


Mission Hall Height Adjustable Desk Ordering

Highlighted Changes to Process:

- Communication with TWO vendors is now required: **Cube Solutions** for the adjustable desk and **Hogue** for new legs for the side work surface.
- Delivery, installation of new desk and removal of old desk is processed through UCSF Distribution & Storage.

Ordering process:

1. Email Sylvia Wong (swong@hoguesf.com) to request a quote for two legs for desk return. Lead time for legs is approximately 6 weeks once the order is confirmed. Estimated cost for legs and delivery to UCSF Distribution & Storage at Oyster Point is \$250. See image of legs. Because the return is attached to the existing desk, it will not stand once the existing desk is replaced without these legs.
2. Email Kurt Nunn (kurt@cubesolutions.net) to request a quote for the height adjustable desk recommended for Mission Hall. The quote includes delivery to UCSF Distribution & Storage at Oyster Point and is approximately \$1116 for one desk. Estimated lead time is 2 – 5 weeks.
3. Once the quotes are received, login to MyAccess and select BearBuy. Request a PO using the quote you received. Both vendors are in the BearBuy system.
4. When the items arrive at UCSF Distribution & Storage, you will be notified. Upon receiving that notification, go to MyAccess and login to the Distribution & Storage portal <http://supplychain.ucsf.edu/distribution-storage-mail/>. Proceed to **Service Requests, Labor Services** to submit a request to deliver and install the legs and desk and remove the existing desk. There is no space in Mission Hall to store any more desks. Make a note of the request number for future reference. Someone from D&S will contact you to coordinate a mutually agreeable time frame for delivery and installation of legs and desk.
 - a. The approximate cost for receiving, inspecting, assembling, installation of new desk and legs and removal of existing desk is \$590.00. D&S will call on-site contact one hour prior to arrival for installation.
 - b. If you need a login and password please contact DSAdmin@ucsf.edu.

Tips for successful installation

1. Ensure the following information is included in all orders:
 - a. Requestor Information including Employee Name, Building, Department, Floor and workstation number where the desk will be installed, as well as on-site contact number for D&S to call one hour prior to arrival. Include alternate contact and/or supervisor contact information.
 - b. Billing Information: Department Address, billing contact, email address and telephone
 - c. Ship to: 612 Forbes Blvd, South San Francisco, CA 94080
 - d. Installation information: Exact location in Mission Hall, including work station number and on-site contact information, including an alternate contact.
 - e. Ensure existing desk is completely clear of any items. The installation will take approximately 2 hours so be prepared to work away from your desk during this time.