

**ROGUE COMMUNITY COLLEGE
PURCHASING PROCEDURES**

Procedure: **Chair Purchasing**

Contact: Contract and Procurement Office, (541) 956-7164

INTRODUCTION:

In an effort to accommodate task seating for College members, the College will purchase from the list of approved ergonomic task chairs. The chairs will provide sensible seating with ergonomic features that can adjust to each individual's need. Each chair has been evaluated in structure, ergonomic features, warranty and price. Chairs may be purchased for staff, student worker and student spaces as appropriate.

PROCEDURE

All staff members should first obtain a supervisor's permission prior to ordering a new chair. Human Resources (HR) should then be contacted for an ergonomic assessment of the space. The appropriate chair will be selected to ergonomically fit each individual's body size, type, and need. At the time of the assessment, an order form will be completed by HR with the recommended chair selection and will then require a supervisor's signature. The appropriate departmental contact for delivery should be included on the form. This contact will be responsible for arranging delivery with the vendor. Once all signatures have been obtained, the form should be sent to the Contract and Procurement Office for processing along with a purchase order created by the department in RAPS. The PO number should be documented on the form *before* sending it. The order will not be placed until the PO has completed authorization and a signed order form is on file.

The **item number, color and price** should be listed on the purchase order. In the "deliver to" box, the employee name and location should be typed.

If there is a special medical need for a chair, the Human Resources Department should be contacted for assistance.

Task chairs may not be purchased personally or on a College credit card and submitted for reimbursement. RCC will only approve chair purchases that have gone through this procedure.

ORDERING INFORMATION:

Vendor: Interior Office Concepts

Approved Chairs:

RFM Ray Medium Back

- Item number: 4225-B-37A

RFM Ray High Back

- Item number: 4235-B-37A

RFM Protask 5825

- Item Number: 5825-B-37A

RFM Echelon

- Item number: 1935Q-B-37A

Color Options: Black, platinum (gray), or Imperial (navy)

Sample chairs will be available at both Redwood and Riverside Campuses for the ergonomic assessment

All chairs feature the following:

- Pneumatic lift- adjusts easily for the perfect seat height
- Adjustable back height for custom lumbar support
- Separate back and seat adjustment-positions the seat and back for a personal fit, providing good value for task-intensive environments
- Back angle adjustment-positions the angle of the back independent of the seat
- Adjustable seat pan for short or long legs
- Fully adjustable arms

Chairs will not need to be assembled by Facilities, so a work order is no longer required. The vendor will set up a time to deliver the fully assembled chair once it is ready.

Upon delivery the vendor will check in with receiving and then the appropriate departmental contact.