

Date: July 7, 2017

## **PROCEDURE: FURNITURE, ART, & DÉCOR STANDARDS & REQUESTS**

### **1.1 Overview**

The University of Mississippi Medical Center will maintain a clean, consistent, and professional appearance throughout all UMMC properties. The policy will affect private offices, open offices, conference rooms, classrooms, corridors, waiting areas, and clinical spaces. This will be accomplished by following the established policies and standards provided by UMMC and the Office of Planning, Design, and Construction (PDC). The PDC will make every attempt to adhere and to abide by the policies and standards.

A copy of the Furniture Standards is available by email: [construction@umc.edu](mailto:construction@umc.edu); the Art and Décor Standards are contained within this document.

### **1.2 Furniture and/or Art Request**

The purchase of Furniture or Artwork must be reviewed and coordinated through the PDC. The following procedures have been developed by the PDC and every attempt will be made to adhere and to abide by the policy.

### **1.3 Scope of Procedure**

This policy applies to all UMMC faculty, staff and students.

### **1.4 Definitions**

*Office of Planning, Design, and Construction (PDC):* the organizational unit that controls and manages the selection and quoting of Furniture and Artwork.

*End User:* Department that will be purchasing and using the Furniture and/or Artwork.

*University Property:* Any property or materials purchased with UMMC funds or with grant funds, donated to UMMC, or acquired for UMMC through other means.

*Furniture:* All furniture not considered Clinical Equipment is covered by this policy. This includes items such as but not limited to: desks, task chairs, guest chairs, bookcases, filing cabinets, conference room tables, waiting room furnishings, patient room furnishings, and exam room furnishings.

*Artwork:* Works of art are photographs, original paintings, posters, lithographs, murals, decals, donor walls, statues, and glass work; art, however, is not limited to these items.

*Personal Artwork:* Works of art that have not been purchased by UMMC.

*Decorative Accessories:* Decorative item that is brought from one's personal home such as but not limited to figurines, plants, vases, awards, wall murals, framed art, diplomas, decorative furnishings, mirrors, and lamps.

*Strategic Sourcing:* The organizational unit that guides the procurement process for Clinical Equipment, supplies, and services for UMMC.

*Clinical Equipment:* All equipment utilized for the purpose of providing patient care. This could include clinical furniture/supplies utilized in the acute or non-acute care setting such as, office supplies, exam tables, or physician stools.

*Vendor:* The approved outside entity that PDC has selected to provide proposals for and installation of furniture and/or art.

*Professional:* The outside entity that UMMC has contracted with to provide design services.

*Property Control:* The organizational unit that is responsible for the functions related to the acquisition and disposal of equipment.

*MAC Coordinator:* The PDC staff member that is responsible for scheduling and coordinating all existing furniture moves and space requests.

## **1.5 PDC Responsibilities**

A PDC Staff member will be assigned to work with the End User, and will be responsible for coordinating all aspects of the Furniture and/or Artwork selection, including review of quote documents for Furniture and Artwork. The PDC staff member will also coordinate with the MAC Coordinator to determine if UMMC surplus items can be used to satisfy the needs of the End User. The PDC will also serve as the responsible liaison between the End User, Professional (if one is hired), and the Vendor.

If an End User is relocating to a new office the current furniture will remain in the vacated office. The End User will use the existing furniture in the new office location. In the case of no existing furniture in the new office, the PDC staff will determine if UMMC surplus items can be used to satisfy the needs of the End User. If an End User is replacing an existing piece of furniture or artwork, the existing piece will be sent to surplus and will be evaluated for reuse or retirement by the PDC.

A PDC Design Staff member will be responsible for reviewing Personal Artwork and Decorative Accessories in new buildings, and assessing their compatibility with the prevailing aesthetics of the building in which they are located.

Every effort is made to standardize and bring uniformity to Furniture and Artwork purchases by UMMC funds.

## 1.6 Vendor and Design Professional Responsibilities

If a Professional is hired by the PDC to prepare specifications, bid documents, and contracts, the Professional will work under the supervision of the PDC design staff. In addition, the Professional will be responsible for coordinating all deliveries and verifying acceptability of delivered goods.

Vendors are contacted by and work with the PDC in selection and estimation of Furniture and Artwork. Vendors are not allowed to contact the End User or prepare any type of documentation for the End User unless authorized by the PDC. All Vendors are asked to redirect any and all End User requests to the PDC. Failure to comply with this procedure will void their eligibility for any future work with the University of Mississippi Medical Center or its affiliated Clinics.

## 1.7 End User Responsibilities

The End User assigned to work with the PDC will be responsible for entering the Furniture / Artwork request, found on the PDC website, and for providing a list of Furniture and/or Artwork needed for the proposed project. In addition, the End User will be asked to release a purchase order to the approved Vendor for ordering after the PDC staff member obtains a quote for the End User.

### 1.7.1 End User Procedures

The End User should assign a staff member that will be directly involved with the construction project or involved with purchasing and selection of the requested Furniture and Artwork. This staff member will also need to coordinate with the End User's Property Control officer to ensure all new items are listed on their inventory or if existing items are to be removed from the department's inventory for disposal. The assigned PDC staff member and MAC Coordinator will work with the End User during the entire process.

Six months prior to a major furniture purchase or occupancy of a space, the End User should compile a list of all anticipated Furniture and Artwork needs. This list should be as complete as possible and should consist of, but not be limited to, the following:

- 1.) **Furniture** – Desk, task chair, guest chair, bookcase, filing cabinets, conference table, credenza, waiting room furniture, patient room furniture
- 2.) **Artwork** – Budget number to work from
- 3.) **Location** – Office, conference room, classroom, patient, administrative, lobby, clinical.
- 3.) **Quantity** – Number of each item needed
- 4.) **Requirements** – Listing of furniture capabilities.
- 5.) **Existing Furniture & Equipment**– List of items to be moved prior to installation or a list of items to be disposed of prior to move.

The End User or assigned staff member should enter a Furniture Request at this point in time for any new furniture or artwork needed; the End User or Staff Member should enter a Move Request at this point in time to move existing equipment and/or furniture.

If an End User is relocating to a new office the current furniture will remain in the vacated office. The End User will use the existing furniture in the new office location. In the case that no furniture exists in the new office, then the PDC will determine if UMMC Surplus items can be used to satisfy the needs of the End User before new furniture is purchased.

A Move Request and/or Furniture Request has the potential to be denied if it is in violation with any of the above criteria.

## **1.8 Art & Decor Standards**

In new buildings or in major renovation projects, all Artwork, Personal Artwork, and Decorative Accessories will be held to the standard indicated below:

1. End Users are not allowed to hang/install artwork on walls in the building. Installation and location of artwork will be determined by UMMC PDC.
2. End Users are allowed to display diplomas/certificates/awards on the walls in personal offices, but items should be appropriately framed and hung by Physical Facilities.
3. End Users who have private offices, i.e. offices with solid walls and a door, may display Personal Artwork and Decorative Accessories. However, such Artwork and Accessories must be professional, appropriate for the use of the space, and in accordance with the prevailing aesthetics of the buildings. No items should be taped to walls or to the glass. Some items may be deemed appropriate in certain situations but not in others; it is at the discretion of the PDC to determine an item's ultimate fitness in a particular situation.
4. End Users in reception desks, cubicles, open offices, and any other highly visible work setting are limited to displaying no more than three personal, framed photos; frames should be no larger than 8"x10". No Personal Artwork or Decorative Accessories beyond the three framed photos are permitted at any time.

## **1.9 MAC Coordinator Responsibilities**

The MAC Coordinator assigned to work with the End User and the PDC Staff member will be responsible for coordinating any existing furniture moves. The MAC Coordinator is also responsible to coordinate with DIS to relocate regarding computers, printers and telecommunication equipment for the End User.

## **1.10 Procurement Process**

### **Items not on State Contract**

- 1.) **Under \$5,000:** One (1) quote will be required for items, individual or grouped.
- 2.) **Over \$5,000 but under \$50,000:** Two (2) quotes will be required for items, individual or grouped which cost over \$5,000 and under \$50,000.
- 3.) **Over \$50,000:** Items must be bid in news paper

### **Items on State Contract**

- 4.) **\$0 - \$500,000:** One (1) quote will be required for items, individual or grouped, which cost \$0 - \$500,000.
- 5.) **Over \$500,000:** Items must be bid in news paper

# Process Flow for Furniture and Artwork Procurement—May 23, 2017

