

Business Furniture, LCC – QPA 20710

Steelcase Replacement Parts and Components

The intended use of the Office Furniture QPA with Business Furniture is to procure replacement parts and components for existing Steelcase furniture. Purchases for Steelcase furniture should physically attach to existing Steelcase furniture or contain a majority of components from existing, State owned furniture. New configurations of office systems furniture should be purchased utilizing the Office Furniture [QPA# 16342](#) with Kimball Office. If you have any questions about which QPA to utilize, please contact Kelsie Baire at kbaire1@idoa.in.gov.

Ordering Process

Contact Charlotte Baker (contact info below) to begin process planning and getting a quote for your furniture needs.

Please note that office modifications/reconfigurations will require the approval of IDOA Facilities.

- Please contact Brian Renner at brenner@idoa.in.gov to discuss Facilities approval.

Furniture justification questionnaire is below and **should be included in your requisition:**

All Furniture Purchases

1. Please explain why the items are necessary.
2. Has Surplus been consulted to see if requested items are available?
3. Are the items replacing existing furniture or are they for a new office set up/configuration? Please explain and provide background information.

Contact Information

Business Furniture

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Contract Manager

Kelsie Baire

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