Paradise Valley Community College

Furniture Acquisition Criteria & Procedures

PVCC strives to create an environment that is safe, welcoming and comfortable for students, employees and the general public visiting the college. Careful and effective acquisition of furniture contributes to the overall college environment.

Key Issues

* Furniture varies in quality and design.
* In certain campus locations, furniture is worn, in need of repair, and/or not compatible for reuse.
* Furniture may not meet ergonomic, safety or legal requirements.

Assumptions

* The furniture purchasing process is centrally managed by the PVCC Facilities Department.
* Furniture purchases are restricted to state contract suppliers.
* The annual furniture replacement budget is $100,000 and reviewed each fiscal year for continued funding.
* Funds are allocated to meet the college furniture standardization plan.
* Furniture is defined as chairs, desks, file cabinets, lounge and dining pieces.
* Furniture obsolescent standards/cycles will be developed for: classrooms, common areas, outdoor areas, and offices.
* Personal preference is not justification to replace existing furniture.

Other Considerations

* Free standing furniture may be relocated within the employee/department, wall hung furniture remains at its installed location.
* Common area furniture should not be relocated for departmental use.
* Sourcing furniture from District Surplus requires the review of the Facilities Department prior to acceptance.
* Relocation of existing furniture is managed in collaboration with the Division VP/Dean and the Facilities Department to meet college needs.
* Acquisition of furniture from other funding sources must follow furniture acquisition requirements.

Furniture Standards

Criteria are intended to guide the college when ordering new or replacement indoor and outdoor furniture.

* High quality providing long-term usage.
* Meet legal requirements.
* Ergonomic to support healthy campus environments.
* Address sustainability in both construction and vendor practices.
* Compatible style and type to coordinate with other finishes in the space and building.
* Enable flexibility and interchangeable use.
* Support cost effective use of funds and stewardship requirements.

Acquisition Plan

* First Priority - Spaces without furniture if the space is critical to conducting college business.
* Second Priority - Furniture in need of repair or is of poor quality.
* Third Priority - Replacement to meet ergonomic goals when the life cycle of the existing furniture has been exhausted.
* In general the furniture obsolescence standards will be followed.

Evaluation of Existing Furniture

* Inventory existing furniture to determine:
	+ Unsafe furniture that cannot be repaired.
	+ Good but does not meet current furniture standards.
	+ Campus spaces without furniture or sufficient quantity.
	+ Furniture that will exhaust product life cycle within 5 years.

Request Process

* Furniture replacement is determined through the inventory review process and then by employee or department request.
* Furniture requests are submitted to the appropriate Division VP/Dean to determine replacement need and priority in alignment with the obsolescence standards.
* Requests are forwarded to the VP/Dean of Administrative Services and the Director of Facilities.
* PVCC Facilities Department determines replacement using either relocated or new furniture to meet the requested need.
* If the current fiscal year budget has been exhausted requests will be moved to the next fiscal year.