

# FURNITURE PROCUREMENT POLICY AND PROCEDURES

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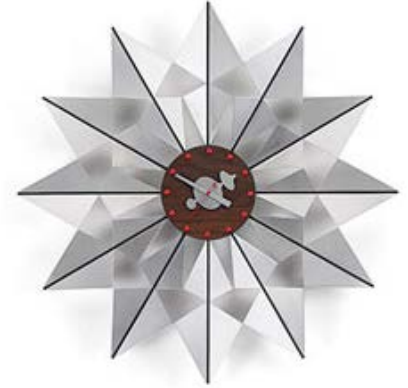
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Facilities Management

Clayton State University



# POLICY STATEMENT



The purpose of this policy is to **streamline and improve the process** for purchasing furniture, furnishings and accessories at all University departments and locations.

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The mission of the Clayton State University Facilities Management and procurement team is to obtain high quality furniture and services at the lowest reasonable cost, that meet or exceed the customer's expectations for performance, standard and availability at the time of purchase, while operating at the highest standards of ethical conduct.

We look forward to accomplishing this through collaborative team effort in support of the overall goals of University.

# INTRODUCTION



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The responsibility for recommending, specifying, pricing, ordering, receiving and payment of all furniture, accessories and supplies, and furniture equipment, at Clayton State University will be shared between two organizations: **Facilities Management** and **Procurement Services**.

Although reporting to different organizations and assigned different responsibilities, all core systems, methods, policies and procedures remain common.

# CURRENT ISSUES



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- Communication gaps
  - Increased cost
  - Disruptive service
  - Resource wasting
  - Overlooking building codes and safety codes
  - Storage and removal of furniture
  - Failure to consider infrastructure changes- size of room, power/data/network outlets etc.
  - Vendor diversity

# TEAM COLLABORATION

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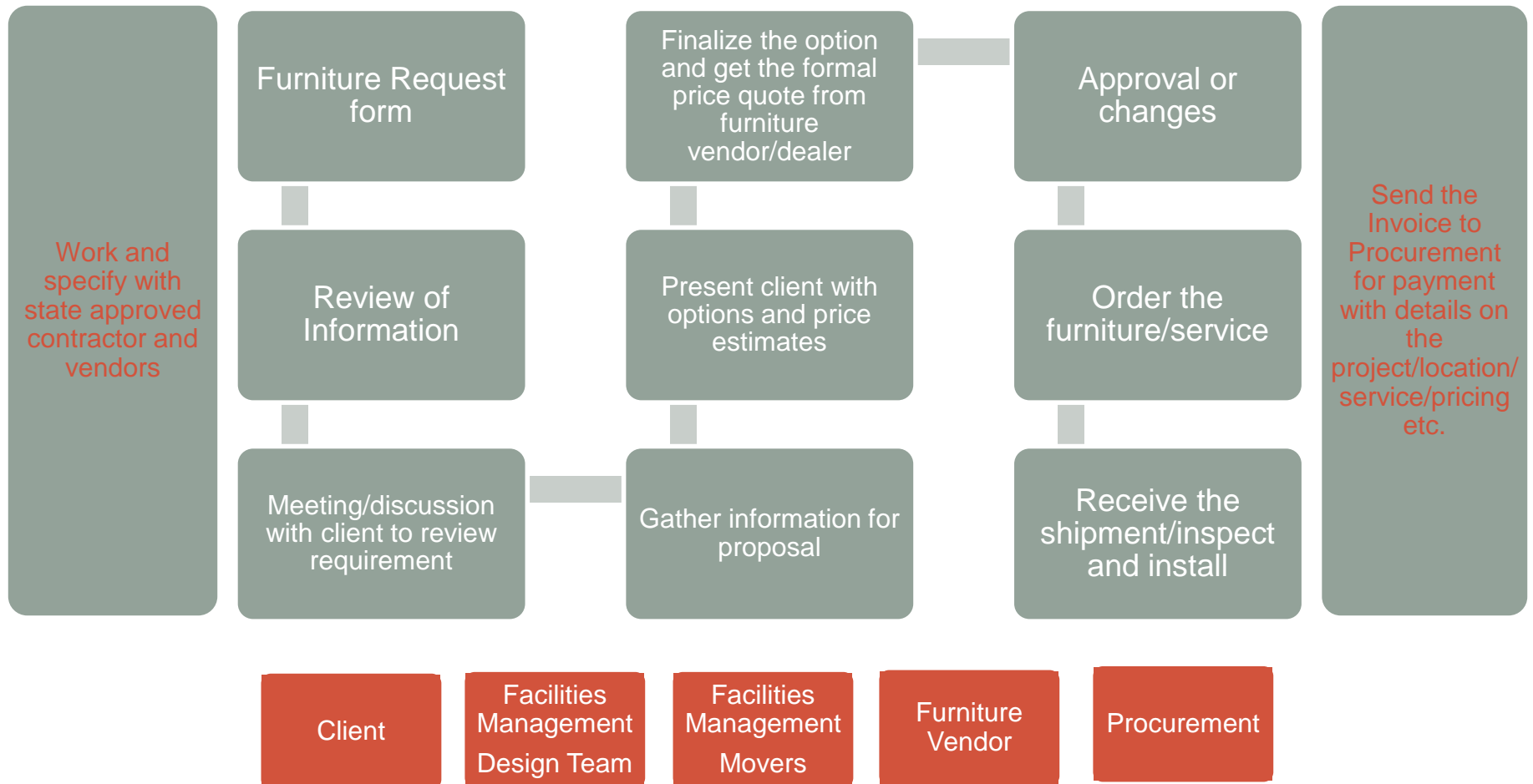
## Facilities Management

- ❑ **Vendor coordination-** Managing the furniture and accessories vendor relationship
- ❑ **Client Interaction-** Receive client requirement, review, recommendation, proposal, pricing and specification of furniture and accessories and approvals
- ❑ **Ethics and codes-** Insure that all aspects of safety, codes, highest ethical and professional standards are met, follow Board of Regent policies
- ❑ **Updates-** Manage and update design resource library, vendor presentation and updates
- ❑ **Follow ups-** Lead time management, Furniture receiving and inspection, post follow up for projects
- ❑ **Assist and collaborate-** Assist procurement with payments and invoice tracking
- ❑ **Support Green Initiative-** Support Universities sustainability Initiatives by offering sustainable resources

## Procurement

- Oversee-** the commercial relationships between University and its suppliers
- Supplier Management-** State Purchasing Mandatory Contract, State approved vendors
- Promote and manage-** Small Business and Minority supplier program, supports and outreach to local business and community
- Ethics and codes-** Insure that all aspects of our relationships are held to the highest ethical and professional standards. Follow State Purchasing Policies
- Assists departments-** in updating and maintaining compliance to all State Purchasing Policies regarding contracting and purchasing.
- Assist and collaborate-** with processing POs and invoices.

# TEAM COLLABORATION



# BENEFITS



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- ❑ Customer oriented service
  - ❑ Streamlined process
  - ❑ Professional recommendations
  - ❑ One Stop Shop
  - ❑ Team collaboration
  - ❑ High ethical, professional and service standards
  - ❑ Standardization of specifications and support documents
  - ❑ Standardization of furniture drawings
  - ❑ Tracking of furniture and accessories
  - ❑ Opportunity to provide new and updated products
  - ❑ Transparency, consistency and accountability
  - ❑ No price quotes comparison required for vendors from Georgia State Contract

# POLICY AND PROCEDURES

The following policy and sequence of events will apply to all requests for new or existing furniture.

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1. All requests for purchase of new furniture or refurbishing of existing furniture must be initially submitted electronically by use of the **Furniture Request Form**, which is accessible through the Facilities Management website. Any request directly send to procurement will require Facilities Management review and sign off.
2. Requests can be submitted anytime during the year, however requests will be considered by Furniture and Design team on biweekly basis.
3. All requests must contain the approval(s) from the appropriate authority (Supervisor, Department/Office Chairperson, Dean and Vice President). Request for equal or less than \$25K-supervisor signature needed. Request above \$25K –Vice President signature needed.
4. These policies and process to be followed for any new furniture purchase of equal or more than \$500. For request less than \$500, Facilities Management need to be involved if electrical, audio visual, HVAC help is needed.
5. The initial requests will be reviewed by the Furniture team and recommendations will be made based upon a review of information provided on the Request Form. (Factors to be considered include functionality, availability, pricing, and sustainability etc.)



# POLICY AND PROCEDURES

The following policy and sequence of events will apply to all requests for new or existing furniture.

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6. Client will be presented with options and price quotes.
7. Procurement Services will create a purchasing order, encumber funds and deliver PO to vendor. Any questions related to PO should be directed towards client.
8. Facilities Management will coordinate with client and construction team for the delivery of the furniture.
9. Furniture Team with client representative will be responsible for receiving and inspecting furniture during installation and delivery.
10. Furniture Team will work with client and procurement to insure the standardized invoice is issued for the work.
11. Department should provide 8-10 weeks lead time from the time of purchase order created for furniture order to be received.

# TO START WITH FURNITURE TEAM

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- ❑ Set up a small resource library(fabrics/finishes/catalogs etc.) in facilities management office
- ❑ Working with procurement –Identify the most common order for the furniture/accessories
- ❑ Get ergonomic desk/task chairs (various price ranges/ styles/vendors)
- ❑ Get ergonomic accessories (monitor arms, screens, etc.)
- ❑ Update facilities management website with new offerings and services
- ❑ Organize a furniture exposition in September 2013 to invite decision maker/administrative personnel and staff to showcase the new products and services and introduce to the new process.

# TO START WITH FURNITURE TEAM

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- ❑ Reach out to clients based on design projects in pipeline
- ❑ Move and setup will be coordinated by Facilities Management
- ❑ Possibility to recycle furniture- furniture will be surplus after certain time (holding time depends on the availability of space in warehouse), donated property will be surplus after consulting the donor (will be handled case by case)

# TO START WITH CLIENT TEAM

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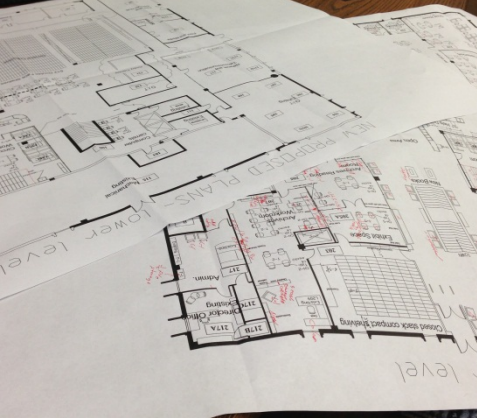




- ❑ This program and process is mandatory.
- ❑ Initiate furniture/accessories request through online form
- ❑ Don't wait till last minute to place furniture or accessories request (it takes 8-10 weeks to get furniture)
- ❑ Visit the new updated Facilities Management website for great resources on furniture and accessories
- ❑ Follow the Board of Regents, State Purchasing Policy and CSU Policy's and Standards
- ❑ Take advantage of the combined services of design, construction and furniture specification
- ❑ Attend training and ask questions

# PROJECT LIST

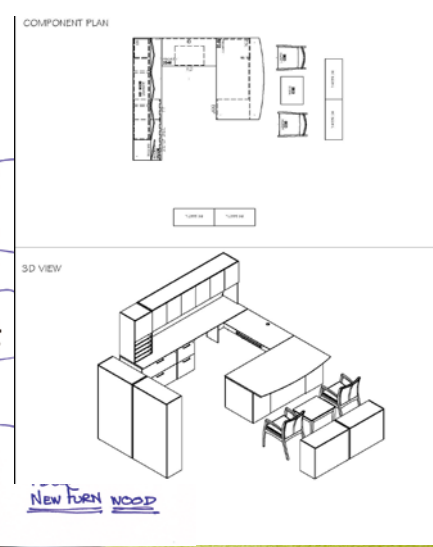
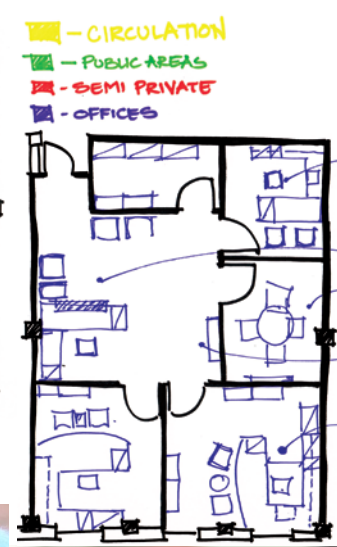
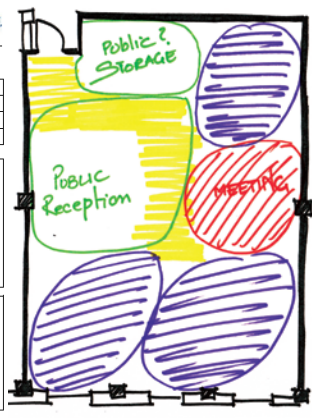
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- ❑ Enrollment Suite
- ❑ Testing Center
- ❑ Center Of Academic Success
- ❑ Disability Resource Center
- ❑ Media and Printing Services
- ❑ Client Software Support
- ❑ ROTC
- ❑ University Health Services
- ❑ Library



Furniture Specification	
Date: 01.14.13	Client Name: Facilities Management
Project Name: Guest Chair Business Operations Office	Designer: Priti Bhatia
Project Location: Business Operations Office	Phone: 678-466-4203
Project No./P.O. No.:	Fax: 678-466-4259
Item: Guest Chair	
Quantity: 1	
Manufacturer: National Office Furniture	
Model No.: Admore Fully Upholstered	
Description: Fully Upholstered seat and back, with arms	
Finish: Cordovan on walnut	
Net Price:	
Extended Price:	
Total:	
Fabric: American drapery	
Manufacturer: National Office Furniture	
Color: Honey Mustard	
Color No.: 5305	
Description: Seating Fabric, Grade 1, 100% Polyester, 54" x 96,000 08, Acrylic backing	
Quantity: NA	
Finish: NA	
Note:	
Lead Time: 3-4 weeks	
Dealer: Office Interiors Atlanta	
Site Mark: BC Office	
Approved by:	
Date: 01.14.13	

Facilities Management, Clayton State University, 2000 Clayton State Boulevard, Morrow, GA 30260



# TESTIMONIAL

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A rectangular graphic with a light beige background. The text "Stuff worth shouting about" is written in a casual, handwritten style. "Stuff" is in green, "worth" is in black, and "shouting about" is in black. The text is slanted upwards from left to right.

“Saves CSU employees countless hours when needing to plan and design space and furniture. No longer does an employee unfamiliar with design and construction have to find state contract lists, prices, and colors to present to the rest of the staff. Having this service centralized also gives the Clayton State community the additional expertise of what has worked in other areas of the university, based on experience”

Easy to collaborate and work with, studies and researches the special needs requirements, code requirements and universal design concept.

“Thanks so much! This looks good. I appreciate all your help with the decisions we made today.”

# FURNITURE REQUEST FORM



## FURNITURE SERVICE REQUEST FORM

Instructions: All requests for furniture and accessories for existing spaces or facilities, and requests for spaces that are currently not occupied by the requestor are to be submitted using this form. After obtaining the preliminary approval signatures, forward this form to Facilities Management.

- I. Title of request: \_\_\_\_\_
- II. Date of request: \_\_\_\_\_
- III. Point of contact for questions: \_\_\_\_\_

IV. Request type:

- a. Select one of the following:

- i.  This is a request for new furniture/accessories for an existing space currently occupied by the requestor.
- ii.  This is a request for new furniture/accessories for an existing space NOT currently occupied by the requestor.
- iii.  This is a request for refurbishing/refinishing existing furniture for an existing space currently occupied by the requestor.

- b. Location of existing space:

- i. Building: \_\_\_\_\_
- ii. Room: \_\_\_\_\_

V. Description of request:

- a. Description of request (scope of work):

- b. Justification for request:

- i. Supports \_\_\_\_\_
- ii. Justification:

- iii. Consequences if this request is not completed:

VI. Funding: Select one of the following:

- a.  Funding available from the requestor (Facilities Management will provide a cost estimate before any funds are committed.)

VII. Preliminary approval signatures:

Supervisor: (less than \$25K)	_____	Date: _____
Department/Office Chair: (less than \$25K)	_____	Date: _____
Dean (if applicable): (less than \$25K)	_____	Date: _____
Vice President: (over \$25K)	_____	Date: _____

VIII. Facilities Management signatures: \_\_\_\_\_ Date: \_\_\_\_\_



# THANK YOU

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Facilities Management and Procurement Team