

“Apples to Apples”

Tips for writing a furniture RFP
to yield more accurate and consistent results



Systems, Furniture Casegoods, Ancillary Product Services, Freight & Sales Tax

The Purpose of a furniture RFP:

- 1) Determine best value between various furniture manufacturers.
- 2) Identify furniture options between each manufacturers' pricing, aesthetic, finishes, and lead-time.
- 3) Evaluate which manufacturer and dealer can offer the best solutions per the project requirements (products + services).
- 4) Gain insight to the furniture dealer qualifications, history, and project team facilitating the specification, procurement, delivery, and installation process.



Expectations for this presentation:

To arm you with the tools that will reduce your time spent on the RFP process and receive more accurate information per the RFP request:

- + Reduce RFI questions for clarification from furniture dealers
- + Receive more accurate results to the RFP request
- + Receive dealer BID submittals that are more comparable/consistent to each other – “apples to apples”



Overall Concept to RFP writing:

- Simplify + Generalize
- Labels, Legends & Lengths
- Finishes & Materials
- Bring the Power
- Overall Requirements of the Project
- General Notes
- Always Include...



Types of RFP's:

- + Provide a Budget
- + Proprietary
- + Best and Final

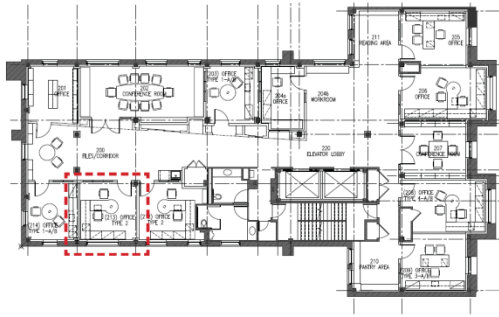


Simplify + Generalize:

- + Structure RFP around “typicals” for workstation and private office to receive apples to apples manufacturer comparison on capabilities and price
- + Chose the most repeated workstation cluster to layout and price based on your typicals to achieve panel share factor which is needed to establish an overall workstation budget
 - *Asking dealers to layout and price the overall floor plan will result in many RFI questions.
- + Outline the material, function, and size required for the furniture.
 - *i.e. – metal , BBF pedestal, 6'x8' workstation.
- + Industry standard for furniture sizes are consistent throughout most manufacturers; being sizes in 6" increments.



Overall Floor Plan

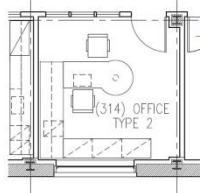


Finishes & Materials:

- + Confirm Wood Veneer vs. Laminate vs. Metal (for panels, surfaces, supports & storage)
- + Indicate desired edge detail and material
- + For Monolithic, Tiled, or Stack panels confirm: desired panel heights, materials for panel interior & exterior and at what vertical locations (glass, metal, fabric & grade, laminate, paint, veneer)
- + State if finishes are to be priced as "standard" or include the material grade level to specify
- + Include spec's for customers own material (fabric, leather, laminate, wood stain match, etc.) if that is part of the scope

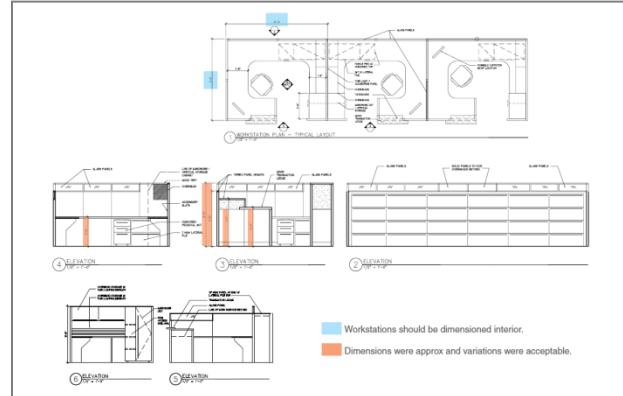


Typical



- TYPICAL 2 FURNITURE SPECIFICATIONS:**
1. 48" W x 24" D FINISHED WORKSURFACE WITH MODERITY PANEL, 42" x 24" RETURN WORKSURFACE WITH FILE BELOW AND OVERHEAD STORAGE ABOVE.
 2. FILE STORAGE BELOW RETURN TO BE (3) 18" FILE TALL.
 3. REAR WORKSURFACE TO BE (3) 36" x 24" LAMINATE CABINETS WITH CORROBOR TOP.
 4. PROVIDE OVERHEAD HINGED DOOR CABINET STORAGE AND WALL ON R/W.
 5. MOUNTED OVERHEAD OPEN CABINET BOOKCASES.
 6. PROVIDE PENCIL DRAWER AND KEYBOARD TRAY OPTIONS AT PRIMARY DESK.
 7. REFER TO WORKWALL ELEVATION 2 FOR STORAGE & UTILIZATION.
- GENERAL NOTES:**
1. ALL WOOD CASEGOODS TO HAVE PLAN BLEND CHERRY VENEER, NATURAL FINISH.
 2. PROVIDE INSET EDGE ON ALL WORK SURFACES.

PRIVATE OFFICE TYPICAL 2: FURNITURE LAYOUT AND PRICING SPECIFICATIONS



Labels, Legends & Lengths

- + Providing a typical plan, elevation and/or 3-D view best illustrates RFP components, sizes, heights, and materials
- + Specify desired panel heights + finishes (includes panel trim)
- + Identify and label each storage component or provide a simple legend to identify each component
- + With upper and lower storage components confirm: flipper door vs. hinge door vs. sliding door; closed door vs. sliding door vs. open shell vs. pull out drawers
- + Dimension the typical
 - Show the interior measurement
 - Call out the desired thickness of the panel for the project. Beware of Panel Creep!
- + Optional items to confirm if to include or not:

Task lighting	Keyboard Trays
Task boards	Monitor Arms
Tool rails	Pencil/Center Drawer
Tool rail accessories	Key alike or non-locking

Outlining the finishes + general information will enable the dealer to provide more accurate pricing per the requirements of the request.

FURNITURE FINISH SCHEDULE

- FRONT: PAIR BLEND CHERRY WOOD VENEER
- PFL 1: PLASTIC LAMINATE, FORMICA, 94-89 WHITE POLISHED FINISH
- PFL 2: PLASTIC LAMINATE, FORMICA, 94-89 WHITE MATTE FINISH
- FGL: 3/8" THICK LOW IRON WHITE ETCHED TEMPERED GLASS
- FTX: CARNEGIE KOREL, PATTERN STRE 6423, COLOR TBD
- MFL: TBD

FURNITURE GENERAL NOTES:

1. FULLY CONCEAL ALL CLIP/MOUNTING HARDWARE FOR WALL HUNG PANELS
2. PROVIDE FINISH SAMPLES TO ARCHITECT FOR APPROVAL, PRIOR TO ORDER FABRICATION
3. PROVIDE CONCEALED LEVELING TO UNDERSIDE OF FURNITURE
4. PROVIDE LOCKS TO DRAWERS, DOORS AND FILES ON CREDENZALS, TOWERS, ETC.) UNLESS OTHERWISE NOTED
5. ALL EXPOSED GLASS EDGES TO BE POLISHED SMOOTH
6. ALL ETCHED FINISHED SURFACES TO OCCUR ON THE BACK FACE OF THE MATERIAL (INTERIOR TO UNIT, UNDER SIDE ETC.)
7. WOOD GRAIN TO RUN PARALLEL TO LONGER LENGTH OF SURFACE
8. ALL DRAWER AND DOOR PULLS TO FURNITURE TO BE INTEGRAL, UNLESS OTHERWISE NOTED FINISH TO MATCH UNIT.
9. ALL EXPOSED EDGES TO DRAWERS, SHELVES, TRAYS FOR SLIDING DOORS & INTERIOR TO CABINETS TO MATCH UNIT
10. PROVIDE UNIT COST FOR MONITOR ARM, KEYPAD, KEYS IN A BOLT THROUGH POINT, TO ALL WORKSTATIONS OR EQUAL AS PER MANUFACTURERS STANDARD
11. SHREDDERS TO BE VIRGOLD 2007, BLACK FINISH
12. PROVIDE WIRE MANAGEMENT SYSTEM AS PER MANUFACTURERS STANDARD FOR ALL WORKSTATIONS AND OFFICES
13. ALL DIMENSIONS TO BE FIELD VERIFIED PRIOR TO FABRICATION

