

Capital Projects Furniture, A/V and Equipment Purchase Process

As of 1-25

This capital furniture, Audio/Visual (A/V) and equipment purchase guidance document summarizes steps to be taken for purchase of office and classroom furniture, as well as balance of furniture, A/V and other moveable equipment. Any furniture or A/V vendor can be used for capital projects with a furniture, fixtures and equipment (FF&E) budget greater than or equal to the construction small purchase limit, but IPHEC furniture vendors shall be considered. Also, any of the IPHEC furniture vendors can supply both office and classroom furniture for capital projects with an FF&E budget greater than or equal to the construction small purchase limit. The remaining balance of furniture these IPHEC vendors offer can also be included. A capital project with an FF&E budget less than the small purchase limit shall use the respective university purchasing department for furniture and A/V purchases. Insurance for owner procured furniture, A/V and moveable equipment will be provided by the University while contractor procured furniture, A/V and moveable equipment will be provided by the contractor.

Note: Capital Construction Unit (CCU) may use option 2 process in place of option 1 process even if the FF&E budget is \geq Construction Small Purchase Limit.

A. Option 1: FF&E budget* \geq Construction Small Purchase Threshold - Contractor may Purchase/Install

1. Professional Services Consultant (PSC) hired by the CCU for the respective capital project works with department/CCU representatives and determines furniture, A/V and moveable equipment design to meet the requesting department's furniture, A/V and moveable equipment needs. IPHEC approved vendors list located at <https://www.obfs.uillinois.edu/purchases/strategic-procurements/awards/>, <https://www.obfs.uillinois.edu/purchases/purchases-types/furniture/> and <http://www.iphec.org/awards> shall be considered in the selection of furniture and A/V, but use of other furniture and A/V vendors is acceptable. Any of the IPHEC furniture vendors can supply both office and classroom furniture at one time for capital projects. Written authorization by the CCU Director shall be included in the project file if no IPHEC furniture or A/V vendors are specified in bidding documents. The PSC should provide furniture, A/V and moveable equipment design requirements deemed appropriate for the project. Project Manual shall list at least two vendors for each item or a performance specification. Appropriate sole source state form, or brand name state form must be completed and approved by the State Purchasing Officer (SPO) prior to bidding, if necessary.
2. After determining what furniture needs are required for the project, determine if surplus furniture can be used for the project by reviewing available furniture located on your university and CMS (reference [Surplus Warehouse Operations - Business & Finance](#)) or call the following contact #'s: UIUC – (217) 333-6011, UIC – (312) 585-9113, UIS – (217) 206-6379. If university surplus furniture does not meet the project needs, a report on all new University of Illinois furniture purchases equal to or greater than \$1,500 will be filed annually by the System Purchasing in accordance with the State Property Control Act 30 ILCS 605/7a. The CMS point of contact is through the Warehouse Manager/Store Keeper, Illinois State Surplus Warehouse, Central Management Services, 1924 S. 10 ½ St., Springfield IL, 62703, Phone 217-558-7007.

3. Incorporate completed Design Requirements for furniture, A/V and moveable equipment and Attachment A – Furniture, Fixtures and Equipment Inventory Form (FIF), with appropriate PSC sections completed, into contractor bidding specifications/project manual.
4. Contractors competitively bid out project – Project construction and fit-out (including furniture, A/V and moveable equipment subcontractors/suppliers, if required).
5. University awards bid to the overall lowest responsible and responsive bidder/contractor, inclusive of the purchased FF&E package.
6. Contractor buys furniture, A/V and moveable equipment and coordinates delivery and installation in accordance with project schedule. Contractor shall insure the furniture, A/V and moveable equipment it purchases until the project reaches substantial completion.
7. During construction, contractor shall provide project manager (PM)/department with a detailed listing of all FFE pieces by filling out the FIF for all furniture, fixtures and equipment, including audio visual and telecom equipment, for inventory tracking and potential tagging purposes. At a minimum, the list must include the following: Item description, quantity, manufacturer, model and serial number, and unit price. The FIF is to be provided to the financial manager (FM) at the time of Contractor Schedule of Values completion.
8. During each payment application the Contractor shall complete the FIF only for each item requesting payment. After review, PM shall provide the updated FIF to the FM for disposition.
9. When request for payment for furniture, A/V and moveable equipment items are received, the FM will process the payment that will credit the departments' organization "holding" non-taggable inventory code for all furniture, A/V and moveable equipment purchases.
10. Once substantial completion of the project is achieved, FM will send the university department and Property Accounting the FIF for review and disposition. The university department will then ensure appropriate furniture, A/V and moveable equipment items appear in FabWeb under its responsibility by moving "holding" non-taggable items to taggable or non-taggable inventory code through journal vouchers and transfer to appropriate banner accounts. The department is responsible for locating and updating FABWeb with current location and responsible person.
11. The University purchases property insurance on its buildings and contents subject to appropriate deductibles. Departments should contact University Office of Risk Management to discuss coverage @ OBFSRiskMgmt@uillinois.edu.

B. Option 2: At any FF&E budget* - Department Purchase through Purchasing and furniture, A/V and moveable equipment vendor or contractor installs

1. Professional Services Consultant (PSC) hired by the CCU or IPHEC vendor works with Purchasing/Department/CCU representatives and determines furniture, A/V and

moveable equipment design to meet requesting department furniture, A/V and moveable equipment needs. Unless a deviation in vendor is approved by the AVP for Procurement Services, the PSC or IPHEC vendor shall design classroom and office furniture and A/V to be compatible with vendors of the type of furniture and A/V to be procured from the IPHEC approved vendor list located at <https://www.obfs.uillinois.edu/purchases/strategic-procurements/awards/>, <https://www.obfs.uillinois.edu/purchases/purchases-types/furniture/> and <http://www.iphec.org/awards>. Sole source form or Brand name form, if required, shall be approved by the SPO prior to going out for bids.

2. Design Requirements are given to the department to work with Purchasing to buy furniture, A/V and moveable equipment through IPHEC vendors.
3. After determining what furniture, A/V and moveable equipment needs are required for the project, determine if surplus furniture can be used for the project by reviewing available furniture located at your University and CMS (reference [Surplus Warehouse Operations - Business & Finance](#)) or call the following contact #'s: UIUC – (217) 333-0611, UIC – (312) 996-2858, CMS Phone 217-558-7007. If the university and CMS surplus furniture does not meet the project needs, a report on all new University of Illinois furniture purchases equal to or greater than \$1,500 will be filed annually by System Purchasing in accordance with the State Property Control Act 30 ILCS 605/7a. The CMS point of contact is through the Warehouse Manager/Store Keeper, Illinois State Surplus Warehouse, Central Management Services, 1924 S. 10 ½ St., Springfield IL, 62703, Phone 217-558-7007.
4. IPHEC furniture, A/V and moveable equipment vendors competitively bid.
5. Department/Purchasing awards contract to selected vendors.
6. Department/CCU buys furniture, A/V and moveable equipment and coordinates with CCU for vendor install or may elect to give to contractor for installation, in accordance with project schedule. Capital Project bid documents must state contractor to install department procured furniture, A/V and moveable equipment, as applicable, with appropriate backup information, if CCU elects to have the contractor provide installation. The Department shall work with the University Risk Management office prior to delivery to provide insurance for furniture, A/V and moveable equipment until the project reaches substantial completion.
7. During construction, IPHEC vendor or contractor, as applicable, shall provide department with a detailed listing of all furniture, A/V and moveable equipment pieces (Attachment A – Furniture, Fixtures and Equipment Inventory Form (FIF) example provided for guidance). At a minimum, the list must include the following: Item description, quantity, manufacturer, model and serial number, and unit price.
8. Department shall enter furniture, A/V and moveable equipment information into FabWeb under the department's responsibility, transfer to appropriate banner accounts and notify Property Accounting.

9. If capital project schedule is revised, the department reschedules furniture, A/V and moveable equipment delivery. Any additional installation costs incurred is born by the department.
10. The University purchases property insurance on its buildings and contents subject to appropriate deductibles. Departments should contact University Office of Risk Management to discuss coverage @ OBFSRiskMgmt@uillinois.edu.

**Furniture, Fixtures, Equipment (FFE) budget line item in capital project budget*

C. Capital Development Board (CDB) Funded Projects

1. IPHEC vendor works with Purchasing/Department/CCU representatives and determines furniture, A/V and moveable equipment design to meet requesting department furniture, A/V and moveable equipment needs. Unless a deviation in vendor is approved by the AVP for Procurement Services, the PSC or IPHEC vendor shall design classroom and office furniture and A/V to be compatible with vendors of the type of furniture to be procured from the IPHEC approved vendor list located at <https://www.obfs.uillinois.edu/purchases/strategic-procurements/awards/>, <https://www.obfs.uillinois.edu/purchases/purchases-types/furniture/> and <http://www.iphec.org/awards> . Sole source form or Brand name form, if required, shall be approved by the State Purchasing Officer (SPO) prior to going out for bids.
2. Design Requirements are given to the department to work with Purchasing to buy furniture, A/V and moveable equipment through IPHEC vendors.
3. After determining what furniture, A/V and moveable equipment needs are required for the project, determine if surplus and CMS furniture can be used for the project by reviewing available furniture located at your university (reference <https://www.obfs.uillinois.edu/equipment-management/retrieving-free-surplus-equipment/>) or call the following contact #'s: UIUC: (217) 333-0611; UIC: (312) 996-2858; UIS: (217) 206-6379, CMS Phone 217-558-7007. If the university and CMS surplus furniture does not meet the project needs, [Surplus Warehouse Operations - Business & Finance](#)) or call the following contact #'s: UIUC – (217) 333-0611, UIC – (312) 996-2858, CMS Phone 217-558-7007. If the university and CMS surplus furniture does not meet the project needs, a report on all new University of Illinois furniture purchases equal to or greater than \$1,500 will be filed annually by System Purchasing in accordance with the State Property Control Act 30 ILCS 605/7a. The CMS point of contact is through the Warehouse Manager/Store Keeper, Illinois State Surplus Warehouse, Central Management Services, 1924 S. 10 ½ St., Springfield IL, 62703, Phone 217-558-7007.
4. Funds must be released and budgeted by the CDB within the respective project before an equipment list request is sent to CDB. CCU will verify with CDB project managers that funds for equipment have been budgeted by CDB within the project. The CCU will verify with the University Office of Capital Programs and Real Estate Services (UOCP&RES) via email or in writing that the associated funds have been released before providing lists to the UOCP&RES for submission to CDB. These same CCUs are responsible for coordinating lists of equipment to be purchased. The university department that is purchasing the equipment is responsible for placing and purchasing individual equipment orders.

5. Once project funding is confirmed by CDB, a detailed, itemized equipment list [see Example 1] for bondable, moveable equipment as defined by CDB (per below) is developed by the university department in collaboration with the CCU, and then routed to UOCP&RES. The equipment list must provide a detailed description, quantity, and budgeted cost with each individual item sequentially numbered. CDB will allow a line item for contingency if the department deems it applicable. *Individuals obtaining price estimates from suppliers must convey that these estimates are for budgeting purposes only and do not represent any commitment to purchase the items or to purchase them from the supplier providing the price estimates.* The Purchasing Division is available to assist departments in obtaining price estimates.

Equipment can be added to an approved equipment list. The university department can prepare an "Addendum to Equipment List", using the same format as the approved list, and forward it to UOCP&RES.

CDB's bondable/moveable equipment guidelines include:

- Equipment is durable, not consumable
 - Equipment is moveable not fixed
 - Equipment is appropriate for the project
 - Equipment is not specifically disallowed (cars, boats, weapons, livestock)
6. The CCU will forward the equipment list to UOCP&RES. Upon receipt of the list, an interagency agreement for the respective project will be drafted by UOCP&RES and forwarded to CDB with the appropriate equipment list.
 7. Upon approval by CDB, a copy of the approved list and interagency agreement will be sent to the respective university departments and Office for Business & Financial Services (OBFS) Purchasing/Office of University Accounting & Financial Reporting (UAFR).
 8. The university department that is purchasing the equipment submits a "CFOAPALMAINTENANCE" request to establish a Banner CDB fund (fund type 8L). Send the fund number created to the university department and UOCP&RES. The Banner organization code of the university academic department receiving the equipment must be reflected on the Banner fund create request form. **Funds must be released and budgeted** by the CDB within the respective project before the Banner fund is established and the equipment can be purchased. When UAFR receives the request from cfoapalmaintenance, they will:
 - Verify with the CCU that the funds have been released
 - Establish the new CDB plant fund in Banner
 - Notify the Office of Cash Management and Investments that a Banner CDB equipment fund has been established, providing both the Banner fund code and the initial total budget amount.
 - Notify the university department and UOCP&RES of the Banner fund.
 9. UAFR will process an entry in the newly created Banner fund to establish a budget in the amount of the released funds. UAFR will adjust the Banner budget as CDB either increases or decreases the appropriation as recorded on quarterly CDB reports.
 10. All Banner requisitions submitted by an academic university department **must**:

- Contain a flagging note in document text, with the following statement: "This purchase is on behalf of CDB of the State of Illinois"
 - Identify in document text the correct CDB project number and approved equipment list item number for each approved piece of equipment ordered.
 - If the order will be placed using a Banner regular purchase order [all items will be itemized directly in the Banner purchase order], the requisition must always be flagged "receipt required" regardless of dollar amount.
 - If the order will be placed using a Banner standing purchase order [acquisitions will be itemized separately in an attachment], a notation must be added in document text to "SEND INVOICE TO:" followed by the university department's mailing address.
11. If CDB refuses to issue payment because the item purchased was misidentified or omitted from the approved list, the university department will be responsible for identifying an alternative Banner fund number from which to pay for the acquisition.
12. Direct pay vouchers and P-cards are not to be used for the payment of CDB equipment.
13. No less than quarterly and no more than monthly the university department purchasing the equipment will prepare a reimbursement request letter [see Example 3] for items that have been paid for. The letter must include CDB project number and Banner fund number, plus an itemized list of equipment purchase being reimbursed that include the following details for each invoice paid [see example 2]:

Vendor name
Vendor invoice number (n/a if purchased from Central Stores)
Brief description of the equipment
Dollar amount per invoice
Banner purchase order number (or Central Stores requisition number)
Banner invoice number (or Central Stores voucher number)
CDB equipment list item number(s)

The total of the itemized list must also be provided, and it must equal the total reimbursement request. **This letter is to be emailed to UOCP&RES for review and submission to CDB.**

14. The reimbursement requests will be forwarded to CDB and copied to UAFR and the CCU by UOCP&RES. The University will request reimbursement no less frequently than once per quarter with a threshold of \$250,000 per reimbursement request letter as established by the Office of the Special Advisor to the President.
15. Upon receipt of reimbursement from CDB, UOCP&RES will deposit the check in the Banner CDB equipment fund using account code 53062 and leaving the organization code and program blank. UOCP&RES will notify UAPR with the date and amount of the deposit.
16. UPAR will reconcile Banner CDB equipment funds monthly to verify that requests for all expenditures from the fund are regularly submitted and reimbursement for all expenditures is received.
17. During construction, IPHEC vendor or contractor, as applicable, shall provide department with a detailed listing of all furniture, A/V and moveable equipment pieces (Attachment A - Furniture Inventory Form example provided for guidance). As a minimum, the list must include the following: Item description, quantity, manufacturer, model and serial number, and unit price. University will provide insurance for furniture, A/V and moveable equipment until the project reaches substantial completion.
18. Department shall enter furniture information into FabWeb under the department's responsibility.
19. The University purchases property insurance on its buildings and contents subject to appropriate deductibles. Departments should contact University Office of Risk Management to discuss coverage @ OBFSRiskMgmt@uillinois.edu.
20. Upon completion of a total project, the university department is responsible for notifying UAFR and Purchasing to close the project fund. **The university department is responsible for any expenses not reimbursed by CDB, irrespective of purchase vehicle.**
21. As part of the overall project management, the CCU will be monitoring the overall CDB project budget to ensure that progress is being made to actively acquire the equipment. There will be a meeting coordinated by UOCP&RES, between UOCP&RES, CCU and UAFR approximately June 15 and December 15 to review these project accounts and verify timely submission of reimbursement requests.

NOTES

- A. CDB equipment cannot be purchased on state funds and transferred to the CDB fund. Expenses identified as CDB expenses on any other ledger cannot be transferred to the CDB fund unless approved by UAFR.
- B. UOCP&RES has obtained approval from the Office of the Senior Associate Vice President of Business and Finance to carry deficit balances in the CDB equipment plant funds for the time between paying vendors and receiving reimbursement from CDB, provided prudent efforts to obtain prompt CDB reimbursements are made.
- C. UOCP&RES will act as liaison to CDB on all issues for UIC, UIUC, and UIS.
- D. CCU to determine if furniture, A/V or moveable equipment vendor or contractor will install furniture or A/V or moveable equipment and coordinate this decision/installation process with CCU and CDB PMs.

EXAMPLE 1
(Equipment list-Excel format)

CDB PROJECT NAME

CDB PROJECT NUMBER

CDB EQUIPMENT LIST

ITEM #	DESCRIPTION	QUANTITY	PRICE	TOTAL PRICE
1	Allsteel, taupe 32 x 36 desk	6	\$142.00	\$852.00
2	Allsteel, taupe overhead storage bins 36 x 12	12	\$66.50	\$798.00
3	Allsteel, black arms, taupe base, burgundy star fabric, executive style desk chairs w/ casters	6	\$350.00	\$2100.00
4	42 x 38 whiteboard, enamel	6	\$125.00	\$750.00
5	Kodak, LT356 litepro w/ carrying case	2	\$5,250.00	\$10,500.00
	TOTAL EQUIPMENT REQUESTED			\$15,000.00

EXAMPLE 2

(Supplemental data for reimbursement request)

CDB Project : Micro and Nanotechnology Lab Equipment

CDB Project #: 830-010-326

CDB Equipment List-Vendor Lincoln Office (Steelcase), PO #P0110350

1-701407-487001-126010-198000, MNTL CD Equipment

CDB Item #	Description	Invoice #	Banner Inv.#	Quantity	Price	Total Price
6	Panel , trim, connectors	436357	11685866	2	150.49	300.98
3	WS3 and WS4 frames and trim			1	1215.83	1215.83
4	WS5 frames and trim parts			1	19331.40	19331.40
5	WS6 and WS7 frames and trim parts			1	66600.43	66600.43
6	WS8 frames and trim parts			1	2111.15	2111.15
7	WS9 frames and trim parts			1	666.60	666.60
	Partial PO0110350, Invoice #436357					90226.31
3	WS3 and WS4 skin tackable parts	436422	11691433	1	906.30	906.30
4	WS5 skin tackable parts			1	8860.08	8860.08
5	WS6 and WS7 skin tackable parts			1	19153.14	19153.14
7	WS9 skin tackable parts			1	305.52	305.52
	Partial PO0110350, Invoice #436422					29225.04
6	Reception, lateral files	436490	11691434	1	4059.20	4059.20
3	WS3 and WS4 lateral files, storage bins, shelves			1	2964.20	2964.20
4	WS5 lateral files, storage bins, shelves			1	43363.99	43363.99
5	WS6 and WS7 storage shelves, bins parts			1	55391.39	55391.39
6	WS8 storage shelves, bins, parts			1	800.84	800.84
7	WS9 storage shelves, bins, parts			1	931.77	931.77
	Partial PO0110350, Invoice #436490					107511.10

	Total Request #1					226962.
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EXAMPLE 3
(Reimbursement request letter to be forwarded to UOCP&RES)

July 21, 2014

Mr. Gus Behnke
 Capital Development Board
 Wm. G. Stratton Building-Third Floor
 401 S. Spring Street
 Springfield, IL 62706

Dear Mr. Behnke:

As per the Interagency Agreement dated March 15, 2014, we are hereby requesting reimbursement for purchases made for the Micro and Nanotechnology Lab Project as listed below and referenced to approved CDB equipment item numbers.

CDB Project Name: Micro and Nanotechnology Lab Equipment
 CDB Project Number: 830-010-326
 Banner CDB Fund: 1-701407-487001-198000
 Equipment Reim. Req. # 2

<u>Vendor Name</u> <u>Item #</u>	<u>Vendor Invoice. #</u>	<u>Description</u>	<u>Invoice \$</u>	<u>Banner PO#</u>	<u>Banner Inv#</u>	<u>CDB</u>
Henrickson Attached	See attached		\$13,513.76	P0110336	I1668028	See
Krueger Intl. Attached	See attached		\$28,885.77	P0110348	I1680694/I1689419	See
Lincoln Office/Steel Attached	See attached		\$226,962.82	P0110350	I1685866/I1691434/ I1691434	See

<u>Equipment Allocation</u>	<u>Previous Requests</u>	<u>Current Request</u>	<u>Balance</u>
\$1,084,081	\$0	\$269,362.35	\$814,718.65

<u>Prof Services Allocation</u>	<u>Previous Requests</u>	<u>Current Request</u>	<u>Balance</u>
\$100,919	\$44,060	\$0	\$56,859.00

<u>Total FF&E Allocation</u>	<u>Total Previous Requests</u>	<u>Total Current Request</u>	<u>Total Balance</u>
\$1,185,000	\$44,060	\$269,362.35	\$814,718.65

In summary, please note the paid invoices total \$269,362.35; therefore, please send a check payable to the University of Illinois in the amount of \$269,362.35 to the following address:

Ms. Angela Jacobs
 University of Illinois
 University Office of Capital Programs and Real Estate Services
 807 S. Wright Street, Suite 340
 Champaign, IL 61820

Should you need any further information or have any questions, please feel free to give me a call at (217) 333-5692.

Respectfully,
Angela C. Jacobs

Spc
Enclosures
Copies: Grant Nohren, Gerald Douglass, Jr.

Summary and Supporting Documentation

Capital Projects FF&E Procurement Processes Comparison

Department Procured Allowed at any FF&E budget* Level Construction Small Purchase Threshold	Construction Contractor Procured FF&E budget* ≥ Construction Small Purchase Threshold
Consult with respective university Purchasing department for IPHEC furniture vendor or PSC to prepare project FF&E requirements.	PSC prepares project FF&E requirements.
Determine furniture needs, review state surplus furniture for acceptable surplus furniture. (Ref. State Property Control Act - 30 ILCS 605/7a)	Determine furniture needs, review state surplus furniture for acceptable surplus furniture. (Ref. State Property Control Act – 30 ILCS 605/7a)
IPHEC approved furniture and A/V vendor's list utilized, unless deviation is approved by AVP for Procurement Services	Any vendor to supply furniture / A/V with consideration of IPHEC approved furniture / A/V vendor's list. Written authorization by the CCU Director required if no IPHEC furniture vendor is used.
FF&E included in capital project documents for information and installation, if required.	FF&E included in capital project documents for bidding, procuring and installation.
FF&E purchased through Purchasing Division. Department records inventory.	FF&E purchased through Contractor. F&S sends FIF to Department for records inventory.
Installation / coordination by IPHEC Vendor or Contractor, as applicable and Department.	Installation / coordination by Contractor or IPHEC Vendor, as applicable and Department.
Property Insurance for FF&E supplied by University	Property Insurance for FF&E supplied by Contractor

**Furniture, Fixtures, Equipment (FFE) budget line item in capital project budget*

Public Act 88-15/30 ILCS 605/7a State Property Control Act:

Summary: When new purchase of any furniture item that has a price of \$1,500 or more is desired the agency shall first check if any surplus furniture can be used in place of new furniture

OBFS IPHEC Furniture and A/V Supplier Solicitation Information

Recent Illinois Public Higher Education Cooperative (IPHEC) contracts were awarded which University departments may buy office furniture and classroom furniture and A/V equipment: See individual steps in this process for links to these IPHEC vendors.

Attachment A (Furniture Inventory Form Example)

UNIVERSITY PROJECTS FURNITURE														
Project Name: _____				Project Contractor: _____				Date Created: _____						
Project Number (University): _____				Project Manager (University): _____				Substantial Completion Actual Date: _____						
Professional Services Consultant (PSC): _____				CFOAP#: _____										
PSC (or) Contractor Input				Contractor Input				Contractor Input				Contractor Input		
Item Number	Assembled Item Description ¹	Component Description ⁴	Quantity	Component Unit Price ⁵	Component Price Extended	Component Price With Cost	Item to be Tagged?	Manufacturer Name	Model Number / Part Number	Serial Number ⁷	Contractor SWC Submittal Number ⁸	Warranty Start Date	Warranty End Date	
Port rows as needed ↓			-	\$0.00	-	\$DIVI01	#DIVI01							
			-	\$0.00	-	\$DIVI01	#DIVI01							
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		Number of Components Purchased		-	Subtotal	-								
		Installation and other charges to be allocated				-								
				Total ⁹	-									
Notes 1. Grand Total should match project's CSV. 2. The project's PSC completes the FIF listing all furniture, fixtures and equipment for the various project options. 3. Per University accounting policy, moveable equipment has the following attributes: 1) a physical object, 2) useful life expectancy of a year or more, 3) permanent possession by the University, 4) not part of a collection, 5) moveable (not permanently attached). The University identifies and tags modular/component furniture at the component piece level rather than at the assembled level requiring vendors to provide details of the items purchased at the component level for costing/valuation purposes. Moveable equipment should be distinguished from fixed equipment which cannot be removed from the building without significant physical effort, technical expertise, or costly or extensive repairs or alterations to make the space usable for other purposes (eg: rewiring, cutting into 4. An assembled item description may have multiple related component item descriptions (i.e. assembled modular desk involves several components - legs, table top, etc.) 5. This is the price per component. If possible, include related shipping and installation costs at the component level on each line. If this information is not available at the component level, enter total shipping and installation charges in the cell below the subtotal. 6. Formula drive column that allocates any previously unallocated charges (i.e. shipping, installation, etc.) to the component. This column will be auto-populated only if shipping, installation, etc. charges were not previously applied at the component level. 7. If there is not a serial number, then enter "NA" on the FIF 8. PM completes before forwarding to Campus Unit and UPAR 9. This is the SWC number on the PR2M pay request Process A. Contractors receive the partially completed FIF(s) with all furniture listed. B. When a SWC includes furniture, the contractor submits the FIF with the appropriate lines completed for the furniture delivered to the University. Contractor appends the FIF with each SWC, so that the last SWC with furniture includes a fully completed FIF. C. PM reviews the SWC and FIF for completeness and accuracy as part of the SWC review. D. PM sends the FIF to the project's campus unit and UPAR at substantial completion. E. For items greater than \$2,500, the final form must have no more than 1 item per line for future tagging purposes. The description, price, model and serial number (if applicable) must be provided. General Information Professional Services Consultant (PSC) FIF shall initially be completed by the PSC at the end of design. Update if additions during bidding changed the FFE specified. Contractor Update PSC provided FIF with actual items to be purchased. FIF and CSV values must match.														

Project Name: _____	Project Coordinator: _____	Date Created: _____
Project Number [University]: _____	Project Manager [University]: _____	Schedule Completion Review Date: _____
Professional Services Consultant (PSC): _____	CFOP#¹: _____	

Bidder	
1. Grand Total should include project CSV.	
2. The project or PSC completes the PIF following all facilities, fixtures and equipment for the various project activities.	
3. For Universally assembled piping, manhole equipment has the following attributes: 1) physical address, 2) serial number, 3) manufacturer, 4) component, 5) pressure, 6) pressure by the University, 7) and part of a collection, 8) manhole (and pressure) attached. The University identifies and tags manhole and facilities at the component level rather than the assembly level requiring complete identification of the component level for cataloging purposes. Manhole equipment should be distinguished from fixed equipment that cannot be removed from the building without significant physical effort, technical expertise, or need to release major repairs or safety concerns. Examples of equipment that are not suitable for other purposes (e.g. retaining, setting into walls, etc.)	
4. For assembled (and disassembled) manhole equipment, the following are required: 1) assembled manhole, 2) manhole, 3) manhole, 4) manhole, 5) manhole, 6) manhole, 7) manhole, 8) manhole, 9) manhole, 10) manhole, 11) manhole, 12) manhole, 13) manhole, 14) manhole, 15) manhole, 16) manhole, 17) manhole, 18) manhole, 19) manhole, 20) manhole, 21) manhole, 22) manhole, 23) manhole, 24) manhole, 25) manhole, 26) manhole, 27) manhole, 28) manhole, 29) manhole, 30) manhole, 31) manhole, 32) manhole, 33) manhole, 34) manhole, 35) manhole, 36) manhole, 37) manhole, 38) manhole, 39) manhole, 40) manhole, 41) manhole, 42) manhole, 43) manhole, 44) manhole, 45) manhole, 46) manhole, 47) manhole, 48) manhole, 49) manhole, 50) manhole, 51) manhole, 52) manhole, 53) manhole, 54) manhole, 55) manhole, 56) manhole, 57) manhole, 58) manhole, 59) manhole, 60) manhole, 61) manhole, 62) manhole, 63) manhole, 64) manhole, 65) manhole, 66) manhole, 67) manhole, 68) manhole, 69) manhole, 70) manhole, 71) 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