A12.1 Standard of Practice - Furnishings Procurement

NOTE: This is a new section of the KU Design and Construction Standards.

OBJECTIVE OF STANDARD
Designers shall follow these guidelines and procedures to ensure consistent selection and procurement of loose furnishings and equipment for all KU projects.

PROCUREMENT GUIDELINES

- Large Capital Improvement Projects: For projects designed by consultant firms, or of significant product volume, furniture bids will be issued through KU Purchasing Services (KUPS), via Stephanie Stapleton as the sole point of contact. Any product-related questions during the bidding process will be forwarded to the designated project contact person(s) at KU Design & Construction Management (DCM) and the consultant firm for review and clarification. Stephanie will relay all answers and responses to the participating dealers/vendors.

- For those projects, KU Purchasing will write the details of the bid proposal. This will include all terms & conditions, as well as project-related information (site conditions, building access, installation timeline, etc) that may impact pricing & participation. Project-related information will be provided by project managers within DCM and/or the consultant firm.

- Small Capital Improvement Projects: For in-house projects and small-volume projects, bids will be issued through DCM and utilize the terms and conditions of the original RFP for each dealer/vendor.

- For those projects, the consultant firm and/or DCM will provide product specifications, templates, and plans as needed.

PRODUCT INFORMATION & BIDDING

- Product page templates will include a basis-of-design product and performance-based specifications. Private office and workstation configurations will be bid as typical systems, not as individual parts. Products and/or typical systems will be tagged in floor plan documents for reference and quantities will be noted on the template. Isometrics and detailed plan drawings of product groupings will be provided as necessary.

- Product page templates will include a line item for dealers to submit a quote for the specified basis of design product and a line item for dealers to submit an alternate product. This allows dealers who do not represent the specified manufacturer to submit products of equal design & quality for consideration. Technical specifications & finish selections are required to be submitted with any alternate bids.

- Product alternate bids will be reviewed by a representative from DCM and the consultant firm (when applicable). Products will not be pre-approved, but instead evaluated with the entire proposal after the bid closes.
Product categories will bid out separately to the preferred vendors based on the awarded RFPs for each of the following furniture types:

- **Office Furniture**: systems workstations, freestanding desks, storage, task seating, guest seating, accessories, touchdown stations, etc.
- **Lounge, Dining, Library & Meeting Furniture**: sofas, lounge chairs, modular soft seating, café tables & chairs/stools, conference tables, collaborative spaces, etc.
- **Classrooms**: fixed auditorium seating, tablet arm chairs, training tables, active-learning furniture, etc.

Installation will be quoted per product and should include delivery, freight, handling and any other charges associated with a complete installation.

**PREFERRED VENDORS / DEALERS**

The following is a list of KU’s preferred vendors / dealers & the key manufacturers they represent for each of the following types of furnishings:

**Office Furniture:**
- BA Designs: Teknion, Sit On It, Kimball
- Contract Furnishings: Allsteel, HON, Global
- Designed Business Interiors: Herman Miller, Sit On It, Indiana Furniture
- Encompass: Haworth, Hightower, Humanscale
- Scott Rice: Steelcase, Global, Bretford

**Lounge, Dining, Library and Meeting Furniture:**
- BA Designs: Teknion, National Office Furniture, Ideon
- Contract Furnishings: Allsteel, Arcadia, Bretford
- Spaces: Izzy Plus, Palmer Hamilton, JSI/Community
- Scott Rice: Steelcase

**Classroom Furniture:**
- KI