

**Amelia Baker Cole (abcole)**

---

**From:** Bruce Harber (bharber)  
**Sent:** Monday, November 5, 2018 10:20 AM  
**To:** All Faculty and Staff  
**Subject:** New Physical Plant process for Procurement of certain items



## PROCUREMENT ANNOUNCEMENT FROM PHYSICAL PLANT

### *NEW PROCESS FOR PROCUREMENT OF LARGE ITEMS, THOSE REQUIRING ASSEMBLY, OR THOSE THAT IMPACT UTILITIES*

Physical Plant is constantly working to improve the quality of service it provides to our campus community. As part of this effort, and in conjunction with Procurement and Contract Services, a new process is being initiated for procurement of certain items. Effective November 12, 2018, any items that require assembly by Physical Plant, have an impact on or the need for utilities (HVAC, electrical or plumbing), or any items that are larger than typical in size, must be approved by Physical Plant prior to purchase.

In the past, these types of items have been ordered without consulting with Physical Plant. In some instances, this has resulted in items being procured that will not fit in the intended location, cannot be properly assembled by Physical Plant personnel or cannot be assembled without the risk of voiding any warranty, or cannot be accommodated in buildings due to the limitations of the existing utilities. Prior notification and approval will minimize potential delays caused by these issues and will allow Physical Plant to inform campus users of any additional, unforeseen costs or impacts related to items being purchased.

If you have any questions about this process, please contact David Medlock, Senior Director, Physical Plant, at [mdmdlock@memphis.edu](mailto:mdmdlock@memphis.edu) or at 901-678-2502.



Office of Chief Operations Officer

[memphis.edu/operations](http://memphis.edu/operations)