1.0 GENERAL

1.1 The purpose of this policy is to outline the process of purchasing furniture and office systems at all City owned and City leased properties.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments.

3.0 REFERENCES

ADMIN 0070-09-04 City Hall Operations, Furniture and Equipment

4.0 DEFINITIONS

None

5.0 POLICY

It is the policy of the City of Spokane that the procedures for purchasing furniture and office systems are consistent and known by all City divisions and departments.

6.0 PROCEDURE

6.1 The department to contact for any questions arising from this policy:
Asset Management Department
Attn: Asset Management Director
808 W. Spokane Falls Blvd
Spokane, WA 99201
(509) 625-6286
Email alias: “asset management”
Or SharePoint Service Request “City Facility Request”

6.2 Purchasing Furniture

6.2.1 The Asset Management Department shall maintain a pre-approved list of furniture available for purchase by City departments. The pre-approval list will be available on the City’s SharePoint intranet website under the Facility menu.

6.2.2 Furniture that is on the pre-approved list may be purchased directly by the City department via their departmental purchaser, subject to department budget and approval by the division or department head. Contacting asset management is not required.

6.2.3 The pre-approved list comprises a “suite” of the most commonly purchased items, to wit:

- Task Chair
- Conference Room Chair
- Task Stool
- Side Chair
- On Call Chair
- Filing Cabinets
- Height Adjustable Table

While this list covers the most commonly requested items, Asset Management will also maintain a standard list of infrequently requested items such as waiting area seats, dining stools, outdoor tables, etc. Please contact Asset Management regarding the specific standards list of less frequently requested furniture.

6.2.4 Fabric Colors

The approved fabric color for office furniture is typically black or gray. The list of approved furniture noted under 6.2.1 will indicate other available colors.
6.2.5 Furniture not on the Pre-approved List

If a department has a need for furniture not included on the pre-approved list, the requesting party will need to contact the Asset Management Department with a specific exception request.

Due to the wide variety of job duties, working environments, or medical needs of specific employees, it is understandable that the policy be flexible enough to accommodate requests that support job functions and a healthy workplace.

The goal of the pre-approved list is to maintain a consistent look and quality to all City-owned furniture. Inexpensive or unnecessarily specialized furniture may have a limited useful life span, require frequent replacement, and may simply not provide a good value for our public dollars.

If the furniture is not on the pre-approved list, Asset Management must provide its written approval to purchasing before the order is placed.

6.2.6 The requesting department will be responsible for all moving costs related to the removal of old furniture and the delivery of new furniture. The disposal of old furniture may be done in accordance with the City’s Disposition of Low-Value Personal Property or Equipment Ordinance (ORD C35501).

6.3 Office Systems

6.3.1 The City is committed to space efficiency in the working environments of our facilities. Specifically, Asset Management will continue to install modular workstations whenever feasible to do. Modular workstations have great flexibility in design while being very economical in space consumed.

To paraphrase the US Government General Service Administration ("GSA"), the City of Spokane "promotes the most efficient and optimal use of office workspace."
6.3.2 The standard for the City modular workstations is Herman Miller Ethospace® System or comparable system.

6.3.3 Purchasing and Installation of Office Systems

The Asset Management Department will manage and coordinate the implementation and reconfiguration of office work environments. The affected department, I&TS, purchasing, and outside design consultants are typical parties involved in each office system project. Costs and timeline can vary significantly, depending on the extent of the changes and available inventories of modular office equipment. Asset Management can provide cost estimates prior to work being performed, if necessary.

7.0 RESPONSIBILITIES

The Asset Management Department shall administer this policy.

8.0 APPENDICES

None

APPROVED BY:

[Signatures and dates]

Director, Asset Management

Division Director, Finance and Administration

City Administrator

Assistant City Attorney