

## **SWC# 238 Office Furniture - Haworth** **Contract Information and Usage Instructions**

**Contract Period:** This contract takes effect on August 19, 2024. The contract expires on January 21, 2028. There are no renewal options under this agreement.

**Summary/Background Information:** **This is an agreement with the furniture manufacturer, Haworth**, through the [NASPO cooperative](#). The State has an Independent Dealer Agreement with **Nashville Office Interiors (NOI)**. **NOI performs delivery and installation of all Haworth products. All purchase orders should be directed to NOI.**

### **State Contact Information**

#### **Contract Administrator:**

DeRenne Raley  
Category Specialist  
Central Procurement Office  
(615) 251-5173  
[DeRenne.Raley@tn.gov](mailto:DeRenne.Raley@tn.gov)

### **Vendor Contact Information:**

Company Name: Haworth Inc  
Edison Contract Number: 84057  
Manufacturer Account Manager: Matt Corl, Manager – Pricing & Contracts  
Phone Number: (616) 889-8775  
Email: [Matt.Corl@Haworth.com](mailto:Matt.Corl@Haworth.com)  
Address: One Haworth Center, Holland, MI 49423-9576 USA

### **Independent Dealer Contact Information:**

Company Name: Nashville Stationary Company DBA Nashville Office Interiors  
Edison Contract Number: 84120

Dealer Account Manager: Carson Neer  
Phone Number: (615) 844-2683  
Email: [statecontract@noi-tn.com](mailto:statecontract@noi-tn.com)

Secondary Dealer Account Manager: Joey McKinney  
Email: [statecontract@noi-tn.com](mailto:statecontract@noi-tn.com)  
Phone Number: (615) 533-5491

Address: 611 3<sup>rd</sup> Avenue South, Nashville, TN 37210

**Usage Instructions:** This section contains information related to the Terms and Conditions (T&Cs) of the Participating Addendum. Please see the full document here or visit our website.

**Discounts:** All discounts can be found on [Exhibit C](#). Pricing for delivery and installation can be found [here](#).

**State of Tennessee Real Estate and Asset Management (STREAM):** STREAM is a division within the Department of General Services (DGS) that is responsible for the State's workplace planning. They handle all furniture requests for FRF buildings and work with agencies to design spaces to enhance work environments.

**FRF buildings:** Multitenant office buildings, such as the Tennessee Tower or Rachel Jackson building, where State agencies have offices. These are considered "open" to the public.

**Non-FRF buildings:** Facilities that are not open to the public such as State prisons, garages, and warehouses.

**Quotes:** Contractor shall provide a quote within fifteen (15) business days or other agreed upon time frame upon receipt of request from the State.

**Order Confirmation:** Contractor shall provide acknowledgement, in writing, of receipt of a purchase order and placement of an order within two (2) business days of receipt of a purchase order.

**Delivery:** The Contractor shall deliver all goods within forty five (45) business days of purchase order issue. Standard delivery of all goods will be inside and ready for use, unless otherwise stated on the Authorized User's purchase order.

**Late Delivery:** In the event the Contractor fails to meet the agreed upon delivery date, the Contractor will provide temporary furniture at no additional cost to the Authorized User until the order has been fulfilled.

**Inspection and Acceptance:** If after a period of ten (10) business days following delivery of goods or performance of services the State does not provide a notice of any Defects, the goods or services shall be deemed to have been accepted by the State.

**Warranty Policy:** See [Exhibit D](#).

**Change Order Policy:** See [Exhibit E](#).

**Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please click on the "Agency Upgrade User Guide" link on the following page:

<http://tn.gov/generalservices/article/agency-reference-material>.

**Billing and Payment Instructions:** Net 45

**Asset and Inventory Management:** Please contact [VAM](#) for furniture surplusage needs.