



## QUESTIONS? WE'RE HERE TO HELP!

- Facilities must manage furniture orders over \$10,000, or if the furniture requires dedicated electricity or data connections.
- All furniture orders must use the Approved Vendor List. This ensures compliance with all UNT standards.
- If the department manages the order, they are responsible for coordinatating all aspects of delivery, installation, and warranty issues.
- Facilities does not install or repair furniture.
- All furniture must include a warranty.
  All orders must include line item costs for delivery and installation.

Contact us with your furniture purchasing questions.

We'll gladly consult and help you through the entire process!

### Planning, Design & Construction

940-565-4586 940-891-6715 Facilities@unt.edu

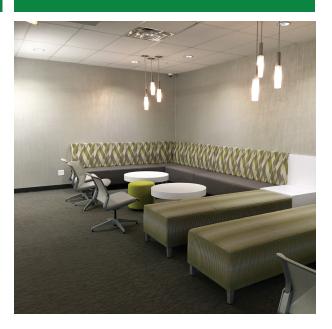


@UNTFacilities



UNTFacilities Dept

## **BUYING FURNITURE AT UNT**



# **FURNITURE STANDARDS**



## **PURCHASING AND** INSTALLATION



# **APPROVED VENDORS LIST**



#### Furniture must comply with the most current national furniture standards:

- o Business and Institutional Furniture Manufacturers Association: bifma.org/page/standardsoverview
- o Association for Contract Textiles: contracttextiles.org/performance-guidelines/

#### Examples of non-compliant furniture:

- o IKEA Amazon
- o Haverty's
- o Target
- o Wayfair o Wal-mart

All furniture must include a warranty.

Facilities must manage orders over \$10,000, or if furniture requires dedicated electricity or data connections.

#### State procurement rules:

- o Orders less than \$5,000: do not need to be purchased through a state cooperative buying contract.
- o Orders over \$5,000: must be purchased through a state cooperative buying contract.

Departments may work directly with an Approved Vendor for all planning, design, and installation of your furniture purchases.

All orders must include line item costs for delivery and installation.

### All departments must use the **Approved Vendor List.**

To ensure only the best quality products and services are offered to departments, professionals from UNT Planning, Design, and Construction have established a list of approved furniture vendors who meet UNT's highest standards.

For more information about the Approved Vendors List visit facilities.unt.edu/furniture