

PROCUREMENT GUIDE TO FURNITURE, COPIERS, AND OFFICE SUPPLIES

OBJECTIVE The Campus Procurement Guide is meant to assist the campus community of faculty, staff, and student groups and to ensure the safety and well-being of the entire campus community.

- FURNITURE STANDARDS**
- ✓ The Procurement Office has developed standards and recommendations to assist you with the procurement of your office furniture requirements. These standards have been developed to assure you of exceptional quality and service while ensuring functionality and efficient use of college funds.
 - ✓ These furniture standards were adopted from companies that are leaders in sustainability initiatives, and because they offer the best value in pricing, quality, fire-code protection, warranty, and ergonomic design. Models of our standards appear throughout the website, however, if you wish to view and “test” them in person, please contact the Procurement Office as there are samples located throughout the College.
 - ✓ IKEA and Costco: Both firms have nice designs for home use, but the materials are not appropriate for commercial use. Most items require assembly and may not meet ergonomics, OSHA standards. In addition, they do not provide assembly and delivery is an issue. Most furniture now ships unassembled. Assembly must be arranged separately. Facilities and Procurement will not assemble furniture for you. For these reasons, IKEA and Costco are **not** preferred furniture providers.

NEW FURNITURE All furniture for individual offices, general and public meeting areas, small renovations, and large construction projects must be processed through the Procurement Office. Unless there are unique circumstances, every effort should be made to purchase goods or services from our preferred vendors or those with whom we share Group Purchasing contracts.

SURPLUS FURNITURE **DID YOU KNOW?** Elizabethtown College has an inventory of clean SURPLUS FURNITURE available for departmental reuse only, at no extra cost to that department.

Prior to purchasing new furniture, please inquire about available Surplus Furniture by emailing Procurement:

WHY TRY SURPLUS?

- SAVES MONEY
- SAVES TIME
- REDUCE, REUSE, RECYCLE

FURNITURE REMOVAL & RELOCATIONS

Office furniture removal or relocation must be requested through the work-order system.

- All furniture must be tagged for removal/relocation
- All storage case goods must be emptied prior to removal
- Removed furniture becomes property of Procurement and is free to be repurposed or recycled

Access to the work-order system can be obtained through the Facilities Management website:

<https://www.etown.edu/offices/facilities-management/order.aspx>

CAMPUS COPIERS

The campus Copier Program is a campus-wide program created to monitor and negotiate copier costs for the entire campus. The current copier fleet is leased through and maintained by DOCEO.

Our mission is to provide efficient and reliable copy equipment to meet the needs of Elizabethtown College instructional, service and administrative units. To provide the highest standards of service at the lowest possible cost, we ensure that copier equipment adequately meets the needs of users in terms of size, types of features, and copy quality.

COPIER KEY OPERATORS

A key operator is assigned to each campus copier. Key operators are designated staff members at copier locations who coordinate supplies and service and are knowledgeable enough about the copier’s operations to assist others, add paper, toner and staples, and perform basic troubleshooting.

A copy of the Key Operators Guide is available upon request. Contact Melissa Gruber – gruberm@etown.edu to request your copy.

**CONFIDENTIAL
SHREDDING**

The Procurement Office offers departments heavy-duty office shredders at no cost. Departments are encouraged to take advantage of the opportunity to purge documents on a regular basis.

Large Volume Purge: if your department has a need for a large file purge, arrangements can be made for the delivery of large capacity shred bins at a **cost** to the requesting department.

OFFICE SUPPLIES

Office Basics is the College's **primary** vendor for paper, office supplies, such as wrist rests, document holders, desk lighting, general office supplies, etc., and toner, as well. These items should be purchased directly through the Elizabethtown College approved business accounts.

FURNITURE PURCHASES MADE THROUGH OFFICE SUPPLY VENDORS IS PROHIBITED.

Amazon Business is also an approved supplier. The college has a business account for staff and departmental use. This is not a PRIME account.

**OFFICE BASICS AND
AMAZON BUSINESS
ACCESS**

NEW Accounts: Please request login access through the Procurement Office. New account users will receive a welcome email with personal login information for placing orders on the Office Basics website. Feel free to navigate the website and begin placing orders upon receiving the email. <https://supplies.officebasics.com/loginb2b.aspx>
To purchase through the College's Amazon Business account, please contact Melissa Gruber to be added to the account.

OFFICE SUPPLY SWAP

The Office Supply SWAP is an opportunity to save money! All items offered are free to departments/staff. Items are received into the SWAP when departments purge unwanted, unneeded office supplies and items. All items are offered on a first-come, first-serve, as is basis.



ADDITIONAL INFORMATION

Additional information can be found on the Office of Procurement webpages: <https://www.etown.edu/offices/procurement/index.aspx>