

CONTRACT

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OAKLAND COUNTY PURCHASING DIVISION

Executive Office Building 41 West
2100 Pontiac Lake Rd.
Lower Level
Waterford MI 48328-0462
Main Phone 248/858-0511
www.oakgov.com/purchasing/

University Business Interiors Inc
Mark Hammerle
23231 B Industrial Park Dr
Farmington Hills MI 48335

Contract ID 000000000000000000002537		Page 1 of 2	
Contract Dates 05/01/2009 to 04/30/2012		F.O.B. DEST	Terms NET 30
Buyer Scott Guzzy	Phone 248/858-5484	Email guzzys@oakgov.com	
Description: Hayworth Furniture - M, COOP		Contract Maximum 500,000.00	

Vendor ID 0000000491
Phone: 248/426-3731 Mark Hammerle
Fax: 248/426-5500 mhammerle@aireainc.com

Tax Exempt ID: 38-6004876

Line #	Item Number	Item/Description	Category Co	Item UOM	Contract Price
1	000000000000023600	Airea Hayworth Furniture	56100000	LS	1.00

All County departments utilizing this furniture contract shall adhere to the steps below when ordering furniture, furniture parts, installation, and/or furniture maintenance. The requesting department must verify all items needed and purchases with Facilities Management.

Facilities Management will provide the requesting department with a quote from the Haworth furniture vendor (Airea) confirming the items to be ordered and price. Facilities Management will also provide a Furniture Request Form, which must be completed by the requesting department.

The requesting department will need to complete the Furniture Request Form that is attached and incorporated into this contract as Appendix B prior to any order being processed. The charge to account numbers and purchase order number must be included, as well as the signature of an authorized representative from the department.

The requesting department will complete a requisition utilizing the furniture contract and referencing the quote from Airea. A purchase order will then be generated, which is to be listed on the Furniture Request Form. The requesting department will then e-mail (purchasing@oakgov.com) or fax (248.858.1677) the completed form and a copy of the quote to Scott Guzzy at Purchasing.

Purchasing will forward the completed Furniture Request Form, quote and Purchase Order to Airea for processing.

The requesting department is to send a copy of the completed Furniture Request Form to the project manager at Facilities Management.

Below is the current Facilities Management policy:

Furniture Request Policy

- All furniture requests are to be sent to Ed Joss (Supervisor – Facilities Planning) via an FM&O Maximo Work Order.
- Furniture orders shall only be accepted by Airea if they are pre-approved by Facilities Management.

2	000000000000023601	Furniture Request Form	56100000	EA	1.00
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Furniture request form is attached

THIS IS A COOPERATIVE PURCHASING BLANKET ORDER.

Authorized Signature

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2011/04/27 CJB
CO 03 -

Extend the contract expiration date from 04/30/2011 to 04/30/2012.
Add \$250,000.00 to contract not to exceed amount. The contract NTE will change from \$250,000 to \$500,000.

Authorized Signature