



Furniture & Carpet Selection Procedures

Furniture

Selection and purchase of University furnishings are done either by direct purchase by individual departments (small non-capital orders), or by the Campus Management Department (larger capitalized orders) on behalf of the end user.

Direct purchase by individual departments is limited to small orders confined to individual offices or to fill specialized needs. In this case, the Purchasing Department provides the purchaser with a range of choices that help set standards of quality and choice of pre-qualified vendors. Purchases are made directly by the end user and are usually funded by the department's operating budget and with the approval of the respective divisional Vice President.

Capital purchases of furniture are often associated with new construction or renovations and require the assistance of the Office of Campus Management. Normally a Project Manager (PM) is assigned to assist a client department in the selection process. The PM may procure the assistance of architects or interior designers, who will offer the client department a range of options that address programmatic, functional, budgetary, and aesthetic needs. Once the programmatic needs are well defined, the PM or the consultant will author a Request for Proposals (RFP) to be sent to three or more of qualified vendors. The RFP will require itemized pricing on all acceptable choices of furnishings and may also allow vendor-suggested alternatives. The RFP will also list all other relevant terms such as prepayment limits, delivery/placement, insurance, warranty, schedule, etc. Vendors will be directed how and when to submit their proposals to the Purchasing Department, who will record the bids and forward them to the PM in Campus Management. The PM in Campus Management will analyze and compare the bids and initiate the normal approval and purchase procedures. The PM will work with the successful vendor(s) during the execution of the work to ensure that all bid requirements are met and that the client departments needs are met.

Carpet

Carpet and floor covering is normally procured through or with the assistance of the Campus Management Department. For capital projects, the specification and recommended selection is made by architects or designers in consultation with the client department. Campus Management is responsible



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to see that selections are code acceptable and meet reasonable durability standards. Procurement is normally done by capital projects staff for new installations or renovations or by the Custodial Department for normal cyclical replacement. The PM is responsible for the observance of approved University purchasing procedures. Small-dollar projects that require immediate action are usually purchased from a preferred bidder. Larger projects that can benefit from competitive bidding are competitively bid. A PM will issue an RFP listing product specifications for the required carpet. The RFP will also list all other relevant terms such as prepayment limits, delivery/placement, disposal of old carpeting, insurance, warranty, schedule, etc. Vendors will be directed how and when to submit their proposals to the Purchasing Department, who will record the bids and forward them to the PM in Campus Management. The PM will analyze and compare the bids and initiate the normal approval and purchase procedures. The PM will work with the successful vendor(s) during the execution of the work to ensure that all bid requirements are met and that the client department's needs are met.