

Furniture Purchases

Policy

Virginia Correctional Enterprises (VCE) should be campus' first source to purchase furniture and filing cabinets. JMU departments should use VCE unless VCE does not manufacture the goods (or equivalent) required or if Procurement grants a release to the department for the purchase. Instructions for requesting a waiver are included in the "**Non-VCE Furniture Waiver Requests**" section below.

VCE ORDERS

Information on most of the goods and services available from VCE is available on the Virginia Correctional Enterprises eVA punchout catalog and via the website – <https://www.govce.net/>. For specific information such as product availability or to request a quote, departments should contact the VCE representative for James Madison University, Clay Koski at 804-283-6573 or email: Clay.Koski@vadoc.virginia.gov. Currently, the on-line catalog does not show all the products available from VCE. Please contact Clay if you do not see what you are looking for and he will assist you.

eVA Entry for VCE Orders

All furniture purchases must be entered into eVA by using the VCE punchout catalog or by entering a non-catalog requisition containing a quote from VCE. Below are answers to common questions regarding order entry:

- Supplier Name: VA Correctional Enterprises – **GOVCE All Orders** (*All eCatalog except Ink & Business Cards*)
- PO Category: **X02 – Exempt from eVA fees**
- Contract Field: **Mandatory**
- P-card: Should be checked
- Attach quote (when not a punchout order)

A contact person should also be noted on the order along with their phone number. 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 & Installation

Lead times vary from 10 days to 90 days.

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 the building (includes unboxing with setup

and trash removal), add “**inside delivery**” via during punch-out catalog checkout or request that the service be included on your quote. VCE has a minimum installation charge of \$50.

Non-VCE Furniture Waiver Requests

Virginia Correctional Enterprises (VCE) should be campus’ first source to purchase furniture, however Procurement has also established a Quick-ship Furniture Program through TSRC. Additional information can be found on our [website](#).

If you’d like to purchase furniture outside of VCE and the TSRC Quick-ship Program, a waiver is required. To request a furniture waiver, the following must be emailed to Terri Wuenschel wuenscth@jmu.edu and/or Annie Korn kornah@jmu.edu in Procurement:

- 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 will review the request based on the justification and information you provide. If approved, Procurement will approve your eVA requisition. If sufficient justification isn’t provided or comparable products are available through VCE and/or TRSC, Procurement will deny your eVA requisition and contact you immediately.

Used Furniture

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 (at any price), 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: vcecustsrv@vadic.virginia.gov.

- Picture of the problem
- Purchase order number
- Delivery date (if known)
- The item code (check for tag on underside of product)
- A description of the problem and how the item got damaged or broken

Questions?

For any furniture purchasing questions, please contact Terri Wuenschel @ wuenschth@jmu.edu / 540-568-7209 and/or Annie Korn @ kornah@jmu.edu 540-568-3133.