



ARKANSAS TECH
UNIVERSITY

Furniture Purchasing Guide

Procurement Services

479-964-0583 ext. 3552

purchasing@atu.edu

This guide is designed to assist departments in purchasing new furniture using departmental funds. Every effort has been made to present economical options for the most frequently purchased items. All offerings included in this guide are on current Arkansas State and/or cooperative purchasing contracts. If your purchase requires special consideration such as matching existing furniture or if a piece of furniture must meet specific accommodation standards, please contact Procurement at 479-964-0583 ext. 3552.

Furniture Purchasing Process

1. Complete and submit the Furniture Request Form.
2. Procurement contacts you to discuss your needs and collect any additional required information.
3. Procurement contacts a furniture dealer on your behalf to begin working on a quote or to request that the dealer contact you directly to setup a site visit to the area being refurbished if the project requires such.
4. Procurement will obtain and forward a quote to you. From here it may be necessary for you to select fabrics and finishes if not already done so.
5. You will enter a requisition for the purchase making sure to match the quote line for line. Do not enter a multi-line quote as 1 lot.
6. Once the requisition completes the approval process it will be converted to a PO and the order will be placed by Procurement Services.



Important Points

- Furniture orders can take up to 10 weeks for delivery.
- Last day to purchase for end of fiscal year deadline on delivery is typically April 15.
- Custom fabric selections may lengthen deliver times.
- Departments are encouraged to follow the steps listed above for the most efficient purchase of the highest quality items for the dollar amount spent.

Office Furniture	
Task Seating	
Manufacturer	Web Address
Good: 9 to 5 Strata and Luna	Strata Luna
Better: HON Ignition and Nucleus	Ignition Nucleus
Best: XChair X1, X2 Humanscale Liberty	Liberty XChair
Case Goods	
Manufacturer	Web Address
Good: Office to Go and Global	https://www.officestogo.com/ , https://www.globalfurnituregroup.com/
Better: HON and OFS	https://www.hon.com/desk-collections https://ofs.com/products/category
Best: Kimball	https://www.kimball.com/
Guest Seating	
Manufacturer	Web Address
Good: Offices to Go and 9 to 5	https://www.officestogo.com/ and https://9to5seating.com/
Better: HON and Lesro	https://www.hon.com/ https://www.lesro.com/
Best: KI Strive and Herman Miller Caper	https://www.ki.com/products/name/strive-stack-chair/ https://www.hermanmiller.com/products/seating/stacking-chairs/caper-stacking-chair/
Conference Tables	
Manufacturer	Web Address
Good: Offices to Go	https://www.officestogo.com/
Better: Hon and Global	https://www.hon.com/ https://www.globalfurnituregroup.com/
Best: Kimball and KI	https://www.kimball.com/furniture/#APP=2&SORT=DEFAULT https://www.ki.com/products/category/tables/
Work Stations	
Manufacturer	Web Address
Good: Hon	https://www.hon.com/cubicle-collections
Best: KI and Kimball	https://www.ki.com/products/category/workspace-systems/ https://www.kimball.com/furniture/open-plan/traxx-tiles/

Lounge Furniture	
Manufacturer	Web Address
Good: Lesro and Hon	https://www.lesro.com/
Better: Eko	https://www.ekocontract.com/lounge-tables-seating
Best: Kimball and KI	https://www.kimball.com/furniture/#APP=3&SORT=DEFAULT https://www.ki.com/products/category/seating/lounge-seating/

Classroom Furniture	
Tables	
Manufacturer	Web Address
Good: Hon and Virco	https://www.hon.com/tables/training-tables https://www.virco.com/training
Better: National	https://www.nationalofficefurniture.com/products/by-type/tables#Learning
Best: KI and Kimball	https://www.ki.com/products/category/tables/multipurpose-tables/ https://www.kimball.com/furniture/#FURN=314&FSUB=60&SORT=DEFAULT
Chairs	
Good: Offices to Go and Virco	https://www.officestogo.com/products/models/stack-seating/stack-seating-series https://www.virco.com/sage-series-4-leg-stack-chair
Better: 9 to 5 and Hon	https://9to5seating.com/product/?size%5B0%5D=52 https://www.hon.com/chairs/stacking-nesting-chairs
Best: KI Strive and Herman Miller Caper	https://www.ki.com/products/name/strive-stack-chair/ https://www.hermanmiller.com/products/seating/stacking-chairs/caper-stacking-chair/

Ergonomic Tools (Keyboard trays, Monitor Arms, etc.)	
Manufacturer	Web Address
Better: ESI	https://www.esiergo.com/
Best: Humanscale	https://www.humanscale.com/products/