

Quick Reference - How to Purchase Furniture from University Contracts

Overview:

- > Furniture contracts for the University are based on the manufacturer brands, or "lines", of furniture. "Service dealers" are the local representatives for a given contract line and the listed sales reps are designated to the University's needs.
- > Email addresses and product websites within this document link directly to the web and activate by clicking on the links.
- > Virtually all furniture contracts include discounts from list pricing (most are 40% to 60% off list). They include freight and meet flammability guidelines as set forth by the UK Fire Marshall.

Step 1: Determine furniture needs based on end-user requirements. This could include issues related to quality, design, aesthetic requirements, ergonomics, and/or economics. Visiting some of the product websites may help with determining needs.

Step 2: Once requirements are determined contact the applicable sales rep to obtain a quote. The dealers provide additional services including design, on-site visits if needed, and installation if required.

Step 3: For main campus areas, if the quote is less than \$5,000 for the order and no single item is greater than \$2,000 per component, the order can be purchased using the departmental procurement card.

If the order is greater than \$5,000, or any single item is greater than \$2,000 per component, enter the order into SRM as a "free text" Shopping Cart. Scan the quote if needed and attach to the Shopping Cart. A purchase order will be processed and placed with the vendor.

Special Notes:

- * Furniture purchases for public areas (e.g., lobbies) within main campus must be approved by Facilities Management-Interior Design. Call 257-5911 x253 for questions.
- * Due to potential code or HVAC issues, purchase of any cubicles or wall dividers greater than 6 feet in height requires approval by Physical Plant Division. Call 257-3965 for questions.
- * UK Environment Health and Safety offers occupational assessments and recommendations to departments upon request. For information call 257-2924.
- * Furniture for Hospital areas follows standards established by HealthCare Facilities Management. Contact 323-5001 for questions.
- * For business/accounting questions regarding furniture purchases within HealthCare areas, contact UK HealthCare Finance at 323-3756.

<u>Prefix</u>	<u>Contract Number</u>	<u>Furniture Line</u>	<u>Contract Holder</u>	<u>Service Dealer(s)</u>	<u>Sales Rep</u>	<u>Phone</u>	<u>FAX</u>	<u>Email</u>	<u>Product Website</u>
MA	758 0900004172	Allsteel	Hurst Office Suppliers	Hurst Office Suppliers	Carol Rice	859-255-4422	859-231-0864	crice@hurstgroup.net	http://www.allsteeloffice.com/
UK	1072-11A	Bernhardt	Systems Design	Systems Design	Elaine Nantz	859-231-7774	859-233-9623	sdinantz@qx.net	http://www.bernhardt.com/
MA	758 C05277930	Carolina	Carolina Business Furniture	CG Concepts	Tristan Morgan	859-294-9328	859-299-2457	tmorgan@cgconcepts.net	http://www.carolinabusinessfurniture.com/
MA	758-0800002537	Chromcraft	Hurst Office Suppliers	Hurst Office Suppliers	Carol Rice	859-255-4422	859-231-0864	crice@hurstgroup.net	http://www.chromcraftfurniture.com/

UK	9098	Davis	Keith Daniel Associates	Keith Daniel Associates	Jennifer Meriwether	859-219-9717	859-219-9716	jennifer_kda@bellsouth.net	http://www.davisfurniture.com/
UK	1072-11D	Fixtures	JSJ Fixtures IzzyPlus	CG Concepts	Tristan Morgan	859-294-9328	859-299-2457	tmorgan@cgconcepts.net	http://www.fixturesfurniture.com/
				Cardinal Office Systems	Glynis Huffman	859-241-2616	859-885-9610	ghuffman@cardinalofficesystems.com	
				Systems Design	Elaine Nantz	859-231-7774	859-233-9623	sdinantz@qx.net	
UK	8006	Haworth	Interspace LTD	Interspace LTD	Ryan Bird	859-252-0000	859-253-1690	rbird@interspace-ltd.com	http://www.haworth.com/
UK	1072-11E	Herman Miller	Herman Miller	CG Concepts	Tristan Morgan	859-294-9328	859-299-2457	tmorgan@cgconcepts.net	http://www.hermanmiller.com/
				ID&A	Jill Yeager	859-255-7595	859-259-3384	jyeager@id-a.com	
UK	1072-11F	Hon	Office Max	OfficeMax	Ken Lennon	859-293-5105 x 5085	859-293-2194	KenLennon@officemax.com	www.officemaxsolutions.com
				Hurst Office Suppliers	Carol Rice	859-255-4422	859-231-0864	crice@hurstgroup.net	www.hon.com
UK	9096	JSI	Keith Daniel Associates	Keith Daniel Associates	Jennifer Meriwether	859-219-9717	859-219-9716	jennifer_kda@bellsouth.net	http://www.jsifurniture.com/
UK	1072-11G	Keilhauer	Keilhauer	CG Concepts	Tristan Morgan	859-294-9328	859-299-2457	tmorgan@cgconcepts.net	http://www.keilhauer.com/
UK	1072-11H	Knoll	Systems Design	Systems Design	Elaine Nantz	859-231-7774	859-233-9623	sdinantz@qx.net	http://www.knoll.com/knoll_home.jsp
UK	1072-11I	Krueger Intl	Krueger Intl.	Keith Daniel Associates	Jennifer Meriwether	859-219-9717	859-219-9716	jennifer_kda@bellsouth.net	http://www.ki.com/
UK	1072-11J	Krug	Krug, Inc.	Keith Daniel Associates	Jennifer Meriwether	859-219-9717	859-219-9716	jennifer_kda@bellsouth.net	http://www.krug.ca/
				CG Concepts	Tristan Morgan	859-294-9328	859-299-2457	tmorgan@cgconcepts.net	
				Cardinal Office Systems	Glynis Huffman	859-241-2616	859-885-9610	ghuffman@cardinalofficesystems.com	
				Kerr Office Group	Kristy Mays	270-765-6171	270-765-7322	kmays@kerrog.com	
MA	758 C05277930	Loewenstein	Lowenstein, Inc.	CG Concepts	Tristan Morgan	859-294-9328	859-299-2457	tmorgan@cgconcepts.net	http://www.loewensteininc.com/
MA	758-0600000852	National/ Kimball	Keith Daniel Associates	Keith Daniel Associates	Jennifer Meriwether	859-219-9717	859-219-9716	jennifer_kda@bellsouth.net	http://www.nationalofficefurniture.com/
UK	1139-12	Nemschoff	Nemschoff	Cardinal Office Systems	Glynis Huffman	859-241-2616	859-885-9610	ghuffman@cardinalofficesystems.com	http://www.nemschoff.com/

				CG Concepts	Tristan Morgan	859-294-9328	859-299-2457	tmorgan@cgconcepts.net	
MA	758 C05277930	OFS	OFS Furniture	CG Concepts	Tristan Morgan	859-294-9328	859-299-2457	tmorgan@cgconcepts.net	http://www.ofs.com
UK	1072-11L	OFUSA	Cardinal Office Systems	Cardinal Office Systems	Glynis Huffman	859-241-2616	859-885-9610	ghuffman@cardinalofficesystems.com	http://www.ofusa.com/
UK	1072-11M	Paoli	Cardinal Office Systems	Cardinal Office Systems	Glynis Huffman	859-241-2616	859-885-9610	ghuffman@cardinalofficesystems.com	http://www.paoli.com/
UK	9100	Peter Pepper	Peter Pepper	Cardinal Office Systems	Glynis Huffman	859-241-2616	859-885-9610	ghuffman@cardinalofficesystems.com	http://www.peterpepper.com/
				CG Concepts	Tristan Morgan	859-294-9328	859-299-2457	tmorgan@cgconcepts.net	
MA	758-0700002331	Steelcase	Cardinal Office Systems	Cardinal Office Systems	Glynis Huffman	859-241-2616	859-885-9610	ghuffman@cardinalofficesystems.com	http://www.steelcase.com
UK	9058	Taylor	Taylor	Corporate Concepts	Paula Mann-Flora	859-263-5059	859-264-8536	pmflora@insightbb.com	http://www.thetaylorcompanies.com/
UK	1072-11O	Trendway	Trendway Mfg	Corporate Concepts	Paula Mann-Flora	859-263-5059	859-264-8536	pmflora@insightbb.com	http://www.trendway.com/
				Kerr Office Group	Kristy Mays	270-765-6171	270-765-7322	kmays@kerrog.com	
UK	1072-11P	Versteel	Versteel/Ditto Sales, Inc.	CG Concepts	Tristan Morgan	859-294-9328	859-299-2457	tmorgan@cgconcepts.net	http://www.versteel.com/
			Cardinal Office Systems	Cardinal Office Systems	Glynis Huffman	859-241-2616	859-885-9610	ghuffman@cardinalofficesystems.com	
			Systems Design	Systems Design	Elaine Nantz	859-231-7774	859-233-9623	sdinantz@qx.net	
			ID&A	ID&A	Jill Yeager	859-255-7595	859-259-3384	jyeager@id-a.com	
			Interspace LTD	Interspace LTD	Ryan Bird	859-252-0000	859-253-1690	rbird@interspace-ltd.com	
			KPC Arch. Products	KPC Arch. Products	Dan Smith	859-269-3646	859-269-3648	kpc@bluegrass.net	

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