

TechBuy Guidelines for Entering Requisitions for Office Furniture

The following guidelines are intended to provide assistance for individuals entering requisitions for office furniture. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

1. When entering a requisition for office furniture use one of the following forms, as appropriate:
 - **Non-Catalog Form**—for furniture costing less than \$10,000. This form is also used for purchases from contract vendors such as Hon, National, E&I, TXMAS, US Communities, Buyboard, etc., regardless of the dollar amount.
 - **Informal Bid (between \$10,000 and \$30,000)**—for furniture costing between \$10,000 and \$30,000
 - **Bid/Request for Proposal Form (above \$30,000)**—for furniture costing more than \$30,000 and not available on contract
2. If your requisition does not require bids and you have a quote, be sure to attach that quote to the requisition as an **external** document. The quote becomes part of the electronic document and protects both the department and the vendor if questions arise later.
3. If your requisition requires bids or proposals, the requisitions must include thorough and complete specifications.
 - The specifications must be sufficient to convey your needs but generic enough that it does not limit vendors. Specifications should detail the basic requirements of the furniture (ex. Frame should be made of oak, fabric must be wool, etc). All furniture purchases must meet federal requirements of the US Department of Commerce, National Institute of Standards and Technology.
4. The University has many furniture contracts in place with cost savings of 50% or more. If you are using a contract then the vendor **must** reference the contract number on the proposal/quote.
5. Also, please note if you are using the **TXMAS** contract please ask the vendor for the **GSA price pages** and be sure to attach these documents to the requisition as an **internal** document.
6. Furniture purchases do not need to be itemized unless there is a specific need for fees or other charges to be itemized.
7. It takes a minimum of several days to process a requisition for formal bids for furniture. In addition, requests for bids are open for a minimum of 14 days. When the bids are submitted, they are first reviewed by Purchasing and Contracting and then an evaluation team. Finally, the purchase order will be processed to the successful bidding company. Note: During this entire process, no one from the department should have any communication with a potential bidder. All questions should be referred to Purchasing and Contracting.

** Most furniture purchases are customized. Once the PO is submitted to the vendor, the furniture cannot be returned.

FUNDING NOTES:

- See "How to Use HEAF Funds" for more information on purchasing equipment on FOPs beginning with 13.
- If you are using sponsored program (SPAR) funds, be sure to check with the grant accountant prior to submitting the requisition to make sure the purchase is allowed.