



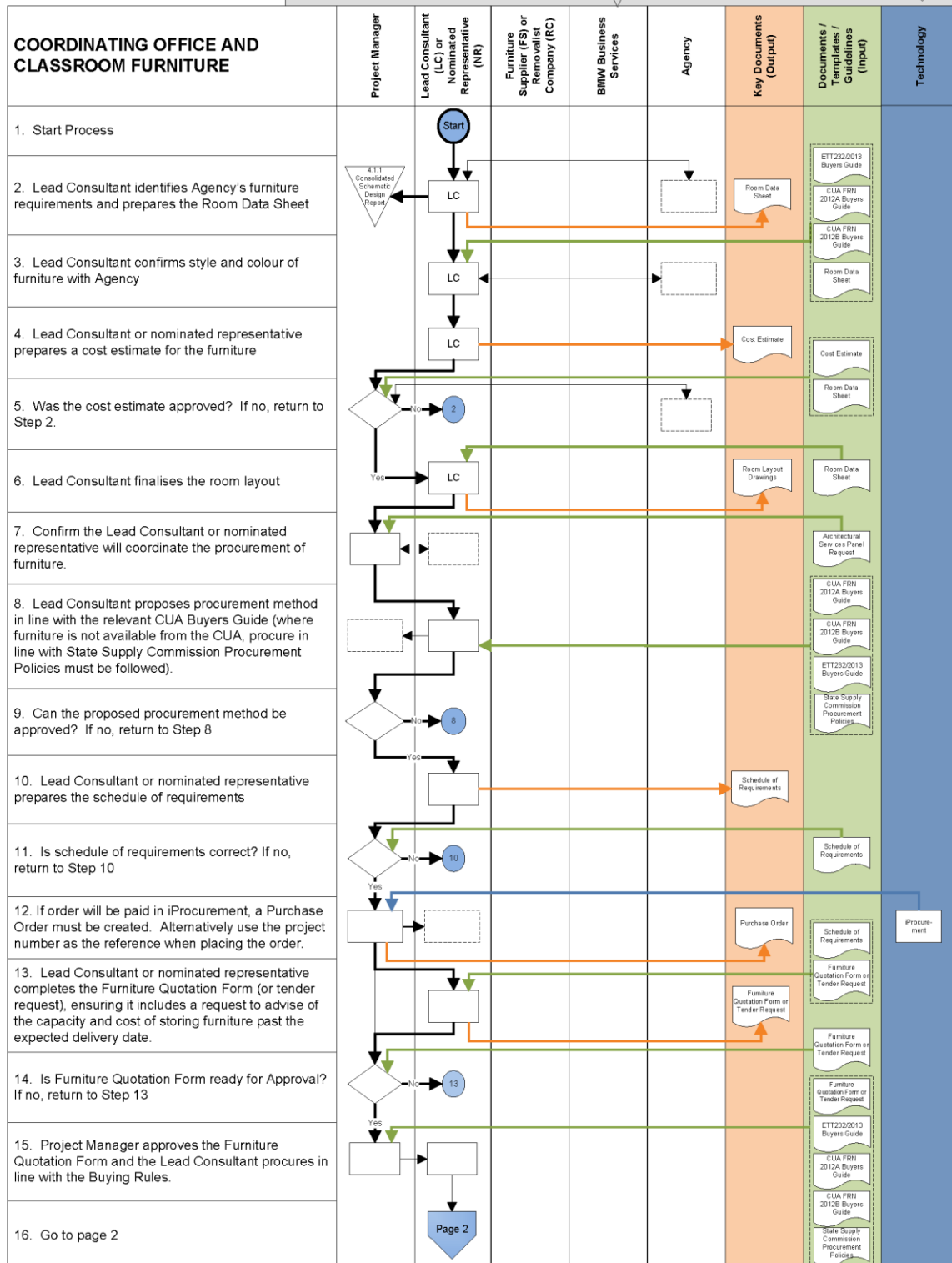
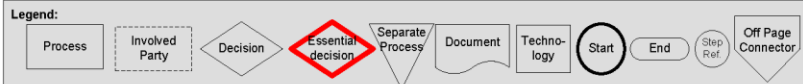
# Ordering and Delivering Furniture for Works Projects

## Guideline: Procurement

### Purpose and Application

Purpose: Documents the process for the procurement, storage and delivery of furniture for works-related projects. It covers the use of Government Procurement Common Use Arrangements and procurement via the open market.

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Legend:

Process

Involved Party

Decision

Essential decision

Separate Process

Document

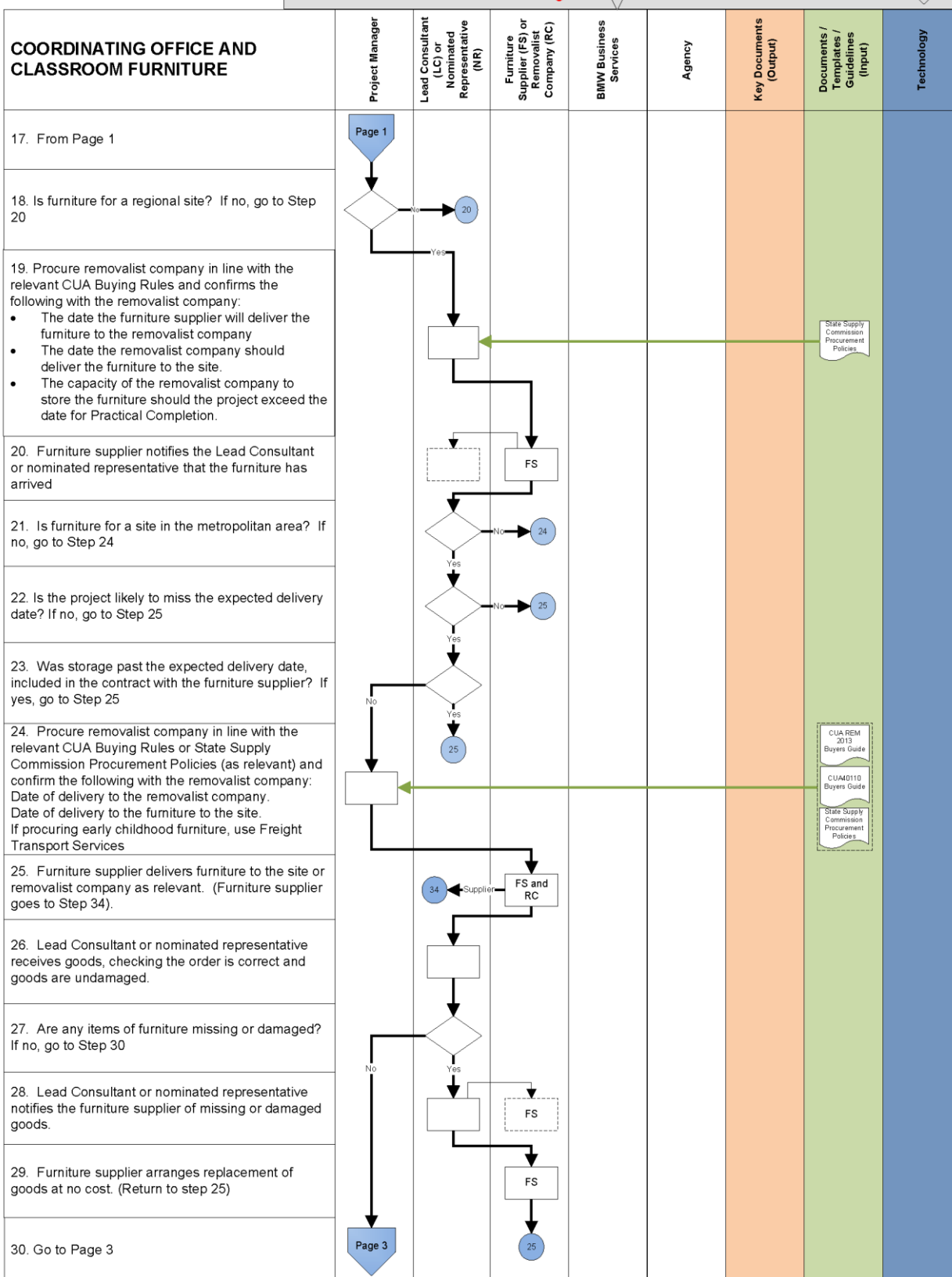
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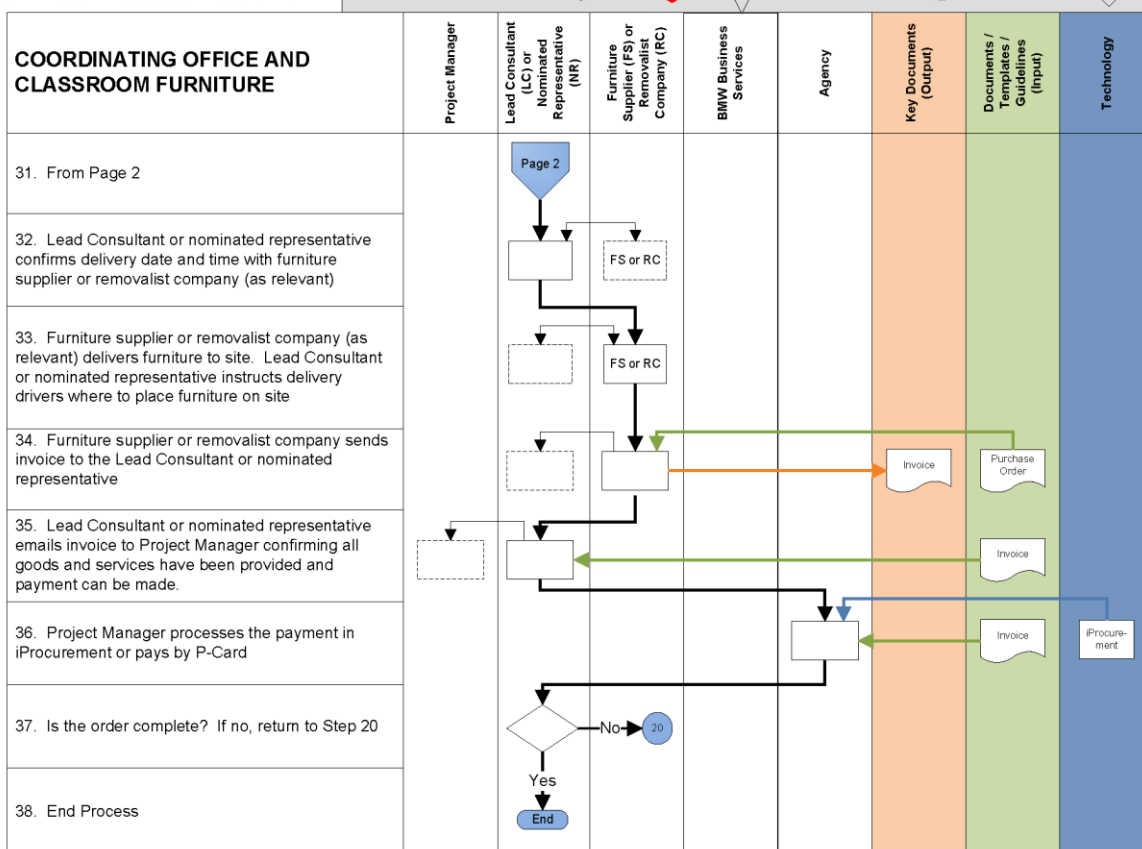
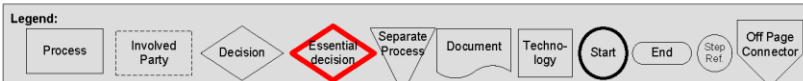
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# **1 ORDERING AND PROCURING FURNITURE FOR WORKS PROJECTS**

## **1.1 Key Messages**

This guideline documents the process for the procurement, storage and delivery of furniture for works-related projects. It covers the use of Government Procurement Common Use Arrangements and procurement via the open market.

## **1.2 Application**

This guideline applies where the procurement of furniture falls within the scope of a project being managed by BMW.

All BMW staff and nominated representatives engaged in the procurement of furniture are required to ensure they carry out their duties in accordance with this guideline.

## **1.3 Responsibilities**

In broad terms, the procurement officer will nominate a consultant who will be the point of contact for the furniture supplier or removalist. The procurement officer will be responsible for the procurement process, contract award and closure, including payment of all invoices.

Unless otherwise agreed to, the following roles and responsibilities will apply:

The lead consultant is responsible for:

- determining the agency's furniture requirements
- preparing the Preliminary Room Data Sheet
- liaising with the agency to confirm the furniture style and colour;
- finalising the room layout
- ensuring parties involved in the procurement of furniture have no actual, potential or perceived conflict of interest in relation to the procurement of furniture
- ensuring any actual, potential or perceived conflict of interest is declared to the procurement officer.

The lead consultant or other nominated representative will be responsible for:

- preparing the cost estimate for the furniture detailed in the Preliminary Room Data Sheet

- seeking approval for the cost estimate from the procurement officer
- preparing the schedule of requirements
- inspecting furniture samples to ensure suitability
- obtaining quotes and preparing all contract documentation
- recommending a preferred supplier to the procurement officer
- ensuring appropriate approvals are obtained prior to placing orders
- coordinating and confirming delivery dates and times
- advising the supplier of any change to the delivery date
- coordinating storage (as appropriate)
- confirming receipt of goods, ensuring the order is complete and all furniture is undamaged
- supervising and coordinating the replacement of any missing or damaged furniture
- coordinating delivery and placement of furniture
- certifying that the furniture has been provided and installation is correct and complete
- maintaining adequate documentation at all times.

The procurement officer is responsible for:

- approving the cost estimate (in consultation with the agency where required)
- placing the order with the supplier
- confirming the lead consultant or nominated representative is the contact person for management of the contract
- approving contract documentation and placing orders
- adhering to all State Supply Commission and Government policies during the tender and contract management process where goods and services are not available from a CUA
- payment of invoices
- managing any declared actual, potential or perceived conflicts of interest.



The agency representative is responsible for:

- confirming the style and colour of the furniture
- where appropriate, approving the cost estimate.

Roles and responsibilities of the suppliers will be as per the CUA and the contract/agreement.

## **2 COMMON USE ARRANGEMENTS AND PANELS OVERVIEW**

### **2.1 Office Furniture: CUA FRN 2012A**

The Office Furniture CUA is mandatory for the metropolitan area. It provides for the following supply arrangements:

- Pick and buy office furniture, including:
  - storage
  - desks and tables
  - seating.
- Additional fit-out furniture for major office fit-outs, including:
  - seating, such as reception sofas
  - tables, such as conference tables
  - coat racks
  - workstations
  - mobile storage.
- Free delivery and assembly of furniture within the metropolitan area.
- Delivery of furniture to a nominated removalist company.

### **2.2 Classroom Furniture: CUA FRN2012B**

The Classroom Furniture CUA is mandatory state-wide. It provides for the following supply arrangements:

- Classroom furniture from a list of pre-qualified suppliers:
  - seating
  - classroom desks and tables

- soft furnishings;
- storage
- classroom furniture related accessories.
- Traditional classroom furniture from a pick and buy list of approved products:
  - traditional classroom desks and tables
  - sundry items
  - lockers
  - library shelving
  - whiteboards.
- Free delivery and assembly of furniture within the metropolitan area.
- Delivery of furniture to a nominated removalist company.

## **2.3 Early Childhood Furniture and Equipment: ETT232/2013**

The Early Childhood Furniture and Equipment panel is mandatory for representatives acting on behalf of the Department of Education. The panel consists of four categories:

- Classroom desks and tables
- Seating
- Shelving
- Play equipment
- Free delivery is available within the metropolitan area. If assembly is required, this may incur additional costs.
- For regional locations, the supplier is required to state the delivery charge at the time of quotation. The customer can choose to organise freight through the Freight Transport Services CUA or the Removalist Services CUA if it offers better value for money.

## **2.4 Freight Transport Services CUA40110**

Under the Department of Education Early Childhood Furniture and Equipment panel (section 2.3), it is suggested that buyers use the Freight Transport Services CUA to deliver to regional locations. It should be noted that items must be suitably packaged to be freighted. If an item is freighted and it requires assembly, this will need to be arranged following delivery to site.

## **2.5 Removalist Services: CUA REM2013**

The Removalist Services CUA consists of two categories: Office Relocations and Staff Relocations.

The Office Relocations category is mandatory for metropolitan area office relocations with an estimated value of \$5,000 or more and is non-mandatory for office relocations outside the metropolitan area. It can be used for the following supply arrangements:

- Relocation of furniture from and to anywhere within Western Australia.
- Packing, transport and delivery, and short-term storage of furniture and equipment for relocations within the metropolitan area.
- Any items subject to special lease requirements are excluded from this CUA.

The Staff Relocations category does not apply to this guideline.

## **3 PROCURING, STORAGE AND DELIVERY OF FURNITURE**

Suppliers are required to store furniture up to the expected delivery date as agreed at award or placement of the order.

### **3.1 Metropolitan Projects**

#### **3.1.1 Procurement**

Furniture must be procured in line with the relevant CUA Buyers Guide and must use the Furniture Order Quotation Form. Consideration should be given to project delays which could result in a need for furniture to be stored beyond the expected delivery date. See section 3.1.3

Where furniture is not available from a CUA, State Supply Commission procurement policies must be applied. In this instance, purchases in excess of \$50,000 must involve Government Procurement.

The supplier must be notified as soon as it becomes evident that the expected delivery date will be unable to be met.

The successful respondent must be notified if the option to store furniture will be included as an option to the agreement.

#### **3.1.2 Delivery**

When procuring furniture for a site in the metropolitan area, delivery to site is free.

### **3.1.3 Storage**

In some cases, the storage of furniture is required due to delays to the project. For this reason, the Furniture Order Quotation Form, requests furniture suppliers to indicate whether they are able to store the furniture past the expected delivery date, should the project encounter delays. The inability of a supplier to store furniture should not preclude the supplier from being awarded the contract.

Should the preferred respondent not have storage facilities, or the price quoted is considered to be excessive, the services of a removalist company may be procured (see section 4). When removalist services are required, the furniture supplier must take care to ensure all furniture is assembled (if applicable) prior to delivering to the removalist company for storage and later delivery to site.

## **3.2 Regional Projects**

### **3.2.1 Procurement**

Furniture must be procured in line with the relevant CUA Buyers Guide and must use the Furniture Order Quotation Form.

Where furniture is not available from a CUA, State Supply Commission procurement policies must be applied. In this instance, purchases in excess of \$50,000 must involve Government Procurement.

The supplier must be notified as soon as it becomes evident that the expected delivery date will be unable to be met.

### **3.2.2 Delivery**

When procuring furniture for a regional project, delivery is not included under the CUA. However, some businesses may offer delivery as an additional cost. The Furniture Quotation Order form contains a request for furniture suppliers to indicate whether they are able to deliver furniture to the regional site and the associated cost.

If the preferred supplier does not offer delivery, or the cost of delivery is considered excessive, a removalist service or a freighting service can be used . Refer to [Section 4 – Procuring Removalist Services for further information](#) and [Section 5 - Procuring a Freight Transport Service.](#)

### **3.2.3 Storage**

Where there is a delay to a project and furniture cannot be delivered to the site, storage will need to be arranged. On the Furniture Order Quotation Form, there is a request for furniture suppliers to indicate whether they have the ability to store furniture past the expected delivery date. If suppliers are unable to store furniture, the services of a removalist service may need to be procured.

When removalist services are required, the furniture supplier must take care to ensure all furniture is assembled prior to delivering to the removalist company for storage and later delivery to site.

## **4 PROCURING REMOVALIST SERVICES (IF REQUIRED)**

Removalist Services may need to be procured for regional projects or where a project in the metropolitan area has been delayed and the supplier is unable to store the furniture.

The removalist company is not responsible for the assembly of furniture. Where removalist services are required, the furniture supplier must take care to ensure all furniture is assembled.

### **4.1 Projects within the Metropolitan Area**

Removalist services must be procured in line with the Removalist Services CUA Buyers Guide. Procurement officers should refer to the CUA's price schedule and determine which contractor represents the best value for money.

Orders can be placed directly with the preferred contractor.

When placing the order with the removalist company, the following information must be confirmed:

- date the supplier will deliver the furniture to the removalist company
- date the removalist company is expected to deliver the furniture to the site
- ability of the removalist company to store the furniture beyond the expected delivery date should delays occur
- cost per cubic metre (per day and/or week) for storage should it be required.

### **4.2 Projects in the Regions**

- The Removalist Services CUA does not provide for delivery to regional locations, but quotes can be sought from CUA suppliers.
- Procurement must be in line with State Supply Commission procurement policies and purchases over \$50,000 must involve Government Procurement.

## **5 PROCURING A FREIGHT TRANSPORT SERVICE (IF REQUIRED)**

A freight service may be procured if a furniture item is packaged for transport. There are air and road freight options available under the Freight Transport Services CUA.

Most prices under this CUA are fixed so buyers can pick and buy the specified services without requesting quotes or tenders.

### **5.1 Projects within the Metropolitan Area**

As the classroom furniture CUA, Office Furniture CUA and the Early Childhood Furniture and Equipment Panel, includes delivery to metropolitan areas, it is unlikely that a project in the metropolitan area would require the use of a freighting service. However, it is mandatory to use the freight transport services CUA, should freighting be required.

Most prices under this CUA are fixed so buyers can pick and buy the specified services without requesting quotes or tenders.

### **5.2 Projects in the Regions**

- It is mandatory for the freight transport service CUA to be used when freighting is required from the metropolitan zone to regional WA.
- Buyers can pick and buy the specified services without requesting quotes or tenders.

## **6 INVOICING AND PAYMENTS**

The lead consultant (or nominated representative) will be responsible for ensuring the order is complete and all goods and services have been received as described. These processes do not require the creation of a contract within PACMan.

### **6.1 Furniture Suppliers**

- All furniture orders must include a reference number . This can be a purchase order number generated by the procurement officer in iProcurement, or the project number. The reference number must be created at the time the order is placed and be included on all invoices.
- The supplier will forward a copy of the invoice to the lead consultant (or nominated representative) who will check and forward the invoice to the procurement officer with confirmation that the order is complete and all goods and services have been received as agreed.

- The procurement officer must arrange payment of the invoice. Payment can be made by P-Card or by emailing a copy of the invoice along with the payment details to [FPfinance@finance.wa.gov.au](mailto:FPfinance@finance.wa.gov.au). Payment details should be documented as follows:

Business Unit - Cost Centre - Account – Fund - Project Code – Activity

Refer to the Section 2 of the Department's Chart of Accounts Manual for further information on these categories.

## **6.2 Removalist Services and Freight Transport Services**

- Removalist services and freight transport services can be paid for using a P-Card. Where a P-Card will not be used, a purchase order must be generated by the procurement officer by raising a requisition in iProcurement. The purchase order must be created at the time the order is placed and be included on all invoices.
- The supplier will forward a copy of the invoice to the lead consultant (or nominated representative) who will check and forward the invoice to the procurement officer with confirmation that the order is complete and all goods and services have been received as agreed.
- The procurement officer must pay for the invoice using iProcurement or by P-Card.

## **7 FURTHER INFORMATION**

### **7.1 Background**

In the past, BMW procured warehousing services to assist with ordering and procuring furniture for works projects. Warehousing services were removed as an option within the furniture CUA, which resulted in the need to redesign the procurement process. This alternative process has been developed with a view to ensure furniture is ordered, stored and delivered in a seamless fashion.

### **7.2 Definitions / Abbreviations**

- “Buyers Guide” refers to a publication that accompanies all CUAs that details: what goods and services are on offer; who the approved suppliers are; where information on the cost of the goods and services can be found; and what process buyers must follow in procuring the goods and services.
- “CUA” refers to Common Use Arrangements. CUAs are whole of government contracts administered by Government Procurement. They provide for the procurement of commonly used goods or services for government agencies. Further information on CUAs is available through the Government Procurement pages on iFind.

- “Expected Delivery Date” refers to the date that the building is expected to be ready to receive the delivery of furniture. This is a fixed date around the programmed date for Practical Completion. Where the expected delivery date is unable to be met, a revised delivery date must be scheduled and arrangements made to store the furniture until the revised delivery date arrives.
- “Metropolitan Area” means the Perth metropolitan area as defined in the *Buy Local Policy*.
- “Nominated Representative” refers an individual nominated by BMW to manage and coordinate a specified task on BMW’s behalf. In the procurement of furniture this will generally be the lead consultant or the scheduler.
- “Regional Area” refers to Zones Two and Three as defined in the *Buy Local Policy*. Zone Two covers the Wheatbelt, Peel, South West, and Great Southern regions. Zone Three covers the Kimberley, Pilbara, Gascoyne, Mid West and Goldfields-Esperance regions.
- “Procurement officer” refers to a BMW officer that is undertaking procurement. This individual will, in most cases, have a different job title (for example they may be referred to as a project manager, building services officer etc)
- “Revised Delivery Date” refers to the amended date that the building will be ready to receive delivery of the furniture.

### 7.3 Relevant Legislation, Policy and References

- *Value for Money*
- *Probity and Accountability*
- *Open and Effective Competition*
- *Sustainable Procurement*
- *Buy Local Policy*

### 7.4 Related Documents

- Buyers Guide – Office Furniture: CUA FRN 2012A
- Buyers Guide – Classroom Furniture: CUA FRN 2012B
- Buyers Guide – Freight Transport Services: CUA40110
- Buyers Guide – Removalist Services: CUA REM 2013
- Buyers Guide – Supply of Early Childhood Furniture and Equipment – ETT232/2013
- Chart of Accounts Manual



- Furniture Order Quotation Form
- Raising Project Requisitions and Receipting in iProcurement
- Request Purchase Order for Non PACMAN Contract Project Expenses

## 8 DOCUMENT CONTROL

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### 8.1 Build Status:

Version	Date	Author	Reason	Sections
1.0	23/05/2013	A. Morrow	Release	All
2.0	27/2/2015	A. Morrow	Added Early Childhood Furniture and Equipment Added Freight Transport Service Changed format Refined wording Updated process map	2.3 2.4; 5 All All
2.1	27/10/2015	E Hopkins	Amended step 15 Minor amendments	Process Map 1.3

### 8.2 Amendments in this Release:

Section Title	Section Number	Amendment Summary
Coordinating Office and Classroom Furniture	Process Map	Amended step 15 – LC procures furniture in line with the relevant CUA buying rules
Responsibilities	1.3	Minor amendments to Lead Consultant and Procurement Officer responsibilities

## 9 DOCUMENT APPROVAL

This Guideline was endorsed and approved for release by Richard Shallcross, Senior Project Director, Infrastructure Delivery 2 on 1 December 2015.