

## **Ordering Process for Modular Furniture**

1. Call Purchasing for suggested vendors. Contact Vendor to evaluate needs, take measurements, provide color & fabric samples, specifications, floor plan & Price Quote.
2. Insure funds are available in budget and if necessary complete fund transfers.
3. Submit Requisition to Purchasing to include:
  - A. Individual line items, including manufacturer's part numbers.
  - B. Complete description to include brand and model name
  - C. Fabric name and number
  - D. Paint and Laminate Color and number
  - E. Price per each line (use final discounted price if applicable)
  - F. Separate line for installation and/or delivery as a "service"
4. Submit floor plan to Purchasing signed by the Department Head, Information Services/D. Sartain (required for installation of lines for computer equipment & telephone) and Facilities/M. Showers (required due to issues with asbestos in our walls).
5. Submit copy of vendor quote to Purchasing.

Requisitions for Modular Furniture should be submitted, at a minimum, ten weeks prior to "need by date". Time must be allowed to send the request out for quote and then it takes from 6 to 8 weeks after receipt of order, to receive the items from the manufacturer and at least one week to have it installed. Keep in mind that the person we place the order with is a distributor of the product and they have to send the order to the manufacturer for the items to be produced. Occasionally the manufacturer will run into production problems which could lead to delays. The distributor has no control over these types of delays and it doesn't happen often but it is a valid reason to submit your requisition well ahead of the "need by" date. Further delays can also occur towards the end of the fiscal year, since other "public agencies" are also trying to spend their funds.

Color Selection is another important issue when ordering modular or in fact any type of furniture. Colors should be neutral for paint, laminate and fabric so the items can be used in other areas if necessary.

This information is also available on the Purchasing web page at <http://www.deltacollege.edu/dept/purchasing/purchasing.html>.

