

Office Furniture Purchase Form for Small Dollar Transactions

As you know, the University is normally required to purchase office furniture from Maryland Correctional Enterprises, previously called State Use Industries, the State of Maryland Correctional Facility. While this University supports this law, we realize that Maryland Correctional Enterprises (MCE) cannot always meet your furniture needs. Five exceptions are recognized by law for not purchasing from MCE. These are:

1. MCE cannot provide the items within a reasonable time
2. MCE cannot meet reasonable specifications
3. The cost of purchasing from MCE exceeds the budgetary allowance
4. The procurement is an emergency procurement as defined by law (note that the law defines an emergency procurement as those items necessary to avoid or to mitigate serious damage to public health, safety and welfare)
5. The item is not included in the master list of items available from MCE.

Previously, when purchasing furniture from a vendor other than MCE, campus was required to submit a long-form requisition to Procurement with a written justification as to why MCE could not meet the department's needs. We would review the justification and document which of the above exceptions applied. The purchase was made, the file documented and the furniture was delivered, hopefully! We have good news! We now offer campus the flexibility to purchase office furniture from vendors other than MCE using the UM purchasing card within your single purchase limit. Each instance must be justified and documented. As with all other delegated purchases, stringing or splitting orders to avoid your single purchase limit is prohibited. You may use your UM purchasing to make furniture purchases from MCE as well as vendors other than MCE as long as you complete the following steps:

1. Determine if the furniture item needed is listed in the MCE catalog. If you don't have a MCE catalog, contact Kathy Barrett at (301) 405-5826 to request one.
2. Contact the University's MCE representative, Denise Makell, at (410) 540-5463 for a price and delivery quote.
3. Place the order with MCE unless one of the above five exceptions apply.
4. Should one of the exceptions apply, we encourage you to contact one of the State certified minority vendors listed on the next page for a quote. A non-minority vendor may be used when a minority vendor cannot meet your needs. Once the vendor has been identified, place the order using the purchasing card.
5. Document, in writing, the reason MCE could not meet your needs (citing one of the above exceptions in the justification). Be sure to completely document the reason, do not simply state that MCE could not meet your timeframe but state the required delivery date and necessity for delivery on or before that date, and the person and date you contacted at MCE.
6. Include the written documentation (form is attached for your convenience) with your purchasing card transaction log.

We hope this will make things easier for you but remember that you are expected to document your file appropriately. We will be reviewing this documentation during our assistance visits. All purchases exceeding \$5,000 are to be forwarded to Procurement on a requisition form. We will be happy to handle your small dollar furniture needs should you prefer not to make such purchases on your own. If you have any questions, please contact Marty Newman at (301) 405-5834 or mnewman@umd.edu.

MINORITY FURNITURE VENDORS

Charles County Office Furniture (SES Code: 35)

11721 Bad Dog Alley

Waldorf, MD 20601

Phone: 301-843-0002

Fax: 301-645-2311

Contact: Cookie

FEI #521559925

Columbia Business Furniture

4473 Forbes Boulevard

Lanham, MD 20706

Phone: 301-459-2024

Fax: 301-459-9722

Contact: Kelly Harkins-Trundle

Interior Furnishings Group (SES Code: 15)

7910 Inverness Ridge Road

Potomac, MD 20854

Phone: 301-983-4777

Fax: (301) 299-4957

Contact: Sandra Feldman

Single Source, Inc., (SES Code: 32)

15200 Shady Grove Road

Rockville, MD 20850

Phone: 301-961-1661

Fax: 301-961-2055

Contact: Frank Isolato/Francine Isolato

FEI #521549047

Steel Office Interiors, Inc. (SES Code: 35)

4857 Walden Lane

Lanham, MD 20706

Phone: 301-731-6000

Fax: 301-731-8405

Contact: Gayle Hill

FEI #521913035

Potential Business for Maryland Correctional Enterprises

I understand that the University is normally required to purchase office furniture from Maryland Correctional Enterprises (MCE), the State of Maryland Correctional Facility. Due to the circumstances identified below, we have determined that MCE cannot meet the need to provide the following office furniture:

Description of purchase:

I contacted _____ of MCE via _____ on _____ to determine compatibility, current price and availability.

Maryland Correctional Enterprises cannot meet our requirements for a small dollar office furniture purchase for one of the following reasons:

1. MCE cannot provide the items within a reasonable time
2. MCE cannot meet reasonable specifications
3. The cost of purchasing from MCE exceeds the budgetary allowance
4. The procurement is an emergency procurement as defined by law (note that the law defines an emergency procurement as those items necessary to avoid or to mitigate serious damage to public health, safety and welfare)
5. The item is not included in the master list of items available from MCE.

Documentation (particulars) of why MCE could not meet need:

(Cardholder's Name)

(Cardholder's Signature)

(Date)