

ADMINISTRATIVE PROCEDURES

Procedure Number: _____ 51-4



Effective Date: _____ 10/01/2005

Revision Date: _____

C. Schubert

County Administrator

SUBJECT: Pima County Furniture and Facility Related Acquisitions

DEPARTMENT RESPONSIBLE: All County Departments

I. PURPOSE:

The Furniture, Fixtures and Equipment (FFE) standards have been developed with a goal of eliminating FFE's which are not in the best interests of the County. Considerations which helped evolve these standards include ergonomic, aesthetic, economic and life cycle costing issues. Cost alone should not drive the final decision. We have demonstrated over time, that by limiting purchases to quality merchandise, which can be moved, repaired and reused for many years, and by many different departments as staffing levels rise and fall, the County ultimately saves taxpayer dollars. For these reasons, minimum standards have been developed, which we are now responsible to enforce.

II. PROCEDURE

A. If your Department **is** online with the Synergen system and the need arises for any of the following products or services, complete and send Facilities Management (FM) an approved Work Request. Please refer to the Pima County Information Technology INTRA-net, under the SPL/Synergen in the left column entitled "Procedures".

If your Department **is not** online with the Synergen system, email the Design Division Manager and reference an existing Work Authorization number or provide a new Work Authorization.

Please provide the following:

- Description of the work requested
- A contact person
- A phone number
- The building, floor and room number in which the work is required.

If your Department requires a new Work Authorization, complete the Pima County Work Authorization form provided on the Pima County Procurement INTRA-net, under Work Authorization Form (Facilities Management) and send it to FM.

The following list represents those specific products and services which Pima County Facilities Management (PCFM) is responsible to provide that are subject to the Pima County Procurement Code.

- Procurement of Furniture, Fixtures and Equipment (FFE)
- Window Coverings
- Floor Coverings
- Painting Services
- New Construction
- Remodeling or Tenant Improvements of existing County owned facilities
- Modifications to Electrical Power, Lighting or Mechanical Building Systems of existing County owned facilities
- Reconfiguration of work stations and office landscaping system components within County owned facilities

- Site Improvements involving Paving or Landscaping of existing County owned facilities
- Leasing or Purchase of Modular Office or Storage Units
- Leasing or Purchase of Emergency Power Generators
- Water Treatment Services for Cooling Towers
- Environmental Services such as air quality, asbestos, mold and other hazardous materials remediation
- Locksmithing and Re-keying Services
- Janitorial and Pest Control Services