

Furniture Purchases

Policy

The Code of Virginia requires James Madison University (JMU) to purchase furniture and filing cabinets from Virginia Correctional Enterprises (VCE). JMU must use VCE unless VCE does not manufacture the goods (or equivalent) required or if VCE grants a release to JMU for the purchase. To request a release from VCE, email a copy of the vendor quote, product specifications, picture, and a written justification to Annie Korn in Procurement Services at kornah@jmu.edu.

VCE Information

Information on most of the goods and services available from VCE is contained in the Virginia Correctional Enterprises catalog – www.govce.net/VCE_Catalog.pdf. Currently, the on-line catalog does not show all the products available from VCE. For specific information such as quotes and product availability, departments should contact the VCE representative for James Madison University, Karl Schnurr at 703.995.9772 or email: karl.schnurr@vadoc.virginia.gov.

You may also visit VCE's website at www.govce.net but please remember, not all items available from VCE are listed on their website. Please contact Karl if you do not see what you are looking for and he will assist you.

How To Order

Lead times vary from 10 days to 90 days.

VCE eVA Orders

All furniture purchases must be entered into eVA by using the VCE punchout catalog or by attaching a quote from VCE to a purchase order. For VCE Purchases in eVA, the PO Category is **X02** and the contract needs to be listed as **"Mandatory"** in the contract field. A contact person should also be noted on the order along with their phone number. VCE accepts SPCC, therefore the p-card should be marked in the requisition. Once the order is submitted in eVA, it will automatically flow to Procurement for approval. Procurement will review the order and once approved the order will be sent electronically to VCE.

Delivery Information

Catalog prices include shipping to your delivery dock, or if you do not have a delivery dock, when items are removed from the delivery vehicle. These prices do not include unboxing, setup or removal of trash.

To have your furniture delivered and installed inside your building (includes unboxing with setup and trash removal), **add** 13% for VCE Systems Furniture, 6% for VCE orders under \$5,000, and 8% for VCE orders over \$5,000 (VCE has a minimum installation charge of \$50).

For Non-VCE Furniture Orders / VCE Waiver Requests

JMU is mandated to purchase furniture through VCE. If you plan to purchase furniture elsewhere, a waiver release will need to be approved from VCE. To request a VCE furniture release, the following must be emailed to Annie Korn in Procurement at kornah@jmu.edu:

- Quote from proposed vendor and/or pricing information
- Product specifications
- Picture of the product
- A written justification as to why you are requesting a waiver from VCE

Procurement submits the release form to VCE based on the justification and information you provide. If VCE approves your request, Procurement will approve your eVA requisition. If VCE declines your request, Procurement will deny your eVA requisition and contact you immediately.

Used Furniture - Any Price

It may be in the best interest of the University to purchase used furniture. Used furniture is defined as that which has been previously owned and used and is offered for sale "where is, as is". It does not include demonstration or factory rebuilt items marketed through distribution outlets. VCE Waivers are required for used furniture purchases, the process is outlined above.

Surplus Furniture

Furniture may be available from surplus property within JMU, from other agencies, or from the Commonwealth's surplus property warehouses. The requesting department is responsible for any costs associated with obtaining this furniture (purchasing from another agency, delivery, etc.). Contact the Surplus Property Office or Mark Colopy at extension 8-6931 for more information. A VCE Release Waiver is not required for JMU surplus furniture.

VCE Warranty Issues

The standard VCE warranty is for five years. The warranty typically covers broken and damaged furniture that happens as a result of normal wear and tear. If you have broken/damaged furniture that needs to be repaired under the warranty, you will need to email the following items to the VCE contacts noted below.

Items to Include:

- Picture of the problem
- Purchase order number
- Delivery date (if known)

- The item code
- A description of the problem and how the item got damaged or broken

VCE Staff to Email:

- Ginger Chappell at Ginger.Chappell@vadoc.virginia.gov
- Brian Nevetral at Brian.Nevetral@vadoc.virginia.gov

For any furniture purchasing questions, please contact Annie Korn at kornah@jmu.edu or 540.568.3133.