

## Procurement and Contracts Process Guidance

# Buying Chairs or Furniture

[VCE \(Virginia Correctional Enterprises\)](#) is the selected furniture vendor for the Commonwealth of Virginia.

Radford University has negotiated a special program for quick ship furniture with the Supply Room Companies, Inc. (TSRC) using the cooperative UVA contract #UVA1507501. Only the items identified chairs in the TRSC flyer may be purchased through this program. The price limit, per purchase order, is not to exceed \$10,000. To view the Supply Room Quick Ship Furniture flyer with contracted pricing, go to the Supply Room eVA punchout catalog, hover over the **Favorites** tab, then select **Radford Quick Ship Furniture**. If you have a larger quantity of chairs to purchase, TSRC can review to determine if volume discounts apply. Please contact either of our Account Executives to discuss [Alan Taylor](#), or [Holden Tucciarone](#). The quick-ship chairs in this program are in stock, ready to ship, pre-fabricated, and pre-inspected. The estimated delivery time for chairs is 10 days. All items are to be inside delivery to the office in which they will reside. This must be noted on the quote and purchase requisition. VCE waivers are not required for the items in this program, but VCE always remains a supported vendor for furniture and case goods.

Furniture requests, outside of the TSRC flyer, must continue to originate with VCE. If VCE cannot provide the required goods, a release waiver is issued, then the goods can be purchased through alternate contracted vendors.

If the items are not provided on the VCE website, contact the VCE sales representative. The sales representative can confirm pricing and availability. All items ordered from VCE must specify inside delivery. This must be noted on the quote and purchase requisition.

[Kevin May](#) is the VCE sales representative for our area.  
Mobile: (540)632-3561 Office: (540)265-3150

*\*Note: select the following VCE address in eVA when creating the PR:*

**Virginia Correctional Enterprises**  
8030 Whitebark Terrace  
Richmond, VA 23237

### Release Requests:

If the VCE does not have the required goods, scroll down to the bottom of the [VCE home page](#). Select the [Release Process](#) link under the '**GO VCE**' Banner at the bottom of the page. Submit the following details on the release request:

- a. Complete the 'Release Request Form'

Enter information for each item separately (if requesting 10 or more items you may attach a file of the details)



- Description
- Mfg./Alternate Vendor/PO
- Item #
- Quantity
- Amount (list unit price with no decimals/commas)

The form allows you to attach pdf file, vendor quotes, spec sheets, photos and other required documents (maximum file is 3MB – if file is larger please email your attachments to [Kevin May](#) along with your release request tracking number)

b. Complete 'Requesting Agency Information'

- Radford Agency number (217)
- Campus phone number
- Requestor name and title
- Email
- Campus address
- Check ' '