



# Cleveland State University

Office of the University Architect

## FURNITURE FAQs

**Q: Why does CSU have furniture standards?**

A: Cleveland State University has a furniture standards program to ensure the following criteria are met:

- Only commercial grade furnishings suitable for a higher education environment are procured.
- There is consistency and compatibility of furniture components across campus.
- Competitive bid requirements are met.

**Q: Do I need to obtain three quotes for a furniture order?**

A: Yes. To conform with state laws and Purchasing's requirements regarding competitive selection, quotes must be obtained from three vendors. In lieu of three quotes, contract pricing must be provided. The furniture contracts Purchasing currently accepts are: E&I, IUC, Omnia (prev. NIPA, TCPN, US Communities), Sourcewell (prev. NJPA) and some GSA schedules. Please refer to the Purchasing Department's webpage for additional information: <https://www.csuohio.edu/purchasing/purchasing>

**Q: Can I purchase furniture from a home or office retailer?**

A: No. We understand that cost is always an issue, but most home and office retailers do not sell commercial grade furniture or fabrics with the smoke/flame spread ratings required for institutional use. In addition, commercial warranties are typically 5-10 years, sometimes lifetime. This is why we obtain quotes from furniture dealers that only sell commercial/contract furnishings. P-cards may be used for furniture purchases, but these purchases still need to adhere to the standards.

**Q: Can I order furniture in Magnus Mart from one of the preferred vendor catalogs?**

A: Yes, as long as the item is from a reputable commercial furniture manufacturer (there is a fairly comprehensive list of manufacturers located on the OUA website) and approved by OUA. FYI, all furniture orders in Magnus Mart are routed to OUA for approval prior to a PO being issued. Also, please be aware that any order or warranty issues will need to be dealt with directly by the department if ordered by catalog and not through one of our furniture dealers.

**Q: How long does the process take?**

A: To assist you in planning for furniture purchases, please take note of the following timeline:

- 2-3 weeks: make furniture selections, measure/layout area, and obtain quotes.
- 6-8 weeks: typical leadtime for furniture after the Purchase Order has been issued.
- 2-3 weeks: select items MAY be available on quick ship (in stock) in limited finishes, but those orders will still take 2-3 weeks after the Purchase Order has been issued.

**Q: Who do I contact if I need help?**

A: If you require assistance with selecting products, obtaining quotes, and/or space planning, please fill out a Service Request via the Facilities Management website: <https://www.csuohio.edu/facilities-management/facilities-management-0>