How to Buy Furniture [1]

Note: Individuals cannot be reimbursed for personal purchases of this commodity.

This commodity includes office and other furniture, including metal file and storage items. Procurement procedures vary according to the specific vendor and specific type of furniture. The University-wide price agreement with Colorado Correctional Industries (CCI), a division of the Colorado Department of Corrections, is mandatory for the purchase of office furniture (including conference room and lounge furniture) and office systems.

Metal Furniture

HON and Allsteel metal file and storage items - including lateral files, vertical files, bookcases, pedestal files, desks, and storage items - are included in the CCI mandatory price agreement. This price agreement features a customized tier discounting schedule specific to the total quantity of metal furniture products ordered. The standard lead time for metal items is 4 weeks, but an in-stock quick ship option is available for an additional charge.

Before proceeding with the purchase of any type of office furnishings outside this price agreement, departments must obtain approval from the PSC through the waiver process. [2] Departments initiate the process by submitting a waiver request [3] to the PSC.

Note: This price agreement covers office furniture. Departments wishing to purchase non-office furniture should consult with the purchasing agent and then proceed as instructed.

Procurement Options and Procedures

New Furniture

- **$10,000 or less**: Submit a Purchase Requisition through the CU Marketplace, or see Waiver Process.
- **$10,001 - $500,000**: Submit a Purchase Requisition through the CU Marketplace, or see Waiver Process. Your purchasing agent needs competition via Documented Quote process, or Sole Source Justification, or a State or University Price Agreement.
- **Over $500,000**: Submit a Purchase Requisition through the CU Marketplace, or see Waiver Process. Your purchasing agent needs competition via Invitation for Bids or Requests for Proposals, or Sole Source Justification, or State or University Price Agreement.

Used Furniture
NOTE: A furniture waiver is not required when purchasing used furniture. To verify the furniture is used, you must obtain written documentation from the vendor, such as a quote, that specifically states the furniture is used.

- **$10,000 or less:** Submit a Purchase Requisition through the CU Marketplace.
- **$10,001 - $500,000:** Submit a Purchase Requisition through the CU Marketplace. Your purchasing agent needs competition via Documented Quote process, or Sole Source Justification.
- **Over $500,000:** Submit a Purchase Requisition through the CU Marketplace. Your purchasing agent needs competition via Invitation for Bids or Requests for Proposals, or Sole Source Justification.

### Supplier Information

**Colorado Correctional Industries**

**Contact Information**

CCi has dedicated support for the CU account at every step of the furniture buying process, from the quote request through the installation.

**Sales, Consulting and Quotes**

CCi has sales representatives dedicated to the CU account. Each representative has primary responsibility for specific campuses, and also serves as the back-up contact for the other campuses.

**2020 Year-End Purchasing Deadlines for CCi Products**

**Sales Representative for Boulder and System:**

- **Primary:** Joe Sanchez
  - Email: joseph.sanchez@state.co.us
  - Phone: 303.370.2209
  - Mobile: 303.489.1485
  - Fax: 303.320.1210
  - Backup: Chris Brown

**Sales Representative for Downtown Denver:**

- **Primary:** Robin Ginley
  - Email: robin.ginley@state.co.us
  - Mobile: 720.793.6802
  - Fax: 303.320.1210
  - Backup: Joe Sanchez
Sales Representative for Anschutz:

- Primary: Robin Ginley
  - Email: robin.ginley@state.co.us
  - Mobile: 720.793.6802
  - Fax: 303.320.1210
  - Backup: Joe Sanchez

Sales Representative for Colorado Springs:

- Primary: Greg Hawkins
  - Email: gregory.hawkins@state.co.us
  - Mobile: 719.269.4510
  - Fax: 303.320.1210
  - Backup: Chris Brown

If You Cannot Reach Your Campus Sales Representative, Please Contact Chris Brown, CCi Sales Manager for CU. Chris can be reached at chrism.brown@state.co.us or (720) 203-3892.

Customer Service

CCi provides all levels of customer service, including ordering assistance, order status updates, and anticipated delivery dates.

Customer Relations / Delivery & Installation

- Primary: Paula Fox Phone: 303.370.2164
- CCi Help Desk 800.685.7891

Special Notes

- The CCi catalog on the CU Marketplace provides detailed product information, including pictures, prices, full descriptions, fabrics, colors, laminate selections, etc.
- CCi also maintains stock on hand in its Denver Warehouse at 4999 Oakland Street. Denver Warehouse items can be found on the CCi catalog under Denver Showroom. The items listed are available immediately, with no delivery charge. The warehouse inventory list contains only part numbers and descriptions. For specific information about the items on the list, contact CCi Customer Relations at 303.370.2209.

University-wide Price Agreement

University/CCi agreement valid through 6-30-21
Purchasing Agent

Katie Wilson

- **Phone:** 303.764.3422
- **Fax:** 303.764.3434
- **Email:** Katie.Wilson@cu.edu [9]

Strategic Procurement Analyst

Annie Becker

- **Phone:** 303.764.3405
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- **Email:** Annie.Becker@cu.edu [10]

Source URL: https://www.cu.edu/psc/how-buy-furniture

Links
[1] https://www.cu.edu/psc/how-buy-furniture
[2] https://www.cu.edu/psc/policies/furniture-waiver-information
[3] https://www.cu.edu/psc/policies/furniture-waiver-request
[5] mailto:joseph.sanchez@state.co.us
[6] mailto:robin.ginley@state.co.us
[7] mailto:gregory.hawkins@state.co.us
[8] mailto:chrism.brown@state.co.us
[9] mailto:katie.wilson@cu.edu
[10] mailto:Annie.Becker@cu.edu