

WILLIAMSON COUNTY PURCHASING POLICY

(NEW SECTION)

FURNITURE PURCHASING GUIDELINES

For those Department Heads or Elected Officials that are selecting/purchasing furniture for personal office space the following Furniture Purchasing Guidelines shall apply:

- Brand: In the interest of maintaining the best value for the investment and creating a cohesive, professional atmosphere with durable furnishings that can be utilized in most departments, the HON brand of furniture is recommended and preferred.
- Purchasing Path: HON furnishings are available through National Business Furniture on Buy Board Contract #677-22.
- Projects: Other project-oriented furniture for common space installations such as remodels and new construction shall be selected and installed by the Facilities Management Department.
- Life cycle: Furniture should only be replaced in the event that it is broken, worn and/or unable to be utilized.
- Approval: Quotes and images of requested furniture shall be submitted to the Budget Department during the budget process for review to ensure compliance with the Furniture Purchasing Guidelines. Like-type requests may be considered. If the requested furniture is found to be in conformance with the Furniture Purchasing Guidelines, the purchase will then need to be reviewed and approved again through the purchasing process.