

WHAT YOU NEED TO KNOW



UNT
EST. 1890

FACILITIES DEPARTMENT
Division of Finance
& Administration

QUESTIONS? WE'RE HERE TO HELP!

BUYING FURNITURE AT UNT

- Facilities must manage furniture orders over **\$10,000**, or if the furniture requires dedicated electricity or data connections.
- All furniture orders must use the Approved Vendor List. This ensures compliance with all UNT standards.
- If the department manages the order, they are responsible for coordinating all aspects of delivery, installation, and warranty issues.
- Facilities does not install or repair furniture.
- All furniture must include a warranty. All orders must include line item costs for delivery and installation.

Contact us with your furniture purchasing questions.

We'll gladly consult and help you through the entire process!

Planning, Design & Construction

940-565-4586

940-891-6715

Facilities@unt.edu

 @UNTFacilities

 UNTFacilitiesDept



FURNITURE STANDARDS



Furniture must comply with the most current national furniture standards:

o Business and Institutional Furniture Manufacturers Association:
bifma.org/page/standardsoverview

o Association for Contract Textiles:
contracttextiles.org/performance-guidelines/

Examples of non-compliant furniture:

- o IKEA
- o Amazon
- o Wayfair
- o Haverly's
- o Target
- o Wal-mart

All furniture must include a warranty.

PURCHASING AND INSTALLATION



Facilities must manage orders over \$10,000, or if furniture requires dedicated electricity or data connections.

State procurement rules:

- o Orders less than \$5,000: do not need to be purchased through a state cooperative buying contract.
- o Orders over \$5,000: must be purchased through a state cooperative buying contract.

Departments may work directly with an Approved Vendor for all planning, design, and installation of your furniture purchases.

All orders must include line item costs for delivery and installation.

APPROVED VENDORS LIST



All departments must use the Approved Vendor List.

To ensure only the best quality products and services are offered to departments, professionals from UNT Planning, Design, and Construction have established a list of approved furniture vendors who meet UNT's highest standards.

For more information about the Approved Vendors List visit facilities.unt.edu/furniture