

## **FAQ – SAC Involvement with CEP requests for furniture**

### **If I am replacing the furniture in a room, but not requesting any construction changes, do I need to fill out a SAC form?**

Only if the furniture will cost more than \$5,000. BAM holds the furniture contracts, and all furniture orders over \$5,000 must be approved by SAC. If the furniture costs from the than \$5,000.00 you must have received approval for the purchase during the CEP capital request process.

### **I am purchasing under \$5,000 of furniture. Do I need to request SAC approval?**

No. You do not need to use a contract vehicle to purchase less than \$5,000 of furniture. However, it is to your benefit to consult SAC on all furniture purchases, no matter the cost, so that you can be sure you are receiving the highest quality furniture available at the best deals, as negotiated per our current furniture contracts.

### **Can I spend Operational Funds for furniture?**

Yes, Operating Funds can be used to purchase both approved CEP furniture projects as well as non-exempt purchases under the \$5,000 threshold. Special Purpose Funds are most likely to utilize Operating Funds for an approved CEP.

### **If I need to purchase furniture above \$5,000, do I need to wait until my CEP request is approved before requesting SAC approval?**

Yes. BAM will not issue a purchase order for any furniture requests over \$5,000 that are not approved in the Capital Equipment Plan (CEP). Please be cognizant of the County's furniture procurement process, in which donated furniture options must be explored before new furniture is purchased.

### **Can I submit my CEP and SAC requests simultaneously if I'm only buying furniture?**

No, please wait until you have received confirmation that your CEP request has been approved. At that point, you can submit a SAC request for furniture approval.

### **Why does SAC need to approve my furniture request?**

SAC reviews all furniture orders over \$5,000 to verify that the orders comply with the Furniture Standards. BAM has developed Furniture Standards, in conjunction with Workplace Strategy + Design guidelines, to ensure that our customers are purchasing furniture that meets a minimum standard of quality, ensuring a longer lasting product that better promotes an efficient, productive and safe workplace.

**What is the County's furniture process?**

Visioning and Programming starts the process, and this usually takes 2 to 3 weeks. Design layout happens next and is typically up to 4 weeks. Furniture guidelines are confirmed, and this process takes a week. Salvage availability is then determined. The furniture request will be scheduled for presentation to SAC within a month. The design is then refined, and this process takes approximately 2 to 3 weeks. SAC approval is then determined, and this process takes up to a week.

**What happens if my CEP furniture request is approved by BAM and Budget?**

Once the Department of Capital Planning goes before the Board of Commissioners for the furniture contract, a representative from your Department must present justification for the furniture request to the Board of Commissioners.

**Do I need to submit a CEP request for donated furniture?**

No, a CEP request is not required