

## UO FURNITURE PURCHASES

<b>Purchasing &amp; Contract Services (PCS)</b> handles the purchase if <b>ALL</b> the following is true:	<b>Capital Construction (Cap Con)</b> handles the purchase if:
<ul style="list-style-type: none"> <li>• The total value of the furniture to be purchased, including delivery and installation fees, does not exceed \$5,000.   <div style="text-align: center;"><i>Procurement of furniture <b>cannot</b> be split into multiple packages to keep the amount below \$5,000.</i></div> </li> <li>• The purchase of furniture <b>is not</b> associated with a renovation or construction related improvement of a space in the building that it is being placed, and/or the building has not had construction related improvements in the 12 months preceding or following the furniture purchase.</li> <li>• The furniture does not physically attach to any wall or other part of building structure.</li> <li>• The furniture does not require utility connection (electricity, telephone, internet, etc.) of any kind.</li> </ul>	<ul style="list-style-type: none"> <li>• You have contacted a furniture vendor and your quote does not comply with the list to the left.</li> <li>• You have an idea of what you want to purchase, but do not know of UO vendor resources or know how to move forward.</li> <li>• You are just starting the process of purchasing furniture and have not done any investigation and need to know how to start.</li> </ul>
Bureau of Labor and Industries (BOLI) fees, bond, and prevailing wage rates <b>do not</b> apply.	Bureau of Labor and Industries (BOLI) fees, bond, and prevailing wage rates <b>may</b> apply.
<b>Contact Purchasing &amp; Contracts Services (PCS)*</b>  Phone: 346.2419 Email: <a href="mailto:purchaseorder@uoregon.edu">purchaseorder@uoregon.edu</a>  *If all of the above applies and you have L1SA, you may exercise your L1SA without processing your order through PCS.	<b>Contact Capital Construction (Cap Con)</b>  Email: <a href="mailto:furniture@uoregon.edu">furniture@uoregon.edu</a>