

 VILLANOVA UNIVERSITY	Furniture Purchasing Procedures
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Office of Financial Affairs Procurement Office Policies and Procedures	Approved:

Background

The goal of the Procurement Office is to simplify the process to purchase furniture throughout the University.

The Procurement Office and Facilities Management Office have done extensive research on commercial furniture and have competitively bid contracts with manufactures and vendors. We did this to achieve substantial discounts, provide high quality product that will offer the best overall value to the University, and to help streamline and simplify the ordering process. The two vendors chosen proved to be the most advantageous to the University and are Villanova preferred vendors. These two dealers offer a variety of manufacturers and performed many successful installations throughout the university. We do understand that at times it may be necessary to use other vendors. This will be determined on a case by case basis.

To help in furniture selection, FMO and Procurement have compiled a selection of office layout guidelines based on space available for each level. Each level offers a variety of manufacturers and different finishes (wood or laminate) in order to meet the different needs of the University. Also by having standards, we are able to offer estimated prices for offices so that departments can better determine their budget needs. These layouts are to act as guides and can be adjusted based on area and individual need. In the near future our preferred vendors will have catalogues available on our mercury e-procurement system allowing for a much easier and convenient purchasing process.

As part of the standard bid, FMO and Procurement also set up a Task Chair program containing 11 chairs. These chairs were chosen based on ergonomic features and are considered the best value for the University.

All purchases should be completed on a Purchase Order through the Mercury e-Procurement System. Use of Procurement Card is prohibited except when pre-approval, in only special circumstances, is obtained by the Procurement Office.

Procedures

When your department is in need of new furniture it is always best to contact Procurement as they will be able to assess your need and determine the best way to proceed. Small orders for single desks, file cabinets, and chairs will be purchased by the Procurement Office with assistance by the dealer. All renovation projects will be run by project managers from FMO that will guide the department through the selection process and will typically order the furniture as part of the project. In larger space, furniture only purchases will require FMO assistance in order to space plan your needs. Procurement may then work directly with the department and preferred vendor to final selections.

Furniture Purchase Procedures:

1. Contact Procurement (Pat Higgins @ ext 96422). Procurement will assess what the department is looking for and guide them to the proper vendor.
2. Purchase
 - a. Small single purchases (Procurement Office only) –
 - i. Meet with the preferred vendor as directed by the Procurement Office. Vendor will confirm sizes, colors and fabric selection as needed for your purchase. Vendor will then supply written quote to you for processing.
 - b. Large Purchases and renovations –
 - i. Meet with FMO. An assigned project manager will guide you through the entire process and assist in selections of furniture.
 - c. Used Furniture/ reconditioning –
 - i. Departments should contact the Procurement Office and we will determine what items may be available for you either at the University or from our dealers.
 - d. Purchasing from Vendors other than our preferred vendors –
 - i. At times it may be required to purchase from vendors other than our preferred vendors in order to match existing furniture or to achieve the look your department requires. This process must still run through the Procurement Office. Purchases from vendors other than our preferred vendors will require approval from your Dean, Vice President, or budget manager.
3. Office preparation – Departments will need to determine if they require disposal of existing furniture. This can be done by the vendor or our facilities recycling department. **Removal of existing furniture may contain additional costs.**
4. Once quote is finalized the department must create a requisition in Mercury e-Procurement. Please reference quote number and attach copy of quote to the requisition.
5. Your Department budget manager and/or Dean may be required to approve your purchase.
6. Once approved, a PO will be created and sent to the vendor. Furniture delivery can take up to 6-8 weeks from the time the vendor receives the PO. Please keep this in mind when you are creating your schedule.
7. When furniture is ready for delivery, the vendor will contact the department to schedule delivery or work through the FMO project manager.
8. Once furniture is installed the department should inspect and note any issues to the installer.
9. The salesperson will follow-up with the department within 1 week and will confirm that you are satisfied with the product installation. Any issues should be noted and warranty claims will be issued to the manufacturer if needed.
 - a. Any issues that would require holding payment must be conveyed to the procurement department.
10. The invoice will be sent to Procurement for processing.

Please note that furniture is NOT returnable and furniture cancelled after receipt of the PO by the vendor can be subject to cancellation fees.

If departments require repairs of furniture or the recycling of furniture they should contact the Procurement Department and they will guide the department in the proper direction.