



Office of Business and Financial Services Furniture Buying Methodology

Andrew Gabel
Contract Coordinator – Purchasing

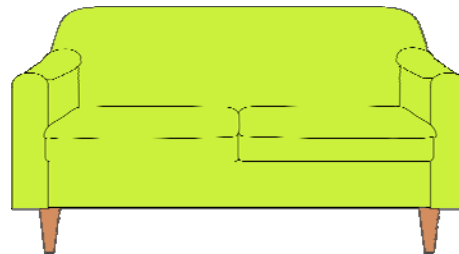
Marcy Wright
Contract Administrator – Strategic Procurement

Furniture Overview

The University of Illinois access to two separate contracts for furniture.

Office	1SLE1302
Classroom	1SLE1303

Small dollar purchases may be made to any of the three vendors within the correct category. If the PO total exceeds the current small dollar threshold of \$55,800 then a bid within a bid must be conducted to verify that the University is receiving the best overall value.



Vendor vs. Dealer

- Each contracted vendor has a corresponding local dealer. The department must use the assigned dealer for their campus.
- The agreement is between the University and the Vendor. All PO's must be issued directly to the Vendor.
- Though a department may communicate with the assigned dealer for quotes, etc. remember that the agreement is ultimately with the vendor.

Furniture Vendors



HAWORTH®

Allsteel®



Knoll

VANERUM STELTER

Kimball®Office

Office Furniture - UIUC

1SLE1302

Vendors

- **Allsteel**
Brooke Julian
julienb@allsteeloffice.com
312-405-6938
- **Haworth**
Mary Basel Christopher
mary.basel@Haworth.com
312-880-8107
- **Kimball**
Orbie Day
orbie.day@kimball.com
812-630-6783

Dealers

- **Stocks**
Lisa Wolf
lisa@stocks-inc.com
217-359-1611
- **Illini Supply**
Emitt Grimes
emitt.grimes@illinisupply.com
217-412-7379
- **Widmer**
Kathy Nichol
knichol@widmerinteriors.com
217-355-5000

Classroom Furniture - UIUC

1SLE1303

Vendors

- **Krueger (KI)**
John Leachman
john.leachman@ki.com
309-208-9622
- **Knoll**
Sallie Ann Westbrook
swestbrook@knoll.com
312-420-7301
- **Vanerum-Stelter**
Scott Quandt
scott@quandtassociates.com
317-869-7118

Dealers

- **Stocks**
Lisa Wolf
lisa@stocks-inc.com
217-359-1611
- **Resource One**
Lauren Nevius
lnevius@resourceoneoffice.com
217-691-8421
- **Henrickson**
Cori Blair
c.blair@henricksen.com
309-636-7151

How to purchase Furniture

- A requisition may be processed in either iBuy or Banner.
- The requirements for either system are the same
 - Quote
 - Layout (if a large or permanent piece is being purchased)

Purchase below Bid Limit

- Small dollar purchases are considered any request less than the bid limit which is currently \$55,800.
- Unit may issue requisitions to any of the three contracted within the correct category.

Purchase above Bid Limit

(Bid within a Bid)

- If a single purchase order exceeds the bid limit of \$55,800 then the department must request quotes from all three vendors within the type of furniture category (office or classroom).
- The department must then submit all three of these quotes to purchasing. Pricing is typically the deciding factor, however exceptions may be granted based on best overall value.

Hint: When requesting a quote from the furniture vendors the department will want to make sure that they are receiving a fair comparison. Is freight included? Will all packing material be disposed of by the dealer? Is installation included?

Balance of the Line

Products that are not specifically classroom nor office fall into the “Balance of the Line”.

The unit needs to think of the overall use of the common space and who will most utilize that space.

State of Illinois Central Management System

- Any single item on a purchase order that equals \$500.00 or greater must be sent to State CMS for additional approval.
- State CMS will verify that there is not a similar item available in surplus before allowing the purchase.

Hint: If you have an item that equals or exceeds \$500.00 please know that there will be additional processing time.

ADA/Fire Hazzard Requirements

- Each requisition that is received where a permanent or large piece of furniture will be placed requires a layout for approval.
- This layout approval is required before a PO may be issued.
- The department is responsible for acquiring the layout design from the requested furniture dealer.



Hint: Layouts are always required for conference tables and any full room designs. Contracted vendors are well educated on this requirement and will provide this layout. Always include this layout with your req.





Contacts:

■ Purchasing

- Andrew Gabel, Contract Coordinator 217-300-6546
- Sarah Chronister, Contract Coordinator 217-244-9921
- Erin Bullok, Contract Coordinator 217-244-9926

■ Strategic Procurement

- Marcy Wright, Contract Administrator 217-300-4043

Questions

