



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

**OCT 10 2012**

Haworth, Inc.  
One Haworth Center  
Holland, MI 49423

Attention: Phil Todd, Director Sales Support

Reference: RFP2000000330 – Office Furniture and Related Services and Solutions

Dear Mr. Todd:

## **ACCEPTANCE AGREEMENT**

**Contract Number: 4400003402**

This acceptance agreement signifies a contract award to Haworth, Inc. in its entirety for Office Furniture and Related Services and Solutions. The period of the contract is from January 1, 2013, through December 31, 2016, with four (4), one (1) year renewal options.

The contract award shall be in accordance with the following:

- 1) This Acceptance Agreement;
- 2) The signed Memorandum of Negotiations

Please note that this is not an order to proceed. A Purchase Order, which constitutes your notice to proceed, will be issued by the County. Please provide your Insurance Certificate according to Special Provisions paragraph 14 within ten (10) days of receipt of this letter. Contract award documents may be viewed on the Department of Purchasing and Supply Management website at [www.fairfaxcounty.gov/register](http://www.fairfaxcounty.gov/register).

Cathy A. Muse, CPPO  
Director/County Purchasing Agent

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**Department of Purchasing and Supply Management**  
12000 Government Center Parkway, Suite 427  
Fairfax, VA 22035

**Website:** [www.fairfaxcounty.gov/dpsm](http://www.fairfaxcounty.gov/dpsm)

**Phone:** 703-324-3201, **TTY:** 1-800-828-1140, **Fax:** 703-324-3228



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## MEMORANDUM OF NEGOTIATION RFP2000000330

The County of Fairfax (hereinafter called the County) and Haworth, Inc. (hereinafter called the Contractor) hereby agree to the following in the execution of Contract 4400003402. The final contract contains the following items:

- a. Fairfax County's RFP2000000330
- b. All Addenda
- c. Haworth, Inc. Technical and Business proposal as amended by this Memorandum of Negotiations
- d. Response to clarifications dated August 7, 2012
- e. The Memorandum of Negotiations

The following and are to be included in the contract:

1. This contract will begin on January 1, 2013 and terminate on December 31, 2016. Fairfax County reserves the right to renew the contract for four (4) years, one (1) year at a time by mutual agreement.
2. Revised cost Proposal Attachment A – Price Sheet – submitted via e-mail on August 9, 2012.
3. Discounts will remain firm for the duration of the contract. Discounts will be taken from the prices that are effective at the time of the request for a quote or order.

All other prices, terms, and conditions remain the same.

**ACCEPTED BY:**

  
\_\_\_\_\_  
Phil Todd, Director Sales Support  
Haworth Inc.

9/20/12  
Date

  
\_\_\_\_\_  
Cathy A. Muse, CPPO  
Director/County Purchasing Agent

10/9/12  
Date

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