Furniture Specification & Procurement Process

University Architect’s Office – Interior Design

&

University Office of Procurement
Collaboration between Purchasing & UAO- Interior Design

Purchasing
- Karin Coopersmith, Purchasing Contract Manager
- Tim Rice, Executive Director

UAO- Interior Design
- Michele Bucklin – Univ Interior Designer
- Susan Fleener – Assc Director, Business Off
Historical Overview

- Dept entered $1 req AND/OR
- Dept requested service thru web site OR
- Dept dealt with vendor directly (not ideal) OR
Why The Change?

• One streamlined procurement process
• Re-align to get steps in logical order (ex. UAO at start, instead of later)
• Ensure University standards and expectations are followed
• Improved tracking and efficiency
What Is Furniture?

- Desks, Files, Office Furniture
- Ergonomic Accessories (to include: keyboard trays, monitor arms, foot rests, etc.)
- Fabrics and Reupholstering Services
- Outdoor Furniture
- Seating
- Storage
- Tables (i.e. Conference, End/Coffee, Folding)
- Workstations and Technology Related Furniture

- Misc loose items such as:
  - Coat Racks and Stands
  - Display units
  - Lamps
  - Mobile marker boards
  - Recycling units
  - Rugs

- Misc items attached to the building such as:
  - Artwork, Clocks and Framing
  - Chalk, Cork and Marker boards
  - Coat Hooks
  - Display units
  - Lockers
  - Signage
Steps to Order Furniture: (page 1)

- Request for Services - University Architects Office [http://facility.rfs.indiana.edu](http://facility.rfs.indiana.edu)
  - Request Type: Select “Furniture Only”
- User will receive email response with that project number immediately and the assigned designer information within 24 hours.
- Designer will work directly with the department and engage Purchasing as necessary. Designer will encourage the user to be sure their fiscal officer is aware of the request for furniture.
Steps to Order Furniture: (page 2)

- Upon approval by department, UAO design representative will enter the requisition into KFS on behalf of the department using the departments identified account number.
- Requisition will route to the Fiscal Officer (or Delegate) for approval with the appropriate transaction information attached to the document.
- Orders less than $10,000 using a contracted vendor will automatically transmit (APO) to the vendor after fiscal officer approval.
Request for Service

Entered by:
Name: Fleener, Susan Ann
Email: fleener@indiana.edu
Phone: 812-855-0634
Office Addr: Service Building, 1600 N Range Road
Department: CAPITAL PROJECTS & FACILITIES
RC: VP CAPITAL PROJECTS & FACILITIES
Campus: BL

Contact (if different):
User ID: FLEENER
Request Type: Furniture Only

For assistance with this form or if you have questions
Furniture Only Requests:
Capital Projects Business Office
Furniture Representative
Email: j.udesign@iu.edu
Phone: 812-855-9659

All other Requests:
Steve Freeman, 855-1762 or facfs@indiana.edu

If you need to submit additional documentation, please send to:
Steve Freeman
Service Building
1600 N Range Road
Office # 128F

Email electronic documents to: facfs@indiana.edu

Comments: Webmaster
Copyright © The Trustees of Indiana University
Copyright Complaints
We have received your RFS in the electronic RFS system (http://facility.rfs.indiana.edu). It has been assigned confirmation Project Number – 20131218. Your request will be assigned within five working days.

The information we have received is below:

Contact:
Fleener, Susan Ann

Description:
- need new chair - test -

Date Required:
9/16/13

Departmental Reference Number:

Building/Site:
- service bldg

Room:

Funding Source:
1915020

Sub Account:

Responsibility Center:
98 - VP CAPITAL PROJECTS & FACILITIES

If you have any questions please contact:

Capital Projects Business Office
Furniture Representative
Email: iudesign@iu.edu
Phone: 812-856-9659

Thank you
Purchasing Resources:  
http://www.indiana.edu/~purchase/resources/procedures.shtml#furniture

Furniture Purchases
Request for Service

➢ Complete the University Architects Office’s online form, **Request for Service**:

1. Click “Enter a Request for Service” (first link).
2. Within the form, for “Request Type:”, check the checkbox for “Furniture Only”.
3. Click Continue; fill out and submit form.

After completing the form a project number and a designer will be assigned. Users will receive an email response with that project number immediately and the assigned designer information within 24 hours. The designer will work directly with the department and engage Purchasing as necessary (as identified between University Architects Office and Purchasing). Designer will encourage the user to be sure their fiscal officer is aware of the request for furniture.
Questions:

Karin Coopersmith, Purchasing Contract Manager 812.855.5813  kcoopers@iu.edu

Michele Bucklin, University Interior Designer 812.855.9931  mbucklin@iu.edu