



LEHIGH

UNIVERSITY™

Policy Number: 109
Effective Date: July 1, 2024
Revisions: Rev 1
Applicability: All Furniture Purchases

PURCHASING POLICY PERTAINING TO THE PROCUREMENT OF FURNITURE

Purpose: To provide parameters related to approved furniture suppliers and define approved methods of procuring furniture for the University. The purpose of this policy is also to provide uniformity and consistency throughout the University in terms of furniture. This policy provides approved furniture options from approved vendors within a range of price points, as well as additional factors to consider when procuring furniture.

Policy:

FURNITURE PROCUREMENT PROCEDURE

University faculty and staff are to work directly with the Facilities Planning Department in order to obtain the following; a floor plan that meets both the user's needs and complies with required codes and clearances, selection of University approved furniture to meet the desired price point from an approved vendor, and the selection of University approved finishes that are available which are determined by the furniture selected. If new furniture is being added within a suite or individual office where existing furniture is already in place, the user will work with Facilities Planning to determine how best to match the existing furniture.

1. Complete the Furniture Request Form on the Facilities Projects & Space Requests web page.
2. A Facilities Representative will review the request and coordinate with the requestor directly to review the furniture needs.
3. Upon review and furniture selection from Lehigh University's Design Guidelines, the Facilities Representative will contact approved furniture suppliers for a quote. The requester should not reach out to the suppliers directly.

PRICING AND BUDGET STRUCTURE

In order to meet Department budget requirements while still offering variety, (3) price groups have been identified and outlined for each furniture type. The Furniture Design Standards are organized by price point; "\$" being an economic price point, and "\$\$\$" being a higher price point.

QUICK-SHIP AND URGENT TIMELINE REQUESTS

It is important to note that the typical lead time for most furniture items averages between 6-8 weeks. If the furniture request timeline is urgent, quick-ship options may be considered and will be provided by a Facilities representative. In the event that there is not a suitable quick-ship option, temporary used furniture may be utilized until the new furniture arrives.

FURNITURE REQUESTS RELATED TO A MEDICAL ACCOMMODATION

Any Faculty and Staff furniture purchasing requests related to medical reasons should be directed to Human Resources for health-related accommodations. Any Student furniture requests related to medical reasons should be directed to Disability Support Services. Ergonomic assessments not related to a medical issue are performed by Facilities.

GENERAL GUIDELINES

1. The furniture procurement process is subject to a different approach depending on whether the furniture is required for a larger Facilities project, or a smaller request such as a department new hire, move, or replacement of old furniture. For larger Facilities projects, the furniture selection will be assessed based on the needs and goals of that particular project.
2. Sizable furniture (i.e. chairs, tables, desks) should not be brought in from non-approved sources, or purchased personally. These items will also not be approved for purchase through One Card. This is partly due to flame retardant material requirements that must comply with code. Additionally, Lehigh University's approved commercial furniture vendors provide the following, but not limited to, resources that non-approved vendors do not offer; Commercial grade furniture whose durability and materiality is intended for high use environments, coordinated install and extensive warranty coverage and service.
3. In the event that an employee transfers to a different department or building, furniture should be repurposed at the new location rather than the occupant bringing their old furniture. In the event that the new space does not have furniture, then the occupant may be allowed to utilize their old furniture if it fits within the space. In recently renovated areas/buildings where furniture styles and finishes are consistent, any new furniture must match. Consult with a Facilities Planning Representative.
4. Lehigh is not responsible for funding or furnishing the home office setup for employees that work remotely.
5. For any specific questions or purchase requests that deviate from the approved Furniture Design Standards, please work with a Facilities Planning Representative.