



## ADMINISTRATIVE PROCEDURES

Procedure Number: 51-4Effective Date: 10/01/2005Revision Date: 3/31/2016

*C. Daniel Berry*  
County Administrator

---

---

**SUBJECT: Pima County Furniture and Facility Related Acquisitions**

---

---

**DEPARTMENT RESPONSIBLE: Facilities Management**

### I. PURPOSE

To define procedure for County departments to obtain products and services administered by Pima County Facilities Management (PCFM). The paragraph below further clarifies the Furniture, Fixture and Equipment (FFE) standards developed by PCFM so requesting departments know the parameters for FFE requests.

The FFE standards have been developed with the goal of eliminating FFEs that are not in the best interest of the County. Considerations that helped define these standards include ergonomic, aesthetic, economic and lifecycle costing issues. Cost alone should not drive the final decision. It has been demonstrated over time that by limiting purchases to quality merchandise that 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, the enforcement of which is the responsibility of PCFM.

### II. PROCEDURE

- A. If the Department has a need for any of the following products or services, Department will complete and send PCFM an approved Maximo Service Request. Instructions for Maximo requests can be found under the 'County Administration' heading in the 'County-Wide Application Systems Access' portal of the Pima County Intranet.

The following information should be provided:

- Description of the work requested
- Contact person

- 
- Telephone number
  - Building, floor and room number in which the work is required

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

- 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
- Locksmith and Rekeying Services
- Janitorial and Pest Control Services