

## Quick Tips



1. Manufacturers may be on contract, but their entire line may not come under that contract.
2. Some manufacturers have some products that ship faster than others. In general:
  - Chairs ship in 3 to 4 weeks depending on fabric
  - Desks, etc. ship in approximately 6 weeks - during May to June some furniture can take 8 weeks.
3. Grades of fabric can add significantly to order times and cost.
4. Plan well in advance.
5. Ask for quotes using 3 choices of fabric.
6. Ask that quotes contain delivery dates.

Still have questions about furniture purchases or not sure what to do?

Send us an email at:

[purchasing\\_team@unc.edu](mailto:purchasing_team@unc.edu)



# How To: Buy Furniture

## Procurement Services

104 Airport Drive

CB# 1100

Chapel Hill, NC 27599

[http://finance.unc.edu/  
procurement](http://finance.unc.edu/procurement)

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## Methods Used to Purchase Furniture

Item to be Purchased	Method of Procurement
<ul style="list-style-type: none"> <li>• Modular Systems Furniture (Cubicles)</li> </ul> Must go through Facilities Services See <a href="#">Facilities Services Handbook, pg. 10</a>	Requisition only (P-Card or Campus Voucher not allowed)
<ul style="list-style-type: none"> <li>• Office, Lounge and Institutional Furniture</li> <li>• Chairs, desks, etc.</li> </ul> See <a href="#">Policy 1276</a> and <a href="#">Procedure 1226.1</a> in Finance Policies & Procedure Manual	<ul style="list-style-type: none"> <li>• \$5,000 or less Campus Voucher or P-Card is allowed</li> <li>• \$5,000 or more Requisition only (Splitting of orders to avoid a requisition is not allowed)</li> </ul>
<ul style="list-style-type: none"> <li>• Draperies and Window Treatments</li> </ul> Must go through Facilities Services See <a href="#">Facilities Services Handbook pg. 10</a>	Requisition only (P-Card or Campus Voucher not allowed)
<ul style="list-style-type: none"> <li>• Carpet and Flooring</li> </ul> Must go through Facilities Services See <a href="#">Facilities Services Handbook pg. 10</a>	Requisition only (P-Card or Campus Voucher not allowed)

## Guidelines for purchasing furniture

### Furniture is on mandatory State contracts

It is **Mandatory** that Departments check state contracts prior to purchasing furniture. If any non-contract furniture is purchased a statement should be placed in the file stating that state contracts were searched and nothing was available to fulfill this specific need. Furniture does take a long time to arrive so purchases should be planned well in advance. Purchasing has catalogs on file for most contract items and can arrange for a state contract vendor to visit your location and provide you ordering details.

Contract No.	Item
425C	Bookcases
425E	Chairs Ergonomic
425D	Chairs, Office, Upholstered, Wood
785A	Chalk/Tack/Dry Erase Boards
425A	Computer Furniture
425B	Desks (wood), Credenzas, Conference tables
425H	Filing Cabinets, Lateral or Vertical
420D	Library/Media Center
420C	Lounge, Seating & Tables
420A	Metal Folding Chairs, Tables, Storage Units
870A	Venetian Blinds

More information is available online at:  
<http://financepolicy.unc.edu/section/expenses>

[www.fac.unc.edu/Services#Interior](http://www.fac.unc.edu/Services#Interior)

## Inspections required

### Quality Acceptance Inspection

An official inspection conducted by a State Purchase & Contract Inspector is **mandatory if purchases are more than \$10,000.00** (except as noted for carpet & venetian blinds costing more than \$2,500.00) for the items listed below.

The inspection is to ensure that the product meets the requirements of the bid, that product quality is sufficient and to insure workmanship in installing product has been performed successfully.

Vendors are made aware of this requirement at time of bidding and that project will not be paid for until quality acceptance inspection has been accomplished.

### *Mandatory inspections for items costing more than \$2,500:*

1. Carpet
2. Draperies, Window Venetian Blinds

### *Mandatory inspections for items costing more than \$10,000:*

1. Systems Furniture/Office Systems
2. Filing Systems – Automated and Open Shelf
3. Furniture – Cosmetology, Dormitory, Hospital, Laboratory, Library and Office
4. Panel, Divider, Acoustical, Free Standing
5. Auditorium Seating