FURNITURE

What is it?

Furniture procurement process at the University – and D&CS’ involvement – varies depending on the type, quantity, and the cost of the furniture that the customer wants to purchase.

Who is involved?

Any furniture that requires power, installation, or needs to be fixed to the building envelope in any way, regardless of price, requires D&CS approval and involvement. The Planning & Estimating Group should be notified when there are furniture requirements in a construction project.

Any new office furniture needs to be purchased from the University’s Preferred Furniture Vendor, Interior Environments, an Allsteel dealer. Interior Environments was awarded a 5-year contract in 2012 to meet all office furniture needs for the University – from small orders to larger projects. Encompassed in the “office furniture” list are items ranging from entry-level, mid-level, and high-level, which include: systems furniture, wood casegoods, office seating, and storage. Interior Environments’ point-of-contact is Account Manager, Reggie Roland 248-996-6240.

However, there are a few exceptions to purchasing furniture from the Preferred Furniture Vendor’s selections. These include non-office furniture, (student lounge, classroom, etc.) and furniture for buildings that already have a building office furniture standard in place. Most of the buildings with a furniture standard in place were built within the last 10-15 years; one example is the Eugene Applebaum College of Pharmacy, which is standardized in Knoll Equity furniture.

Furniture valued at less than $10,000 may be purchased directly by the customer through the Procurement & Strategic Sourcing Office (P&SS).

Furniture valued at over $10,000 requires D&CS involvement; it may also be required to be bid out publicly by P&SS if it is valued at over $20,000 and is one of the exceptions listed above that the Preferred Furniture Vendor cannot provide. For these, a bid package will need to be developed (in-house or by a consultant, if there is one on the job). The bid package consists of a cost schedule c, a drawing or furniture plan, and specifications. The completed package will then be sent to P&SS along with a bid matrix so that a buyer is assigned and the project is released for bids. When the furniture request does not involve power, needs to be fixed to the building envelope in any way, or requires minimal installation, then the furniture package can be bid through an RFQ, and only a draft requisition will need to be filled out and submitted to P&SS.

In cases where a customer or organization would like to order a special item through a different company or does not wish to go through the bidding process, a bid waiver will need to be requested and approved by Ken Doherty, Assistant Vice President of P&SS.

There are three types of workstations that are normally used on campus and are considered standard office typicals. The first is a 7’x7’ L-shaped cubicle supported by panels. Worksurfaces are high pressure plastic laminate with PVC edge. Storage and supports are painted metal. It is equipped with two overhead storage units, with one task light below, tackboards below overhead storage, one box/box/file pedestal, and one file/file pedestal. The second is an 8’x8’ U-shaped cubicle supported by panels. Worksurfaces are high pressure plastic laminate with PVC edge. Storage and supports are painted metal. It is equipped with two overhead storage units, with one task light below each, tackboards below overhead storage, one box/box/file pedestal, one file/file pedestal, and one 2-high lateral file unit. The third is a freestanding desk for a private office. Worksurfaces are high pressure plastic laminate with PVC edge. Storage and supports are painted metal. It is equipped with two overhead storage units, with one task light below, tackboards below overhead storage, one box/box/file pedestal, one file/file pedestal, one 2-high lateral file unit, and one 5-high metal bookcase. All typicals are usually paired with one task chair, plus two guest chairs for the private office typical.

The following lists serve as guidelines for project schedules for furniture. They also serve as Design Service Criteria and expected service levels depending on the size of the project for design consultants working on furniture projects, including the Preferred Vendor.

*Small Furniture Packages (Below $40K) – Estimated duration, 89 days*

* + - Purchasing will review draft REQs; if $10,000-15,000 and/or if electrical or any complex installation is involved, forward to D&CS.
    - Dealer will have first meeting with customer to review furniture requirements
    - 48 hour response to first customer contact
    - Meeting to review completed design – 3-4 weeks to complete
    - Determine total project cost – 1 week
    - Issue purchase order (PO) for furniture – 1 week
    - Furniture manufacturing
      * Systems / office furniture – 6-8 weeks lead time
      * Casegoods – 8-12 weeks lead time
    - Furniture delivery and installation
      * Schedule delivery and installation within 5 days of ship date to warehouse
      * Length of installation – 1-3 days
    - Punch list on last day of installation or day after.
      * Walk with dealer/designer, installer, customer, and FP&M (if project involves complex installation or any electrical)
      * Items corrected within 2 days if no parts need to be ordered
      * After punch list inspection, if necessary, order parts within 2 days of receipt of product

*Medium Furniture Packages ($40K to $100K) – Estimated duration, 109 days*

* + - First meeting with customer to review furniture requirements; D&CS to attend.
    - 48 hour response to first customer contact
    - Meeting to review completed design – 6-8 weeks to complete
    - Determine total project cost – 1 week
    - Issue purchase order (PO) for furniture – 1 week
    - Furniture manufacturing
      * Systems / office furniture – 6-8 weeks lead time
      * Casegoods – 8-12 weeks lead time
    - Furniture delivery and installation
      * Schedule delivery and installation within 5 days of ship date to warehouse
      * Length of installation – 4-7 days
    - Punch list on last day of installation or day after.
      * Walk with dealer/designer, installer, customer, and D&CS
      * Items corrected within 2 days if no parts need to be ordered
      * After punch list inspection, if necessary, order parts within 2 days of receipt of product

*Large Furniture Packages (Above $100K) – Estimated duration, 129 days*

* + - First meeting with customer to review furniture requirements; D&CS to attend.
    - 48 hour response to first customer contact
    - Meeting to review completed design – 8-12 weeks to complete
    - Determine total project cost – 1 week
    - Issue purchase order (PO) for furniture – 1 week
    - Furniture manufacturing
      * Systems / office furniture – 6-8 weeks lead time
      * Casegoods – 8-12 weeks lead time
    - Furniture delivery and installation
      * Schedule delivery and installation within 5 days of ship date to warehouse
      * Length of installation – 8-10 days
      * When furniture installation is a part of a larger construction project, the schedule and install will be coordinated with the WSU Project Manager and the contractor
    - Punch list on last day of installation or day after.
      * Walk with dealer/designer, installer, customer, and D&CS
      * Items corrected within 2 days if no parts need to be ordered
      * After punch list inspection, if necessary, order parts within 2 days of receipt of product

In addition, any furniture request that needs to be fulfilled before the beginning of the new school year or by the months of August or September will need to be submitted by April of that year. The schedule will also need to be modified by four weeks added to product lead times.

Whenever furniture is purchased through the Preferred Vendor or through any other dealer, installation should be included in the proposal. The exception to this is whenever classroom furniture is being purchased through Krueger International (KI), a direct manufacturer. When working with KI, a draft requisition needs to be filled out for KI to cover product, and a separate draft requisition needs to be filled out for an installation company to cover freight, delivery, and installation.

When a furniture installation is completed, do a punch list. See section *XVIII. Punch List 🡪 b. Furniture* for more information.

Forms:

Furniture Draft Requisition, sample RFQ, sample Furniture Punch List, and sample bid package (cost schedule c, specifications, drawing). Language from the Request for Proposal for Office Furniture Systems 2012 describing the Preferred Vendor’s (and their installers’) “Roles & Responsibilities”, “Expectations”, and a product equivalency table are listed below for reference:

*Manufacturer Responsibilities*

The Manufacturer agrees as follows:

* There shall be no minimum order requirements for any items specified.
* The Manufacturer shall guarantee the availability of specified product for two (2) years from delivery date.
* Samples
  + - * Chair samples may be requested for the individual project prior to selection.
* Warranties
  + - * The Manufacturer warrants all items ordered by the University against defects in materials, manufacture and workmanship, for a period of ten (10) years from the day of final settlement (final invoice payment) with UNIVERSITY for the item. Final settlement shall not relieve the Manufacturer from liability for such defects, and upon notification from UNIVERSITY, the Manufacturer shall, by repair, replacement, or otherwise, place the item in a condition satisfactory to the UNIVERSITY in every respect. Normal wear and tear and results of accidents not chargeable to the Manufacturer are exempted from the requirements of this warranty. Everything required to fulfill this warranty shall be done without additional cost to the UNIVERSITY. The products or workmanship of any Subcontractor are to be covered in the primary Manufacturer's warranty.
      * The following shall be considered defects, without being limited thereto:
    - Permanent etching, staining, and other deterioration of finishes.
    - Operational failures, binding, and the like, in finish and cabinet hardware.
    - Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.
    - Discoloration, fading and staining of finishes

*Dealer Responsibilities*

The Dealer agrees as follows:

* + - * The Dealer shall meet with the University and develop practical and functional layouts and specifications prior to ordering of product.
* Order Accuracy
  + - * The Dealer is responsible for order accuracy and completeness. A report of order accuracy rate shall be provided by the dealer at each business review meeting or when requested by UNIVERSITY.
* Order Completeness
  + - * A report of the Order Completeness rate shall be provided by the dealer at each business review meeting or when requested by UNIVERSITY.
* Delivery

Production Schedule

* + - * The dealer shall provide for each order a schedule showing time required to (a) produce shop drawings, if applicable, (b) complete production runs, (c) complete delivery and installation, if applicable.
      * The dealer shall provide the University with quarterly reports from the dealer on the status of all orders, detailed purchase reports, and **Service Level reports.**
* Delivery
  + - * The dealer and\or its installer must provide delivery to the specified project location, as requested by the order initiator. The locations will include the Main Campus (including the Medical Campus), Macomb Campus, Oakland Campus and other Metro Detroit campus locations as specified at the time of the order.
      * The Dealer and\or its Installer shall verify all local conditions, corridor elevators and stair, etc. and to allow installation of large furniture items. Items determined to be too large to negotiate and fit in elevators etc., shall be manufactured in sections and assembled at the site.
      * The Dealer shall estimate delivery and freight charges and include estimates on cost proposals. This cost will be adjusted up or down according to actual submitted freight bills.
      * The Dealer shall complete Delivery and installation in one phase unless otherwise agreed. Delivery and installation shall be based on an hourly rate locked in for the duration of the contract.
      * The Dealer shall work with the Manufacturer and its representative to establish and comply with delivery schedules.
      * The Dealer shall monitor and expedite fabrication of all furniture items. Every effort shall be made to assure that schedules will be met and that specifications are being followed accurately.
      * The Dealer and\or its Installer shall coordinate the time of delivery with WSU Project Manager, but typically, delivery shall be made between 8:30 A.M. and 4:00 P.M. Delivery will be at the determined project location.
      * The Dealer shall check to ensure that all items delivered are in accordance with the specifications and shall be responsible for immediately notifying the Manufacturer in the event of any discrepancies.
* Invoices
  + - * At the time that an invoice is submitted to the WSU Project Manager for review and payment, the University requires the following list of supporting documents to be submitted for all installations exceeding $1,000.00:
        + Certified Payroll (and from subcontractors, all tiers)
        + Full Conditional Waiver
        + Sworn Statement
      * All invoices submitted shall also include a unique invoice number, WSU Purchase Order number, WSU Project number, and the project location or description. All invoices received shall be original invoices from Dealer.
* Damage to Furniture
  + - * The risk of damage or loss shall remain with the Dealer until the installation has been completed and accepted by the UNIVERSITY. Damage attributed to the installer shall be corrected by the installer. The UNIVERSITY will have the sole right to determine acceptable and unacceptable damage. Installer shall do a walk-through of the site with the WSU Customer and/or D&CS Project Manager depending on the size of the project, in advance of the installation and take photos if necessary or note any prior damage. An additional furniture Punch-list shall be submitted by WSU to the Dealer within 5 business days after installation if any items need to be repaired or replaced. DAMAGED OR DEFECTIVE FURNITURE SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE WSU Customer (and D&CS where appropriate) AND REPLACED AND/OR REPAIRED BY THE DEALER AT NO COST TO THE UNIVERSITY.
* Submittals
  + - * Maintenance
        + Printed maintenance and cleaning instructions as approved by the manufacturer – two (2) copies must be issued by the Dealer to the UNIVERSITY at the time of installation.
      * Samples
        + Chair samples may be requested for the department to evaluate prior to purchasing the product.
        + The dealer shall submit one (1) finish sample for paint, plastic laminate, metal, edge and trim samples which are representative of the production runs to be used for each project as specified. Finish samples shall be furnished to the University D&CS or its internal customer.
        + Site visits to a Manufacturer’s showroom may be requested for the University D&CS and /or its internal customer to view and examine the product. Showrooms must be within the local/ southeast Michigan area or a mock-up can be provided as an alternative.
      * Approval of all materials, finishes, colors, and details shall be made by the UNIVERSITY.
      * The Dealer shall oversee and administer the receipt and storage of furniture.
      * The Dealer will create the bill of materials for the product listed in the equivalency table for each order requested by the University. On the Dealer’s Bill of Materials and drawings, each individual item shall have a manufacturer’s tag with model numbers, furniture code, and the room number in which the item is to be placed. Dealer shall coordinate the individual pieces and locations (model number, etc.) so installer can efficiently install the product without direction from WSU.
      * The Dealer shall include components (glides, brackets, trim, hardware, etc.) in the proposal so that at completion of installation all products will be fully functional and aesthetically complete.

(Paste Expectations & installer’s responsibilities here)

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  |  | Furniture Provided by Preferred  Dealer |
| **Equivalency Table MANUFACTURER** | | **Steelcase** | **Knoll** | **Kimball** | **Herman Miller** | **Haworth** | **Allsteel** |
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|  | | | | | | | |
| Quality Level | Entry-Level | Turnstone Kick | *Equity* | Interworks EQ | Action Office 2 | UniGroup Too | Consensys |
| **Mid-Level** | **Answer** | **Dividends Horizon** | **Xsite** | **Canvas** | **Premise; Compose** | **Terrace DNA, Stride** |
| High-End | Elective Elements | Autostrada, Reff, Morrison | Cetra | Ethospace | Places | Stride |
| Components | Storage | Universal Storage | Dividends | Footprint | Meridian | V-Series (950 Series, X-Series) | Essentials |
| Freestanding | components from Answer Spec Guide | Dividends | Xsite | Canvas | adaptable components | components from Terrace or Stride (Reach, Cadence) |

Filing (Electronic):

File Draft Requisitions under \_\_\_ in a project file.

Filing (Paper):

File quotes, Purchase Order (contract) and associated furniture invoices with the project file.