

**BID ITEM WORKBOOK
COSTARS-2 (Supplement #2) OFFICE FURNITURE
BIDDER/CONTRACTOR DATA**

BIDDER/CONTRACTOR'S LEGAL NAME:	
D/B/A NAME, IF APPLICABLE:	Haworth Inc
BIDDER ADDRESS:	One Haworth Center Holland, Michigan 49423
Primary POC regarding IFB/Contract:	Priscilla St.Jacques-Glusko
Secondary POC regarding IFB/Contract:	Shelly Woodall
PHONE NUMBER:	717 343 9322
FAX NUMBER:	717 545 2119
EMAIL ADDRESS:	priscilla.st.jacques-glusko@haworth.com
COMPANY'S GENERAL WEBSITE ADDRESS:	www.haworth.com

SEND PURCHASE ORDER(S) TO NAME:	
D/B/A NAME, IF APPLICABLE:	Haworth Inc or Haworth Inc c/o Authorized Haworth dealer (noted on attached tab)
ADDRESS:	5969 Clover Road Harrisburg, Pa 17112 or Authorized Haworth dealer
POC regarding PURCHASE ORDER(S):	Priscilla St.Jacques-Glusko OR Authorized Haworth dealer
PHONE NUMBER:	717 545 2119 or Authorized Haworth dealer
FAX NUMBER:	717 545 2119 or Authorized Haworth dealer
EMAIL ADDRESS:	Priscilla.St.Jacques-Glusko@haworth.com OR Authorized Haworth dealer

SEND PAYMENT(S) TO NAME:	
D/B/A NAME, IF APPLICABLE:	Haworth Inc or Authorized Haworth dealer
ADDRESS:	P O Box 751147 Charlotte, NC 28275-1147
POC regarding PAYMENT(S):	Priscilla St.Jacques-Glusko or Authorized Haworth dealer
PHONE NUMBER:	717 545 2119 or Authorized Haworth dealer
FAX NUMBER:	717 545-2119 or Authorized Haworth dealer
EMAIL ADDRESS:	priscilla.st.jacques-glusko@haworth.com or Authorized Haworth dealer

<i>The bidder shall answer the following questions.</i>			
QUESTION	YES	NO	COMMENTS
1) Does the Bidder-Contractor have any minimum order requirements? If yes, please explain.		xxx	
2) In accordance with Section 14 of the <i>Standard Terms and Conditions</i> , the Contractor shall deliver all item(s) F.O.B. Destination. Is the Bidder-Contractor quoting shipping costs as a separate line item? If no, is the Bidder-Contractor including shipping costs in its pricing?	xx		
3) Does the Bidder-Contractor offer any pricing incentive(s) such as for Internet ordering? If yes, please explain.		xxx	
4) Does the Bidder-Contractor offer any prompt payment discount(s)? If yes, please explain.		xxx	
5) Does the Bidder-Contractor charge any fee(s) to the Purchaser for payment(s) made by credit card? If yes, please explain.		**	Haworth Inc does not accept credit card. Haworth authorized dealers accept credit card
6) Does the Bidder-Contractor charge any late fee(s) to the Purchaser for payment not made in accordance with Section 11 of the <i>Standard Terms and Conditions</i> ? If yes, please explain.		xxx	
7) After notification of contract award, is the Bidder-Contractor willing to further negotiate pricing with COSTARS members?	xx		
8) Does the Bidder-Contractor offer lease and installment purchases? If yes, does the Bidder accept DGS Leasing and Installment Purchase Terms and Conditions? If no, please include the Bidder's standard leasing or installment purchase terms and conditions with bid package.		xxx	
9) If the Bidder is a manufacturer bidding directly, does the Bidder wish to offer contract items via its dealer network? If yes, please attach (as an extra tab(s) to the workbook) a list of authorized dealers including supplier information and stating any dealer's territory breakdown (such as counties, municipalities, or regions). Also, indicate on the Bidder-Contractor Data Sheet a representative for Purchasers to contact regarding POs and payment.	xx		see attached tab
10) Is the Bidder-Contractor going to provide a dedicated COSTARS website for Purchasers (see Section 9 of the <i>Standard Terms and Conditions</i>)? If yes, how much time after notification of contract award will the Bidder-Contractor need to have the website up and running?	xx		

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SERVICE AREA

BIDDERS/CONTRACTOR'S LEGAL NAME: Haworth Inc

Please refer to Section 5 of the COSTARS Contract Special Terms and Conditions for guidance.

SERVICE AREA

Statewide

OR

- | | | |
|--|--|--|
| <input type="checkbox"/> 1 Adams | <input type="checkbox"/> 24 Elk | <input type="checkbox"/> 47 Montour |
| <input type="checkbox"/> 2 Allegheny | <input type="checkbox"/> 25 Erie | <input type="checkbox"/> 48 Northampton |
| <input type="checkbox"/> 3 Armstrong | <input type="checkbox"/> 26 Fayette | <input type="checkbox"/> 49 Northumberland |
| <input type="checkbox"/> 4 Beaver | <input type="checkbox"/> 27 Forest | <input type="checkbox"/> 50 Perry |
| <input type="checkbox"/> 5 Bedford | <input type="checkbox"/> 28 Franklin | <input type="checkbox"/> 51 Philadelphia |
| <input type="checkbox"/> 6 Berks | <input type="checkbox"/> 29 Fulton | <input type="checkbox"/> 52 Pike |
| <input type="checkbox"/> 7 Blair | <input type="checkbox"/> 30 Greene | <input type="checkbox"/> 53 Potter |
| <input type="checkbox"/> 8 Bradford | <input type="checkbox"/> 31 Huntingdon | <input type="checkbox"/> 54 Schuylkill |
| <input type="checkbox"/> 9 Bucks | <input type="checkbox"/> 32 Indiana | <input type="checkbox"/> 55 Snyder |
| <input type="checkbox"/> 10 Butler | <input type="checkbox"/> 33 Jefferson | <input type="checkbox"/> 56 Somerset |
| <input type="checkbox"/> 11 Cambria | <input type="checkbox"/> 34 Juniata | <input type="checkbox"/> 57 Sullivan |
| <input type="checkbox"/> 12 Cameron | <input type="checkbox"/> 35 Lackawanna | <input type="checkbox"/> 58 Susquehanna |
| <input type="checkbox"/> 13 Carbon | <input type="checkbox"/> 36 Lancaster | <input type="checkbox"/> 59 Tioga |
| <input type="checkbox"/> 14 Centre | <input type="checkbox"/> 37 Lawrence | <input type="checkbox"/> 60 Union |
| <input type="checkbox"/> 15 Chester | <input type="checkbox"/> 38 Lebanon | <input type="checkbox"/> 61 Venango |
| <input type="checkbox"/> 16 Clarion | <input type="checkbox"/> 39 Lehigh | <input type="checkbox"/> 62 Warren |
| <input type="checkbox"/> 17 Clearfield | <input type="checkbox"/> 40 Luzerne | <input type="checkbox"/> 63 Washington |
| <input type="checkbox"/> 18 Clinton | <input type="checkbox"/> 41 Lycoming | <input type="checkbox"/> 64 Wayne |
| <input type="checkbox"/> 19 Columbia | <input type="checkbox"/> 42 McKean | <input type="checkbox"/> 65 Westmoreland |
| <input type="checkbox"/> 20 Crawford | <input type="checkbox"/> 43 Mercer | <input type="checkbox"/> 66 Wyoming |
| <input type="checkbox"/> 21 Cumberland | <input type="checkbox"/> 44 Mifflin | <input type="checkbox"/> 67 York |
| <input type="checkbox"/> 22 Dauphin | <input type="checkbox"/> 45 Monroe | |
| <input type="checkbox"/> 23 Delaware | <input type="checkbox"/> 46 Montgomery | |

Haworth Furniture listing of **Authorized Haworth Dealers** 6/1/2002 revised 5/1/2007

These dealers may act on behalf of Haworth and accept orders from any Costars members:

Bellia Office Furniture
1055 North Broad Street
Woodbury, New Jersey 08096
856-845-2234

Brennans Office Interiors
67 East Swedesford Road, Suite 501
Exton, Pa 19351
610-251-2331

BMC
320 East Gibson Street
Scranton, Pa 18509
570-344-1295

Burke and Michael
833 Beech Avenue
Pittsburgh, Pa 15233
412-321-2301

TransAmerican Philadelphia
4001 Main Street
Philadelphia, Pa. 19127
215-482-8550

Covington Office Products, Inc **MBE
11 Strawberry St
Philadelphia, Pa 19106
215-625-4977

Environmental Interiors
400 North Blue Ribbon Avenue
Harrisburg, Pa 17112
717-652-6060

Office Environments
1140 Thomas Bush Memorial Highway
Pensauken, New Jersey 08110
856-773-3000

Sanners
1225 State Street
Erie, Pa 16501-0209
814-454-6374

TransAmerican Reading Division
160 Water Street
Reading, Pa 19605
1-800-422-8592

Easley and Rivers
207 Townsend Drive
Monroeville, Pa 15146
1-412-795-4482

Sanners
1225 State Street
Erie, Pa 16501-0209
814-454-6374

POSG
309 S. 10th Street
Lemoyne, Pa 17043
717-763-4793

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COSTARS-2 (Supplement#2) OFFICE FURNITURE
PRODUCT CATEGORY/MANUFACTURER LIST

BIDDERS/CONTRACTOR'S LEGAL NAME: Haworth Inc

The bidder must identify the product category(ies) and manufacturer lines for the items that the bidder is offering.

	PRODUCT CATEGORY <i>(Identify all that are applicable with a checkmark.)</i>	MANUFACTURERS <i>(State all that are applicable. If too many to list, so state.)</i>
<input checked="" type="checkbox"/>	Systems Furniture	Haworth Inc
<input checked="" type="checkbox"/>	Studio Furniture	Haworth Inc
<input checked="" type="checkbox"/>	Casegoods	Haworth Inc
<input checked="" type="checkbox"/>	Filing & Storage Units	Haworth Inc
<input checked="" type="checkbox"/>	Tables	Haworth Inc
<input checked="" type="checkbox"/>	Seating	Haworth Inc
<input checked="" type="checkbox"/>	Accessories	Haworth Inc
<input checked="" type="checkbox"/>	Ancillary Services (such as installation and setup)	Authorized Haworth dealer
<input checked="" type="checkbox"/>	Other	Haworth Inc

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ANCILLARY SERVICES

BIDDERS/CONTRACTOR'S LEGAL NAME: HAWORTH INC

The Bidder may choose to offer ancillary services in conjunction with the products it provides to the Purchaser. The Bidder may submit the list of ancillary services and prices it proposes to offer. If it is not possible to submit pricing, as may be the case with certain installation services, the Bidder shall simply note that it is offering the service and that the actual price will be negotiated between it and the COSTARS participant and annotated on the purchase order at time of order.

	ANCILLARY SERVICES <i>(Identify all that are applicable with a checkmark.)</i>	PRICING <i>(If applicable. Please attach additional excel worksheets with detailed pricing if necessary.)</i>
<input checked="" type="checkbox"/>	Customization	negotiable
<input checked="" type="checkbox"/>	Special Delivery	negotiable
<input checked="" type="checkbox"/>	Installation	negotiable
<input checked="" type="checkbox"/>	Training	negotiable
<input checked="" type="checkbox"/>	Extended Warranty	negotiable
<input checked="" type="checkbox"/>	Post Warranty Support and Maintenance Service	negotiable
<input type="checkbox"/>	Other	negotiable
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

