

## **Office and Classroom Furniture Purchases**

How to place an order with an Awarded Furniture Supplier:

1SLE1302 – Awardees for Office Furniture:

- Allsteel
- Haworth
- Kimball

1SLE1303 – Awardees for Classroom Furniture:

- Knoll
- Krueger
- Vanerum Stelter

1. The request for a quote from an awardee should be accompanied by specifications that clearly details the requirements and deliverables.
2. Quotations must contain a Quote reference number that is stored for a minimum of 45 calendar days. Quote must indicate expiration date.
3. On any furniture order, over the bid limit, the End-user will be required to submit specifications to each awarded Supplier (3) to obtain a quote. If the furniture requirement is less than the bid limit; then proceed to processing the order.
4. The quotation is not a bid, and it is not subject to the state procurement rules. The quotation is requested from all 3 awarded Suppliers in the office or classroom category, in order to foster competition and get the lowest price possible for items that are comparable to one another. The furniture order will be awarded to the lowest cost Supplier of the three quotes, unless there are compatibility issues (i.e. matching existing furniture, quoting low-end furniture where high end is requested, etc.)
5. The Supplier should not combine office and classroom furniture on the same quotation. The awarded Suppliers were awarded based on their responses to separate solicitations; and for the items which were included under their response to those requirements. There may be some “grey” areas or “cross-overs” but for quotation purpose, it is required that the

Suppliers who were awarded under the Office Furniture and those who were awarded under the Classroom Furniture be separate.

6. It is a requirement of the furniture contracts that all Purchase orders be placed with the awardees, as they are the contracted Supplier. Purchases orders under these awards cannot be placed with a local dealership, as there is no contract with the local dealer. The awarded Suppliers will contact their local dealership which they have assigned, if the dealer is to be included in the services requested.

#### Invoicing and Freight

1. The contracted Suppliers are responsible for all invoices and for all accounts receivable. The local dealer is paid by the manufacturer. The University should never pay an invoice that is submitted by their local dealership under the University contract. The contracted Suppliers are responsible for all invoices and for all accounts receivable. The local dealer is paid by the manufacturer. The University should never pay an invoice that is submitted by their local dealership under the University contract.
2. Delivery is Freight On Board –Destination, Freight Prepaid and Allowed, with no additional handling fees.

If there is an over Seas Delivery then the University will have the product shipped, FOB: Destination, Freight Prepaid and Added to the Invoice. If no carrier is specified by the University, the Awarded Suppliers must select the most economical method and shipper available. Only actual freight charges (no additional handling charges) will be paid by the participating University, unless the University has agreed to additional charges in their acceptance of the quotation, or at the time of the order placement.

NOTE: FOB Destination means that the Supplier is responsible for the items shipped until they have been delivered to the destination; therefore if the product is damaged during shipment, it is at the expense of the Supplier and they will have to file the claims with the transportation carrier for the damage.