

Office Furniture

Welcome to the Boston College and Office Environments website instruction page. The following instructions should enable you to navigate the website (once you register) and purchase your furniture *directly* from the existing standards program.

These Furniture Standards from National and Steelcase furniture companies have been selected because these companies are leaders in sustainability initiatives, and because they offer the best value in pricing, quality, fire-code protection, ten year warranty, and ergonomic design. Models of our standards appear throughout the website, however, if you wish to view and “test” them in person, please contact Kathie Jameson at 617-552-0318 as there are many standard samples located throughout the University.

The standard office setup is offered at two levels depending on whom you are shopping for: Dean/ Director and above, Faculty/Staff and all others. The website allows you to easily select from these two levels.

The standard office is typically equipped with a desk and return, center drawer, and keyboard tray. Also, one adjustable desk chair, two bookcases, and two side chairs. Lateral file cabinets may also be purchased. Space limitations may restrict the typical office setup to be limited to those items of highest importance to the end-user, however, any combination that satisfies end-user requirements may be selected.

All furniture orders with a total purchase *under* \$5,000 should be purchased with a P-card via the website.

All furniture orders totaling between \$5,000 and \$25,000 may be ordered by entering a Purchase Order number on the website.

Any furniture order valued above \$25,000 will require a bidding process with appropriate suppliers. Please contact Kathie Jameson/Procurement Services at 617-552-0318 or email at kathleen.jameson@bc.edu for assistance.

Website: <https://oene.yourensync.com/bc/login.aspx>