

**From:** [Lackore, Lesley A \[PURCH\]](#) on behalf of [ISU Purchasing Department PURCH \[PURCH\]](#)  
**To:** [Purchasing Info Network \[PURCH\]](#)  
**Subject:** Changes in furniture receiving, delivery and installation  
**Date:** Thursday, December 11, 2014 1:50:00 PM

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Effective immediately, Central Stores will no longer be receiving, delivering and installing the majority of the office furniture ordered by ISU. As part of our existing contractual agreement, Storey-Kenworthy will now assume that role. Departments should work with FPM designers to specify their furniture needs as they have in the past. FPM will then place the orders via a release against the Storey-Kenworthy furniture contract, or have the purchasing department issue a purchase order.

FPM will work with Storey-Kenworthy and the department to schedule the delivery and installation of the furniture after it is received by Storey-Kenworthy. This may also include products purchased from other furniture companies. Storey-Kenworthy will work with central stores to coordinate the delivery and installation of some smaller orders. These changes are being made to address warehouse space needs and to better serve the campus by providing more timely furniture deliveries and installations.

Departments may still place orders via the Storey-Kenworthy website in AccessPlus for chairs, storage items and other products listed there. These items will continue to ship to Central Stores, which will handle the delivery and installation of the ordered items. Central Stores will also continue to receive and deliver small task chair orders, and to handle small office furniture reconfigurations at departmental request.

This change will not affect the existing process for office moves. To schedule office moves please contact Central Stores at 294-5752 or contact Jeff Miller directly at 515-290-0984, [jmiller2@iastate.edu](mailto:jmiller2@iastate.edu).

If you have questions regarding this change, contact Cathy Beckman, 4-9394, [csbeckm@iastate.edu](mailto:csbeckm@iastate.edu). If you have questions about FPM in regard to this process contact Shellie Black at 4-1677, [rblack@iastate.edu](mailto:rblack@iastate.edu). If you have questions about a specific project regarding your furniture contact Doug Sargent at 4-4659, [dsarge@iastate.edu](mailto:dsarge@iastate.edu).