.15	\$1,540.59	66.00%	
2020		Licensing & Regulatory Affairs	New Furniture		Tables	Planes Conference	\$4,988.26	\$1,696.00	66.00%	
2020		Licensing & Regulatory Affairs	Programming		Systems	Adaptable Worksurfaces	\$10,657.40	\$660.22	93.81%	
2020		Licensing & Regulatory Affairs	Programming		Tables	Planes Height Adjustable	\$147,241.58	\$33,188.62	77.46%	
2020		Licensing & Regulatory Affairs	Programming		Unspecified Product Line	Unspecified Product Line	\$0.00	(\$100.00)	0.00%	
Michigan Dept Of Technology							Sum:	\$1,128,218.39	\$314,335.82	72.14%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dept Of Treasury	BOS	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$105.00	0.00%
2020		BOS	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,450.00	0.00%
2020		BOS	New Furniture		Tables	Planes Conference	\$1,903.00	\$647.02	66.00%
2020		DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$10,375.52	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$241,235.20	0.00%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Files & Storage	\$9,304.98	\$2,093.62	77.50%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Peds	\$11,196.76	\$2,519.27	77.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Lighting	\$5,504.94	\$853.27	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$524.04	\$81.22	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$649.41	\$100.66	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worktools	\$12,606.50	\$3,771.72	70.08%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$6,308.98	\$977.90	84.50%
2020		DBI - Legacy	New Furniture		Systems	Premise Structures	\$432.00	\$66.96	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$128,580.98	\$19,930.05	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Too Structures	\$11.69	\$1.81	84.52%
2020		DBI - Legacy	New Furniture		Tables	Planes Collaborative	\$1,414.18	\$480.82	66.00%
2020		DBI - Legacy	New Furniture		Tables	Planes Conference	\$2,933.08	\$997.25	66.00%
2020		DBI - Legacy	New Furniture		Walls	Enclose Structures	\$13,569.09	\$6,106.10	55.00%
2020		DBI - Legacy	New Furniture		Walls	Walls Adaptable Components	\$515.44	\$231.95	55.00%
2020		DBI - Legacy	Programming		Metal Casegoods	X Series Storage Towers	\$32,160.96	\$7,236.22	77.50%
2020		DBI - Legacy	Programming		Systems	Adaptable Worksurfaces	\$18,180.86	\$771.72	95.76%
2020		DBI - Legacy	Programming		Tables	Planes Height Adjustable	\$71,249.22	\$16,628.94	76.66%
2020		DBI - Legacy	Programming		Unspecified Product Line	Unspecified Product Line	\$0.00	(\$3,755.88)	0.00%
2020		DBI Warehouse	Installation		Services	Services General	\$0.00	\$0.00	0.00%
2020		DBI Warehouse	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$989.00	0.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Metal Casegoods	X Series Peds	\$638.14	\$143.58	77.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Worktools	\$635.78	\$98.55	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Places Structures	\$1,294.43	\$200.63	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Unigroup Structures	\$5,731.32	\$888.36	84.50%
2020		Dept of Technology Mgmt & Budget	Programming		Tables	Planes Height Adjustable	\$12,235.59	\$2,901.21	76.29%
2020		Dept Of Treasury	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$16,084.09	0.00%
2020		Haworth Customer Pickup	New Furniture		Systems	Adaptable Worksurfaces	\$665.00	\$103.07	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Places Structures	\$502.40	\$77.87	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Structures	\$5,005.31	\$775.82	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Too Structures	\$35.07	\$5.44	84.49%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Places Structures	\$672.34	\$104.21	84.50%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Unigroup Structures	\$414.60	\$64.26	84.50%
2020		Licensing & Regulatory Affairs	Programming		Systems	Adaptable Worktools	\$531.00	\$82.30	84.50%
2020		Michigan Dept Of Treasury	New Furniture		Metal Casegoods	X Series Files & Storage	(\$324.48)	(\$73.01)	77.50%
2020		Morse Moving & Storage	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,380.88	0.00%
2020		Morse Moving & Storage	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$7,887.00	0.00%
2020		Morse Moving & Storage	New Furniture		Metal Casegoods	V Series Files & Storage	\$3,561.84	\$1,246.64	65.00%
2020		Morse Moving & Storage	New Furniture		Metal Casegoods	X Series Files & Storage	\$13,680.75	\$3,078.17	77.50%
2020		Morse Moving & Storage	New Furniture		Metal Casegoods	X Series Peds	\$705.21	\$158.67	77.50%
2020		Morse Moving & Storage	New Furniture		Systems	Adaptable Lighting	\$409.65	\$63.50	84.50%
2020		Morse Moving & Storage	New Furniture		Systems	Adaptable Upper Storage	\$5,587.99	\$866.14	84.50%

2020		Morse Moving & Storage	New Furniture	Systems	Adaptable Worksurfaces		\$3,461.88	\$211.91	93.88%
2020		Morse Moving & Storage	New Furniture	Systems	Adaptable Worktools		\$8,171.35	\$4,343.96	46.84%
2020		Morse Moving & Storage	New Furniture	Systems	Places Structures		\$557.76	\$86.45	84.50%
2020		Morse Moving & Storage	New Furniture	Systems	Planes Height Adjustable		\$62,110.34	\$21,117.51	66.00%
2020		Morse Moving & Storage	New Furniture	Systems	Unigroup Too Structures		\$10,918.12	\$1,692.32	84.50%
2020		Morse Moving & Storage	New Furniture	Tables	Planes Collaborative		\$1,986.06	\$675.26	66.00%
2020		Morse Moving & Storage	Programming	Systems	Places Structures		\$6,374.49	\$981.43	84.60%
		Michigan Dept Of Treasury			Sum:		\$462,608.05	\$379,141.56	18.04%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Dtmf Financial Svcs Op	Department of Human Services	New Furniture		Tables	Planes Training	\$34,430.45	\$11,706.35	66.00%
						Sum:	\$34,430.45	\$11,706.35	66.00%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Economic Development Corp	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$5,188.64	0.00%
2020		DBI Warehouse	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,837.87	0.00%
		Michigan Economic Development Corp				Sum:	\$0.00	\$7,026.51	0.00%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Gaming Control Board	DBI - Legacy	Design		Services	Services General	\$273.00	\$273.00	0.00%
2020		DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,029.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$10,103.92	0.00%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$1,969.00	\$305.19	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worktools	\$42,239.68	\$17,740.67	58.00%
2020		DBI - Legacy	New Furniture		Systems	Planes Height Adjustable	\$3,341.34	\$1,063.67	68.17%
2020		DBI - Legacy	New Furniture		Wood Casegoods	X Series Desks	\$545.96	\$122.84	77.50%
2020		DBI - Legacy	Programming		Systems	Adaptable Worksurfaces	\$2,426.19	\$94.13	96.12%
2020		DBI - Legacy	Programming		Tables	Planes Height Adjustable	\$249,085.37	\$71,903.11	71.13%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Upper Storage	\$47.64	\$7.38	84.51%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Places Structures	\$904.83	\$140.25	84.50%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Unigroup Structures	\$55.48	\$8.60	84.50%
		Michigan Gaming Control Board				Sum:	\$300,888.49	\$102,791.76	65.84%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Labor & Economic	DBI - Legacy	Design		Services	Services General	\$430.50	\$430.50	0.00%
2020		DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$504.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$23,695.16	0.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Ergotron	\$1,149.00	\$459.60	60.00%
2020		Licensing & Regulatory Affairs	Programming		Tables	Planes Height Adjustable	\$39,795.90	\$10,082.09	74.67%
2020		Michigan Department of Labor	New Furniture		Systems	Ergotron	\$863.36	\$352.21	59.20%
		Michigan Labor & Economic				Sum:	\$42,238.76	\$35,523.56	15.90%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Land Bank Fast Track Autho	State Land Bank Authority	New Furniture		Systems	Ergotron	\$837.86	\$316.99	62.17%
		Michigan Land Bank Fast Track Autho				Sum:	\$837.86	\$316.99	62.17%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan Rehabilitation Services	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$110.84	0.00%
2020		DBI - Legacy	Programming		Tables	Planes Height Adjustable	\$3,109.63	\$727.81	76.59%
		Michigan Rehabilitation Services				Sum:	\$3,109.63	\$838.65	73.03%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan State Housing Development	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,134.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$11,947.03	0.00%
2020		DBI - Legacy	New Furniture		Metal Casegoods	Places Files	\$855.68	\$132.63	84.50%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Files & Storage	\$13,875.77	\$3,122.05	77.50%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Peds	\$7,757.31	\$1,745.39	77.50%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Storage Towers	\$48,868.76	\$10,995.47	77.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Lighting	\$1,552.80	\$652.18	58.00%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$15,996.46	\$2,479.44	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$1,141.66	\$176.96	84.50%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$173,332.06	\$26,866.45	84.50%
2020		DBI - Legacy	New Furniture		Systems	Premise Structures	\$297.00	\$46.03	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$9,908.22	\$1,535.77	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Too Structures	\$11.69	\$1.81	84.52%
2020		DBI - Legacy	New Furniture		Tables	Planes Collaborative	\$1,669.18	\$567.52	66.00%
2020		DBI - Legacy	Programming		Metal Casegoods	X Series Storage Towers	\$6,181.36	\$1,390.81	77.50%
2020		DBI - Legacy	Programming		Systems	Adaptable Worksurfaces	\$76,195.77	\$5,475.20	92.81%

2020		DBI Warehouse	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,102.50	0.00%
2020		DBI Warehouse	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$11,666.82	0.00%
2020		Haworth Customer Pickup	New Furniture		Systems	Adaptable Worksurfaces	\$1,330.00	\$206.15	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Places Structures	\$440.56	\$68.29	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Structures	\$361.09	\$55.96	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Too Structures	\$46.99	\$7.28	84.51%
2020		Michigan State Housing Development	New Furniture		Systems	Adaptable Worksurfaces	\$78.58	\$12.18	84.50%
2020		Michigan State Housing Development	New Furniture		Systems	Premise Structures	\$135.00	\$20.92	84.50%
2020		Michigan State Housing Development	New Furniture		Systems	Unigroup Structures	\$83.40	\$12.93	84.50%
2020		Michigan State Housing Development	New Furniture		Tables	Jive	\$2,622.52	\$1,101.46	58.00%
		Michigan State Housing Development				Sum:	\$362,741.86	\$82,523.23	77.25%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Michigan State Police	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$6,815.98	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$35,996.39	0.00%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Files & Storage	\$2,577.39	\$579.91	77.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$103.22	\$15.99	84.51%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worktools	\$2,821.97	\$1,185.22	58.00%
2020		DBI - Legacy	New Furniture		Systems	Ergotron	\$1,137.00	\$454.80	60.00%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$171.41	\$26.56	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$2,348.35	\$363.99	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Too Structures	\$11.69	\$1.81	84.52%
2020		DBI - Legacy	New Furniture		Tables	Planes Collaborative	\$1,661.95	\$565.06	66.00%
2020		DBI - Legacy	New Furniture		Tables	Planes Conference	\$5,601.44	\$1,904.49	66.00%
2020		DBI - Legacy	New Furniture		Wood Casegoods	Suite	\$270.40	\$113.57	58.00%
2020		DBI - Legacy	Programming		Metal Casegoods	X Series Desks	\$390.29	\$84.44	78.36%
2020		DBI - Legacy	Programming		Metal Casegoods	X Series Files & Storage	\$6,980.08	\$1,419.99	79.66%
2020		DBI - Legacy	Programming		Tables	Planes Height Adjustable	\$3,830.72	\$969.36	74.70%
2020		Dept of Technology Mgmt & Budget	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$147.00	0.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Metal Casegoods	X Series Files & Storage	\$4,369.58	\$983.16	77.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Upper Storage	\$5,865.72	\$909.18	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Worksurfaces	\$887.42	\$136.35	84.64%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Worktools	\$1,064.90	\$447.25	58.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Places Structures	\$2,313.35	\$358.57	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Premise Structures	\$54.00	\$8.37	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Unigroup Structures	\$28,396.18	\$4,401.40	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Tables	Planes Collaborative	\$1,362.99	\$463.42	66.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Tables	Planes Conference	\$5,757.44	\$1,957.53	66.00%
2020		Dept of Technology Mgmt & Budget	Programming		Metal Casegoods	A Series Storage	\$6,532.00	\$2,743.44	58.00%
2020		Dept of Technology Mgmt & Budget	Programming		Systems	Adaptable Worksurfaces	\$5,828.22	\$216.53	96.28%
2020		Dept of Technology Mgmt & Budget	Programming		Tables	Planes Height Adjustable	\$0.00	\$0.00	0.00%
2020		Haworth Customer Pickup	New Furniture		Systems	Places Structures	\$1,193.20	\$184.95	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Structures	\$2,116.19	\$328.00	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Too Structures	\$105.21	\$16.30	84.51%
2020		Licensing & Regulatory Affairs	New Furniture		Metal Casegoods	X Series Files & Storage	\$1,264.39	\$284.49	77.50%
2020		Licensing & Regulatory Affairs	New Furniture		Metal Casegoods	X Series Peds	\$1,410.42	\$317.34	77.50%
2020		Licensing & Regulatory Affairs	New Furniture		Metal Casegoods	X Series Storage Towers	\$2,572.04	\$578.71	77.50%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Upper Storage	\$190.56	\$29.53	84.50%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Worksurfaces	\$157.16	\$24.36	84.50%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Worktools	\$1,113.90	\$467.84	58.00%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Premise Structures	\$243.00	\$37.66	84.50%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Unigroup Structures	\$25.00	\$3.87	84.52%
2020		Licensing & Regulatory Affairs	Programming		Systems	Adaptable Upper Storage	\$3,843.18	\$531.23	86.18%
2020		Licensing & Regulatory Affairs	Programming		Systems	Adaptable Worksurfaces	\$13,133.49	\$625.75	95.24%
2020		Licensing & Regulatory Affairs	Programming		Tables	Planes Height Adjustable	\$6,912.00	\$1,537.92	77.75%
2020		Michigan Department Of State Police	New Furniture		Systems	Ergotron	\$863.36	\$341.95	60.39%
2020		Michigan Dept Of State Police	New Furniture		Systems	Ergotron	\$1,229.86	\$473.79	61.48%
2020		Michigan Dept Of State Police	New Furniture		Systems	Ergotron	\$2,459.72	\$947.58	61.48%
2020		Michigan State Police	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$3,337.92	0.00%
2020		Michigan State Police	New Furniture		Systems	Ergotron	\$5,444.66	\$2,083.71	61.73%
2020		Michigan State Police	New Furniture		Systems	Unigroup Structures	\$16,622.49	\$2,576.49	84.50%
		Michigan State Police				Sum:	\$151,237.54	\$77,999.15	48.43%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Mi Dept Of Energy, Labor & Econ Gro	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$924.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$54,423.86	0.00%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Peds	\$62,763.69	\$14,121.83	77.50%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Storage Towers	\$2,355.72	\$530.04	77.50%

2020		DBI - Legacy	New Furniture		Systems	Adaptable Lighting	\$970.50	\$150.43	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$198.69	\$30.80	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$3,873.60	\$600.41	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worktools	\$16,645.41	\$3,072.42	81.54%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$2,404.50	\$372.70	84.50%
2020		DBI - Legacy	New Furniture		Systems	Planes Height Adjustable	\$197,682.68	\$61,916.79	68.68%
2020		DBI - Legacy	New Furniture		Systems	Premise Structures	\$283.43	\$55.27	80.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$187,879.10	\$29,121.25	84.50%
2020		DBI - Legacy	New Furniture		Tables	Planes Training	\$27,031.86	\$9,190.83	66.00%
2020		DBI - Legacy	Programming		Metal Casegoods	X Series Files & Storage	\$43,714.24	\$9,835.70	77.50%
2020		DBI - Legacy	Programming		Systems	Adaptable Upper Storage	\$3,202.65	\$442.69	86.18%
2020		DBI - Legacy	Programming		Systems	Adaptable Worksurfaces	\$32,926.47	\$1,573.27	95.22%
2020		DBI - Legacy	Programming		Tables	Planes Height Adjustable	\$31,304.00	\$7,428.52	76.27%
2020		DBI - Legacy	Programming		Unspecified Product Line	Unspecified Product Line	\$0.00	(\$150.00)	0.00%
2020		DBI Warehouse	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$3,135.00	0.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Metal Casegoods	X Series Files & Storage	\$4,385.88	\$564.89	87.12%
2020		Dept of Technology Mgmt & Budget	New Furniture		Metal Casegoods	X Series Peds	\$1,410.42	\$317.34	77.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Metal Casegoods	X Series Storage Towers	\$2,572.04	\$578.71	77.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Lighting	\$582.30	\$244.57	58.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Upper Storage	\$3,900.46	\$604.58	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Worksurfaces	\$645.60	\$100.07	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Worktools	\$1,942.86	\$629.40	67.60%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Places Structures	\$2,586.20	\$400.86	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Unigroup Structures	\$60,724.31	\$9,412.27	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Tables	Planes Training	\$1,102.32	\$374.79	66.00%
2020		Dept of Technology Mgmt & Budget	Programming		Systems	Adaptable Worksurfaces	\$6,087.98	\$286.83	95.29%
2020		Dept of Technology Mgmt & Budget	Programming		Tables	Planes Height Adjustable	\$16,998.04	\$4,243.24	75.04%
2020		Haworth Customer Pickup	New Furniture		Systems	Places Structures	\$4,176.20	\$647.31	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Structures	\$57,235.04	\$8,871.43	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Too Structures	\$257.18	\$39.86	84.50%
2020		Licensing and Regulatory Affairs	New Furniture		Metal Casegoods	X Series Files & Storage	\$54,279.39	\$12,212.86	77.50%
2020		Licensing and Regulatory Affairs	New Furniture		Metal Casegoods	X Series Storage Towers	\$207,519.68	\$46,691.93	77.50%
2020		Licensing and Regulatory Affairs	New Furniture		Systems	Adaptable Lighting	\$388.20	\$60.17	84.50%
2020		Licensing and Regulatory Affairs	New Furniture		Systems	Adaptable Upper Storage	\$139.54	\$21.63	84.50%
2020		Licensing and Regulatory Affairs	New Furniture		Systems	Adaptable Worksurfaces	\$104,812.91	\$5,173.75	95.06%
2020		Licensing and Regulatory Affairs	New Furniture		Systems	Adaptable Worktools	\$68,994.90	\$28,977.86	58.00%
2020		Licensing and Regulatory Affairs	New Furniture		Systems	Places Structures	\$50,946.11	\$7,896.65	84.50%
2020		Licensing and Regulatory Affairs	New Furniture		Systems	Planes Height Adjustable	\$159,128.40	\$49,829.31	68.69%
2020		Licensing and Regulatory Affairs	New Furniture		Systems	Unigroup Structures	\$290,306.54	\$44,997.52	84.50%
2020		Licensing and Regulatory Affairs	New Furniture		Tables	Planes Collaborative	\$8,583.91	\$2,918.54	66.00%
2020		Licensing and Regulatory Affairs	New Furniture		Tables	Planes Conference	\$11,103.30	\$3,775.12	66.00%
2020		Licensing and Regulatory Affairs	Programming		Metal Casegoods	X Series Files & Storage	\$7,327.56	\$1,648.70	77.50%
2020		Licensing and Regulatory Affairs	Programming		Systems	Adaptable Upper Storage	\$1,256.67	\$173.64	86.18%
2020		Licensing & Regulatory Affairs	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$809.00	0.00%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Adaptable Worksurfaces	\$407.10	\$63.10	84.50%
2020		Licensing & Regulatory Affairs	New Furniture		Systems	Unigroup Structures	\$3,459.55	\$536.23	84.50%
2020		Licensing & Regulatory Affairs	New Furniture		Wood Casegoods	Masters General	\$4,333.60	\$2,080.13	52.00%
2020		Licensing & Regulatory Affairs	Programming		Systems	Adaptable Worksurfaces	\$2,936.00	\$455.08	84.50%
		MI Dept Of Energy, Labor & Econ Gro				Sum:	\$1,753,766.73	\$432,413.18	75.34%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	MI Dept of Health & Human Svcs	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$2,535.00	0.00%
						Sum:	\$0.00	\$2,535.00	0.00%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	MI Dept of Labor & Economic	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$915.00	0.00%
2020		Interphase Inc	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$208.62	0.00%
2020		Interphase Inc	New Furniture		Systems	Ergotron	\$1,149.00	\$459.60	60.00%
		MI Dept of Labor & Economic				Sum:	\$1,149.00	\$1,583.22	-37.79%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	MI Dept of Labor & Economic Opportu	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$156.96	0.00%
2020		DBI - Legacy	New Furniture		Systems	Ergotron	\$3,762.00	\$1,504.80	60.00%
		MI Dept of Labor & Economic Opportu				Sum:	\$3,762.00	\$1,661.76	55.83%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	MI Dept of Military & Veteran Affai	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$480.00	0.00%
2020		Interphase Inc	New Furniture		Systems	Adaptable Worksurfaces	\$3,251.64	\$504.00	84.50%

2020		Interphase Inc	New Furniture		Systems	Adaptable Worktools		\$540.80	\$227.13	58.00%
2020		Morse Moving & Storage	Design		Unspecified Product Line	Unspecified Product Line		\$0.00	\$1,344.00	0.00%
2020		Morse Moving & Storage	Installation		Unspecified Product Line	Unspecified Product Line		\$0.00	\$6,519.92	0.00%
2020		Morse Moving & Storage	New Furniture		Metal Casegoods	X Series Peds		\$5,602.68	\$1,260.60	77.50%
2020		Morse Moving & Storage	New Furniture		Metal Casegoods	X Series Storage Towers		\$13,260.40	\$2,983.60	77.50%
2020		Morse Moving & Storage	New Furniture		Systems	Adaptable Lighting		\$862.20	\$362.12	58.00%
2020		Morse Moving & Storage	New Furniture		Systems	Adaptable Upper Storage		\$5,275.36	\$817.68	84.50%
2020		Morse Moving & Storage	New Furniture		Systems	Adaptable Worksurfaces		\$2,319.79	(\$22.62)	100.98%
2020		Morse Moving & Storage	New Furniture		Systems	Unigroup Too Structures		\$527.86	\$81.82	84.50%
2020		Morse Moving & Storage	New Furniture		Tables	Planes Collaborative		\$30,054.73	\$10,218.61	66.00%
2020		Morse Moving & Storage	New Furniture		Wood Casegoods	X Series Desks		\$23,090.93	\$5,195.46	77.50%
		MI Dept of Military & Veteran Affai				Sum:		\$84,786.39	\$29,972.32	64.65%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	MI Dept of Talent & Economic Develo	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$84.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$996.50	0.00%
2020		DBI - Legacy	New Furniture		Walls	Glass	\$1,852.20	\$833.49	55.00%
	MI Dept of Talent & Economic Develo					Sum:	\$1,852.20	\$1,913.99	-3.34%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	MI Talent & Economic Development	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$2,247.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$13,601.60	0.00%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$396.99	\$61.53	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$1,810.25	\$280.59	84.50%
2020		DBI - Legacy	New Furniture		Systems	Ergotron	\$846.43	\$341.95	59.60%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$4,864.12	\$753.94	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$533.29	\$82.66	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Too Structures	\$28,215.63	\$4,373.42	84.50%
2020		DBI - Legacy	New Furniture		Tables	Planes Collaborative	\$722.73	\$245.73	66.00%
2020		DBI - Legacy	New Furniture		Tables	Planes Training	\$1,079.82	\$367.14	66.00%
2020		DBI - Legacy	New Furniture		Wood Casegoods	Masters General	\$7,881.50	\$3,783.12	52.00%
2020		DBI - Legacy	Programming		Systems	Adaptable Worksurfaces	\$881.68	\$61.14	93.07%
2020		DBI - Legacy	Programming		Systems	Unigroup Too Structures	\$1,104.00	\$171.12	84.50%
2020		DBI - Legacy	Programming		Tables	Planes Height Adjustable	\$12,014.55	\$3,024.63	74.83%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Ergotron	\$821.43	\$316.99	61.41%
2020		Haworth Customer Pickup	New Furniture		Systems	Adaptable Worksurfaces	\$1,330.00	\$206.14	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Structures	\$157.48	\$24.41	84.50%
	MI Talent & Economic Development					Sum:	\$62,659.90	\$29,943.11	52.21%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	MI Workforce Development	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$9,660.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$47,159.30	0.00%
	MI Workforce Development					Sum:	\$0.00	\$56,819.30	0.00%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	MSP Facility Services	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$588.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$4,351.19	0.00%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worktools	\$1,005.74	\$422.41	58.00%
2020		DBI - Legacy	Programming		Tables	Planes Height Adjustable	\$10,096.00	\$2,127.33	78.93%
2020		DBI Warehouse	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$418.67	0.00%
2020		Dept of Technology Mgmt & Budget	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$168.00	0.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Metal Casegoods	X Series Files & Storage	\$2,029.06	\$456.54	77.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Upper Storage	\$121.81	\$18.88	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Adaptable Worksurfaces	\$611.37	\$83.73	86.30%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Places Structures	\$2,234.31	\$346.31	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Premise Structures	\$81.00	\$12.55	84.51%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Unigroup Structures	\$4,440.53	\$688.28	84.50%
2020		Dept of Technology Mgmt & Budget	Programming		Metal Casegoods	X Series Desks	\$594.45	\$128.61	78.36%
2020		Dept of Technology Mgmt & Budget	Programming		Metal Casegoods	X Series Storage Towers	\$2,910.24	\$681.27	76.59%
2020		Dept of Technology Mgmt & Budget	Programming		Systems	Adaptable Worksurfaces	\$3,740.82	\$231.87	93.80%
2020		Haworth Customer Pickup	New Furniture		Systems	Places Structures	\$937.52	\$145.32	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Structures	\$71.93	\$11.15	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Too Structures	\$11.69	\$1.81	84.52%
2020		Michigan Department Of State Police	New Furniture		Systems	Ergotron	\$2,476.86	\$997.50	59.73%
	MSP Facility Services					Sum:	\$31,363.33	\$11,879.42	62.12%

Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Office Of The Auditor General	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$420.00	0.00%

2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,622.47	0.00%
2020		DBI - Legacy	New Furniture		Metal Casegoods	Places Files	\$213.92	\$33.16	84.50%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Files & Storage	\$790.65	\$177.90	77.50%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Peds	\$1,473.14	\$331.46	77.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$488.76	\$75.76	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$984.50	\$152.60	84.50%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$919.24	\$142.48	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$4,349.88	\$674.22	84.50%
2020		DBI - Legacy	New Furniture		Tables	Planes Training	\$719.88	\$244.76	66.00%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Places Structures	\$47.10	\$7.30	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Unigroup Structures	\$71.93	\$11.15	84.50%
2020		Dept of Technology Mgmt & Budget	New Furniture		Systems	Unigroup Too Structures	\$11.69	\$1.81	84.52%
2020		Haworth Customer Pickup	New Furniture		Systems	Places Structures	\$31.40	\$4.87	84.49%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Structures	\$71.93	\$11.15	84.50%
2020		Haworth Customer Pickup	New Furniture		Systems	Unigroup Too Structures	\$11.69	\$1.81	84.52%
		Office Of The Auditor General				Sum:	\$10,185.71	\$3,912.90	61.58%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Pewamo-Westphalia	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$127.50	0.00%
	Pewamo-Westphalia					Sum:	\$0.00	\$127.50	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Saginaw County Community	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,370.68	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$9,840.00	0.00%
	Saginaw County Community					Sum:	\$0.00	\$11,210.68	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	Senate Fiscal Agency	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$443.36	0.00%
2020		DBI - Legacy	New Furniture		Systems	Ergotron	\$12,950.40	\$5,129.28	60.39%
	Senate Fiscal Agency					Sum:	\$12,950.40	\$5,572.64	56.97%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	State of Michigan	John Sexton	New Furniture		Systems	Ergotron	\$837.86	\$316.99	62.17%
	State of Michigan					Sum:	\$837.86	\$316.99	62.17%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	State of Michigan Court Of Appeals	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$420.00	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$1,584.92	0.00%
2020		DBI - Legacy	New Furniture		Metal Casegoods	X Series Files & Storage	\$1,264.39	\$284.49	77.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Upper Storage	\$529.84	\$82.13	84.50%
2020		DBI - Legacy	New Furniture		Systems	Adaptable Worksurfaces	\$267.37	\$41.44	84.50%
2020		DBI - Legacy	New Furniture		Systems	Compose Structures	\$1,649.44	\$255.66	84.50%
2020		DBI - Legacy	New Furniture		Systems	Places Structures	\$3,953.71	\$612.82	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Structures	\$7,590.93	\$1,176.60	84.50%
2020		DBI - Legacy	New Furniture		Systems	Unigroup Too Structures	\$11.69	\$1.81	84.52%
2020		DBI - Legacy	Programming		Systems	Adaptable Worksurfaces	\$2,354.93	\$114.90	95.12%
2020		State of Mi Court of Appeals	New Furniture		Systems	Unigroup Structures	\$3,027.28	\$469.23	84.50%
	State of Michigan Court Of Appeals					Sum:	\$20,649.58	\$5,044.00	75.57%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	State of Michigan Dept Of Treasury	Dept Of Treasury	New Furniture		Systems	Places Structures	\$1,438.52	\$222.98	84.50%
2020		Dept Of Treasury	New Furniture		Systems	Unigroup Structures	\$829.20	\$128.52	84.50%
2020		Dept Of Treasury	Programming		Systems	Adaptable Worktools	\$1,317.00	\$204.14	84.50%
	State of Michigan Dept Of Treasury					Sum:	\$3,584.72	\$555.64	84.50%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	State of Michigan Legislative Svc B	DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$150.00	0.00%
	State of Michigan Legislative Svc B					Sum:	\$0.00	\$150.00	0.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	State of Michigan MI Strategic Fun	Michigan Dept of Talent &	New Furniture		Systems	Hop	\$30.00	\$12.60	58.00%
	State of Michigan MI Strategic Fun					Sum:	\$30.00	\$12.60	58.00%
Calendar Year	Sold To Party Desc	Ship To Party Desc	Sales Type	Service Details	Product Group	Product Line	Contract List USD	End User Price	Discount
2020	State of MI Dept of Corrections	DBI - Legacy	Design		Unspecified Product Line	Unspecified Product Line	\$0.00	\$5,333.51	0.00%
2020		DBI - Legacy	Installation		Unspecified Product Line	Unspecified Product Line	\$0.00	\$22,220.27	0.00%
2020		Michigan Dept of Corrections	New Furniture		Systems	Adaptable Upper Storage	\$0.00	\$0.00	0.00%
2020		Michigan Dept of Corrections	Programming		Metal Casegoods	X Series Files & Storage	\$18,447.70	\$4,150.73	77.50%

State of MI Dept of Corrections				Sum:	\$18,447.70	\$31,704.51	-71.86%
\$6,192,283.73		\$6,192,283.73		\$6,192,283.73	\$27,736,035.85	\$6,192,283.73	

	2020
New Furniture	\$4,271,922.86
Installation	\$1,548,502.45
Programming	\$293,455.56
Design	\$78,288.12
Reburbishing	\$114.74
Sum:	\$6,192,283.73

Sold To Party Desc	Calendar Year	2020
Bath Charter Township	Sales Type	End User Price
Bath Charter Township	Design	\$220.50
Bath Charter Township	Installation	\$234.00
Bath Charter Township	Sum:	\$454.50
Boji Group LLC	Installation	\$85,305.25
Boji Group LLC	Sum:	\$85,305.25
Bureau of Services for	New Furniture	\$316.99
Bureau of Services for	Sum:	\$316.99
City of Lansing	Design	\$2,069.95
City of Lansing	Installation	\$5,871.00
City of Lansing	Sum:	\$7,940.95
Community Mental Health	Design	\$158.95
Community Mental Health	Installation	\$1,026.00
Community Mental Health	Sum:	\$1,184.95
County Of Eaton	Design	\$1,275.83
County Of Eaton	Installation	\$3,588.00
County Of Eaton	Sum:	\$4,863.83
DBI Business Interiors	New Furniture	\$6,181.91
DBI Business Interiors	Reburbishing	\$114.74
DBI Business Interiors	Sum:	\$6,296.65
Delhi Charter Township	Design	\$183.02
Delhi Charter Township	Installation	\$585.00
Delhi Charter Township	Sum:	\$768.02
Delta Charter Township	Design	\$125.28
Delta Charter Township	Installation	\$624.00
Delta Charter Township	Sum:	\$749.28
Department of Environment	Installation	\$518.36
Department of Environment	New Furniture	\$1,502.47
Department of Environment	Programming	\$199.04
Department of Environment	Sum:	\$2,219.87
Department of Environment,	Installation	\$387.94

	New Furniture	\$602.23
Department of Environment,	Sum:	\$990.17
Dept of Insurance & Financial Servi	Design	\$374.00
	Installation	\$497.75
	New Furniture	\$132.72
Dept of Insurance & Financial Servi	Sum:	\$1,004.47
Dept Of Licensing & Regulatory Affa	New Furniture	\$23,018.69
	Programming	\$3,793.78
Dept Of Licensing & Regulatory Affa	Sum:	\$26,812.47
Dept Of Military & Veterans Affairs	Design	\$5,583.32
	Installation	\$78,824.54
	New Furniture	\$32,859.08
	Programming	\$932.67
Dept Of Military & Veterans Affairs	Sum:	\$118,199.61
DNR Interlochen State Park	Design	\$606.50
	Installation	\$3,788.16
	New Furniture	\$15,875.52
DNR Interlochen State Park	Sum:	\$20,270.18
DNR Maybury State Park	Design	\$496.17
	Installation	\$2,495.88
	New Furniture	\$12,404.22
DNR Maybury State Park	Sum:	\$15,396.27
DNR Pinckney Recreation Area	New Furniture	\$683.90
DNR Pinckney Recreation Area	Sum:	\$683.90
Early Childhood Investment Corp ECI	Installation	\$906.64
Early Childhood Investment Corp ECI	Sum:	\$906.64
Flint Area Narcotics Group	Design	\$91.07
	Installation	\$195.00
Flint Area Narcotics Group	Sum:	\$286.07
Genesee County	Design	\$953.72
	Installation	\$3,244.50
Genesee County	Sum:	\$4,198.22
Ingham County Purchasing	Design	\$712.09

	Installation	\$3,703.00
Ingham County Purchasing	Sum:	\$4,415.09
Interphase Interiors	New Furniture	\$544.94
Interphase Interiors	Sum:	\$544.94
Lansing Board Of Water & Light	Design	\$105.74
	Installation	\$253.50
Lansing Board Of Water & Light	Sum:	\$359.24
Lansing School District	Installation	\$195.00
Lansing School District	Sum:	\$195.00
Mason Public Schools	Design	\$691.45
	Installation	\$2,301.00
Mason Public Schools	Sum:	\$2,992.45
Michigan Civil Service Commission	Design	\$294.00
	Installation	\$991.79
	New Furniture	\$271.09
	Programming	\$1,031.71
Michigan Civil Service Commission	Sum:	\$2,588.59
Michigan Department Of Corrections	Design	\$2,034.32
	Installation	\$57,301.00
	New Furniture	\$167,339.90
	Programming	\$42,002.70
Michigan Department Of Corrections	Sum:	\$268,677.92
Michigan Department Of Natural Reso	New Furniture	\$1,242.89
Michigan Department Of Natural Reso	Sum:	\$1,242.89
Michigan Department of State Police	Design	\$420.00
	Installation	\$299.64
	New Furniture	\$341.95
Michigan Department of State Police	Sum:	\$1,061.59
Michigan Department Of Transportati	Design	\$3,108.00
	New Furniture	\$43,153.16
	Programming	\$14,016.49
Michigan Department Of Transportati	Sum:	\$60,277.65
Michigan Dept of Agriculture	Installation	\$1,306.00

	New Furniture	\$1,392.41
	Programming	\$5,251.98
Michigan Dept of Agriculture	Sum:	\$7,950.39
Michigan Dept Of Agriculture	Installation	\$27.71
	New Furniture	\$239.60
Michigan Dept Of Agriculture	Sum:	\$267.31
Michigan Dept Of Agriculture / Lab	New Furniture	\$2,575.67
Michigan Dept Of Agriculture / Lab	Sum:	\$2,575.67
Michigan Dept Of Attorney General	Design	\$378.00
	Installation	\$962.38
	New Furniture	\$21.65
Michigan Dept Of Attorney General	Sum:	\$1,362.03
Michigan Dept of Corrections	New Furniture	\$6,441.34
Michigan Dept of Corrections	Sum:	\$6,441.34
Michigan Dept Of Corrections	New Furniture	\$8,807.80
	Programming	\$5,628.15
Michigan Dept Of Corrections	Sum:	\$14,435.95
Michigan Dept of Education	Installation	\$110.84
Michigan Dept of Education	Sum:	\$110.84
Michigan Dept Of Education	New Furniture	\$5,129.27
Michigan Dept Of Education	Sum:	\$5,129.27
Michigan Dept of Health &	Installation	\$115.00
	New Furniture	\$412.80
Michigan Dept of Health &	Sum:	\$527.80
Michigan Dept of Health & Human Svc	Design	\$1,958.00
	New Furniture	\$341.95
Michigan Dept of Health & Human Svc	Sum:	\$2,299.95
Michigan Dept of Human Services	Design	\$6,425.25
	Installation	\$698,353.95
	New Furniture	\$3,185,738.63
	Programming	(\$34,898.82)
Michigan Dept of Human Services	Sum:	\$3,855,619.01

Michigan Dept Of Human Svcs	New Furniture	\$7,072.16
Michigan Dept Of Human Svcs	Sum:	\$7,072.16
Michigan Dept of Labor &	Installation	\$430.20
	New Furniture	\$1,894.33
	Programming	\$1,063.67
Michigan Dept of Labor &	Sum:	\$3,388.20
Michigan Dept Of Labor &	New Furniture	\$454.80
Michigan Dept Of Labor &	Sum:	\$454.80
Michigan Dept Of Labor & Economic G	Installation	\$178.00
	New Furniture	\$2,564.14
Michigan Dept Of Labor & Economic G	Sum:	\$2,742.14
Michigan Dept of Natural Resources	New Furniture	\$844.38
Michigan Dept of Natural Resources	Sum:	\$844.38
Michigan Dept Of Natural Resources	New Furniture	\$0.00
Michigan Dept Of Natural Resources	Sum:	\$0.00
Michigan Dept Of State Police	New Furniture	\$326.50
Michigan Dept Of State Police	Sum:	\$326.50
Michigan Dept Of Technology	Design	\$4,166.39
	Installation	\$50,652.40
	New Furniture	\$164,564.00
	Programming	\$94,953.03
Michigan Dept Of Technology	Sum:	\$314,335.82
Michigan Dept Of Treasury	Design	\$11,861.40
	Installation	\$267,645.29
	New Furniture	\$74,788.93
	Programming	\$24,845.94
Michigan Dept Of Treasury	Sum:	\$379,141.56
Michigan Dtmb Financial Svcs Op	New Furniture	\$11,706.35
Michigan Dtmb Financial Svcs Op	Sum:	\$11,706.35
Michigan Economic Development Corp	Installation	\$7,026.51
Michigan Economic Development Corp	Sum:	\$7,026.51
Michigan Gaming Control Board	Design	\$1,302.00

	Installation	\$10,103.92
	New Furniture	\$19,388.60
	Programming	\$71,997.24
Michigan Gaming Control Board	Sum:	\$102,791.76
Michigan Labor & Economic	Design	\$934.50
	Installation	\$23,695.16
	New Furniture	\$811.81
	Programming	\$10,082.09
Michigan Labor & Economic	Sum:	\$35,523.56
Michigan Land Bank Fast Track Autho	New Furniture	\$316.99
Michigan Land Bank Fast Track Autho	Sum:	\$316.99
Michigan Rehabilitation Services	Installation	\$110.84
	Programming	\$727.81
Michigan Rehabilitation Services	Sum:	\$838.65
Michigan State Housing Development	Design	\$2,236.50
	Installation	\$23,613.85
	New Furniture	\$49,806.87
	Programming	\$6,866.01
Michigan State Housing Development	Sum:	\$82,523.23
Michigan State Police	Design	\$6,962.98
	Installation	\$39,334.31
	New Furniture	\$23,573.20
	Programming	\$8,128.66
Michigan State Police	Sum:	\$77,999.15
Mi Dept Of Energy, Labor & Econ Gro	Design	\$924.00
	Installation	\$58,367.86
	New Furniture	\$347,183.65
	Programming	\$25,937.67
Mi Dept Of Energy, Labor & Econ Gro	Sum:	\$432,413.18
MI Dept of Health & Human Svcs	Installation	\$2,535.00
MI Dept of Health & Human Svcs	Sum:	\$2,535.00
MI Dept of Labor & Economic	Installation	\$1,123.62
	New Furniture	\$459.60
MI Dept of Labor & Economic	Sum:	\$1,583.22

MI Dept of Labor & Economic Opportu	Installation	\$156.96
	New Furniture	\$1,504.80
MI Dept of Labor & Economic Opportu	Sum:	\$1,661.76
MI Dept of Military & Veteran Affai	Design	\$1,344.00
	Installation	\$6,999.92
	New Furniture	\$21,628.40
MI Dept of Military & Veteran Affai	Sum:	\$29,972.32
MI Dept of Talent & Economic Develo	Design	\$84.00
	Installation	\$996.50
	New Furniture	\$833.49
MI Dept of Talent & Economic Develo	Sum:	\$1,913.99
MI Talent & Economic Development	Design	\$2,247.00
	Installation	\$13,601.60
	New Furniture	\$10,837.62
	Programming	\$3,256.89
MI Talent & Economic Development	Sum:	\$29,943.11
MI Workforce Development	Design	\$9,660.00
	Installation	\$47,159.30
MI Workforce Development	Sum:	\$56,819.30
MSP Facility Services	Design	\$756.00
	Installation	\$4,769.86
	New Furniture	\$3,184.48
	Programming	\$3,169.08
MSP Facility Services	Sum:	\$11,879.42
Office Of The Auditor General	Design	\$420.00
	Installation	\$1,622.47
	New Furniture	\$1,870.43
Office Of The Auditor General	Sum:	\$3,912.90
Pewamo-Westphalia	Installation	\$127.50
Pewamo-Westphalia	Sum:	\$127.50
Saginaw County Community	Design	\$1,370.68
	Installation	\$9,840.00
Saginaw County Community	Sum:	\$11,210.68
Senate Fiscal Agency	Installation	\$443.36



	New Furniture	\$5,129.28
Senate Fiscal Agency	Sum:	\$5,572.64
State of Michigan	New Furniture	\$316.99
State of Michigan	Sum:	\$316.99
State of Michigan Court Of Appeals	Design	\$420.00
	Installation	\$1,584.92
	New Furniture	\$2,924.18
	Programming	\$114.90
State of Michigan Court Of Appeals	Sum:	\$5,044.00
State of Michigan Dept Of Treasury	New Furniture	\$351.50
	Programming	\$204.14
State of Michigan Dept Of Treasury	Sum:	\$555.64
State of Michigan Legislative Svc B	Installation	\$150.00
State of Michigan Legislative Svc B	Sum:	\$150.00
State of Michigan MI Strategic Fun	New Furniture	\$12.60
State of Michigan MI Strategic Fun	Sum:	\$12.60
State of MI Dept of Corrections	Design	\$5,333.51
	Installation	\$22,220.27
	New Furniture	\$0.00
	Programming	\$4,150.73
State of MI Dept of Corrections	Sum:	\$31,704.51
	Sum:	\$6,192,283.73

SCHEDULE X – SAMPLE INVOICES

(Sample Product Invoice and Sample Service Invoice on the following pages)

SAMPLE PRODUCT INVOICE

HAWORTH®

Invoice

3001446555

Purchase Order Number

2000000XXXXX

MI DTMB Financial Svs
dtmb-accounts-payable@michigan.gov

ID 40789

Purchase Order Number 2000000XXXXX	
Dealer Project Number 200XX	Dealer Project Description P04046-XXXXXXXXXX
Payer	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	
Bill To	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	
Sold To	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	

Invoice Number 3001446555	Lynx ID 3196956	Invoice Date (YYYY-MM-DD) 2021-05-25
Order Number 201162XXX	Order Date 2021-01-26	Pricing Date 2021-01-26
Price Agreement Number and Option 70746.0215/AA		Customer Contract Number 071B7700023
Sales Organization Haworth Inc		Haworth DUNS Number
Haworth Project Number		
Freight Terms DAP Delivered at Place		
Risk of Loss Transfer Point Delivered to Buyer, Unloaded		
Payment Terms Net 45 Days		Payment Currency US Dollar
Customer Registration Number		Seller Registration No. 1 386053093
Customer Tax Exemption Number		Seller Registration No. 2

Line Item	Quantity	UOM	List Price	Net Effect Discount	Program	Net Price	Extended Net
10/100	27	EA	19.230	55.000 %	Normal	8.650	233.55
114-2178 ENC Connectors Tag 1: P04046-20/OCO Tag 2: 5TH FLOOR Tag 3: ROMNEY BLDG. Customer PO Line #: 100							
20/200	5	EA	96.080	55.000 %	Normal	43.240	216.20
114-2179 ENC Ceiling Track Tag 1: P04046-20/OCO Tag 2: 5TH FLOOR Tag 3: ROMNEY BLDG. Customer PO Line #: 200							
30/300	10	EA	22.610	55.000 %	Normal	10.170	101.70
114-2180 ENC Ceiling Track Flap Tag 1: P04046-20/OCO Tag 2: 5TH FLOOR Tag 3: ROMNEY BLDG. Customer PO Line #: 300							
40/400	22	EA	14.060	55.000 %	Normal	6.330	139.26
114-2183 ENC CGC 1" TBar & Tegular Tag 1: P04046-20/OCO Tag 2: 5TH FLOOR Tag 3: ROMNEY BLDG. Customer PO Line #: 400							

Purchase Order Number 200000XXXXX		
Payer	ID	37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology		

Invoice Number 3001446555		Invoice Date (YYYY-MM-DD) 2021-05-25
Order Number 201162XXX	Order Date 2021-01-26	Pricing Date 2021-01-26

Line Item	Quantity	UOM	List Price	Net Effect Discount	Program	Net Price	Extended Net
50/500	4	EA	6.800	55.000 %	Normal	3.060	12.24
114-2194 ENC Ceiling Track Splice Plates Tag 1: P04046-20/OCO Tag 2: 5TH FLOOR Tag 3: ROMNEY BLDG. Customer PO Line #: 500							
60/600	8	EA	42.950	55.000 %	Normal	19.330	154.64
114-2202 ENC Compressible Starter Bracket Tag 1: P04046-20/OCO Tag 2: 5TH FLOOR Tag 3: ROMNEY BLDG. Customer PO Line #: 600							
70/700	6	EA	59.910	55.000 %	Normal	26.960	161.76
114-2206 ENC Door to Intersection HW Packs Tag 1: P04046-20/OCO Tag 2: 5TH FLOOR Tag 3: ROMNEY BLDG. Customer PO Line #: 700							
80/800	1	EA	56.240	55.000 %	Normal	25.310	25.31
114-2215 ENC Swing Door Stop - Floor Mounted Tag 1: P04046-20/OCO Tag 2: 5TH FLOOR Tag 3: ROMNEY BLDG. Customer PO Line #: 800							
90/900	8	EA	18.390	55.000 %	Normal	8.280	66.24
114-2238 ENC Ceiling Track Wall Mount Brkt Tag 1: P04046-20/OCO Tag 2: 5TH FLOOR Tag 3: ROMNEY BLDG. Customer PO Line #: 900							
100/1000	1	EA	48.610	55.000 %	Normal	21.870	21.87
114-2312 ENC Ceiling Track Flap Tape (1 Roll) Tag 1: P04046-20/OCO Tag 2: 5TH FLOOR Tag 3: ROMNEY BLDG. Customer PO Line #: 1000							

Purchase Order Number 2000000XXXXX	
Payer Michigan DTMB Financial Svc Operati Michigan Dept of Technology	ID 37738

Invoice Number 3001446555		Invoice Date (YYYY-MM-DD) 2021-05-25
Order Number 201162XXX	Order Date 2021-01-26	Pricing Date 2021-01-26

Line Item	Quantity	UOM	List Price	Net Effect Discount	Program	Net Price	Extended Net
110/1100	1	EA	958.890	55.000 %	Normal	431.500	431.50
114-3833							
ENC Glass Wall Panel							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR		Tag 3: ROMNEY BLDG.			
Customer PO Line #: 1100							
120/1200	1	EA	1,200.880	55.000 %	Normal	540.400	540.40
114-3833							
ENC Glass Wall Panel							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR		Tag 3: ROMNEY BLDG.			
Customer PO Line #: 1200							
130/1300	4	EA	1,306.460	55.000 %	Normal	587.910	2,351.64
114-3833							
ENC Glass Wall Panel							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR		Tag 3: ROMNEY BLDG.			
Customer PO Line #: 1300							
140/1400	1	EA	1,306.460	55.000 %	Normal	587.910	587.91
114-3833							
ENC Glass Wall Panel							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR		Tag 3: ROMNEY BLDG.			
Customer PO Line #: 1400							
150/1500	1	EA	1,311.340	55.000 %	Normal	590.100	590.10
114-3833							
ENC Glass Wall Panel							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR		Tag 3: ROMNEY BLDG.			
Customer PO Line #: 1500							
160/1600	1	EA	2,427.940	55.000 %	Normal	1,092.570	1,092.57
122-7747							
ENC BHDr MtlGiz Pull DR							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR		Tag 3: ROMNEY BLDG.			
Customer PO Line #: 1600							

Purchase Order Number 2000000XXXXX		
Payer	ID	37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology		

Invoice Number 3001446555		Invoice Date (YYYY-MM-DD) 2021-05-25
Order Number 201162XXX	Order Date 2021-01-26	Pricing Date 2021-01-26

Line Item	Quantity	UOM	List Price	Net Effect Discount	Program	Net Price	Extended Net
170/1700	1	EA	1,177.060	55.000 %	Normal	529.680	529.68
122-7747							
ENC BHDr MtIGlz Pull FR							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR			Tag 3: ROMNEY BLDG.		
Customer PO Line #: 1700							
180/1800	1	EA	206.010	55.000 %	Normal	92.700	92.70
122-7747							
ENC BHDr MtIGlz Pull HW							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR			Tag 3: ROMNEY BLDG.		
Customer PO Line #: 1800							
190/1900	1	EA	2,643.050	55.000 %	Normal	1,189.370	1,189.37
122-7752							
ENC SIDr MtIGlz LkSet DR							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR			Tag 3: ROMNEY BLDG.		
Customer PO Line #: 1900							
200/2000	1	EA	2,643.050	55.000 %	Normal	1,189.370	1,189.37
122-7752							
ENC SIDr MtIGlz LkSet DR							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR			Tag 3: ROMNEY BLDG.		
Customer PO Line #: 2000							
210/2100	1	EA	1,909.590	55.000 %	Normal	859.320	859.32
122-7752							
ENC SIDr MtIGlz LkSet FR							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR			Tag 3: ROMNEY BLDG.		
Customer PO Line #: 2100							
220/2200	1	EA	1,967.660	55.000 %	Normal	885.450	885.45
122-7752							
ENC SIDr MtIGlz LkSet FR							
Tag 1: P04046-20/OCO		Tag 2: 5TH FLOOR			Tag 3: ROMNEY BLDG.		
Customer PO Line #: 2200							

Purchase Order Number 2000000XXXXX		
Payer Michigan DTMB Financial Svc Operati Michigan Dept of Technology	ID	37738

Invoice Number 3001446555		Invoice Date (YYYY-MM-DD) 2021-05-25
Order Number 201162XXX	Order Date 2021-01-26	Pricing Date 2021-01-26

Line Item	Quantity	UOM	List Price	Net Effect	Discount	Program	Net Price	Extended Net
230/2300	1	EA	0.010	0.000	USD	Normal	0.000	0.00

122-7752

ENC SIDr MtIGlz LkSet HW

Tag 1: P04046-20/OCO

Tag 2: 5TH FLOOR

Tag 3: ROMNEY BLDG.

Customer PO Line #: 2300

240/2400	1	EA	0.010	0.000	USD	Normal	0.000	0.00
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122-7752

ENC SIDr MtIGlz LkSet HW

Tag 1: P04046-20/OCO

Tag 2: 5TH FLOOR

Tag 3: ROMNEY BLDG.

Customer PO Line #: 2400

250/2500	1	EA	2,662.200	55.000	%	Normal	1,197.990	1,197.99
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122-7754

ENC SIDr MtIGlz Pull DR

Tag 1: P04046-20/OCO

Tag 2: 5TH FLOOR

Tag 3: ROMNEY BLDG.

Customer PO Line #: 2500

260/2600	1	EA	1,375.130	55.000	%	Normal	618.810	618.81
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122-7754

ENC SIDr MtIGlz Pull FR

Tag 1: P04046-20/OCO

Tag 2: 5TH FLOOR

Tag 3: ROMNEY BLDG.

Customer PO Line #: 2600

270/2700	1	EA	206.010	55.000	%	Normal	92.700	92.70
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122-7754

ENC SIDr MtIGlz Pull HW

Tag 1: P04046-20/OCO

Tag 2: 5TH FLOOR

Tag 3: ROMNEY BLDG.

Customer PO Line #: 2700

280/2800	8	EA	128.860	55.000	%	Normal	57.990	463.92
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122-4739

WAC Starter, Compressible

Tag 1: P04046-20/OCO

Tag 2: 5TH FLOOR

Tag 3: ROMNEY BLDG.

Customer PO Line #: 2800

Purchase Order Number 2000000XXXXX		
Payer	ID	37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology		

Invoice Number 3001446555		Invoice Date (YYYY-MM-DD) 2021-05-25
Order Number 201162XXX	Order Date 2021-01-26	Pricing Date 2021-01-26

Bill of Lading 82191942	Ship To DBI - Legacy 4225 Legacy Pkwy Lansing MI 48911-4246	ID 3975X	Install At	ID
Delivery Date 2021-03-05				

Shipment List Total 30,769.27

Net Product	13,846.20
Net Charges	0.00
Subtotal Charges	0.00
Net Shipment Total (US Dollar)	13,846.20

Purchase Order Number 2000000XXXXX	
Dealer Project Number 200XX	Dealer Project Description P04046-XXXXXXXXXX
Payer	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	
Bill To	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	
Sold To	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	
Please Explain Any Payment Deductions _____ _____ _____	

Invoice Number 3001446555	Lynx ID 3196956	Invoice Date (YYYY-MM-DD) 2021-05-25
Order Number 201162XXX	Order Date 2021-01-26	Pricing Date 2021-01-26
Price Agreement Number and Option 70746.0215/AA		Customer Contract Number 071B7700023
Sales Organization Haworth Inc		Haworth DUNS Number
Haworth Project Number		
Freight Terms DAP Delivered at Place		
Risk of Loss Transfer Point Delivered to Buyer, Unloaded		
Payment Terms Net 45 Days		Payment Currency US Dollar
Customer Registration Number		Seller Registration No. 1 386053093
Customer Tax Exemption Number		Seller Registration No. 2

Please Remit To	Haworth, Inc. PO Box 93237 Chicago IL 60673
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Net Product Total	13,846.20
Credit Total	0.00
Charges Total	0.00
Tax Total	0.00
Invoice Total	13,846.20

All goods covered by this invoice were produced in compliance with applicable requirements of the Fair Labor Standards Act as mentioned, and all regulations and orders issued under it. Product containing composite wood is compliant with CARB Phase 2 and EPA TSCA Title VI formaldehyde limits.

Haworth Contacts		
Invoice Inquiries	Meyers, Mary E	616.393.1306 mary.meyers@haworth.com
Haworth Sales Offices	Haworth Inc	616.393.3000
Dealer of Record	DBI Business Interiors	517.485.3200

Invoice Total 13,846.20

SAMPLE SERVICES INVOICE

HAWORTH®

Invoice

3101298049

Purchase Order Number

200000014333SOM

MI DTMB Financial Svs
tsapdocuments@haworth.com

ID

40789

Purchase Order Number 200000014333SOM	
Dealer Project Number	Dealer Project Description
Payer	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	
Bill To	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	
Sold To	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	

Invoice Number 3101298049	Lynx ID 3316460	Invoice Date (YYYY-MM-DD) 2021-05-28
Order Number 228053370	Order Date 2021-05-27	Pricing Date 2021-05-27
Price Agreement Number and Option 70746.0217/AA		Customer Contract Number 071B7700023
Sales Organization Haworth Inc		Haworth DUNS Number
Haworth Project Number		
Freight Terms EXW Ex Works		
Risk of Loss Transfer Point Seller's Dock		
Payment Terms Net 45 Days		Payment Currency US Dollar
Customer Registration Number		Seller Registration No. 1 386053093
Customer Tax Exemption Number		Seller Registration No. 2

Line Item	Quantity	UOM	List Price	Net Effect	Discount	Program	Net Price	Extended Net
300	1	EA	1.000		ZNPO	Normal	300.000	300.00
1-0229								
Installation Non-Haworth Provided								
SO - Invoice Note: • DBI project # • Customer project # • # hours/ labor rate • PC name • Designer name								
400	1	EA	1.000		ZNPO	Normal	400.000	400.00
1-0228								
Design Non-Haworth Provided								
SO - Invoice Note: • DBI project # • Customer project # • # hours/ labor rate • PC name • Designer name								
10/100	1	EA	1.000		ZNPO	Normal	100.000	100.00
1-0236								
Refurbishing								

Tag 3: DBI Project Number

SO - Invoice Note: • DBI project #
• Customer project #
• # hours/ labor rate
• PC name
• Designer name

Purchase Order Number 200000014333SOM			
Payer		ID	37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology			

Invoice Number 3101298049		Invoice Date (YYYY-MM-DD) 2021-05-28
Order Number 228053370	Order Date 2021-05-27	Pricing Date 2021-05-27

Line Item	Quantity	UOM	List Price	Net Effect Discount	Program	Net Price	Extended Net
20/200	1	EA	1.000	ZNPO	Normal	200.000	200.00

1-0230

Programming

- SO - Invoice Note:**
- DBI project #
 - Customer project #
 - # hours/ labor rate
 - PC name
 - Designer name

Purchase Order Number 200000014333SOM		
Payer	ID	37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology		

Invoice Number 3101298049		Invoice Date (YYYY-MM-DD) 2021-05-28
Order Number 228053370	Order Date 2021-05-27	Pricing Date 2021-05-27

Bill of Lading	Ship To	ID	37738	Install At	ID
	Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909				
Delivery Date					

Shipment List Total 0.00

Net Product 0.00

Net Charges

Refurbishing	100.00
Programming	200.00
Installation Non-Haworth Provided	300.00
Design Non-Haworth Provided	400.00

Subtotal Charges 1,000.00

Net Shipment Total (US Dollar) 1,000.00

Purchase Order Number 200000014333SOM	
Dealer Project Number	Dealer Project Description
Payer	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	
Bill To	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	
Sold To	ID 37738
Michigan DTMB Financial Svc Operati Michigan Dept of Technology Mgmt & Business Accounts Payable Mason Bldg Lower Level 530 W Allegan Lansing MI 48909	
Please Explain Any Payment Deductions _____	

Invoice Number 3101298049	Lynx ID 3316460	Invoice Date (YYYY-MM-DD) 2021-05-28
Order Number 228053370	Order Date 2021-05-27	Pricing Date 2021-05-27
Price Agreement Number and Option 70746.0217/AA		Customer Contract Number 071B7700023
Sales Organization Haworth Inc		Haworth DUNS Number
Haworth Project Number		
Freight Terms EXW Ex Works		
Risk of Loss Transfer Point Seller's Dock		
Payment Terms Net 45 Days		Payment Currency US Dollar
Customer Registration Number		Seller Registration No. 1 386053093
Customer Tax Exemption Number		Seller Registration No. 2

Please Remit To	Haworth, Inc. PO Box 93237 Chicago IL 60673
------------------------	---

Net Product Total	0.00
Credit Total	0.00
Charges Total	1,000.00
Tax Total	0.00
Invoice Total	1,000.00

All goods covered by this invoice were produced in compliance with applicable requirements of the Fair Labor Standards Act as mentioned, and all regulations and orders issued under it. Product containing composite wood is compliant with CARB Phase 2 and EPA TSCA Title VI formaldehyde limits.

Haworth Contacts		
Invoice Inquiries	Meyers, Mary E	616.393.3130 mary.meyers@haworth.com
Haworth Sales Offices	Haworth Inc	616.393.3000
Dealer of Record	DBI Business Interiors	517.485.3200

Invoice Total

1,000.00

SCHEDULE Y - REFURB MATERIAL AND COST WORKSHEETS

Revised 5/27/2021 11:42 PM

Refab Pricing Calculator

Project# _____

Date: _____

Product	Service	Qty	Rate	Extended
Fabric Panels	Refab		\$	\$ -
	Refab/Cut (Core Only)		\$	\$ -
Open Frame Panels	Cut		\$	\$ -
	Paint (FRAME ONLY)		\$	\$ -
	Cut/Paint (FRAME ONLY)		\$	\$ -
	Refab New Style insert		\$	\$ -
	Fabric Insert Bar Paint		\$	\$ -
Top Caps	Paint		\$	\$ -
Rails	Paint		\$	\$ -
Rails	Cut		\$	\$ -
Rails	Cut/Paint		\$	\$ -
Kick Plates	Paint		\$	\$ -
EC-10s	Paint		\$	\$ -
Glide Housings	Paint		\$	\$ -
Finish Posts	Refab		\$	\$ -
	Cut/Refab		\$	\$ -
	Paint (Metal FP)		\$	\$ -
	Cut/Paint (Metal FP)		\$	\$ -
	Paint Top Trim		\$	\$ -
	Paint Bottom Trim		\$	\$ -
Tackboards	Refab		\$	\$ -
	Cut/Refab		\$	\$ -
Flippers/Shelves	Paint Shelf Pan		\$	\$ -
	Paint Shelf Dividers (Each)		\$	\$ -
	Paint/Re-tmold reg shelf ends (Pair)		\$	\$ -
	Paint/Re-tmold low shelf ends (Pair)		\$	\$ -
	Re-tmold Flipper		\$	\$ -
One Touches	Paint - Assembled		\$	\$ -
	Paint - Disassembled		\$	\$ -
Worksurfaces	Re T-mold		\$	\$ -
	Cut/Re T-mold		\$	\$ -
	Double Cut/Re T-mold		\$	\$ -
	Re-edgeband		\$	\$ -
	Cut/Re-edgeband		\$	\$ -
	Cut/modify common top		\$	\$ -
	Paint Cantilevers (Pair)		\$	\$ -
	Cut Notches/Tmold		\$	\$ -
	Paint Grommet (Each)		\$	\$ -
	Install Skates		\$	\$ -
	Split Corner Surfaces	Cut/tmold -(panel mount-tbl mount)		\$
File conversion	Convert Receder to Drawers, Etc. (Per Cabinet)		\$	\$ -
5-hi Lateral File	Paint		\$	\$ -
4-hi Lateral File	Paint		\$	\$ -
3-hi Lateral File	Paint		\$	\$ -
2-hi Lateral File	Paint		\$	\$ -
5-hi PST	Paint		\$	\$ -
Pedestal	Paint		\$	\$ -
Wall Track/Wall Mount	Paint		\$	\$ -
Power Pole	Paint		\$	\$ -
Power Pole Trim	Paint (Each)		\$	\$ -
H-leg/Column Leg	Paint		\$	\$ -
Make a Corner	Paint		\$	\$ -
Light	Paint		\$	\$ -
REFAB TOTAL				\$ -

Materials Calculator - UniGroup

Project#

Date:

Fabric Panel (w x h)	Qty	Yds per Panel	Fabric Needed	Fabric Panel (w x h)	Qty	Yds per Panel	Fabric Needed
12 x 30		1	0.00	12 x 56		1.00	0
18 x 30		1.5	0.00	18 x 56		1.50	0
24 x 30		1.75	0.00	24 x 56		1.75	0
30 x 30		2	0.00	30 x 56		2.00	0
36 x 30		2.5	0.00	36 x 56		2.50	0
42 x 30		2.5	0.00	42 x 56		2.50	0
48 x 30		3	0.00	48 x 56		3.00	0
54 x 30		3.5	0.00	54 x 56		3.50	0
60 x 30		4	0.00	60 x 56		4.00	0
12 x 37		1	0.00	12 x 64		1.00	0
18 x 37		1.5	0.00	18 x 64		1.50	0
24 x 37		1.75	0.00	24 x 64		1.75	0
30 x 37		2	0.00	30 x 64		2.00	0
36 x 37		2.5	0.00	36 x 64		2.50	0
42 x 37		2.5	0.00	42 x 64		2.50	0
48 x 37		3	0.00	48 x 64		3.00	0
54 x 37		3.5	0.00	54 x 64		3.50	0
60 x 37		4	0.00	60 x 64		4.00	0
12 x 44		1	0.00	12 x 68		1.00	0
18 x 44		1.5	0.00	18 x 68		1.50	0
24 x 44		1.75	0.00	24 x 68		1.75	0
30 x 44		2	0.00	30 x 68		2.00	0
36 x 44		2.5	0.00	36 x 68		2.50	0
42 x 44		2.5	0.00	42 x 68		2.50	0
48 x 44		3	0.00	48 x 68		3.00	0
54 x 44		3.5	0.00	54 x 68		3.50	0
60 x 44		4	0.00	60 x 68		4.00	0
12 x 50		1	0.00	12 x 82		1.25	0
18 x 50		1.5	0.00	18 x 82		1.50	0
24 x 50		1.75	0.00	24 x 82		2.00	0
30 x 50		2	0.00	30 x 82		2.50	0
36 x 50		2.5	0.00	36 x 82		5.00	0
42 x 50		2.5	0.00	42 x 82		5.00	0
48 x 50		3	0.00	48 x 82		5.00	0
54 x 50		3.5	0.00	54 x 82		5.00	0
60 x 50		4	0.00	60 x 82		5.00	0

Open Frame Panels
 Total Panel Count

	Yards	Fabric #	Color Code
Total fabric for Panels and Finish Posts:	0.00		
Total fabric for Tackboards:	0.00		

	Feet	Part#	Qty	Trim Code
Total worksurface T-mold:	0.00	9140-3001	0.00	
Total Flipper T-mold:	0.00	9140-0901		

Finish Posts	Qty	Yds per FP	Fabric Needed
Any Hgt		0.5	0.00

Tackboard Height	Qty	Yds per TB	Fabric Needed
5" or 11"		0.5	0.00
16"		0.75	0.00
33"		1.5	0.00

Hinges			
Panel Hgt	P/N	Trim	Qty
30"	HE-28		0
37"	HE-35		0
44"	HE-42		0
50"	HE-48		0
56"	HE-54		0
64"	HE-62		0
68"	HE-66		0
82"	HE-80		0

Shelf Part	Qty/ Shelf	Pieces per Part#	Part#	Qty of Part# Needed
# of Shelves	<input type="text" value=""/>			
Shelf End Clips	2	25	2474-1201	0.00
Shelf End Screws	4	50	6220-5912	0.00
Vinyl Dots	4	25	9511-0901	0.00

Part	Pieces per		Part#	Qty Needed
	Qty/ Panel	Part#		
Outside Top Cap Clip - UniGroup	2	15	2473-3901	0.00
Mid Top Cap Clip- UniGroup	2	15	2474-6702	0.00
Top Cap Clip Screw - U or U2	4	50	2473-3902	0.00
Side Rail Clip - U or U2	2	1	1820-7771	0.00
Carpet Gripper	2	10	1220-7101	0.00
Friction Pad (hard floor only)	2	1	7031-0501	0.00

Work surface parts	Qty	Pieces/PN	Part #	Qty Needed
Total RF Surfaces	<input type="text" value=""/>			
Straight skates (2/RF WS)		1	1820-1005	0.00
Cut-off skates (2/RF WS)		1	4210-0009	0.00
Skate screws	varies	50	6220-5907	0.00

Worksurface Size	Qty	Lineal Feet Per Surface	T-Mold Needed
Transaction Tops			
15"x24"		6.5	0
15"x36"		8.5	0
15"x48"		10.5	0
15"x60"		12.5	0
Rectangular (9140-3001)			
24"x18"		7	0.00
24"x24"		8	0.00
24"x30"		9	0.00
24"x36"		10	0.00
24"x42"		11	0.00
24"x48"		12	0.00
24"x54"		13	0.00
24"x60"		14	0.00
24"x66"		15	0.00
24"x72"		16	0.00
24"x78"		17	0.00
24"x84"		18	0.00
24"x90"		19	0.00
24"x96"		20	0.00
24"x102"		21	0.00
24"x108"		22	0.00
30"x30"		10	0.00
30"x36"		11	0.00
30"x42"		12	0.00
30"x48"		13	0.00
30"x54"		14	0.00
30"x60"		15	0.00
30"x66"		16	0.00
30"x72"		17	0.00
30"x78"		18	0.00
30"x84"		19	0.00
30"x90"		20	0.00
30"x102"		22	0.00
Corners			
36"x36"		22	0.00
42"x42"		23	0.00
48"x48"		24	0.00
Total Surfaces/Mold	0		0.00

Project:

Date:

Flipper Door T-Mold (9140-0901)			
Size	Qty	Feet/Door	Req'd
24"		7	0
30"		8	0
36"		9	0
42"		10	0
48"		11	0
60"		13	0
Totals	0		0

[1380-1101](#) 1 mm

[1380-1103](#) 3mm

[9208-8202](#) notch trim