

How to Order Furniture

Office of Central Facilities has standardized furniture, fabric type and color; frame colors, finishes on furniture; and manufacturer(s). Every request for furniture must be reviewed and approved by the Central Facilities Office prior to purchase.

This includes requests for:

- Moving of furniture from one office to another.
- Furniture re-upholstery.
- Alteration of existing furniture.
- Special requests not available from contract vendors, i.e., over-sized chairs, requests to accommodate a disability, etc.* (Farah Vivas at HRSTM)
- Whiteboards or porcelain boards.
- Cabinets or display cases to be attached to the wall.

All furniture orders are set up to be delivered directly to the requesting department's location/project site. The College now utilizes the Mid-Atlantic Purchasing Team (MAPT) Contract for furniture. The contract was awarded to multiple vendors, and expires on December 31, 2018.

The College has selected to use the following awardee(s) for the purchase of furniture:

Douron, Inc.

- Point of Contact - Judith Kleeman [<mailto:jkleeman@douron.com>]
Keith Dively [<mailto:kdively@douron.com>]

Furniture order procedures:

1. Requesting department shall obtain a written quote from the College's furniture contractor listed above.
2. The Requestor has to complete the Banner online requisition form, and submit it for the required approval(s). The vendor's quote and any diagram(s) must be scanned into Image-Now.
3. Once Procurement receives the requisition, a copy together with the supporting documents will be forwarded via email by Procurement to Central Facilities for review.
4. The requisition is held by Purchasing Agent until approval/disapproval is received from Central Facilities.
5. Central Facilities will stamp "approved" on copy of requisition and return electronically to Procurement. If disapproved, it will be stamped "disapproved" and a reason given.
6. After the approval process is complete, the Procurement Office processes the requisition, issues a Purchase Order to the vendor, and e-mails a copy of the PO to the requestor.
7. If a submitted furniture request is **not approved**, please work with Central Facilities department for resolution.
8. In the case of office renovations or major projects, Central Facilities should be involved in the design from the start of the project.

* All furniture requests being submitted to accommodate ADA requirements must be accompanied by a physician's note and sent to the Office of Human Resources and Strategic Talent Management (Farah Vivas is the current contact person) for approval, prior to submittal to the Procurement Office. These requests must also be reviewed and approved by Central Facilities.