

GUIDANCE FOR SMALL PROJECT FURNITURE PURCHASES

For small individual furniture purchases, CU employees have the option of purchasing directly from a Steelcase furniture dealer. When a Purchaser opts to do this, they are responsible for coordinating the various aspects of delivery, installation, quality control, etc. Here is what Purchasers need to know about their furniture purchase:

- Columbia University has a negotiated purchasing agreement with Steelcase Inc. for a pre-selected range of contract furniture (see the Look Book). Steelcase products should be used wherever possible.
- Columbia University purchases all furniture through one of two Steelcase dealers:
 - a. Empire Office Furniture, 212-607-5500
 - b. Waldner’s Business Environments, 212-696-7500
- The Purchaser is responsible for contacting one of the two dealers, obtaining a cost proposal, submitting the purchase order, coordinating field measurements, scheduling deliveries, providing access, notifying all relevant parties, monitoring the installation, and resolving any conflicts such as power and cable relocations, and preparing the furniture punch list.
- The Purchaser is responsible for assuring that all upholstered furniture is in compliance with the Columbia University Administrative Policy “Fire Safety Requirements for Upholstered Furniture and Furnishings” (see Section 12 50 01).
- The Purchaser is responsible for assuring that all upholstered furniture is consistent with CU Standards for fabric grades as follows:
 - a. Office and workstation panels and seating - Grade 1 or 2 fabric
 - b. Public and high-use areas (with approval from CPM Design and Compliance) - Grades 1 - 6 fabrics that are demonstrated to be durable, cleanable and maintainable.
- Any proposed furniture not supported by the Steelcase Purchasing Agreement requires a Furniture Exception Form to be approved by a Vice President (see Section 12 50 01).
- A Planning Document, if prepared, complies with ADA regulations for the ability of a wheelchair user to maneuver throughout the space, as indicated by “wheelchair circles” in critical junctures. The purchaser is responsible for confirming that the wheelchair circles have been properly transferred to the vendor’s furniture plan, and that no furniture will impede maneuverability.
- Per the CU Steelcase agreement, the furniture specifications package will consist of:
 - a. Coded Furniture Plan with room numbers
 - b. Separate specifications sheet including:
 - i. Furniture code
 - ii. Quantities
 - iii. Part or Model number
 - iv. Finishes

- v. Dimensions of item
- vi. Description, including photograph or line drawing
- vii. Special requirements/instructions, (i.e. keying instructions, all files to be bolted in banks as shown in coded furniture plan, fabric stripe to be applied vertically, finish to match architect's sample, etc.)
- viii. Space/Room numbers

The Purchaser is responsible for checking completeness of the furniture submission.

Additional information can be found at the Finance Gateway:

<https://finance.columbia.edu/content/furniture-0>