



Idaho State
University

December 6, 2023

Furniture Purchases
Purchasing Department

Below is some updated information and resources for you to use when making purchases for your spaces on Idaho State University's Pocatello, Meridian, and Idaho Falls Campus.

Please refer to the "ISU Look" for inspiration on the modern furniture types that we are now using.

https://issuu.com/idahostateu/docs/isu_lookbook_2023_v1_1

Making Purchases and Selecting Items: To look at options for selecting furniture to purchase, you can work directly with a vendor that holds a furniture contract.

Please see the list of State Wide Contract Suppliers for Office Furniture and Related Services.

Additional Information: Porter's Purchases

If you get an estimate directly from Porter's **website**, you will need to ask them for a separate estimate that will include any charges for the delivery and installation/assembly of products, and then Jeremy and Ed can place the order. **To get appropriate pricing, all orders should be placed through Jeremy and Ed and not directly through their online system. This includes P card purchases. Some of the furnishings they offer online can be cheaper than options that do not appear in their online catalog, but you will still need to purchase items that meet weight capacities, warranty terms, and ISU brand standards. Please attached the terms of the warranty with your estimate when processing your purchase.**

Porter's offers many Steelcase and HON options, so you can also look at the Steelcase or HON websites and then request a quote from Porter's for the items you are interested in purchasing. These items do not appear on Porter's website.

<https://www.steelcase.com/>

<https://www.hon.com/>

ADDITIONAL INFORMATION

STANDARDS FOR SEATING WEIGHT CAPACITIES AND FINISH MATERIALS



- **Seating weight capacity standards:** Minimum weight capacity of 300 lbs to 350 lbs for seating. The Volt task chair is an approved exception that is warranted for users up to 275 lbs., due to the quality of the chair.

- **Upholstery Color selections:** Approved color selections - White (no white seats), Black, and Gray (nothing that has extremely cool undertones like blue, purple, pink, or lavender). Also, if you are looking for an orange fabric/material, the vendors are familiar with the orange options that have been approved for various upholstered items.

Additional finish options:

Wood grain and solid laminates - Approved colors and finishes

Natural Maple tones (or similar options), Gray tones (nothing that has extremely cool undertones (like blue, purple, pink, or lavender), Black, and White. Patterned options with various shades of the same approved color scheme listed above can also be submitted for approval. (Example: Handspun Pearl is an approved laminate)

Handles/Knobs/Feet - Silver or Black

Jaggaer has a punch catalog option for Office Depot (ODP). You can make furniture purchases through Office Depot, but you will need to confirm assembly and installation with the vendor if you select items that will need to be assembled. Also, check pricing on Office Max and with their listed competitors. They will price match.

For larger orders or office design etc., you can contact Lindsey Johnson.

Email: lindsey.johnson@odpbusiness.com (Region 4 contract #R191812)

Idaho Correctional Industries is also an approved to provide furnishings for Idaho State agencies

(208) 605-4650

cisales@ci.idaho.gov

You can locate additional vendor options and information by viewing the list of vendors or using the link below that will provide state contract and vendor information.

<https://purchasing.idaho.gov/wp-content/uploads/Office-Furniture-Portfolio-2.pdf>

Thank you,
Facilities Services Design Team