

University of Central Missouri Furniture Procurement (Does not include Task Chairs)

The UCM Procurement Department has established the following requirements regarding the procurement of furniture for all UCM departments. The University has designated multiple companies as approved Furniture Suppliers. These approved suppliers are listed on the Procurement website under the "Faculty and Staff Procurement Resources" and "Furniture Purchases" sections.

Only these approved suppliers may be contacted to obtain furniture quotes. Each supplier maintains contracts with one or more national furniture manufacturers, and those agreements serve as the foundation for the pricing and services available under UCM's awarded contracts.

NOTE – TASK CHAIRS SHALL NOT BE PART OF AN OFFICE FURNITURE QUOTE. DEMO TASK CHAIRS ARE LOCATED IN THE PROCUREMENT OFFICE WHERE USERS CAN TEST/BE FITTED FOR THE PROPER TYPE OF CHAIR. SEE INSTRUCTIONS FOR TASK CHAIR PURCHASES FOR DETAILS.

UCM has established an office design standard for Executive, Director, and Faculty/Staff positions. This is the recommended layout based on the position title of the user. Please utilize this design standard when applicable. A photo of each standard office is located on the Procurement website under the Furniture Purchase tab.

All departments must obtain quotes with detailed finishes from suppliers before a requisition and PO can be issued. Obtaining quotes will be according to the following procedure:

Project Value - \$0 - \$5,000.00

- Contact one or more suppliers to view the installation site. Supplier/s can be emailed and given a time and date for viewing the site. Requestor will meet the supplier to discuss the needs and answer questions. Supplier is then given a date to submit a quote using the discount structure listed in the contract (See Ionwave Contract Management system for contract information).
(QUOTES MUST INCLUDE INSTALLATION AND ALL OTHER COSTS FOR A TURNKEY SOLUTION)
- If the project estimate from the single quote exceeds \$5,000, at least one more supplier (Total of 2) must be notified and allowed to submit a quote. Follow the remaining processes as shown below.
- Select the lowest quote that meets the needs of the location, follows the contract discount and pricing, and can meet the delivery and installation requirements set by the department.
- Issue requisition with detailed furniture finish quote attached in the External Attachments section for PO to be issued.
- Following receipt of furniture, ensure that all furniture is correctly received and installed with no damage or other issues.
- Following installation and approval, complete the Quantity Receipt in UCMarket.
- If all is approved, Accounts Payable will process payment within 30 days of installation.
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Project Value - \$5,000.01 - \$25,000.00

- Contact at least two suppliers to view the installation site. Suppliers shall be emailed and given a time and date for viewing the site. Requestor will meet the suppliers to discuss the needs and answer questions. Suppliers are then given a date to submit a quote using the discount structure listed in the contract (See Ionwave Contract Management system for contract information).
(QUOTES MUST INCLUDE INSTALLATION AND ALL OTHER COSTS FOR A TURNKEY SOLUTION)
- If the project estimate exceeds \$25,000, all other suppliers must be notified and allowed to submit a quote. Follow the remaining processes as shown below.
- Select the lowest quote that meets the needs of the location, follows the contract discount and pricing, and can meet the delivery and installation requirements set by the department.
- Issue requisition with detailed furniture finish quote attached in the External Attachments section for PO to be issued.
- Following receipt of furniture, ensure that all furniture is correctly received and installed with no damage or other issues.
- Following installation and approval, complete the Quantity Receipt in UCMarket.
- If all is approved, Accounts Payable will process payment within 30 days of installation.
- Attach the quotes from the other supplier/s who were not selected in the Internal Attachments section for audit purposes.

Project Value - \$25,000.01 - \$75,000.00

- Contact all eligible suppliers to view the installation site. Suppliers shall be emailed and given a time and date for viewing the site. The requester will meet the suppliers to discuss the needs and answer questions.
- Suppliers are then given a date to submit a quote using the discount structure listed in the contract (See Ionwave Contract Management system for contract information).
(QUOTES MUST INCLUDE INSTALLATION AND ALL OTHER COSTS FOR A TURNKEY SOLUTION)
- If project estimate exceeds \$75,000 contact the Procurement Department to issue a Formal Bid.
- Select lowest quote that meets the needs of the location, follows the contract discount and pricing, and can meet the delivery and installation requirements set by the department.
- Issue requisition with detailed furniture finish quote attached in the External Attachments section for PO to be issued.
- Following receipt of furniture ensure that all furniture is correctly received and installed with no damage or other issues.
- Following installation and approval, complete the Quantity Receipt in UCMarket.
- If all is approved, Accounts Payable will process payment within 30 days of installation.
- Attach the quotes from the other supplier/s who were not selected in the Internal Attachments section for audit purposes.

Project Value – Over \$75,000

- Contact the Procurement Department to develop specifications for the project.
- Procurement issues a bid in the Ebid system with all registered suppliers notified of the bid.
- Conduct a Pre-Bid meeting to be held at the site of the install. Procurement and department to attend meeting to show the space and discuss project.
- Select lowest, responsive, responsible bidder.
- Issue requisition with detailed furniture finish quote attached in the External Attachments section for PO to be issued.
- Following receipt of furniture ensure that all furniture is correctly received and installed with no damage or other issues.
- Following installation and approval, complete the Quantity Receipt in UCMarket.
- If all is approved, Accounts Payable will process payment within 30 days of installation.
- Attach the quotes from the other supplier/s who were not selected in the Internal Attachments section for audit purposes.

The awarded supplier/products/contact information are as follows:

Modern Business Interiors (MBI)

David Brite
14205 W. 95th Street
Lenexa, KS 66215
Cell: 816-674-8672
Office: 913-387-1100
dbrite@mbioffice.com

Products to be provided – HON 10500 Furniture, SitOnIt Chairs (Side Chairs), Humanscale Accessories, and National Furniture

Circadia - Formerly Scott Rice Office Works

Becca Roth
14720 W. 105th Street
Lenexa, KS 66215
Office: 913-227-7793
Cell: 785-259-6097
broth@circadia.net

Products To be Provided - Stealcase, Kimball, 9 to 5, Global, and National Furniture

Additional Suppliers may be added in the future.
