



## FPC FF&E Planning/Procurement Plan

Updated 4.1.2021

### **A. Background**

A review of the current Furniture, Fixtures & Equipment (FF&E) planning and procurement process was conducted to identify potential improvements to current work flow with the goal of improving service.

The revision plan involves the Facilities Planning and Construction's design group (FPC) increasing partnership involvement with preferred vendors awarded through the Illinois Public Higher Education Cooperative (IPHEC). College/department or unit business managers responsible for the preparation of requisitions and beginning the procurement process, will receive supporting communication and information to allow them direct access to the awarded IPHEC vendors. Departments will have the option to work directly with the furniture vendors or continue to work through FPC for support in designing and procuring their Furniture, Fixtures & Equipment (FF&E). Both the current and revised process includes a review of all FF&E purchases to ensure Illinois State University continues to meet Illinois Accessibility Code and the International Building Code, as required by state laws. Building codes exist for the protection and safety of those who work and study in any of the many spaces within ISU's campus.

### **B. Goals**

The goals are to increase customer satisfaction and shorten furniture procurement times by:

- Decreasing processing time frames for ISU departments to procure furniture
- Maximizing benefit of free services provided by IPHEC vendors
- Improving FPC customer service and University college/department satisfaction
- Providing FPC the ability to prioritize project work flow

### **C. Service/Communication Process Guidelines**

- Vendors are free to call on University /departments. The department chooses whether to receive solicitations or not.
- At no time will a list of University departments or contact information be provided to vendors.
- University colleges or departments may request vendors to call upon them directly. Departments will have vendor contact information, representation details, and lines



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represented with website addresses or have easy access to this information without delayed response.

- University colleges/departments may request confirmation of the source of their existing furniture for future reference. Facilities Planning & Construction (FPC) will review existing furniture to determine the manufacturer.
- University colleges/departments may contact FPC to request contact information of vendors. IPHEC information is accessible via the following web pages:
  - <http://facilities.illinoisstate.edu/help/>
  - <http://www.iphec.org/classroom-furniture>
  - <http://www.iphec.org/office-furniture>
- University colleges/departments may request FPC contact vendors on their behalf (via a project request).
- In instances of broader-scope projects, FF&E shall be managed by FPC or by contracted services when included in scope of contracted services.
- Purchase orders for IPHEC products and Non-IPHEC products from the same vendor cannot be combined. In this instance, separate requisitions need to be submitted for items available under the IPHEC award and those that are not covered by IPHEC.
- For projects where purchase levels for new furniture will exceed pricing levels that will exceed bid level, FPC will need to be involved in the process.  
<https://purchasing.illinoisstate.edu/procedures/>
- Communications with non-IPHEC vendors may need to be reported on the State website. Details on procurement communication reporting can be found at <https://ethics.illinoisstate.edu/procurement/>.

### D. Furniture Sourcing Options

#### 1. Department contacts vendor directly

- If new furniture needs are for a single chair, file cabinet, or the request is for a duplicate order for an item(s) previously purchased by ISU, information may be shared via phone to allow for a quote to be provided to the department. These purchases still need to be submitted to FPC, via [fpcffereview@ilstu.edu](mailto:fpcffereview@ilstu.edu) inbox, for approval.
- For new furniture needs, the college/department can contact the furniture vendor directly. An appointment will be set for the vendor to visit campus and meet with the department to gather information on furniture needs, location, space limitations, available budget and other pertinent information.



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- Once an acceptable design is identified, the department/unit business manager will send a request to FPC for review of the approved design solution and request the vendor submit the space plan to FPC.
  - The request for FPC review is submitted by going to the “Request Help” tab of the “Facilities” page on ISU’s website – <http://www.facilities.illinoisstate.edu/help/>. Select “Project Requests” and then see “Furniture Plan Review.”
  - The vendor or department will submit a dimensioned plan, supplied by servicing dealer, via email to [fpcffereview@ilstu.edu](mailto:fpcffereview@ilstu.edu).
  - The request notifies FPC that a review has been received. The initial review process should take no longer than three business days. Code violations will be shared with the department and the vendor will be notified of the need for revision. If no revisions are necessary, FPC will provide the department an approval project number and the vendor will move forward with preparing a quote.
  - The department will complete a final review of the quote and drawing and submit the order for processing.
    - IPHEC orders: A requisition must be submitted by the department to Purchasing, for any dollar amount.
    - For project with multiple manufacturers, each IPHEC manufacturer must be separated on individual quotes as POs are issued direct to manufacturer. All IPHEC order must have a PO.
    - Non-IPHEC orders under \$500: Notification will be given to the vendor by the department to process the order.
    - Non-IPHEC order between \$5000 and \$99,999: A requisition must be submitted by the department to Purchasing.
  - The space plan, the project number, and the quote will be submitted to Purchasing for processing. The **FPC project number must be included** for Purchasing to process the order. Requisitions submitted without a project number will be held by Purchasing until they receive a number.
- Once the vendor has received an acknowledgement from the manufacturer, the vendor will coordinate a delivery/installation date with the department.
- Upon completion of the project, a walk-through of the jobsite with a representative from the vendor and the University college/department is scheduled. If the project is completed without issue and meets expectations, payment authorization will be made by the budget officer/fiscal agent for accounts payable to issue payment. If punch list issues are identified, these will be notated by the vendor and communicated via email to the unit/department with an expected date of correction. Once all punch list issues are addressed, payment authorization will be completed. To receive and voucher furniture purchases, please send itemized invoice to the Purchasing Department ([ISUPurchasing@ilstu.edu](mailto:ISUPurchasing@ilstu.edu)) once all items ordered have been received and properly



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installed. The invoice will need to be approved for payment by the Budget Officer/Fiscal Agent or PO initiator.

### 2. Department requests FPC assistance:

- The college/department submits a request online via the “Project Request” button under the “Request Help” tab on the “Facilities” page of the University’s website.
- A representative from Facilities Planning & Construction (FPC) will contact the department to schedule a meeting to review the space in question, determine a scope for the project and define needs and limitations.
  - Space limitations, notation of power and data locations, and site verification will be completed at this time.
  - FPC will work with the vendor(s) to gather all quotations needed to complete the project. Code compliance review will be completed while FPC is completing the space plan.
  - FPC will complete a final review of the space plan and FF&E quotes with the unit/department.
  - Upon final review and approval, the University college/department’s budget officer/ fiscal agent will submit notification to the vendor and/or requisitions to Purchasing. Purchase orders will be copied to the vendor, the college/department and FPC.
  - Once ship dates are available to the vendor, FPC will coordinate the installation date.
  - After installation, FPC will complete a walk-through of the project with the vendor. If the project is completed without issue and meets expectations, payment authorization will be made by the budget officer/fiscal agent for accounts payable to issue payment.
  - If punch list issues are identified, the vendor will provide a list of all issues via email to FPC and the unit/department representative with an expected date of correction. Once all punch list issues are addressed, payment authorization will be completed.

### 3. Remodel/renovation or new construction projects:

Large scale projects including furniture as a portion of the work shall be initiated through submittal of a request to Facilities Planning and Construction. If field verification or additional information is needed, FPC shall lead the process. In instances where FPC staff is unavailable to meet with a vendor and only a department representative can be present, meetings can be led



by the college/department. The vendor shall follow up project meetings with a confirmation email to the college/department representative and the FPC staff person assigned to the project outlining actions and/or decisions from the meeting so information can be captured for project records.

## **E. Preliminary Communication and Implementation Plan**

To ensure success, communication is imperative. FPC will schedule sessions with the three key groups involved in the FF&E procurement process to obtain their support. These groups include Purchasing, campus budget officers/fiscal agents, and the IPHEC vendors/furniture dealers that represent the manufacturers on the IPHEC contract to campus. Meetings will be scheduled with each of these groups to communicate the new planned process, gather input and feedback, make necessary revisions and/or answer questions, prior to implementation.

## **F. Building and Accessibility codes**

There are building and access codes regarding FF&E that are applicable to campus spaces in regard to furniture purchases. California Technical Bulletin #133 (CAL 133) is a flame-resistance test that measures the carbon monoxide, heat generation, smoke, temperature, and weight loss of an entire piece of furniture. Spaces on campus that are subject to this regulation include public spaces and occupancies classified as high risk where occupants have limited mobility. The main objective of this regulation is to help contain the spread of fire through highly flammable materials like foams, fabrics and other materials. For campus spaces that do not have fire suppression systems, upholstery must meet this manufacturing standard.

The Illinois Accessibility Code addresses the availability of accessible workspaces for users of a space. Included in this code are provisions for the design of accessible built-in resources as well as limiting elements in a space that can cause danger to users with certain limited abilities.

The International Building Code includes guidelines that apply to furniture. Paths of egress must be maintained for cases of emergency to allow prompt exit from facilities. An additional portion of this code addresses occupancy loads and limitations of spaces based on their size and quantity of accessible exits. Safety codes also limit the placement and type of items that may be placed in a stairwell. ISU Office of Environmental Health and Safety will be the final authority on any code compliance inquiry.



## **G. IPHEC Vendors Contact Information**

### Manufacturer and local representative

AllSteel, Inc. - [www.allsteeloffice.com](http://www.allsteeloffice.com)

IPHEC Dealership: Henricksen

401 South Water Street, Suite 507

Peoria, IL 61602

Haworth, Inc. – [www.haworth.com](http://www.haworth.com)

IPHEC Dealership: Illini Supply

111 Illini Drive

Forsyth, IL 62535

Herman Miller – [www.hermanmiller.com](http://www.hermanmiller.com)

IPHEC Dealership: Widmer Interiors

2203 E. Empire St., Suite A

Bloomington, IL 61704

Jasper Seating Company – [www.jsifurniture.com](http://www.jsifurniture.com)

IPHEC Dealership: Resource One

321 East Adams Street

Springfield, IL 62701

Kimball Office, Inc. – [www.kimballoffice.com](http://www.kimballoffice.com)

IPHEC Dealership: Widmer Interiors

2203 E. Empire St., Suite A

Bloomington, IL 61704

Knoll, Inc. – [www.knoll.com](http://www.knoll.com)

IPHEC Dealership: Resource One

321 East Adams Street

Springfield, IL 62701

Krueger International (KI) – [www.ki.com](http://www.ki.com)

IPHEC Dealership: NA

2101 West Moss Avenue

West Peoria, IL 61604

### Contact Information

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National Office Furniture  
[www.natioanalofficefurniture.com](http://www.natioanalofficefurniture.com)  
IPHEC Dealership: Widmer Interiors  
2203 E. Empire St., Suite A  
Bloomington, IL 61704

OFS – [www.ofs.com](http://www.ofs.com)  
IPHEC Dealership: Lincoln Office  
205 Eastgate Drive  
Washington, IL 61571

SitOnIt Seating – [www.sitonit.net](http://www.sitonit.net)  
IPHEC Dealership: Henricksen  
401 South Water Street, Suite 507  
Peoria, IL 61602  
(contract is with Exemplis)

Steelcase, Inc. - [www.steelcase.com](http://www.steelcase.com)  
IPHEC Dealership: Lincoln Office  
205 Eastgate Drive  
Washington, IL 61571

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**\*\*Please Note:** While the manufacturers of products available through the IPHEC award may have multiple representatives within Illinois, the noted IPHEC Dealerships are those assigned to service the needs of Illinois State University.