

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

	POLICY PUR 305.11
	Section: Orders and Requisitions
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Furniture	Effective date: 07/01/1996
Source: University policy	Revision date:

PURPOSE

To assign the responsibility for and describe the process of the ordering and procurement of furniture by the University.

POLICY

PUR 305-11-01: Furniture Purchasing Policy

The three Arizona state universities have awarded furniture contracts through a tri-University formal Request for Proposal. The contracts provide high quality furniture products offering longevity, value, professional appearance and also include a budget line of furniture. Products offered on contract are commercial grade with extended warranties, meet or exceed standards for fire-retardant fabrics, low VOC paint finishes, ergonomic criteria including lumbar support, hydraulic lifts and a minimum of five (5) casters for stability to prevent tipping and/or falling. Finishes on wood products are water-based and nonpolluting.

PROCEDURE

PUR 305-11-02: Furniture Purchasing Procedure

Office furnishings and services should be selected from one of the three contracted vendors listed below; sales representatives may be contacted directly by the requesting department. Representatives will provide additional information about specific products and pricing.

Primary Award

Target Commercial Interiors - [Steelcase furniture](#): Corey Perry, e-mail Corey.Perry@targetinteriors.com, phone 602-417-1261, cell 602-318-9948

Goodmans Interior Structures - [Herman Miller furniture](#): Cindy Esparza, e-mail cesparza@goodmans.info, phone 602-512-0537

Corporate Interior Systems - [Knoll Furniture](#): Ashley Hanish, e-mail ahanish@cisiphx.com, phone 602-304-0100

Budget Award

Target Commercial Interiors - [Steelcase furniture](#): Corey Perry, e-mail Corey.Perry@targetinteriors.com, phone 602-417-1261, cell 602-318-9948

Depending on manufacturer and product line, discounts of 50% and higher off the prices listed on the websites will apply under these contracts.

In the event changes to the facility are necessary in order to complete the furniture installation such as the addition of or moving electrical wiring, installation of carpeting, etc., the requesting department will need to coordinate the furniture installation with the NAU Facility Services.

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Orders that are less than or equal to \$5,000 may be purchased from any source and processed using a Departmental Purchase Order (PD) in the University's financial system or PCard; orders greater than \$5,000 must be processed by completing a requisition in the University's financial system to one of the contracted vendors. Questions should be directed to Debra Cisneros, Senior Buyer in the NAU Contracting and Purchasing Services department by email debra.cisneros@nau.edu or phone 928-523-1726.

CROSS REFERENCE

[PUR 302-01](#) Departmental Purchase Orders

[PUR 801-03](#) Purchasing Card: Purchases