



CIRCULAR

STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY

NO.: 09-02-DPMC	ORIGINATING AGENCY: DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION (DPMC)	PAGE 1 OF 6
EFFECTIVE DATE: 07-16-08	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 07-10-DPMC
SUBJECT: PROCEDURES FOR THE ACQUISITION OF FURNITURE AND CARPETING		
ATTENTION: DIRECTORS OF ADMINISTRATION		
FOR INFORMATION CONTACT: BERNARD McLAUGHLIN		PHONE: (609) 292-5111

I. PURPOSE

To promote uniform, efficient, functional, and code compliant office environments by establishing procurement guidelines in the acquisition of furniture and carpeting.

This circular letter supersedes all previous directives and procedures for the purchase of furniture and carpeting.

II. PROCEDURES

IMPORTANT NOTE: All contract users must abide by the terms, conditions, and procedural requirements as bid upon and stated in the Notice of Award for the contract being utilized for the procurement. Procedural requirements include, but are not limited to, such elements as methods of operation, methods of assigning work, and methods of payment.

A. Furniture Purchases

(Contracts T0408, T0176, T0177, T0520)

- Departments/Agencies are asked to check availability with the DPMC 1st Avenue Furniture Warehouse by arranging to visit or emailing the order to: DPMC.furniture@treas.state.nj.us.
- If the item(s) do not currently exist at the warehouse, Departments/Agencies have the option of either:
 1. leaving the order with the warehouse to fill at a later date; or
 2. generating a purchase order for processing.

- **Purchases Under \$1,000**

1. All purchases less than \$1,000 may be issued directly via an Agency Purchase Order to a term contract vendor in accordance with Purchase Bureau policy. All non-modular furniture purchases in this category shall conform to the established maximum allowable unit prices as defined within this circular.

- **Purchases Between \$1,000 - \$20,000**

1. All purchases in excess of \$1,000 but less than \$20,000 must be submitted for review. The requesting Department/Agency forwards a copy of the quote with an accompanying cover letter to the Division of Property Management and Construction (DPMC), attention:

Deputy Director, Property Management
33 W. State Street, 9th Floor
P.O. Box 034
Trenton, NJ 08625-0034
Phone: (609) 292-5111

2. The quote must have detailed descriptions of the requested items, and the cover letter shall contain the following information:

- Contact Name, Phone Number and Email Address
- Location of the furniture needed
- Description and explanation of need
- New or replacement furniture
- Source and type of funding
- Date of need (if any)

Procedure for Approval

1. The DPMC will investigate the necessity of the need via a visit or phone call.
2. The DPMC will then see if the needed items can be filled with usable furniture from another source (i.e. warehouse or other location).
3. If after review the purchase is deemed appropriate, an approved copy of the quote will be returned to the requesting agency noting the items approved for purchase.
4. The requesting Department/Agency shall generate the purchase order and send the purchase order number to the DPMC's Office of Property Management at the following email address: DPMC.furniture@treas.state.nj.us.
5. The DPMC will access MACS-E and approve the purchase order after verifying that the items listed match those items approved.

- **Purchases Over \$20,000**

1. The requesting Department/Agency forwards a copy of the quote with accompanying cover letter to the DPMC, attention:

Deputy Director, Property Management
33 W. State Street, 9th Floor
P.O. Box 034
Trenton, NJ 08625-0034
Phone: (609) 292-5111

2. The quote must have a detailed description of the items requested and the cover letter shall contain the following information:

- Contact Name, Phone Number and Email Address
- Location the furniture is needed
- Description and explanation of need
- New or replacement furniture
- Source and type of funding
- Date of need (if any)

Procedure for Approval

Approval process is the same as that described above for purchases of \$1,000 to \$20,000, except for the following:

If after review the purchase is deemed appropriate, an approved copy of the quote will be returned to the agency with a copy to the Division of Purchase and Property's Commodities Unit. Upon review of the quote, the Division of Purchase and Property's Commodities Unit will notify the requesting Department/Agency and advise them of any price discrepancies that require resolution. If the pricing information is correct, the Department/Agency will be advised to generate the requisition. Upon receipt and approval of the requisition by the Purchase Bureau, a purchase order will be issued.

NOTE: If a revised quote reduces the overall cost to less than \$20,000, the steps for "Purchases Between \$1,000 - \$20,000" should be followed.

Requirements

Purchase Bureau

The Purchase Bureau, in conjunction with the DPMC, will determine the most cost effective method of procurement and proceed to either advertise for bid or purchase against existing term contracts.

Unit prices in this circular for non-modular furniture (see below) are maximums established for limited procurements or specialized requirements, therefore, purchases are expected to fall well below these maximums. During the review process, the DPMC will request substitute selections for more cost effective purchasing.

NOTE: If the Department/Agency is requesting to exceed a maximum price it must include a full justification.

Non-Modular

The maximum allowable unit prices, after discount, for non-modular furniture are listed as follows:

Furniture	Unit Price
Chair, Executive Side	\$400
Chair, Professional Side	\$380
Chair, Lounge/Waiting	\$580
Chair, Executive High Back	\$580
Chair, Professional Task	\$425
Chair, Secretarial Task	\$425
Chair, Ergonomic Task, Mid-Back Class I	\$455
Chair, Ergonomic Task, High-Back Class II	\$540
Chair, Ergonomic Task, Heavy Duty Class III	\$565
Chair, Conference-Fixed Leg	\$380
Chair, Conference-Swivel/Casters	\$425
Chair, Stacking	\$125
Desk, Executive	\$1,160
Desk, Executive with Return	\$1,550
Desk, Professional	\$1,000
Desk, Secretarial with Return	\$1,400
Credenza	\$1,050
Sofa, 2 Seat	\$895
Sofa, 3 Seat	\$1,160
Laminate Table, Conference 5' X 2'6"	\$600
Laminate Table, Conference 6' X 3'	\$750
Laminate Table, Conference 8' X 3'6"	\$825
Laminate Table, Conference 10' X 3'6"	\$925
Laminate Table, Conference 12' X 4'	\$1,315
Table, Coffee	\$370
Table, Occasional 36" X 20"	\$315
Table, Workroom 5' X 2'6"	\$470
Table, Workroom 6' X 3'	\$640
Table, Workroom 8' X 3'6"	\$725
Table, Workroom 10' X 3'6"	\$925

Department/Agency

The Director of Administration of each Department/Agency is responsible for enforcement and compliance with all guidelines established by this circular. (All records of purchases must be maintained in accordance with Purchase Bureau procedures.)

With specific regard to the purchase of other services that are related to systems furniture, using Agencies may contract for these services directly through the Purchase Bureau's existing Systems Furniture Term Contract when the total cost falls below \$1,000. However, a purchase of new furniture and/or need of related services that exceeds \$1,000 must be pre-approved by the DPMC before a purchase order or requisition is created. This pre-approval will facilitate the DPMC review of the final request.

B. Carpet – Tiles and Broadloom

- **Purchases Under \$1,000**

1. All purchases must follow the guidelines as established by the Purchase Bureau's Floor Covering, Carpet and Padding-Supplies and Installation Contract. Any purchase under \$1,000 (materials and labor) may be issued directly via a Purchase Order in accordance with current Purchase Bureau policy.

- **Purchases Between \$1,000 - \$20,000**

1. Any carpeting requirements (materials and labor) in excess of \$1,000 but less than \$20,000 must be submitted to the DPMC. The requesting Department/Agency forwards a floor plan with a copy of the quote from a contract vendor and an accompanying cover letter to the DPMC, attention:

Deputy Director, Property Management
33 W. State Street, 9th Floor
P.O. Box 034
Trenton, NJ 08625-0034
Phone: (609) 292-5111

2. The quote shall have a detailed description of the request and the cover letter shall contain the following information:

- Contact Name, Phone Number and Email Address
- Description and explanation of the need
- Source and type of funding
- Date of need (if any)

Procedure for Approval

1. The DPMC shall investigate the necessity of the need via a visit or phone call.
2. If after review the purchase is deemed appropriate, an approved copy of the quote will be returned to the requesting agency.
3. The requesting Department/Agency shall generate the Purchase Order and send the PO number to the DPMC's Office of Property Management at DPMC.furniture@treas.state.nj.us.
4. DPMC will access MACS-E and approve the Purchase Order.

- **Purchases Over \$20,000**

1. Any carpeting requirements (materials and labor) in excess of \$20,000 must be submitted to the DPMC. The requesting Department/Agency forwards a copy of the floor plan and quote from a contract vendor and an accompanying cover letter to the DPMC, attention:

Deputy Director, Property Management
33 W. State Street, 9th Floor
P.O. Box 034
Trenton, NJ 08625-0034
Phone: (609) 292-5111

2. The quote must have a detailed description of the items requested and the cover letter shall contain the following information:
 - Contact Name, Phone Number and Email Address
 - Description and explanation of the need
 - Source and type of funding
 - Date of need (if any)

Procedure for Approval

1. The DPMC will investigate the necessity of the need via a visit or phone call.
2. If after review the purchase is deemed appropriate, an approved copy of the quote will be returned to the agency, with a copy to the Division of Purchase and Property's Commodities Unit. Upon review of the quote, the Division of Purchase and Property's Commodities Unit will notify the requesting Department/Agency and advise them of any price discrepancies that require resolution. If the pricing information is correct, the Department/Agency will be advised to generate the requisition. Upon receipt and approval of the requisition by the Purchase Bureau, a purchase order will be issued.

NOTE: If a revised quote reduces, the overall cost to less than \$20,000, the steps for "Purchases Between \$1,000 - \$20,000" should be followed.



Steven M. Sutkin
Director