



## **Furniture Quick Guide**

*There are several vendors, contractors, and manufacturers that have been approved to provide furniture, equipment, and ergonomic products for classrooms, labs, offices, and work stations.*

*Office and workstation furniture, classroom, lab furniture and lobby furniture across the campus are purchased through the Purchase Order process. A specific buyer in Procurement Support Services is assigned to this commodity to provide customer service and to process these requests in the most efficient manner.*

*It is recommended that department staff members provide as much information as possible on the web requisition as to the functionality and end-user criteria and requirements. The requisition can simply request a quote for a product if there are no specifications available.*

*It is the responsibility of the Purchasing Office to examine all purchase requests for products and services, including chairs, office furniture, lab and classroom FF&E (furniture, fixtures and equipment).*

*Changes and updates on CSU and SJSU policy regarding this and other commodities may be found on the [PASS web site](#) and the PASS News Bulletin.*

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At this time PIA is not a manufacturer or provider of furniture. A re-tooling of their operations may be updated in 2008 and their products may be considered for the future.

### **Ergonomic Furniture**

The Furniture Buyer works closely with the campus Safety Coordinator and Industrial Hygienist on ergonomic issues and evaluations.

Employees should first contact the Campus Safety Coordinator, Michaux Burchard, Phone 924-2155 (Human Resources Service Group) to request an ergonomic evaluation of their workstation or chair. Based on his recommendations, the Buyer can assist the employees to obtain the best products to meet their needs at the best pricing.

The Safety Coordinator will also provide a copy of the evaluation and recommendations to the Buyer. Both the Safety Coordinator and Purchasing Furniture Buyer work with the Disability Resource Center (DRC) representative and the University Workers Compensation Manager in a confidential and professional manner for specific employee needs as appropriate.

### **Rental Furniture**

The rental of tables, chairs, risers, etc. for special events or for temporary office staff workspace must be handled through the Purchase Order process. There are several qualified vendors who have been through a formal bid process and can meet the campus needs and insurance requirements.

Suppliers cannot take orders placed directly with them by departments, however they can provide a quote and verify schedule accommodations so the department may submit this information to the Purchasing Office with their requisition.

Please allow enough time for the buyer to obtain competitive bids as appropriate. Quotes obtained from vendors directly by the departments are still reviewed and need to be approved by the Purchasing Office.

**Rental Needs for Commencement events:**

For Commencement events, Spartan Shops can often make arrangements for folding tables, chairs, round tables, market umbrellas, linens and provide set-up and installation, pick-up and delivery. Contact Spartan Shops for specific info: 924-1756

**Moving Services for Furniture, Office Reconfiguration, Relocation**

When a department changes the way they do business, adds new employees, adds or changes job assignments, develops new functions within the department, or becomes part of a consolidation with another group, there is often a need for reconfiguration of the office layout.

This can be a simple project of reconfiguring the existing office layout or become more complicated with the purchase of different types and functions of office equipment and furniture.

It is important for the department to include Purchasing in the project-planning phase early on. The Furniture Buyer can make suggestions on reuse or reallocation of existing items, make suggestions about new purchases or used items, bring in professional space designers and installers for a project evaluation, and of course provide guidance on the necessary Purchasing processes to complete the project.

The Purchasing Buyer often has knowledge of surplus furniture that might be available on campus, and is the coordinator for the Campus ReUse Program. For detailed information, see the [Furniture/Equipment ReUse](#) Program.

The Buyer will set up a project review meeting to develop the scope of work and tasks with the department. The department selects one contact point person to work with both Purchasing and FD&O on projects.

**New for Fall 2007:**

In addition to the contracted moving services vendor, FD&O has added additional on-campus staff to provide moving services to campus departments.

FD&O is responsible for providing on-campus moving services for the University. The FD&O Recycle Coordinator, Terri Ramirez at 924-1929 can answer questions about this service and the associated charge-back procedures.

After a department lead has met with the Buyer to determine the scope of work for a reconfiguration, an "iService Request" can be submitted to FD&O for moving services. Instructions for that process are provided during the pre-project review meeting.

Since 2005, FD&O has been required by State regulation to add a "**Permit Evaluation**" process for all building and facility changes. If the infrastructure of a building or room needs to be upgraded or changed due to changes in use, FD&O will complete a review of the project and obtain the necessary permit.

This permit process has been added to the renovation and project analysis and may increase the time for processing and the scope of work.

If the department has requested renovation or construction services, FD&O will take the lead on the refinement of the scope of work and will call the Furniture Buyer in as part of the team to continue to work with the end-users and departments.

**The buyer in Purchasing for office reconfigurations, design/space planning, office furniture, AV systems, SMART Classrooms, classroom furniture and classroom and lab equipment is:**

**For furniture:**

John Pham  
924-1767  
924-1570 (fax)  
[john.pham@sjsu.edu](mailto:john.pham@sjsu.edu)

**For AV and Smart Equipment:**

Michael Peth  
924-1547  
924-1570 (fax)  
[michael.peth@sjsu.edu](mailto:michael.peth@sjsu.edu)

**John is available for appointments to meet with departments across campus to discuss potential projects and orders. He is located in Clark Hall, Suite 500.**

**Procurement Process Training:**

There are other Buyers who can provide one-on-one training for campus employees on the Procurement processes and best practices. To request this training and make an appointment, contact Amy Chan 924-1538.