Furniture Procurement Policy and Procedure

Established July 2019

Policy Statement

- The purpose of this policy is to streamline and improve the process for purchasing furniture, furnishings and accessories at all College departments and locations.
- Our mission is to obtain high quality furniture and services at the lowest reasonable cost, that meet or exceed the customer's expectations for performance, standards and availability at the time of purchase, while operating at the highest standards of ethical conduct.
- We look forward to accomplishing this through collaborative teams' efforts in support of the overall goals of the College.

Introduction

- The responsibility for recommending, specifying, pricing, ordering, receiving and payment of all furniture, accessories / supplies, and other furniture equipment at Rollins College will be shared between the Purchasing Department and the department requesting such services.
- Small furniture supplies and accessories that can be sourced through our agreements with office supply vendors, as an example, are at the discretion of the department to procure. However, the need for office furniture, of any kind, must be communicated with the Purchasing Department to ensure standards are being met across the campus and procurement is being completed through already negotiated agreements / contracts.

Current Issues

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

Policy and Procedures

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

- All requests for purchase of new furniture must be initially submitted to the Purchasing Department by use of the ***Furniture Request Form***, which is accessible through our website.
- Once requests are submitted and reviewed, the Purchasing Department will arrange a site visit with the requesting department to gain a better understanding of the scope of work.

- Once scope of work is determined, the Purchasing Department will make a vendor selection and arrange a site visit with that vendor to measure the space and have an open discussion with the requesting department regarding use of space and vision.
- Department will be presented with options, layouts/renderings, finish concepts and price quotes. Renderings are based on the overall scope of the project and may not occur for all requests.
- Upon department approval, the Purchase Department will create a purchase order, encumber funds and submit the purchase order to the vendor.
- Department should anticipate approximately 4 to 6 weeks lead time from the time the purchase order is submitted for the furniture to be received. Purchasing Department will communicate with the requesting department on delivery of new and removal of any existing furniture that may need to occur.
    - This time will vary depending on product selection (quick ship vs standard lead time items, and / or direct ship items).

<u>Failure to Comply to the Policy & Procedures</u>

- Failure to comply with this policy and procedure, and going rogue for the procurement of furniture will result in the following;
    - Possible return of any and all furniture shipped directly to the College without the Purchasing Departments approval / guidance.
    - Assembly of all furniture will be the responsibility of the department.
        - If a Facilities Work Order is submitted for such work to be complete, the Facilities Department will charge the requesting department an assembly fee based on the amount of laborers needed and hours spent. This service will be scheduled by Facilities and will be conducted based on their availability, current workload and project schedules, as it falls outside of their normal scope of maintenance work.
    - The department will be responsible for contacting the vendor they elected to purchase from for any warranty and/or damage claims and return of goods.

<u>Benefits of Working with the Purchasing Department</u>

- Customer oriented service
- Streamlined process
- Professional recommendations
- One Stop Shop / Turnkey Service
- Utilizing College standards
- Purchasing off of heavily discounted national agreements.
- Opportunities to provide new and updated products
- Furniture drawings and renderings to aid in the decision-making process.
- Transparency, consistency and accountability
- Tracking of furniture
- Team collaboration