

UO FURNITURE PURCHASES

Purchasing & Contracting Services (PCS) handles the purchase if ALL the following is true:	Design & Construction handles the purchase if:
<ul style="list-style-type: none"> • The total value of the furniture to be purchased, including delivery and installation fees, does not exceed \$5,000. <i>Procurement of furniture cannot be split into multiple packages to keep the amount below \$5,000.</i> • The purchase of furniture is not 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. • The furniture does not physically attach to any wall or other part of building structure. • The furniture does not require utility connection (electricity, telephone, internet, etc.) of any kind. 	<ul style="list-style-type: none"> • You have contacted a furniture vendor and your quote does not comply with the list to the left. • You have an idea of what you want to purchase, but do not know of UO vendor resources or know how to move forward. • You are just starting the process of purchasing furniture and have not done any investigation and need to know how to start. • You have a current project ongoing with Design & Construction with a scope that includes furniture.
Bureau of Labor and Industries (BOLI) fees, bond, and prevailing wage rates do not apply.	Bureau of Labor and Industries (BOLI) fees, bond, and prevailing wage rates may apply.
<p>Submit the matter to Purchasing & Contracting Services (PCS)* using the UO Purchasing Portal at https://apps.ideal-logic.com/uopcs</p> <p>*If you have Delegated Contracting Authority and all of the above is true, you may use a Purchase Order to process your order without submitting to PCS. If you have questions, please contact PCS at uop2help@uoregon.edu</p>	<p>Contact Design & Construction</p> <p>Email: furniture@uoregon.edu</p>