



## CITY of NOVI CITY COUNCIL

Agenda Item 5  
November 23, 2015

**SUBJECT:** Approval to award the Community Development Suite Renovation, Furniture Replacement Project to ISCG Inc., the lowest bidder, in the amount of \$109,714 plus alternate number (1) Millwork in the amount of \$11,500.

**SUBMITTING DEPARTMENT:** Community Development and Information Technology Department  
(Facilities Management Division)

**CITY MANAGER APPROVAL:** 

<b>EXPENDITURE REQUIRED</b>	<b>\$ 121,214 (\$109,714 + \$11,500 Alternate)</b>
<b>AMOUNT BUDGETED</b>	<b>\$ 403,000</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$ None</b>
<b>LINE ITEM NUMBER</b>	<b>101-371.00-969.000</b>

### BACKGROUND INFORMATION:

In our continuous effort to better serve the Citizens of the City of Novi we have examined the outdated design and functionality of the Community Development Department. The original design has been modified over the course of twenty plus year to meet the demands of our growing community. This has created a less than optimal physical working environment. City Staff has embarked on a project to redesign the Community Development suite. We will be creating collaborative workspaces that bring employees out of private, heads-down, doors-closed environments into an open environment designed to encourage exactly what the name implies, collaboration. We engaged Community Development staff in an exercise to provide feedback as to what tools and design elements would be beneficial to completing their respective job functions. This data along with the services of a professional space resource planner, and architect lead to the proposed suite layout.

The Invitation for Bids was posted on the Michigan Intergovernmental Trade Network (MITN) website. A mandatory pre-bid meeting was held at the Civic Center on October 13th, 2015 which was attended by three firms. We received two bids in response to The Invitation for Bids. During the course of the evaluation period our team reviewed the supplemental questionnaire to the bid package, proposed furniture and references.

The proposed furniture is manufactured by Haworth. It provides durability with functionality and will provide a clean modern look which will provide a state of the art collaborative environment.

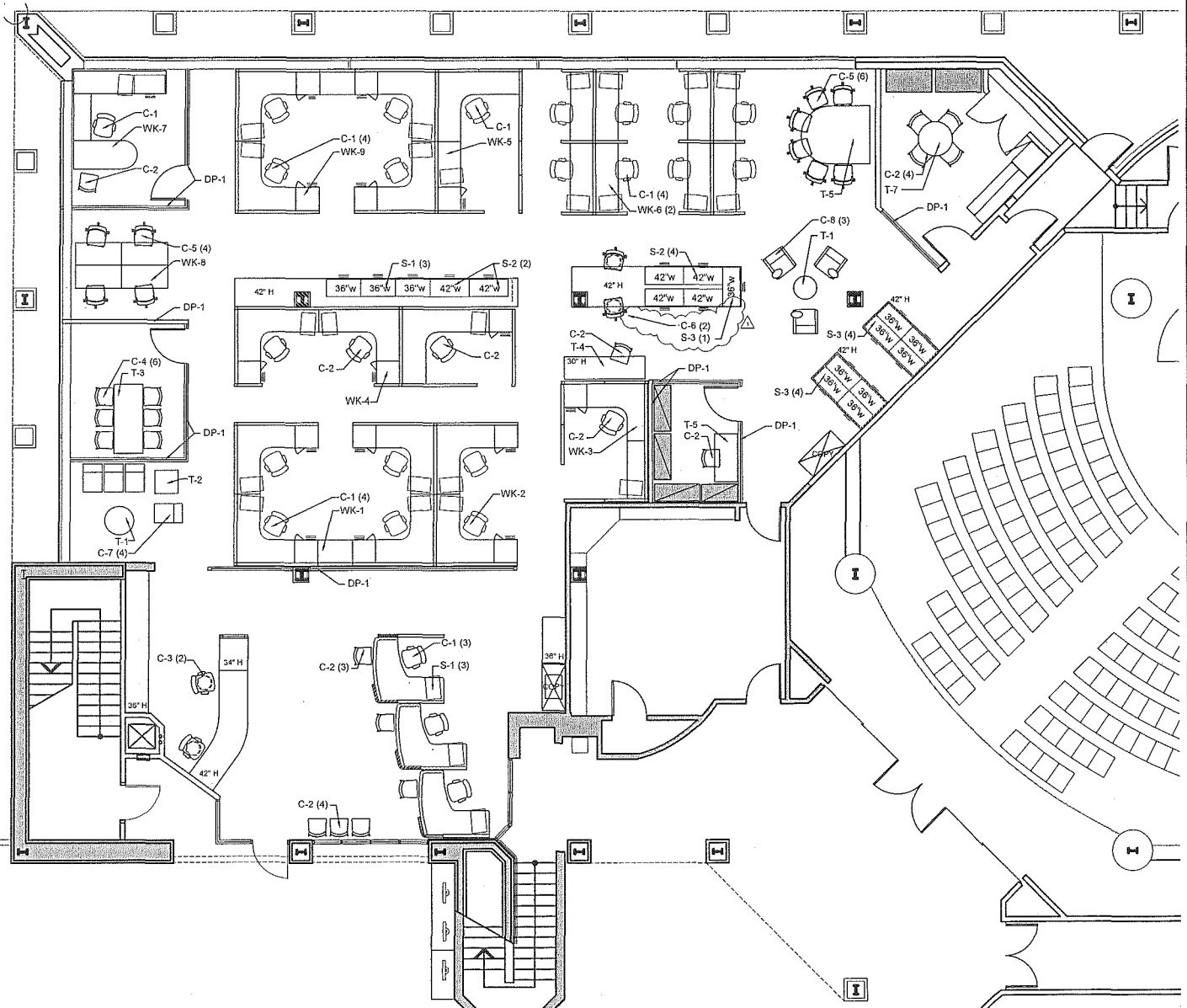
**RECOMMENDED ACTION:** Approval to award the Community Development Suite Renovation, Furniture Replacement Project to ISCG Inc., the lowest bidder, in the amount of \$109,714 plus alternate number (1) Millwork in the amount of \$11,500.

	1	2	Y	N
<b>Mayor Gatt</b>				
<b>Mayor Pro Tem Staudt</b>				
<b>Council Member Burke</b>				
<b>Council Member Casey</b>				

	1	2	Y	N
<b>Council Member Markham</b>				
<b>Council Member Mutch</b>				
<b>Council Member Wrobel</b>				

**LEGEND**

-  MILLWORK
-  NOT IN SCOPE
-  FURNITURE SCOPE



3505 Appleton Dr.  
Bloomfield Hills, MI 48304  
Tel: 248-845-1100  
www.dnsa.com

**DNSA & ASSOCIATES ARCHITECTS, P.C.**  
10000 Woodward Ave., Suite 200  
Bloomfield Hills, MI 48304

**Architect**  
PROJECT ARCHITECT: DNSA

**CITY OF NOVI, COMMUNITY DEVELOPMENT DEPT.**

**FURNITURE PLAN**

Scale  
1/4" = 1'-0"

Date  
9/19/15

Sheet No.  
F-1

COMMUNITY DEVELOPMENT FURNITURE BID TABULATION  
 QUANTITIES CORRECTED TO MATCH THE DESIGN PRINT

10/27/15 3:00 P.M.

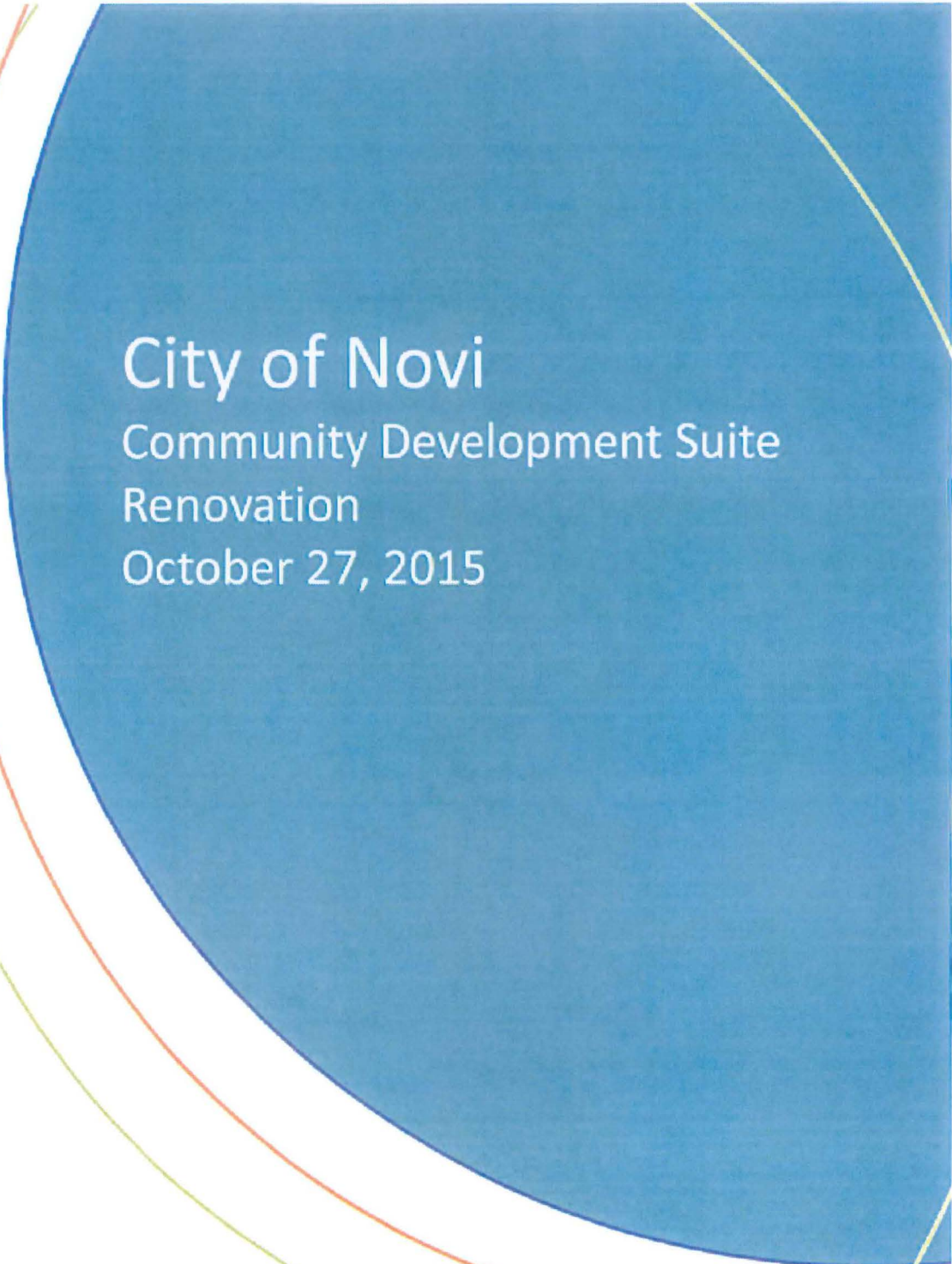
TAG	QTY	DESCRIPTION	ITEM	MFR	ISCG Unit Price (with discount)	ISCG Total	Interior Environments Unit Price (with	Interior Environments Total
AW-1	1	Demountable Partition	Enclose	Haworth	\$ 26,664.00	\$ 26,664.00	\$ 36,000.00	\$ 36,000.00
C-1	27	Task Chair	Zody	Haworth	\$ 189.00	\$ 5,103.00	\$ 410.56	\$ 11,085.12
C-2	12	Side Chair	Very	Haworth	\$ 121.00	\$ 1,452.00	\$ 136.20	\$ 1,634.40
C-3	4	Task Stool	Very	Haworth	\$ 407.00	\$ 1,628.00	\$ 359.83	\$ 1,439.32
C-4	6	Conference Chair	Look	Haworth	\$ 141.00	\$ 846.00	\$ 217.33	\$ 1,303.98
C-5	10	Work Chair	Very	Haworth	\$ 266.00	\$ 2,660.00	\$ 260.73	\$ 2,607.30
C-6								
C-7	4	Lounge Chair	Sidewalk	Coalesse	\$ 879.00	\$ 3,516.00	\$ 623.04	\$ 2,492.16
C-8	3	Mobil Lounge Chair	Roaster	Arcadia	\$ 605.00	\$ 1,815.00	\$ 815.85	\$ 2,447.55
T-1	2	Lounge Table	Compose	Haworth	\$ 94.00	\$ 188.00	\$ 393.57	\$ 787.14
T-2	1	Side Table	Compose	Haworth	\$ 97.00	\$ 97.00	\$ 480.88	\$ 480.88
T-3	1	Conference Table	Planes	Haworth	\$ 447.00	\$ 447.00	\$ 382.20	\$ 382.20
T-4	1	Work Table	Planes	Haworth	\$ 580.00	\$ 580.00	\$ 400.54	\$ 400.54
T-5	1	Work Table	Planes	Haworth	\$ 333.00	\$ 333.00	\$ 300.94	\$ 300.94
T-6	1	Media Table	Planes	Haworth	\$ 584.00	\$ 584.00	\$ 911.26	\$ 911.26
T-7	1	Round Work Table	Compose	Haworth	\$ 94.00	\$ 94.00	\$ 328.99	\$ 328.99
S-1	3	Mobile Pedestal	V-Series	Haworth	\$ 244.00	\$ 732.00	\$ 144.95	\$ 434.85
S-2	6	Lateral File	V-Series	Haworth	\$ 378.00	\$ 2,268.00	\$ 454.72	\$ 2,728.32
S-3	12	Lateral File	V-Series	Haworth	\$ 334.00	\$ 4,008.00	\$ 393.71	\$ 4,724.52
WK-1	1	Workstation	Unigroup TOO	Haworth	\$ 8,223.00	\$ 8,223.00	\$ 9,169.88	\$ 9,169.88
WK-2	1	Workstation	Unigroup TOO	Haworth	\$ 3,195.00	\$ 3,195.00	\$ 3,351.01	\$ 3,351.01
WK-3	1	Workstation	Unigroup TOO	Haworth	\$ 3,492.00	\$ 3,492.00	\$ 3,487.86	\$ 3,487.86
WK-4	1	Workstation	Unigroup TOO	Haworth	\$ 4,334.00	\$ 4,334.00	\$ 7,701.81	\$ 7,701.81
WK-5	1	Workstation	Unigroup TOO	Haworth	\$ 3,737.00	\$ 3,737.00	\$ 3,604.85	\$ 3,604.85
WK-6	2	Workstation	Unigroup TOO	Haworth	\$ 3,720.00	\$ 7,440.00	\$ 3,523.45	\$ 7,046.90
WK-7	1	Workstation	Unigroup TOO	Haworth	\$ 1,078.00	\$ 1,078.00	\$ 1,214.29	\$ 1,214.29
WK-8	1	Workstation	INTUITY	Haworth	\$ 1,780.00	\$ 1,780.00	\$ 1,252.51	\$ 1,252.51
WK-9	1	Workstation	Unigroup TOO	Haworth	\$ 6,920.00	\$ 6,920.00	\$ 8,280.32	\$ 8,280.32
PRODUCT TOTAL						\$ 93,214.00		\$ 115,598.90
FREIGHT/DELIVERY						\$ -		\$ 1,065.00
INSTALLATION						\$ 16,500.00		\$ 5,398.88
<b>GRAND TOTAL</b>						<b>\$ 109,714.00</b>		<b>\$ 122,062.78</b>

Highlighted numbers reflect corrected quantity

**CITY OF NOVI**  
**COMMUNITY DEVELOPMENT SUITE RENOVATION - FURNITURE BID TAB**  
**October 27, 2015 3:00 P.M.**

<b>Company</b>	<b>ISCG Inc.</b>	<b>Interior Environments *</b>
A. Furniture provision & installation	\$ 121,429.00	\$ 122,001.79
B. Payment Bond	\$ 1,200.00	No price provided
C. Performance Bond	included with Payment Bond	No price provided
D. Alternate - Millwork	\$ 11,500.00	No price provided
Lead time	8 weeks	Not provided
Days needed for install	8 days	Not provided
Addenda Acknowledged	Yes	No
Exceptions	Specified Haworth Look Chair for C-1; Specified Arcadia Roadster for C-7; Specified Unigroup Tables for T-1, T-2, T-7.	Not provided
Comments	None	Not provided
Bid Bond submitted	Yes	No
References Included	Yes	Yes in proposal, not on bid form
Bid Summary Form included	Yes	Yes

\* Non-Responsive Bidder



City of Novi  
Community Development Suite  
Renovation  
October 27, 2015



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# Bid Documentation







CITY OF NOVI  
COMMUNITY DEVELOPMENT SUITE RENOVATION –  
FURNITURE

BID FORM

We, the undersigned as bidder, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

A. Furniture, provision & installation	\$ <u>121,429.00</u>	Grand Total
B. Payment Bond	\$ <u>1,200.00</u>	Lump Sum
C. Performance Bond	\$ <u>Included with Payment Bond</u>	Lump Sum
D. Alternate Millwork	\$ <u>11,500.00</u>	Lump Sum

Lead time for furniture 8 Weeks

Days needed for installation 8 Days

A completed Bid Summary Form (which can be found in the City of Novi Furnishing Package) is required as part of the bid submittal. We have included it with our bid.

Yes  No

We acknowledge receipt of the following Addenda: 1  
(please indicate numbers)

EXCEPTIONS TO SPECIFICATIONS (all exceptions must be noted here or detailed on a separate sheet):

- Specified Haworth Look chair for C-1
- Specified Arcadia Roadster for C-7
- Specified Unigroup Tables for T-1, T-2, T-7

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:** Please provide at least three client (3) references for projects of similar scope done in the last 3 years.

Company University of Michigan  
Address 2281 Bonisteel Ann Arbor, MI 48109  
Phone 734-936-3501 Contact name John Muckler

Company Penske Automotive  
Address 2555 Telegraph Bloomfield Hills, MI 48302  
Phone 248-648-2572 Contact name Karen Felton

Company Oakland University  
Address 22000 North Squirrel Road, Rochester, MI 48039  
Phone 248-370-2100 Contact name Sue Riley

**NON-IRAN LINKED BUSINESS**

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

**THIS BID SUBMITTED BY:**

Company (Legal Registration) iscg Inc

Address 612 North Main Street

City Royal Oak State MI Zip 48067

Telephone 248-399-1600 Fax 248-399-1601

Representative's Name Joel Miller

Representative's Title Director

Authorized Signature 

E-mail jmillier@iscginc.com

Date 10/25/2015

BID SUMMARY FORM								
TAG	QTY.	DESCRIPTION	ITEM	MANUFACTURER	UNIT LIST PRICE	UNIT SELL PRICE	% DISCOUNT	EXTENDED COST
AW-1		Demountable Partition	Enclose	Haworth	\$60,650.00	\$26,654.00	55%	\$26,654.00
C-1	27	Task Chair	Zody	Haworth	\$555.00	\$189.00	71%	\$5,103.00
C-2	12	Side Chair	Very	Haworth	\$328.00	\$121.00	63%	\$1,452.00
C-3	4	Task Stool	Very	Haworth	\$1,100.00	\$407.00	63%	\$1,628.00
C-4	6	Conference Chair	Look	Haworth	\$484.00	\$141.00	71%	\$846.00
C-5	10	work Chair	Very	Haworth	\$720.00	\$266.00	63%	\$2,660.00
C-6	-							
C-7	4	Lounge Chair	Sidewalk	Coalesce	\$1,830.00	\$879.00	52%	\$3,516.00
C-8	3	Mobile Lounge Chair	Roadster	Aradise	\$1,259.00	\$605.00	52%	\$1,815.00
T-1	2	Lounge Table	Compose	Haworth	\$484.00	\$97.00	80.50%	\$188.00
T-2	1	Side Table	Compose	Haworth	\$497.00	\$97.00	80.50%	\$97.00
T-3	-	Conference Table	Planes	Haworth	\$1,208.00	\$447.00	63%	\$447.00
T-4	-	Work Table	Planes	Haworth	\$1,567.00	\$580.00	63%	\$580.00
T-5	-	Work Table	Planes	Haworth	\$838.00	\$333.00	63%	\$333.00
T-6	-	Media Table	Planes	Haworth	\$1,579.00	\$584.00	63%	\$584.00
T-7	1	Round Work Table	Compose	Haworth	\$484.00	\$97.00	80.50%	\$97.00
S-1	3	Mobile Pedestal	V-Series	Haworth	\$247.00	\$244.00	66%	\$732.00
S-2	6	Lateral File	V-Series	Haworth	\$1,113.00	\$378.00	66%	\$2,268.00
S-3	12	Lateral File	V-Series	Haworth	\$983.00	\$334.00	66%	\$4,008.00
WK-1	2	Workstation	Unigroup TOO	Haworth	\$55,753.00	\$8,223.00	77%	\$16,446.00
WK-2	1	Workstation	Unigroup TOO	Haworth	\$12,785.00	\$3,195.00	75%	\$3,195.00
WK-3	2	Workstation	Unigroup TOO	Haworth	\$16,109.00	\$3,492.00	78%	\$6,984.00
WK-4	1	Workstation	Unigroup TOO	Haworth	\$18,620.00	\$4,334.00	77%	\$4,334.00
WK-5	1	Workstation	Unigroup TOO	Haworth	\$17,305.00	\$3,737.00	78%	\$3,737.00
WK-6	2	Workstation	Unigroup TOO	Haworth	\$17,219.00	\$3,720.00	78%	\$7,440.00
WK-7	1	Workstation	Unigroup TOO	Haworth	\$3,641.00	\$1,078.00	70%	\$1,078.00
					\$3,708.00	\$1,780.00	52%	\$1,780.00
					\$10,090.00	\$6,920.00	72%	\$6,920.00
PRODUCT TOTAL								\$104,928.00
FREIGHT / DELIVERY								\$ 00.00
INSTALLATION								\$16,500.00
MICHIGAN SALES TAX								\$ 00.00
SUB TOTAL								\$121,429.00
GRAND TOTAL								\$121,429.00

# Millwork Alternate Summary



The following Items only are included in our Millwork Alternate Pricing:

- (3) Clerical Desk - 1/A-3 with Power/Data Support
- (1) Service Counter - 1/A-4 with Power/Data Support
- (2) 36" x 72" Laminate Counter Top - 12/ A-5
- (2) 42" x 84" Laminate Counter Top - 8/ A-5
- (4) 24" x 72" Laminate Counter Top - 5/A-5
- (1) 12' of Laminate Counter with Storage 7/A-5
- (1) 3'6" of Laminate Counter with Storage 7/ A-5

# Alternate Product



Bid Specified:  
Haworth Zody

VS



Alternate:  
Haworth Look



Bid Specified:  
Coalesse

VS

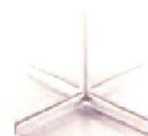


Alternate:  
Arcadia With  
Tablet Arms



Bid Specified:  
Haworth Compose

VS

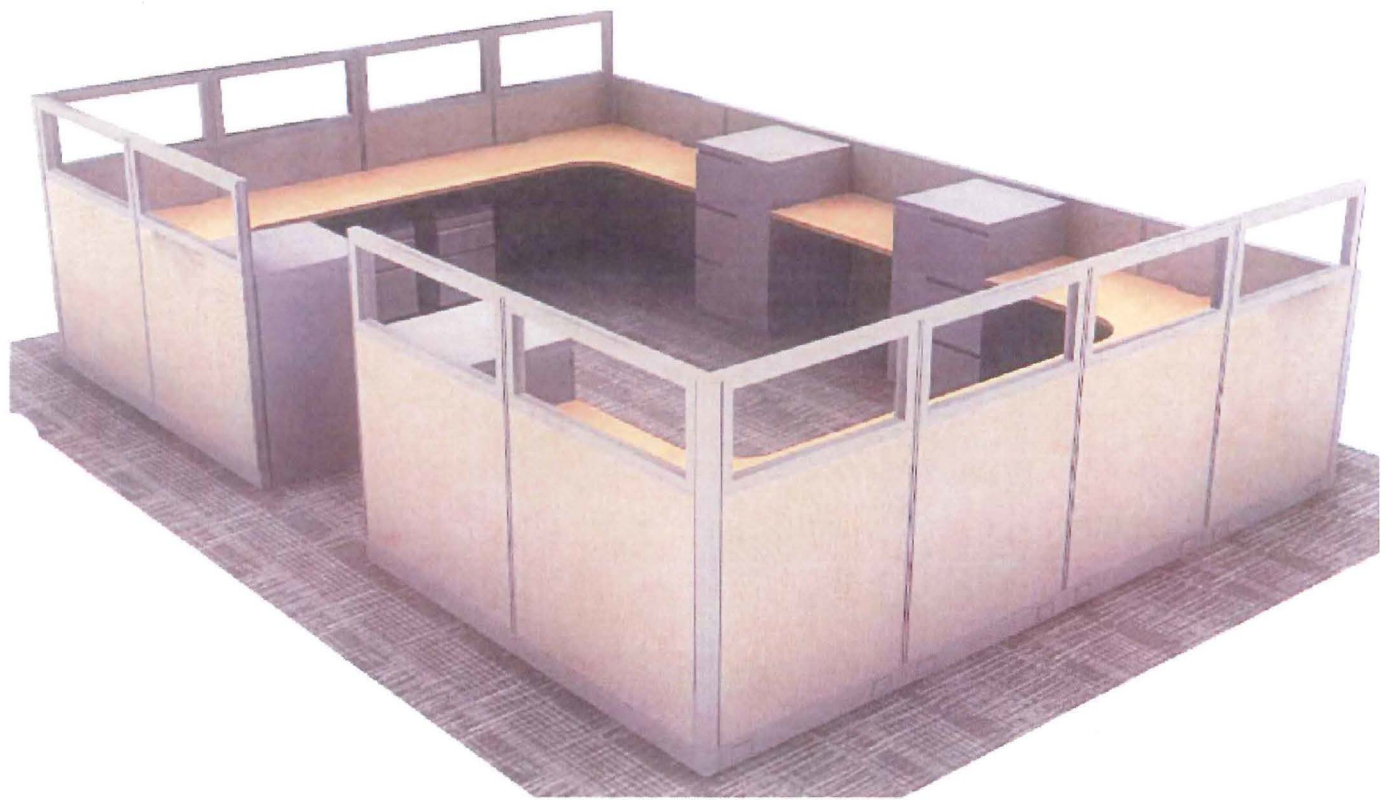


Alternate:  
Haworth Unigroup



# RENDERINGS

# WK-1 UniGroup Too



# WK-2 UniGroup Too

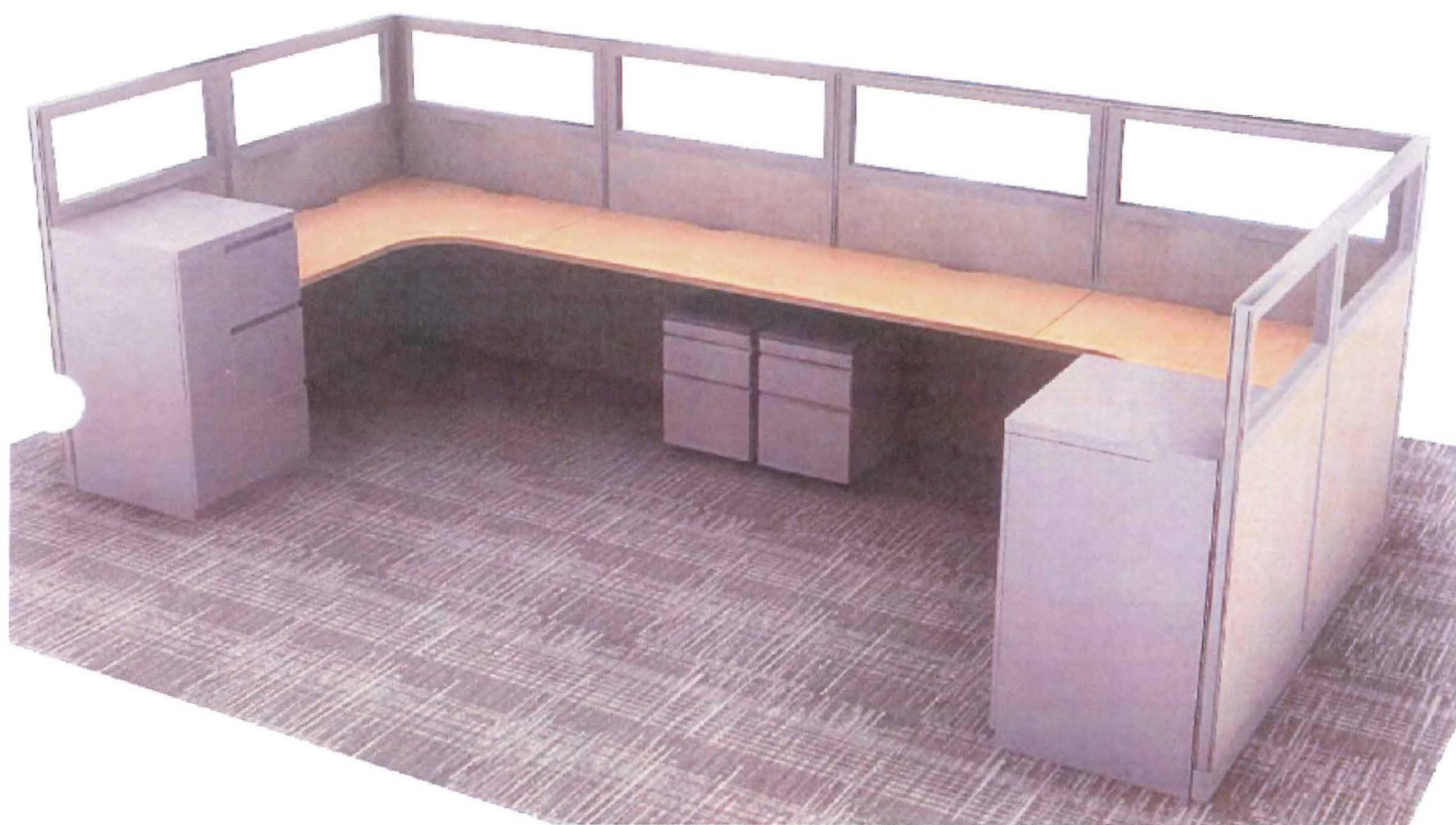




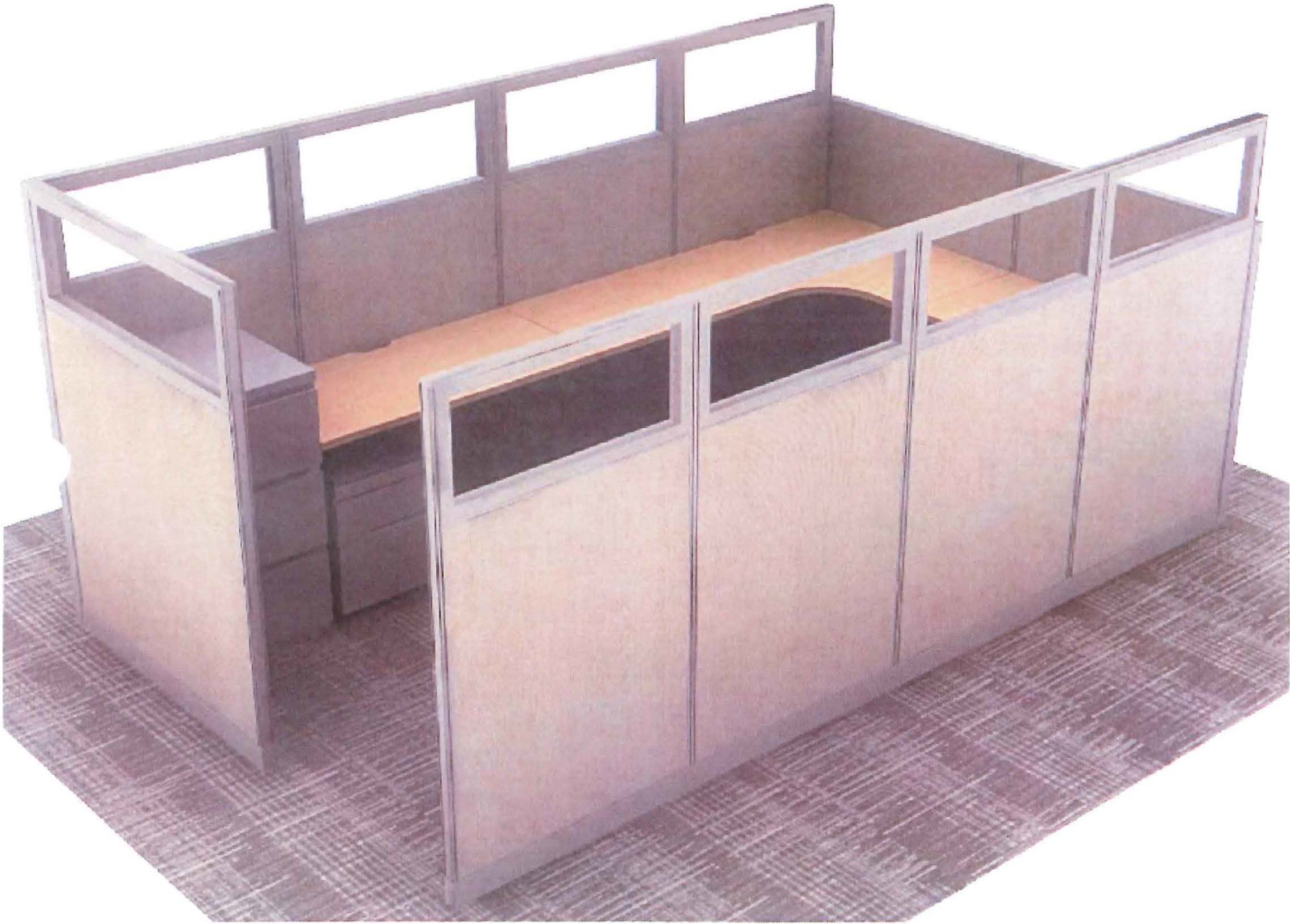
# WK-3 UniGroup Too



# WK-4 UniGroup Too



# WK-5 UniGroup Too



# WK-6 UniGroup Too



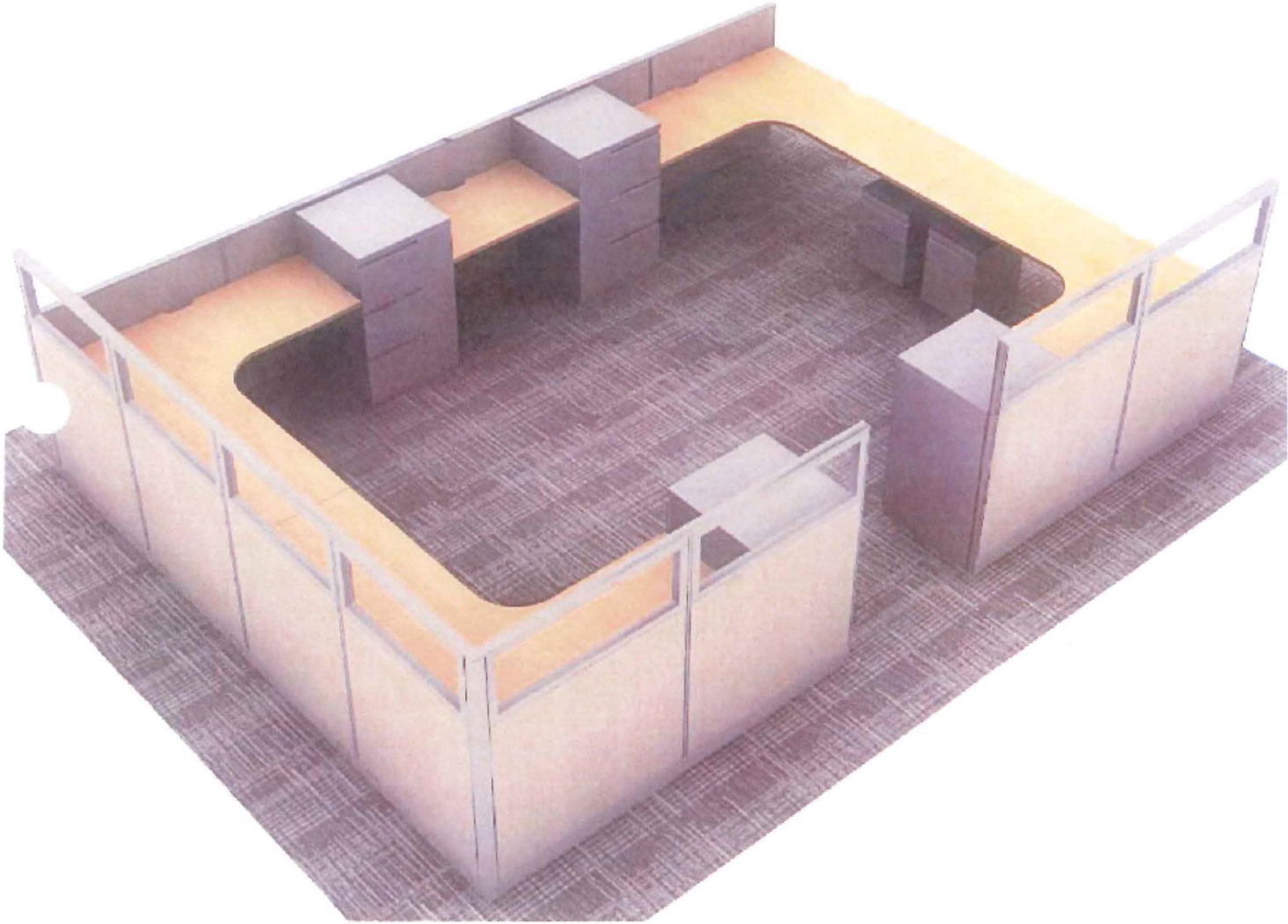
# WK-7 UniGroup Too



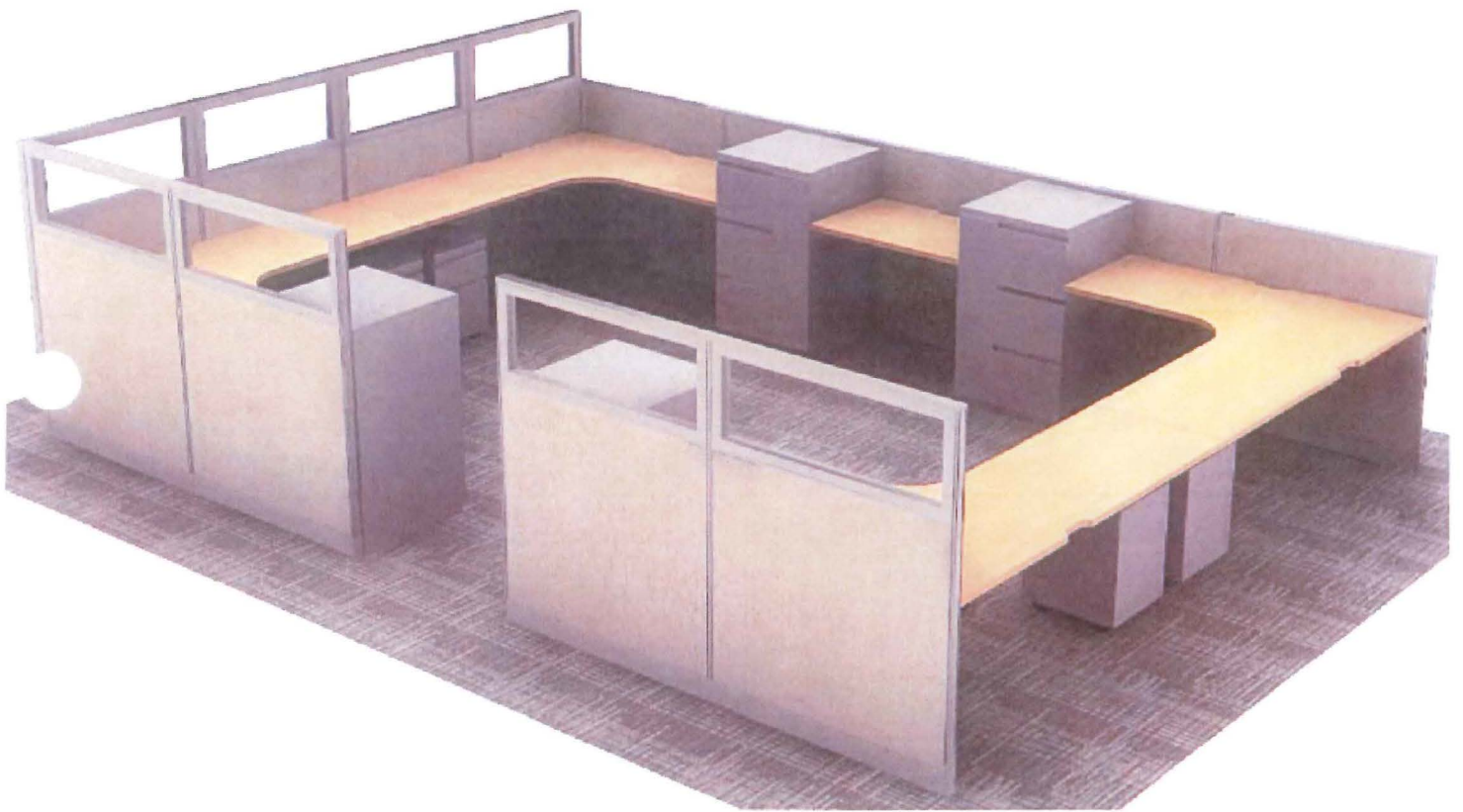
# WK-8 Intuity



# WK-9 UniGroup Too

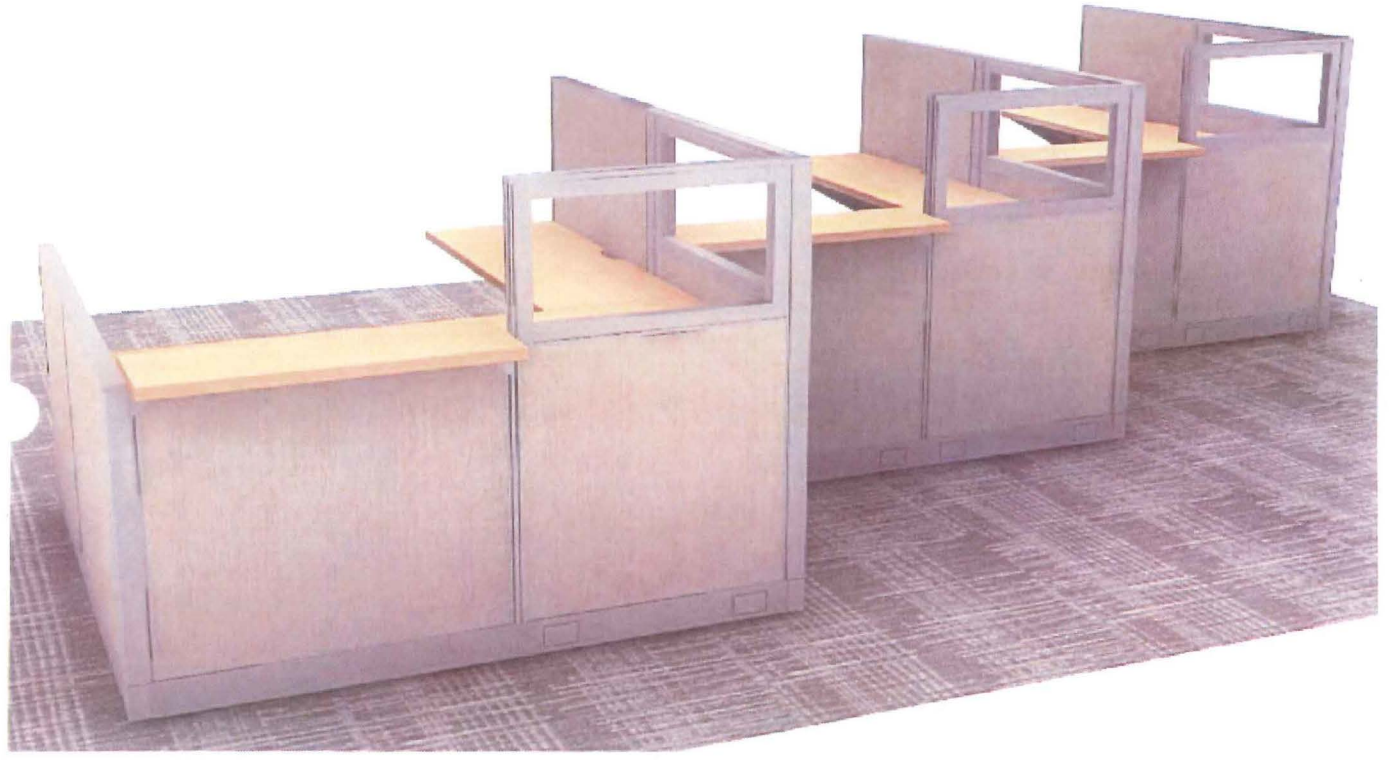


# WK-9 UniGroup Too

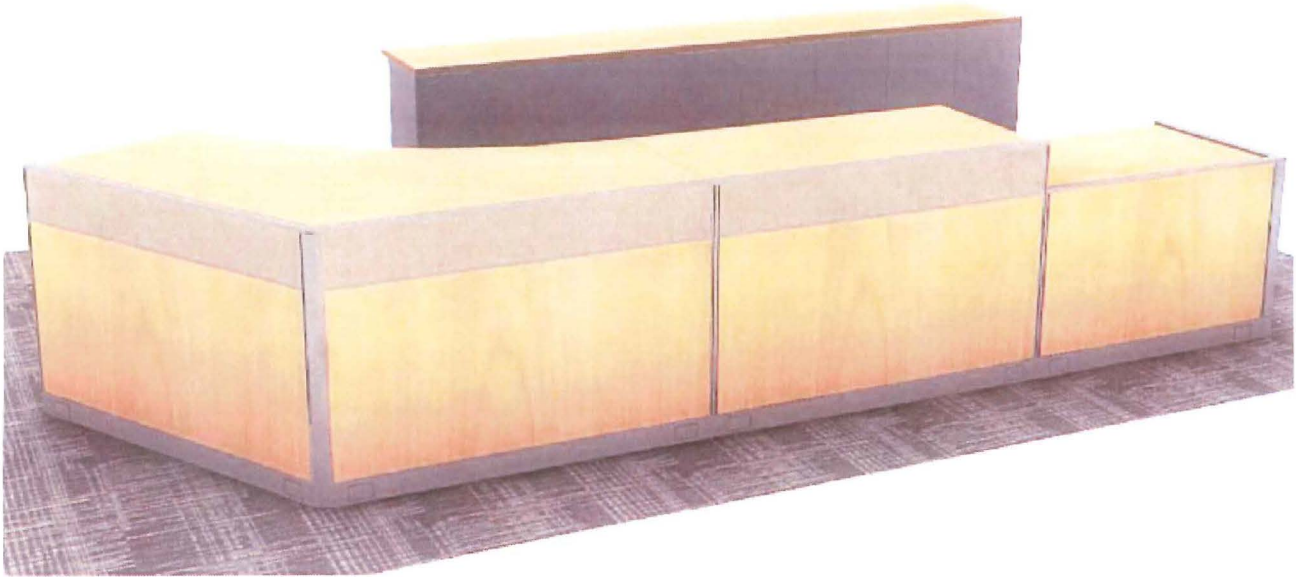




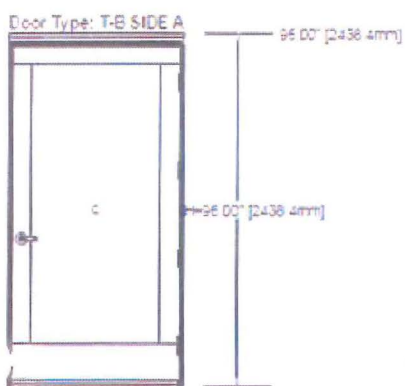
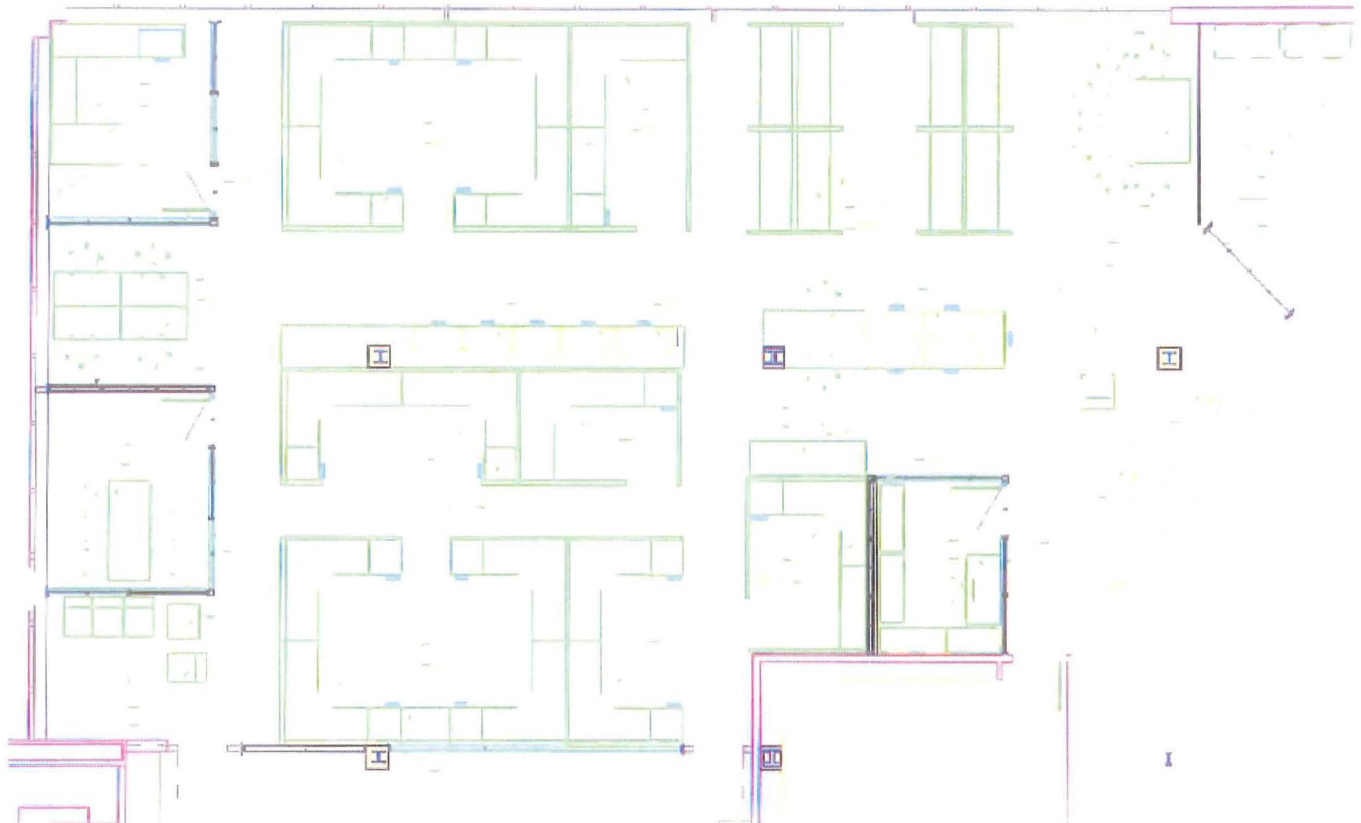
# Millwork Alternate Clerical Desk



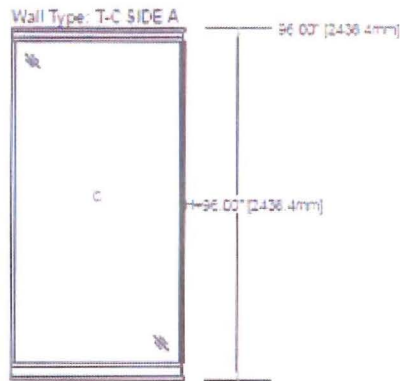
# Millwork Alternate Service Counter



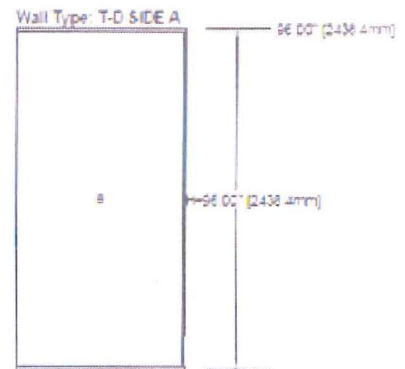
# Wall Plan



Glass Door



Glass



Vinyl Drywall

# ISCG OVERVIEW



# iscg Team



ISCG provides annuity relationships, with a consistent, team structured, approach. The individuals involved are specialists and have ability, aptitude and desire to manage the many complicated details associated with large projects, and large number of projects. Most of the individuals identified below have been working with large, national, clients for over ten years each.

The Project Team serving City of Novi will include:

**Joel Miller, ISCG – Director of Sales/Owner:**



Joel is results oriented workplace consultant with 24 years of industry experience and a proven track record of success. His focus on responsive communication and client urgency accounts for his outstanding track record of developing partnerships with clients. Joel takes an analytical approach to understanding client needs to develop appropriate solutions. He maintains the highest level of respect with team members and clients with a commitment to honesty, integrity and continuous improvement.

**Michele Dagenais, ISCG Designer:**



Michele has been with ISCG for 11 years . She uses her outstanding creativity, rendering ability and AutoCAD skills to help develop an aesthetic pleasing and functional workplace design; while insuring accuracy and maintaining budget.

**Lisa Reynolds, Client Service Representative:**



Lisa is one of ISCG's experienced client service representative. She has been instrumental in the successful installation and follow up of some of the largest and most complicated projects at University of Michigan, Penske Automotive. Her role is to insure order accuracy, maintain installation schedules, work with the various manufacturers and punch resolutions.

**Meredith Vyn, Sr. Architecture & Design Manager Haworth–Ann Arbor/Detroit**



Meredith provides education and training for A&D firms that specialize in commercial, residential and institutional design, where creative furniture solutions are needed. Meredith specializes in creative problems solving, customer service and sustainable applications that support her A+D partners objectives. Meredith is NCIDQ and LEED accredited and holds a BFA in Interior Design from Michigan State University with an emphasis on Interior Architecture. She has served as an Adjunct professor at the College for Creative studies from 2009-current in the Interior Design Department.

## DESIGN, INSTALLATION AND PROJECT MANAGEMENT PROCESS

ISCG AND HAWORTH TAKE PRIDE IN DELIVERING QUALITY, ERROR FREE PROJECTS. THIS IS ACCOMPLISHED, IN PART, THROUGH THE DILIGENT USE OF PROVEN AND DOCUMENTED PROCEDURES. THESE PROCEDURES, SUMMARIZED BELOW, REPRESENT OUR STANDARD PRACTICE AND HAS RESULTED IN OUTSTANDING ORDER ACCURACY.

### Design Check and Balance:

- Lead Designers reviews drawings and specifications with Support Designer
- Confirm site measurements/field measurements if necessary
- Review for completeness of specification/appropriate use of product
- Power and data requirements/placement
- Product specifications lists are compared and reviewed for discrepancies
- Once double checked, specifications are submitted for client approval and Order Placement

### Order Placement and Acknowledgements:

- Receipt of client-approved order processed same day when received by 2 p.m., otherwise the next day. All orders receive color-coded flags for acknowledgement, drawings, installation set-up and special notes. All Haworth orders processed daily via Lynx (Haworth's proprietary electronic ordering system) website. All other manufacturer orders are sent daily via fax or e-mail as applicable.
- Orders will be added to the Customer Order Status Report (COSR).
- Order acknowledgements are checked within 24 hours of receipt to review ship dates, addresses and all line items for size, color, hardware, specials and price accuracy.
- Daily designated call times will be established with Haworth Customer Service Coordinator to review possible discrepancies.
- Dates are then forwarded to iscg design and project management for pre-installation meetings.

### Pre- Installation:

- Compare project schedule to shipping schedule.
- Workplace Consultant, Project Manager, Designer, Installation Partner, and Client participate in pre-installation meetings.
- Review changes in site conditions, other trades on site and any contingencies or conflict.
- Develop an installation schedule, including phasing requirements.
- Review daily shipment reports and installation schedules to confirm job scheduling and immediately address any short shipment items.
- Distribute drawings as required.

### Post Installation:

- Review sign-offs on daily basis and take action on problems and punch list items within 24 hours.
- Part numbers and action items must be clearly identified on all sign-offs.
- iscg Project Manager, Designer, Workplace Consultant and Client participate in post-installation walk-through.
- Corrective action requests are electronically submitted using "Corrective Action Form."
- Immediate confirmation and preferred shipment turnaround is requested.

## CUSTOMER COMMITMENTS

iscg is committed to quality customer service and accountability for all products and services rendered. iscg will respond promptly and appropriately to your needs, always striving to exceed your expectations.

iscg will acquire all required permits related to our work, and assumes full financial responsibility for failure to meet any City guidelines associated with our products and installation.

iscg will manage the installation crews to ensure cleanliness and timeliness of the project. iscg Project Management will be on-site on a regular basis for project coordination and early problem notification such as manufacturer product defects and missing or damaged parts.

iscg assumes responsibility for installation costs associated with any delayed product (outside of normal lead times), as well as rental costs if necessary.

iscg will respond to punch items within 48 hours after installation and order all product to complete the punch list within 48 hours, at no charge.

iscg will immediately communicate with you, any and all issues of importance as they arise.

iscg will warehouse all product for up to 90 days at no cost.

iscg will commit to a 24 hour response time for general service issues such as chair repairs, file system adjustments, key & lock plug maintenance, and general warranty related items.

iscg will issue a fair and reasonable credit against your order for our significant failure to adhere to your deadlines and quality standards that are fully within our control.



hereby grants


# National Women's Business Enterprise Certification

to  
**Interior Systems Contract Group, Inc.**

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled, and is valid through the date herein.

WBENC's WBE Certification was processed and validated by Women's Business Enterprise Council - Great Lakes, a WBENC Regional Partner Organization.

  
Authorized by Michelle Richards, President,  
Women's Business Enterprise Council - Great Lakes



Expiration Date: **08/10/2016**

WBENC National Certificate Number: **243283**

WBENC National Certificate Number: **243283**

NAICS Codes: **238360, 423210, 423450, 337212, 541410**

UNSPSC Codes: **56101700**





**MC NISH GROUP, INC.**

26022 Woodward Ave., Suite 1100  
Royal Oak, Michigan 48067  
Telephone: (248) 544-4800  
Fax: (248) 544-4801

MC NISH FINANCIAL SERVICES, INC.  
26022 Woodward Ave., Suite 1100  
Royal Oak, Michigan 48067  
Telephone: (248) 544-4800  
Fax: (248) 544-4801

MC NISH AGENCY, INC.  
735 S. GARDEN CITY AVE., SUITE 100  
GARDEN CITY, MICHIGAN 48040  
Telephone: (248) 544-4800  
Fax: (248) 544-4800

December 16, 2013

To Whom It May Concern:

RE: Interior Systems Contract Group, Inc.

Dear Sirs:

Interior Systems Contract Group, Inc. is a valued client of ours. We have a surety line of credit in the amount of \$2,000,000.00 single project/\$5,000,000.00 aggregate with Merchants Bonding Company. ISCG is well managed and operates from a strong financial position. Merchants Bonding Company is rated "A" (Excellent) with A.M. Best Company.

Please feel free to call me if you have any questions or require additional information on this fine account.

Sincerely,



Margaret M. Kohloff  
Authorized Agent  
(248) 546-2284



April 2nd, 2015

RE: Interior Systems Contract Group ("ISCG")  
612 North Main Street  
Royal Oak, MI 48067

To whom it may concern:

In response to your request for a reference on ISCG, please accept this letter as confirmation of the valued relationship that ISCG maintains with PNC Bank.

ISCG's relationship with PNC Bank includes both deposit and loan accounts. ISCG currently has a committed Line of Credit in the low-seven figure range with PNC Bank. In addition, ISCG has availability in the low-seven figure range on their Line of Credit.

The credit and depository relationships are in good standing and we hold this customer in high regard.

Should you have any questions, please give me a call at 248-729-8662.

Sincerely,

A handwritten signature in black ink, appearing to read "Blake Arnett", enclosed within a large, stylized circular flourish.

Blake Arnett  
Vice President  
PNC Bank



# HAWORTH OVERVIEW



# THE RIGHT PARTNER FOR YOU.

You may not know about Haworth, so we'd like to provide a brief overview of our company. We're not your typical office furniture manufacturer—we're the right partner for you.



## ABOUT HAWORTH

Haworth enjoys a rich and vibrant history punctuated by continuous innovation. Haworth has evolved from a panel manufacturer to become a complete architectural interiors provider and a global leader in the contract furniture industry. Established more than 60 years ago by G.W. Haworth in Holland, Michigan, Haworth is a privately held company with strong ties to its founding family. The company prides itself on offering a personal touch across a global platform, and serves markets in more than 170 countries through a worldwide network of 600 dealers.

Three generations of the Haworth family have led our company. G.W. Haworth borrowed his parents' life savings to expand his woodworking operation in the family garage. His son, Dick, led breakthrough engineering and fueled growth around the world. G.W.'s grandson, Matthew, is the chairman now, and leads with a marketing focus that drives transformation.

## OUR VALUES

We work with companies all around the world that have global, diverse workforces. Living our Values is what matters most to us:

**Our customers, members,  
integrity, continuous learning,  
results and our world.**

## OUR GLOBAL PERSPECTIVE INFORMS EVERYTHING WE DO

International scientists and designers come together to share best practices and trends—representing more global locations than any other office interiors manufacturer.

## OUR ENVIRONMENTAL DRIVERS ARE PEOPLE, PLANET AND THE ECONOMY

We hold ourselves accountable to seven sustainability objectives: 1) Sustainable product and workspace design 2) Energy management 3) Green transportation 4) Zero waste and emissions 5) Green building and sustainable site management 6) Social responsibility 7) Stakeholder engagement.

## DESIGN + SCIENCE

Our research and workplace knowledge align with product development and space utilization to help improve performance and maximize return on investment.

## DESIGN THAT'S RELEVANT AND ADAPTABLE

Our global perspective and workplace knowledge help inform our design point of view. Our approach—the Organic Workspace® Strategy—is dynamic: to evolve and grow as we continue to learn.

## INTEGRATED PALETTE

Our Organic Workspace Strategy results in sustainable, adaptable, and integrated products and processes throughout our company. One of the manifestations of this strategy is the Integrated Palette, an incredible, interchangeable kit of parts.

Our products relate at different levels to offer design freedom, integration and future assurance—we will continue to design products that adapt to change.

## OUR APPROACH DELIVERS VALUE

Haworth's services and solutions can help drive human, facility, and organizational performance, improving business success.

## OUR NUMBERS

- \$1+ billion in global sales
- More than 6,000 members worldwide
- More than 600 dealers worldwide
- Operating in 170+ countries
- 55 sales offices worldwide
- 20 manufacturing facilities worldwide
- 7 sustainability objectives
- 6 core values
- 1 vision: create beautiful, effective and adaptable workspaces

## OUR BRANDS

- Haworth
- Haworth Collection
- Easy by Haworth
- Haworth Health Environments

## OUR PRODUCTS

- Architectural interiors
- Access floors
- Electrical and cabling support systems
- Moveable walls
- Furniture
- Collaborative furniture
- Conference room solutions
- Desking systems
- Executive wood casegoods
- Freestanding filing and storage products
- Freestanding wood, laminate and steel casegoods
- Integrated modular systems furniture
- Seating—lounge and office
- Collaborative tools
- Ergonomic worktools
- Lighting
- Technology solutions

Photo: top, right to left: Dick Haworth, Chairman Emeritus; Matthew Haworth, Chairman; and Franco Bizzini, President & CEO



# Haworth Product Brochures



## Great Expectations

You have them. And so do we. That's why we back our products with a comprehensive warranty plan. At Haworth, **we value our customers**, and this is part of our pledge to be the best partner for your organization and to provide future assurance through integrated, adaptable products and sustainable environments.

### PRODUCT NON-OBSOLESCENCE AND WARRANTY POLICY

This North American Haworth Product Non-Obsolescence and Limited Warranty Policy (the "policy") applies to products manufactured after May 8, 2015. For products manufactured before this date please refer to the policy published in the NA Price List when purchased or contact your local Authorized Haworth Dealer. All Haworth products are warranted for 24 hour / 7 day use over the length of the Applicable Warranty Period as set forth below.

Haworth, Inc. or Haworth, Ltd., (each called "Haworth") will make a good faith effort to maintain product compatibility within our various generations of integrated product platforms to provide our customers with spaces that adapt to change. Under our non-obsolescence policy, we commit to provide our customers with products of comparable function or operational characteristics for a term equal to the Applicable Warranty Period. Haworth fabrics and finishes must be updated periodically to maintain the market appeal of our products and respond to the demands and changing preferences of our customers. As a result, we or the manufacturer may discontinue some fabrics and finishes before expiration of the Applicable Warranty Period. If a new product purchased or leased

from Haworth or from an Authorized Haworth Dealer proves to be defective (as defined below) while the product is still in the possession of the initial purchaser or lessee and if they, within the Applicable Warranty Period, inform Haworth of the defect by contacting the local Authorized Haworth Dealer, then, except as provided below, Haworth will, at Haworth's option, either repair or replace the product, at Haworth's expense, or refund the purchase price of the product. Except as provided below, a product shall be considered "defective" if Haworth finds that it is defective in material or workmanship and if the defect materially impairs the use of the product to the purchaser or lessee. The applicable warranty period begins on the day the product is manufactured. If a product that the purchaser or lessee references in a notice of defect was not installed by a Haworth Certified installer and/or reconfigured by a Haworth-trained installer, then the product may not be considered defective and Haworth will not be obligated to repair or replace it or to refund its price.

## PRODUCTS / APPLICABLE WARRANTY PERIOD

### LIFETIME

All Haworth products are warranted for lifetime *except products, components and materials described below:*

### TWELVE YEARS

All Haworth NA manufactured seating is warranted for 24/7 multiple shift use by persons up to 325 lbs and includes the framework, mechanisms, seating foam, seat & back mesh and seating glides & casters.

All wood or wood framed products.

### TEN YEARS

All wall products (excluding soft close door mechanisms warranted for Two Years), electrical components (excluding Power Base™ AI, USB receptacles and workware products), electrical accessories, fixed task lighting (excluding LED lighting), adjustable keyboard pads, monitor arms and products that are at any time used in a classroom or educational environment (other than administration areas) except as limited or described below:

### FIVE YEARS

Fabric scrims and fabrics rated Heavy Duty ( A ) under the Association of Contract Textiles Guidelines, leather, vertical use markerboard laminates, user-adjustable worksurface mechanisms, gel arm caps, thermofused laminates, slow close mechanisms, LED lighting, Power Base™ receptacles with USB charging outlets, electronic ballasts used in task lighting, horizontal glass or thermoplastic table assemblies and Systems Accessories.

### THREE YEARS

Power Base AI Electrical products, workware™ products, Hoop products (excludes any warranty for surface damage such as scratches, dents or abrasions), plastic ultraviolet light color fastness and fabrics rated General Contract (a) under the Association of Contract Textiles Guidelines.

### ONE TO FIVE YEARS\*\*

Products that are manufactured outside North America and sold into the North American market.

### ONE YEAR

Horizontal use markerboard laminate, Openest™ Plume Screens, soft palm rest, mouse pad insert and translucent edging.

Haworth "Specials" products that involve simple modification of a standard based product will be warranted for the same period as the standard catalog product it is based on. Haworth "Specials" products that deviate from standard catalog product in the form of features, construction, function, or aesthetic will be warranted for 1 year.

All software is without warranty of any kind, either expressed or implied.

All service parts are warranted for two years or the remaining balance of the assembly's original warranty period, whichever is longer.

\* The Applicable Warranty Period for each such product is specified in Haworth's price list for the product.

A product will not be considered to be defective, and Haworth will not repair, or replace it or refund its price if the product (1) is a consumable product, such as a lamp; (2) is "Customer's Own Material" (i.e. material specified by the purchaser or lessee that is not a standard Haworth product offering, such as Haworth Alliance fabrics); (3) is not installed and used as recommended in Haworth's written specification, installation, care, maintenance and user guides; (4) has been otherwise misused or suffered abusive damage or (5) is a product that is manufactured by a third-party supplier from whom Haworth purchases it for resale without incorporating it into Haworth product (in which case Haworth will assign to the purchaser or lessee any warranty that the manufacturer provides), unless otherwise specified by Haworth in writing. At all times the Covered Product must have been located in a building that is (i) dry, fully closed-in and protected from the natural elements, and (ii) adequately heated, ventilated and air conditioned in order to maintain an internal temperature between 40°F and 90°F (4°C and 32°C) and relative humidity levels between 25% and 55%.

A defect in material or workmanship does not include damage to a product, or failure of a product to operate or perform properly or to maintain appearance, caused by (a) normal wear and tear; (b) an Act of God or transportation; (c) a product alteration made without Haworth's express written authorization; (d) the natural variation of color, grain or texture found in wood and leather; (e) the natural aging found in materials such as wood, fabric and leather which results in colors shifting during use; (f) dye lot variations in fabric, leather or wall covering (g) the natural patina of leather during use; (h) "puddling" of leather or faux leather; or (i) reverse crocking of dyes from clothing onto our seating materials.

EXCEPT AS STATED ABOVE, HAWORTH DOES NOT MAKE A WARRANTY AS TO ANY PRODUCT AND, IN PARTICULAR, DOES NOT MAKE A WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. Product repair or replacement or refund of the price, at Haworth's option, in accordance with this Policy, is the purchaser's or lessee's exclusive remedy for a product defect. Haworth shall not have tort liability with respect to a product, and Haworth shall not be liable for any consequential, economic, indirect, special, punitive or incidental damages arising from a product defect. Haworth shall not be liable for repair or product replacement due to improper installation or any defect in materials used for installation which are not manufactured, sold or supplied by Haworth.

Released May 8, 2015





Thank you!



# THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

## Bid Bond

**KNOW ALL MEN BY THESE PRESENTS**, that we INTERIOR SYSTEMS CONTRACT GROUP 28000 Woodward Avenue Royal Oak, MI 48067

(Here insert full name, and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and Merchants Bonding Company (Mutual) West Des Moines, IA 50266 a corporation duly organized under the laws of the State of as Surety, hereinafter called the Surety, are held and firmly bound unto City Of Novi 45175 West Ten Mile Road Novi, MI 48375

(Here insert full name, and address or legal title of Owner)

as Obligee, hereinafter called the Obligee, in the sum of 5.00% Att Bid

For the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for  
City of Novi-Community Development Suite

(Here insert full name, address and description of project)


NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 27th day of October, 2015

  
\_\_\_\_\_  
(Witness) remitter

INTERIOR SYSTEMS CONTRACT GROUP  
(Principal)  (Seal)

Robert Martin

  
\_\_\_\_\_  
(Witness) Chicana

Merchants Bonding Company (Mutual)  
(Surety)  (Seal)

William J. McNish, ATTORNEY-IN-FACT

**MERCHANTS**  
**BONDING COMPANY™**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Michelle Graham; Suzanne M Moceri; William J McNish

their true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver on behalf of the Companies, as Surety, bonds, undertakings and other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

**TEN MILLION (\$10,000,000.00) DOLLARS**

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

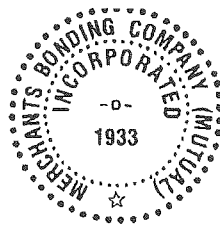
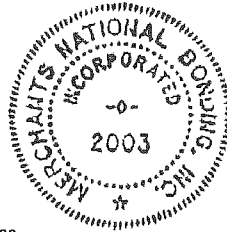
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 15th day of August, 2015.



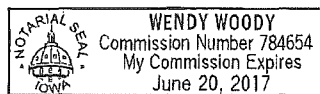
MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*

President

STATE OF IOWA  
COUNTY OF Dallas ss.

On this 15th day of August, 2015, before me appeared Larry Taylor, to me personally known, who being by me sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

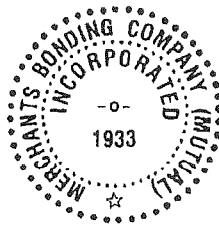
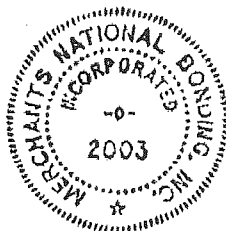


*Wendy Woody*  
Notary Public, Polk County, Iowa

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 27th day of October, 2015.



*William Warner Jr.*  
Secretary