LACCD Proposition A/AA Bond Program
Furniture Procurement Process

FURNITURE INITIATION

CPM/COLLEGE/ F&E PROJECT MGR

Initiate call to Architect for a furniture needs meeting.

ARCHITECT

CPM / Architect and F&E Project Manager begin to outline furniture needs with Campus using LACCD Furniture standards E-Catalog as a guideline.

F&E PROJECT MGR

Contacts appropriate furniture dealers as listed in e-catalog and schedules LACCD Showroom visit to view product.

F&E PROJECT MGR / CPM / FURNITURE DEALER / ARCHITECT/COLLEGE

Meetings take place with the furniture dealers, Campus Stakeholders, Architect, CPM and F&E Project Manager (number of meetings with whom will vary project by project). Decisions regarding general color choice, material and other options take place and are recorded by the Dealer, CPM and Architect.

F&E PROJECT MGR / FURNITURE DEALER

Furniture Dealers given a project needs overview, anticipated budget and delivery schedule with a CADD background drawing by CPM. Dealer creates specifications and budget is confirmed by CPM.

F&E PROJECT MGR / FURNITURE DEALER / CPM

Final specifications are approved and signed off by the College President and other College Stakeholders.

ORDERING FURNITURE

F&E PROJECT MGR / FURNITURE DEALER / COLLEGE STAKEHOLDERS

Dealer creates quote, CPM / Campus approve quote by signature. Dealer sends approved quote to FCCC and 'cc' DMJM/JGM Procurement Strategies. DMJM/JGM verifies dollar amount is within budget.

FCCC / DMJM/JGM

FCCC creates PO and sends to DMJM/JGM (signature needed by Procurement / Accounting). DMJM/JGM gives to District for signature. DMJM/JGM sends approved PO to FCCC. FCCC sends PO to Dealer to initiate order entry. Approved PO sent to Manufacturer by Dealer.

CPM / F&E PROJECT MGR

Regular attendance is required at construction meetings by the Furniture Dealer, Move Managers and F&E Project Manager. Move Managers are responsible for the coordination of personnel items and existing furniture and equipment moves. Furniture Dealers are responsible for the delivery of all new furniture and installations. The Asset Management Team may attend critical meetings regarding the confirmed move-in schedule to synchronize the tagging of assets.

FURNITURE DEALER

Site visits may be required for final confirmation of placement in rooms and open plan. Furniture Dealers will be required to "Field Verify" locations of electrical outlets as related to plans.

DMJM/JGM / DEALER / CPM

Point of delivery, Furniture Dealer invoices for 90% of payment to CPM with Proof of Delivery (POD's) and appropriate release form. CPM approves, attaches standard cover form and sends to DMJM/JGM Accounting for payment.

FURNITURE MOVE IN

CPM / F&E PROJECT MGR

Directs the sequencing of the move activity as confirmed by the General Contractor with Move Managers, Furniture Dealers and Asset Team.

F&E PROJECT MGR / FURNITURE DEALERS/ MOVE MANAGERS/ ASSET TEAM

All project stakeholders follow CPM directives for move sequence into the building. Reconciliation / confirmation of existing furniture and equipment is completed for the database inventory.

ASSET MANAGEMENT

Tagging of new and confirmation of existing furniture received are completed.

F&E PROJECT MGR / CPM / FURNITURE DEALERS / STAKEHOLDER

Punchlist and walkthrough with the CPM is required prior to sign off for final payment. Data is turned over to the College Facility Manager for upkeep and regular maintenance of the inventory. Furniture Dealers forward their CADD layouts to Architects for the making of one final furniture plan for record sets. Upon final approval at jobsite, issuance of both punchlist and project close-out documentation, the CPM notifies DMJM/JGM to release final 10% payment with a signed approval Payment Form.

Revised 12/28/05
Procurement Strategies