



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 #VHEPC-R190301. Only the specifically selected furniture items in the TRSC Quick Ship Furniture Guide may be purchased through this furniture program. The price limit, per purchase order, is not to exceed \$10,000. The Supply Room Quick Ship Furniture Guide is in the Process Guidance on the Procurement and Contracts website as [The Supply Room Quick Ship Furniture Guide](#). If you have a larger quantity of chairs to purchase, please contact Radford University's TRSC Account Executive [Frank Green](#), for a quote to see if a volume discount may apply. The quick-ship furniture is 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.

Furniture requests, outside of the TSRC Quick Ship Furniture Guide, must continue to originate with VCE. If VCE cannot provide the required goods, a release waiver is issued. The goods can then 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 Requisition:*

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 'yes' that you have contacted the Sales Representative.

VCE will send a confirmation email that the request has been received. Please forward a copy of this confirmation to [Sheryl Sullivan in the Procurement and Contracts Department of Radford University](#).

VCE Senior Management will review your request and email you with their decision. Please attach the approved VCE release to your eVA PR.

Please note:

- Kevin May does not have authority to grant releases. In the event you have not received a response within 48 hours/2 business days please email inquiry to Kevin May, and notify Sheryl Sullivan in the Department of Procurement and Contracts.
- VCE orders are delivered within 8-12 weeks so please plan accordingly. If goods are needed by a certain date, notify the VCE sales representative to determine if requirement can be met. Please retain documentation for orders that cannot be acquired within 8-12 weeks, and emails from the sales representative to attach to the release request.
- For release requests based solely on price, provide supporting documentation to indicate the savings in product comparisons.

For more information contact:

Sheryl Sullivan
540-831-6106