What You Need to Know When Ordering New Office Furniture

- Furniture and carpeting for general campus classrooms and public space within buildings is ordered by the Office of Facilities Planning and Campus Services.
- Furniture and carpet for a school or department office is ordered by the school or department that occupies the space.
- IU Purchasing and the IU Architect’s Office have developed furniture and carpeting standards for our buildings. You will be permitted to purchase furniture using these standards. The standard for a building may be limited to a particular manufacturer and model of furniture or one manufacturer but several models or styles.
- No purchase requisition will be approved for the purchase of furniture unless both IU Purchasing and the IU Architect’s Office approve the items being purchased. They will require that the furniture meets the building furniture standards and that the furniture in the specific room meets all ADA standards.

Ordering Furniture –The Process to Follow as Requested by IU Purchasing
(Summary see page 3 for details)

1. Create a Purchase Requisition
   - Create a requisition in EPIC for the amount of $1
   - The line item should describe what you want, ex. “New office furniture for Hawthorn 471, including one desk, one book case and several chairs.” You must include the building and room number(s).
   - Vendor can be typed in as Best Source or To Be Determined
   - On the internal notes please state what your budget is for furniture and any additional notes you want to send to IU Purchasing. State that you will be entering a Request for Furniture Design. Also mention whether you are requesting carpeting. NOTE: If you want to purchase new carpeting a Request for Service must be submitted to the Architect’s Office, see the next page for instructions.

2. Submit a Request for Design to IU Purchasing
   - Once you’ve created the requisition you must submit a Request for Design Services http://www.indiana.edu/~purchase/resources/forms/design2.shtml
   - Complete the form using the number of the purchase requisition you just created. You’ll notice that on the Request for Design you can state that you are going through this process for the purpose of getting an estimate or because you have funds already committed and approved to spend on furniture.
   - Either Karin Coopersmith or Eva Howe in Purchasing will review your Request for Design, determine what the standard is for your building and then contact the appropriate sales
representative. The sales rep will then contact you and probably ask to schedule an appointment to come out and meet with you and take measurements of the office(s).

- From this point forward you will be assisted by both the sales representative and a staff member from IU Purchasing who will keep track of your Request for Design.

- The sales representative will submit CAD/CAM drawings of the room with the selected furniture to the Architect’s Office for approval.

- See page 3 of this document for details from the IU Purchasing Website

**Ordering Carpeting**

If your project also includes new carpeting,

- Contact either Otto Jefimenko or Kathryn Lantz and notify them of your plans. Otto can be reached at 981-4291 and Kathryn at 981-5694.

- If your plans for new carpeting don’t conflict with any plans for your building then your next step is to submit a **Request for Service (RFS)** to the Architect’s Office, [http://www.indiana.edu/~uaoo/](http://www.indiana.edu/~uaoo/). If you have also begun the process of ordering new furniture it is helpful if you mention this as part of your description in the Request for Service. The IU designer assigned to your Request for Service will coordinate the process with you and IU Purchasing.

If you have any questions you can call Eva Howe in IU Purchasing at (765) 455-9233 ehowe@iuk.edu or Karin Coopersmith at kcoopers@indiana.edu, (812) 855-5813.
Furniture Purchases
From the IU Purchasing Website

Request Design Services

- For furniture design services, please fill out the appropriate campus online form.
  - [Request for Furniture Design Services](#) - IUB, IUSE
  - [Request for Furniture Design Services](#) - IUE, IUK, IUN, IUSB
- Once the form is submitted, it is automatically forwarded to Karin Coopersmith, Assistant Director of Procurement and Christine Gordy, UAO Interiors.
- Karin and Christine determine the appropriate vendor based on existing building, department standards or specific needs (within a day or two).
- The request for design service is forwarded to the appropriate vendor.
- The vendor contacts the departmental contact within two days to set up a mutually agreeable meeting time.

Meeting and Specifying

- The vendor interviews the parties in need of furniture and takes the needed field measurements.
- The vendor sends a brief description of the project scope to Christine Gordy.
- Christine reviews the scope for appropriateness based on projected budget, etc (within 24 hours).
- The vendor prepares a preliminary drawing.
- The drawing is sent to Christine Gordy for review — does the drawing meet OSHA, fire, electrical and ADA codes?
- If approved, the vendor then reviews the drawing with the departmental contact.
- If the drawing meets your approval, the vendor prepares a quotation.
- If the drawing needs adjustments the vendor will make up to two adjusted drawings at no charge to your department.
Placing the Order

- Once the drawings have been approved by the department requesting the design services and the final quotations have been received, the department will need to prepare a requisition.
- Please forward the final quotation to purchasing.
- The department contact, Christine and the vendor will receive a final checklist for this project.
- Be sure to initial and return the checklist as soon as possible as purchasing will NOT complete the purchase order without this document in hand.

Completing Your Order

- The vendor will contact the department to determine delivery date(s).
- The department is responsible for having the existing furniture and contents moved prior to delivery of new furniture.
- Upon installation, the department is responsible for checking all product for any damage or defects.
- If any damage or defects are noticed by the department indicate the damage on the delivery document and sign for the project.
- These punch list items should be rectified in a reasonable time — 2-4 weeks unless a custom item has to be remanufactured.
- Upon completion of the project the department should sign off on the project for payment.

Items to Keep in Mind

- Do not be afraid to ask the vendor questions about the drawings since they represent the product that will be received.
- The vendor will provide approximate delivery dates for the furniture — these are based on the date the order is in their hands—remember all steps must be followed before the order is sent to the vendor.
- Do not be afraid to ask purchasing questions about the process — we are here to assist in any way possible.
- Remember that once the order has been placed, furniture is NOT returnable. It is imperative that these steps are followed to assure accuracy and prompt service.
Contacts

- Karin Coopersmith, Assistant Director of Purchasing, (812) 855-5813
- Eva Howe, Institutional Purchasing Representative, (765) 455-9233

For furniture design services, please fill out the appropriate campus online form.
  - Request for Furniture Design Services - IUB, IUSE
  - Request for Furniture Design Services - IUE, IUK, IUN, IUSB

For Request for Markerboards/Corkboards, please fill out our on-line form Request for Markerboard/Corkboard Products

For assistance with your total remodel needs, please contact Christine Gordy at UAO, (812) 856-5898