

## 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](mailto: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)