REQUEST FOR SERVICE, FOR FURNITURE
Updated November, 2014

PROCESS
As of October 2013, all specification of furniture or furnishings and finishes (as defined below) is to be requested through the RFS for Furniture Process, with the exception of the recent adjustments to the process. The process is as follows:

1. Requesters are asked to submit an RFS (check the box “Furniture Only”)
2. A request to the UAO Business Office and Interior Design is initiated to assign an Interior Designer to the request.
3. Notification is sent from the Business Office to the requester, identifying the Interior Designer or representative who will be working on the request.
   - If the request is for an item identified as a frequently ordered “standard” (example: ergonomic items recommended by Environmental Health & Safety), Purchasing has a contract in place with set pricing and the Business Office is able to submit a requisition. An Interior Designer will not be assigned.
   - If the request is not for a standard item or requires design review, an Interior Designer is assigned.
4. The Interior Designer reviews the request, communicates with the requester and/or end user, and works with the appropriate vendor(s) to specify product(s).
5. When product is specified, a quote is obtained by the Interior Designer for approval by the requester and/or end user; funding confirmation is also required.
6. Once funding is confirmed, a requisition is submitted by the Business Office, where it routes through the approval process and through Purchasing for a Purchase Order to be submitted to the vendor(s).

This process is followed for all furniture, furnishings, and finishes requests.

Quotes obtained from vendor(s) by the Interior Designer are based on contracted pricing in place as negotiated with IU Purchasing. Where a contract or an agreement is not in place, or when total order exceeds $10,000, the UAO will request assistance from Purchasing so that appropriate procurement may take place.

RECENT ADJUSTMENTS TO THE PROCESS
The UAO and Purchasing are striving to streamline the furniture ordering process across all IU campuses and provide standards of consistency. In an effort to be more efficient in response to these requests, representatives from Purchasing and the Capital Planning and Facilities Departments convened to discuss opportunity for improvement. Please see information below regarding “Unrestricted Items”.

Unrestricted Items
Purchasing and UAO (University Architect’s Office) are implementing a new furniture purchasing procedure for unrestricted items. You may begin ordering these newly unrestricted items today. You will find the message below with a list of unrestricted items on the Shop Catalogs landing page and on Purchasing’s web site. How do I buy furniture for my office? This page includes the list of unrestricted items as well as the step-by-step process for ordering those items that are still restricted.

Click here to open an Excel spreadsheet listing unrestricted furniture items available to order. Instructions for ordering are on the list. Many items can be ordered thru Guy Brown “Shop Catalogs”. To order one of the approved chairs listed, you may initiate a purchase requisition to proceed with order placement, using the information provided on the spreadsheet. No further action from Purchasing or the University Architect’s Office is necessary to purchase any of the items on the unrestricted list. This list will be updated as more items become unrestricted. Should you choose to have assistance in selecting a chair, you may use the RFS (Furniture Only process) to engage the University Architect’s Office, or submit a request to Environmental Health & Safety for assistance at http://www.ehs.iu.edu/topics/occupational-safety/ergonomics.shtml.

If you have any questions, please write to purhelp@iu.edu or iudesign@iu.edu.