



CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 23-11-DPMC	ORIGINATING AGENCY: DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION (DPMC)	PAGE 1 OF 4
EFFECTIVE DATE: 02/07/23	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 11-13-DPMC
SUBJECT: PROCEDURES FOR THE ACQUISITION OF FURNITURE AND CARPETING		
ATTENTION: DIRECTORS OF ADMINISTRATION		
FOR INFORMATION CONTACT: DAVID M. MILLSTEIN		PHONE: (609) 292-7299

I. PURPOSE

To promote uniform, efficient, functional, and code compliant office environments by establishing procurement guidelines in the acquisition of furniture and carpeting.

II. PROCEDURES

IMPORTANT NOTE: All contract users must abide by the terms, conditions, and procedural requirements as bid upon and stated in the Notice of Award for the contract being utilized for the procurement. Procedural requirements include, but are not limited to, such elements as methods of operation, methods of assigning work, and methods of payment.

A. Furniture Purchases

(Contracts T0408, T0176, T0177, T0520)

1. Departments/Agencies are asked to check availability with the DPMC 380 Scotch Road, Ewing Township, 08628 by arranging to visit or emailing the order to: dave.millstein@treas.state.nj.us or to boss.warehouse@treas.nj.gov.
2. Departments/Agencies must also check availability of furniture from Deptcor.
3. If the item(s) do not currently exist at the warehouse, Departments/Agencies have the option of either:
 - leaving the order with the warehouse to fill at a later date; or
 - generating a purchase order for processing.

4. Purchases Under \$1,000

- All purchases less than \$1,000 may be issued directly via an Agency Purchase Order to a term contract vendor in accordance with the Division of Purchase and Property policy.
- All non-modular furniture purchases in this category shall conform to the established maximum allowable unit prices as defined within this circular.

5. Purchases of \$1,000 or above

- All purchases of \$1,000 or above must be submitted for review. The requesting Department/ Agency forwards a copy of the quote with an accompanying cover letter to the DPMC, attention:

David M. Millstein
33 W. State Street, 9th Floor
P.O. Box 034
Trenton, NJ 08625-0034
Phone: (609) 292-7299

- The quote must have detailed descriptions of the requested items, and the cover letter shall contain the following information:

Contact Name, Phone Number and Email Address

Location of the furniture needed

Description and explanation of need

New or replacement furniture

Source and type of funding

Date of need (if any)

6. Procedure for Approval

- The DPMC will investigate the necessity of the need via a visit or phone call.
- The DPMC will then see if the needed items can be filled with usable furniture from another source (i.e. warehouse or other location).
- If after review the purchase is deemed appropriate, an approved copy of the quote will be returned to the requesting agency noting the items approved for purchase.
- The requesting Department/Agency shall generate the Purchase Order and email the PO number to the DPMC's Office of Property Management at: boss.warehouse@treas.nj.gov.
- The DPMC will access MACS-E and approve the purchase order after verifying that the items listed match those items approved.

7. Requirements

The DPMC, in conjunction with the Division of Purchase and Property, will determine the most cost effective method of procurement and proceed to either advertise for bid or purchase against existing term contracts.

Unit prices in this circular for non-modular furniture (see below) are maximums established for limited procurements or specialized requirements, therefore, purchases are expected to fall well below these maximums.

During the review process, the DPMC will request substitute selections for more cost effective purchasing.

NOTE: When absolutely required, any request to exceed a maximum price is to be highlighted in the Department/Agency request with full justification.

8. Non-Modular

The maximum allowable unit prices, after discount, for non-modular furniture are listed as follows:

Furniture	Unit Price
Chair, Executive Side	\$575
Chair, Professional Side	\$502
Chair, Lounge/Waiting	\$601
Chair, Executive High Back	\$841
Chair, Professional Task	\$740
Chair, Secretarial Task	\$502
Chair, Ergonomic Task, Mid-Back Class I	\$699
Chair, Ergonomic Task, High-Back Class II	\$877
Chair, Ergonomic Task, Heavy Duty Class III	\$768
Chair, Conference-Fixed Leg	\$625
Chair, Conference-Swivel/Casters	\$675
Chair, Stacking	\$285
Desk, Executive	\$1,550
Desk, Executive with Return	\$2,100
Desk, Professional	\$1,600
Desk, Secretarial with Return	\$1,900
Credenza	\$1,800
Sofa, 2 Seat	\$1,450
Sofa, 3 Seat	\$1,900
Laminate Table, Conference 5' X 2'6"	\$1,200
Laminate Table, Conference 6' X 3'	\$1,400
Laminate Table, Conference 8' X 3'6"	\$1,550
Laminate Table, Conference 10' X 3'6"	\$1,900
Laminate Table, Conference 12' X 4'	\$2,200
Table, Coffee	\$625
Table, Occasional 36" X 20"	\$590
Table, Workroom 5' X 2'6"	\$805
Table, Workroom 6' X 3'	\$945
Table, Workroom 8' X 3'6"	\$925
Table, Workroom 10' X 3'6"	\$1,325

B. Carpet – Tiles and Broadloom

1. Purchases Under \$1,000

All purchases must follow the guidelines as established by the Division of Purchase and Property Floor Covering, Carpet and Padding-Supplies and Installation Contract. Any purchase under \$1,000 (materials and labor) may be issued directly via a Purchase Order in accordance with current Division of Purchase and Property policy.

2. Purchases of \$1,000 or above

- Any carpeting requirements (materials and labor) of \$1,000 or above must be submitted to the DPMC. The requesting Department/Agency forwards a floor plan with a copy of the quote from a contract vendor and an accompanying cover letter to the DPMC, attention:

David M. Millstein
33 W. State Street, 9th Floor
P.O. Box 034
Trenton, NJ 08625-0034
Phone: (609) 292-7299

- The quote shall have a detailed description of the request and the cover letter shall contain the following information:

Contact Name, Phone Number and Email Address
Description and explanation of the need
Source and type of funding
Date of need (if any)

3. Procedure for Approval

- The DPMC shall investigate the necessity of the need via a visit or phone call.
- If after review the purchase is deemed appropriate, an approved copy of the quote will be returned to the requesting agency.
- The requesting Department/Agency shall generate the Purchase Order and email the PO number to the DPMC's Office of Property Management at: boss.warehouse@treas.nj.gov.
- The DPMC will access MACS-E and approve the Purchase Order.



Christopher Chianese
Director