MEMO FOR SOURCING (FURNITURE BUYING)

TO: Deans
    Vice Presidents
    Administrative Council Members
    Directors
    Emory Healthcare Administrators

FROM: Michael J. Mandl

RE: Sourcing and Furniture Purchasing

DATE: February 9, 2005

As part of Emory’s sourcing initiative, our Purchasing Department has executed new contracts with existing furniture suppliers to lower our costs. I write to provide further detail about our furniture buying process to ensure that we realize all potential savings. Please ask your finance and administration officers to follow the guidelines below on all future furniture purchases.

Emory currently spends over $6M on furniture annually with our three largest vendors. We also spend a significant amount with a number of smaller vendors. In an effort to reduce our costs for this commodity area, we have developed pricing agreements with our three primary vendors. Focusing our business on these firms will reduce cost and enhance service. Preferred supplier agreements have been established with Dekalb Office Environments, Carithers Wallace Courtenay (CWC), and Haworth c/o Atlantic Business Systems, Inc. The manufacturers represented by these three suppliers account for the vast majority of Emory’s annual spending in this area.

Currently, there are two primary ways to purchase furniture, depending upon the size and scope of a project. For assistance with the purchase of furniture from any one of our newly developed preferred furniture suppliers, your staff members who are responsible for placing such orders should contact Stephanie Stephens in the Purchasing Department at 727-4302. She will assist with selecting the appropriate vendor(s), outlining the negotiated contract pricing structure, and explaining the available vendor choices to help you meet your needs.

For larger purchases or where design services are needed, your staff members who are responsible for placing orders should contact Jace Rogers within Facilities Management Division’s Interior Design Department at 727-7783. Emory’s Design Department has four staff members, three of whom are trained design professionals able to provide a range of interior design services. They are available to assist with projects and will coordinate directly with the Purchasing Department to select appropriate vendors.

***CONTACT ROLAND MILAM, (roland.milam@emory.edu) FURNITURE SOURCING SPECIALIST AT 727-4311 REGARDING ALL FURNITURE/DESIGN ORDERS.***
In order for Emory to optimize savings, we need your support in utilizing the new preferred supplier agreements. The best way to do that is to have your staff coordinate with Stephanie or Jace, as noted above. To illustrate the outcome of following this new approach, a recent Emory project saved nearly $80,000 on furniture through this procedure. If you have questions, please contact Rex Hardaway (404) 727-4332 or David Hanson in my office at (404) 727-6018. Thank you for your support.

cc: Robert Hascall
    Rex Hardaway
    Phase One Steering Committee Members