

Objective for Session

- Specialty Purchases
 - Furniture
 - Donations
 - Catering and Events

Workshop Presenter

- Mary Cooke, CPPB
Contract Coordinator

University of Illinois at Chicago Purchasing
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maryc@uic.edu

Please...

- Turn off cell phones.
- Avoid side conversations.
- Ask questions at any time.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Furniture Purchasing

Objectives

- Brief Description of IPHEC
- IPHEC Furniture Awardees
- Buying Methodology from the IPHEC Furniture Contracts
- Who to contact from a small project to a total department renovation

IPHEC

- **IPHEC** — Illinois Public Higher Education Cooperative

The University of Illinois access to two separate IPHEC contracts for furniture.

Office Furniture, Accessories, and Installation Services - 1SLE1302

Classroom Furniture, Accessories, and Installation Services - 1SLE1303

Office Furniture -1SLE1302

Manufacturers / Awardees

- Allsteel
Brooke Julian
julienb@allsteeloffice.com
312-405-6938
- Haworth
Mary Basel Christopher
mary.basel@haworth.com
312-880-8107
- Kimball
Brent Johnson
Brent.Johnson@Kimball.com
773-791-7792

Dealers

- The Ellison Group
Mary Ellison
mary@ellisongroup.net
773-909-9000
- Kayhan
Nancy D'Aversa
nancy.d'aversa@kayhan.com
224-651-3205
- Office Revolution
Kurt Ferry
kferry@office-revolution.com
847-220-0690



Classroom Furniture -1SLE1303

Manufacturers / Awardees

- Krueger (KI)
John Leachman
john.leachman@ki.com
312-208-9622
- Knoll
Barbara Allen
ballen@knoll.com
312-320-5853
- Vanerum-Stelter
Scott Quandt
scott@quandtassociates.com
317-869-7118

Dealers

Kay Reinhardt
kay.reinhardt@Ki.com
312-550-9622

Corporate Concepts
Marty Cleary
mcleary@corpnc.com
630-691-8800 ext. 7749

Office Concepts
Brenda Nielson
bnielson@officeconcepts.com
847-702-6749



Award Summaries

- Payment Terms (i.e.. 1.5% - 2% Net 15)
- Partial shipments. No additional charges
- Delivery: FOB Destination
- Warehousing services
- Return Policy
- Warranty: Full manufacturer warranty
- Licensed Interior Designer
- Reconfigure existing furniture
- Project Management services
- Installation

Balance of the Line

Products that are not specifically classroom or office may fall into the “Balance of the Line”.

Buying Methodology

- First point of contact – Manufacturer's Representative
- Dealer Representative – assist with design layouts and quotations.
- Quotation should clearly detail the requirements and deliverables.
- Attach quote to the iBuy purchase requisition.

Larger Projects

- Contact Facilities for Larger Projects
 - Assist with Project Management
 - Facilities can assist with review of plans
 - Address asbestos abatement concerns
 - Establish Timelines
 - Contract and oversee Electrical Contractors and coordinate construction details
 - Coordination of delivery with the furniture dealer
- Facilities Contact Information:

Address: Room 125 PPB (MC 270), 1140 South Morgan, Chicago, IL 60607

Phone: (312) 413-1361

Vytenis (Vy) Milunas, Director of Project Management
(VMilunas@uic.edu)

Finance Property Control Act

- Any single purchase containing a furniture item over \$500.00 must be purchased using an iBuy – “Route to Purchasing” form.

Why...

- Finance Property Control Act: (30 ILCS 605/7a; 44 Ill.adm Code 1.2043cl)
 - Legislative mandate for the purchase of new furniture. Purchasing will be unable to process any furniture request until a process has been implemented to address the Property Control Act.
 - A furniture Affidavit is required, and processed by Purchasing.

Purchase above Bid Limit

- If a single purchase order exceeds the bid limit of \$100,000 then the department must request quotes from all three vendors within the type of furniture category (office or classroom).
- The department must attach all three quotes to the iBuy requisition and submit to purchasing. Pricing is typically the deciding factor.

Questions or Concerns



Questions?

Donations -Purchasing

Objectives

- Donations – University Accountability
- Donations - Procurement Code and Administrative Code
- Purchasing Procedure
- Who to contact

Donations

- The University of Illinois solicits and receives donations which further its **mission** of education, research, public service, and economic development.
- University is held to a high level of **accountability**
- University should ensure funds are used in a **responsible manner**

Procurement Code

30 ILCS 500/20-95 of Procurement code

Sec. 20-95. Donations. Nothing in this Code or in the rules promulgated under this Code shall prevent any State agency from complying with the terms and conditions of any grant, gift, or bequest that calls for the procurement of a particular good or service or the use of a particular vendor, provided that the grant, gift, or bequest provides **majority funding for the contract.**

(Source: P.A. 98-1076, eff. 1-1-15.)

Administrative Code

Section 4.2036 Other Methods of Source Selection

Donations

- 1) When a procurement will have the **majority of funding from a donation**, the terms of which require **use of a named vendor or the procurement of a particular good or service**, the SPO shall comply with those requirements, but shall otherwise follow the Code and this Part.
- 2) Donations may be **acknowledged by the donee** university in a manner appropriate to the type of donation and the program activity associated with the donation. Acknowledgment may include, but need not be limited to, public announcement at the event or in donee university publications, and inviting the donor to attend the program activity associated with the donation.

Procedure

Help us Help You

- Requisition can define source (particular good, service or vendor) if grant, gift or bequest provides majority funding
- A Discount is not a grant, gift or bequest
- Submit an iBuy requisition with the appropriate back-up attached (e.g. documentation of grant, gift or bequest; specified source; and amount of the grant, gift or bequest being used for this procurement to demonstrate it provides majority funding)
- Please contact **Janielle Graham** for questions regarding **use of a Donation**. jgraha20@uillinois.edu, 312.413.2816

Questions or Concerns



Questions?

Catering and Events Purchasing

Objectives

- UIC Catering
- Non-University Caterer
- Meetings and Conferences

Catering

UIC Catering is the preferred caterer for
Campus Events

<https://uic.catertrax.com/>

Whether planning a simple breakfast or an upscale executive luncheon UIC Catering (**Chartwell/Chicago Catering Company**) will be able to provide. There are also several packages already available.



UIC Catering Benefits

- An approved purchase order is not required. When you use University Catering, there is no need for an approved purchase order.
- The department's C-FOAP is charged directly by University catering.
- The department does not need to collect a certificate of liability insurance from the vendor.



UIC Catering Online Solution

- You may log-in and choose from the featured menus or contact Chartwell to customize.
- There is an ordering Tutorial which will guide you.
 - Creating an account
 - Navigating
 - Placing orders
 - Manage orders
 - Request changes, repeat orders, see invoices



Non-University Caterer

- A non-University entity (outside vendor) that serves food, beverages, and/or liquor at an event primarily attended by or open to the general public is considered a "caterer" for University purposes.
- Caterers are required to comply with University policy including having proper certifications, licenses, and insurance.
- Due to onsite labor, vendor requirements, and University policy a contract may be required.

Allow for additional time for contract review

Non-Catered Event

- A "non-catered" event consists of food/beverage delivery or drop off only.
- The delivery person does not provide onsite service.
- There is no set-up, no serving of food/beverage, and no clean-up.
- The T-card may be used for a non-catered event when the vendor does not require a contract.

Instructions for non-University Caterers

- Obtain a quote from a catering vendor.
- Submit an iBuy requisition to Purchasing.
- Attach the quote and any other documentation to the iBuy requisition.
- The vendor must submit a valid certificate of liability insurance meeting the minimum requirements, and naming The Board of Trustees as additional insured. prior to commencement of the service.
- The Purchasing Office will establish a purchase order.
- **If a contract is required allow for extra processing time to review and negotiate terms and conditions.**

Meetings and Conferences

- **UIC Meetings and Conferences:**

<http://meetings.uic.edu/>

The UIC Office of Meetings and Conferences reserves space in Student Centers East and West for student organizations, faculty and staff and non-University groups. In addition, they reserve space in Student Services Buildings.

The Forum

The Forum: <http://uicforum.uic.edu/>

The UIC Forum is one of the more unique, versatile and accessible facilities in Chicago Illinois. By hosting your event at the UIC Forum, not only are you taking advantage of our convenient location and customer oriented staff, but you are also adding a touch of class to your special occasion.

With more than 30,000 square feet, the UIC Forum is the ideal space for a variety of events including but not limited to conventions and trade shows' speaking engagements and lectures' concerts and other performances' banquets and galas' seminars and meetings and commencements.

The Forum

- Flexible set-up options
- Theatrical lighting system
- State-of-the-art concert sound technology
- Professional client-focused staff
- Convenient parking
- Accessible from major highways
- Small auditorium available during daytime hours and all hours during summer months
- Full-service catering service

Tips

- Establish a Budget
- Choose a date
- Plan the Event as far in advance as possible
- Apply for and be sure to have written confirmation of space before you advertise
- Know your audience
- Determine a realistic expectation of the number of guests
- If contracting with outside venue allow more time.

Provide Purchasing

If contracting with an outside Vendor:

- Submit and iBuy requisition with our standard University Contract Template and CARF.
- **If the vendor will not work with our standard University Contract please allow for additional time to process.**

Help us Help You

- **Let us know if you have contracted with them in the past and have agreed to a contract previously.**

Websites to Know

- Meetings & Conferences:

<http://meetings.uic.edu/>

- The Forum:

<http://uicforum.uic.edu/>

- UIC Catering:

<https://uic.catertrax.com/>

Questions or Concerns



Questions?

Questions or Concerns



Yippee – You Are Free to Go

