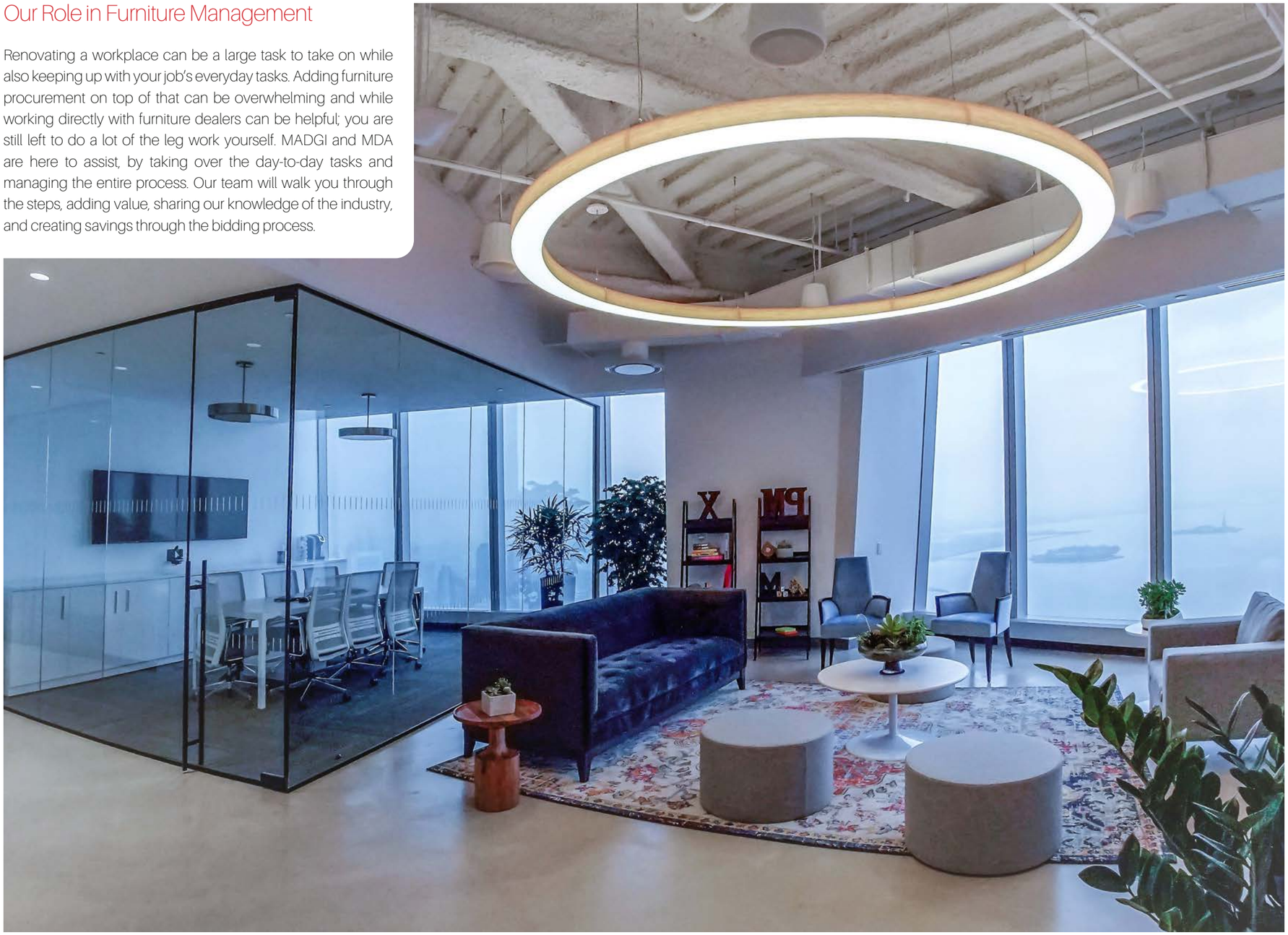
Furniture Management



Our Role in Furniture Management

Renovating a workplace can be a large task to take on while also keeping up with your job's everyday tasks. Adding furniture procurement on top of that can be overwhelming and while working directly with furniture dealers can be helpful; you are still left to do a lot of the leg work yourself. MADGI and MDA are here to assist, by taking over the day-to-day tasks and managing the entire process. Our team will walk you through the steps, adding value, sharing our knowledge of the industry, and creating savings through the bidding process.



The Process

Our team is here to assist over the duration of your project, from confirming the proposed layout and furniture needs through to the final placement of furniture, we will be with you every step of the way.

Phase 1: Design **Phase 2: Ordering** **Phase 3: Installation**

1

Program & Layouts

- **Create a program** and **develop the floor plan** to build upon furniture use and needs
- **Prepare a Schedule**
  - Key milestone dates
  - Order placement

2

Showroom Tours

- Present **2-3 reputable dealers** that meet the project's criteria:
  - Budget
  - Variety
  - Aesthetic
- Arrange and attend **showroom tours**
  - Test furniture options
  - See & feel finishes

3

Furniture & Finish Selections

- Select **best furniture options** based on feedback from tours and meetings
- **Finalize typical furniture standards** that meet program needs
- **Select finishes** that acheive aesthetic and functional goals

Bidding - Installation

4

Bidding & Review

- Prepare and send out **requests for proposal** with specifications and selections to the dealers
  - Collect competitive bids and
  - Detemine the best deal
- **Level incoming proposals**
  - Value engineering (if needed)
  - Select alternates where applicable

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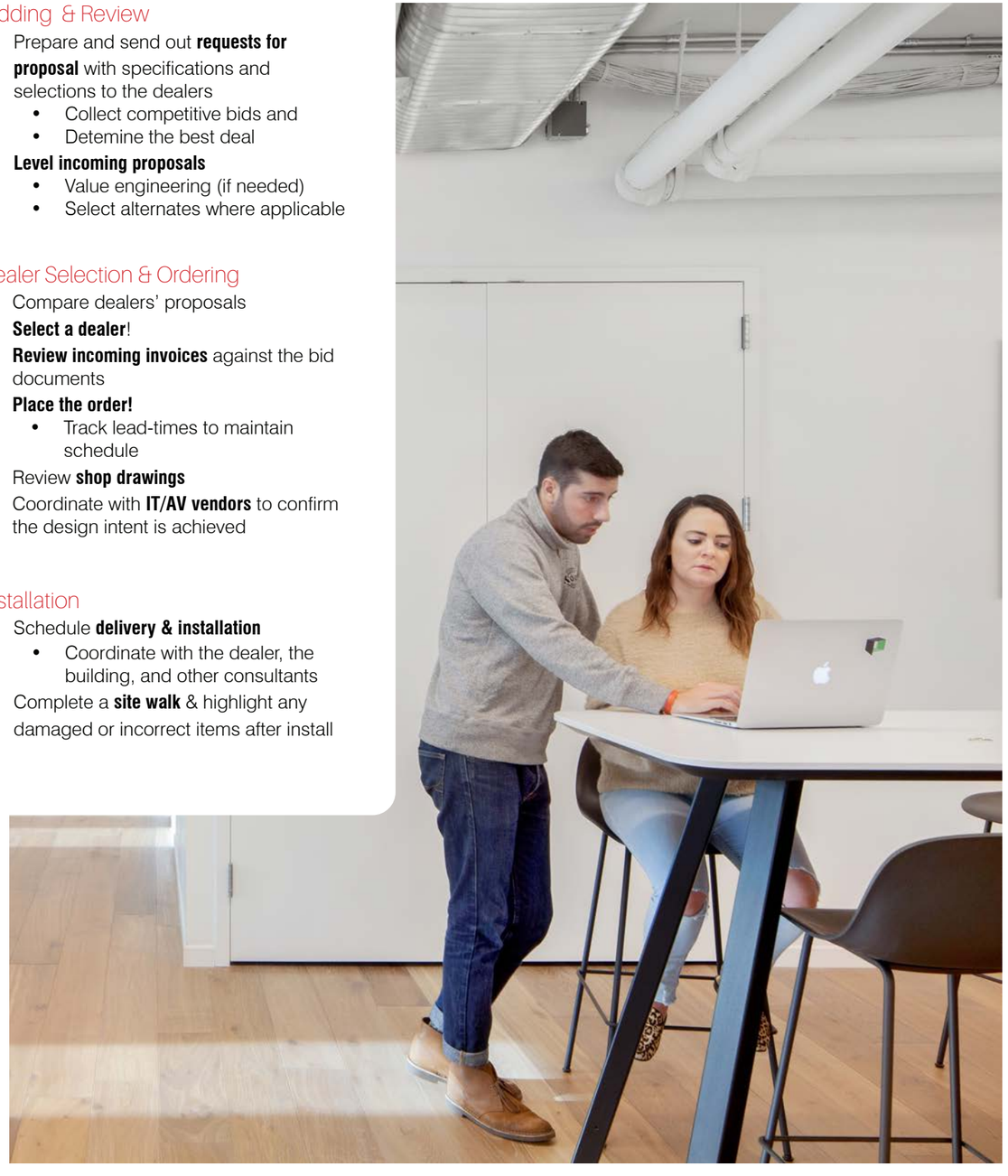
Dealer Selection & Ordering

- Compare dealers' proposals
- **Select a dealer**!
- **Review incoming invoices** against the bid documents
- **Place the order!**
  - Track lead-times to maintain schedule
- Review **shop drawings**
- Coordinate with **IT/AV vendors** to confirm the design intent is achieved

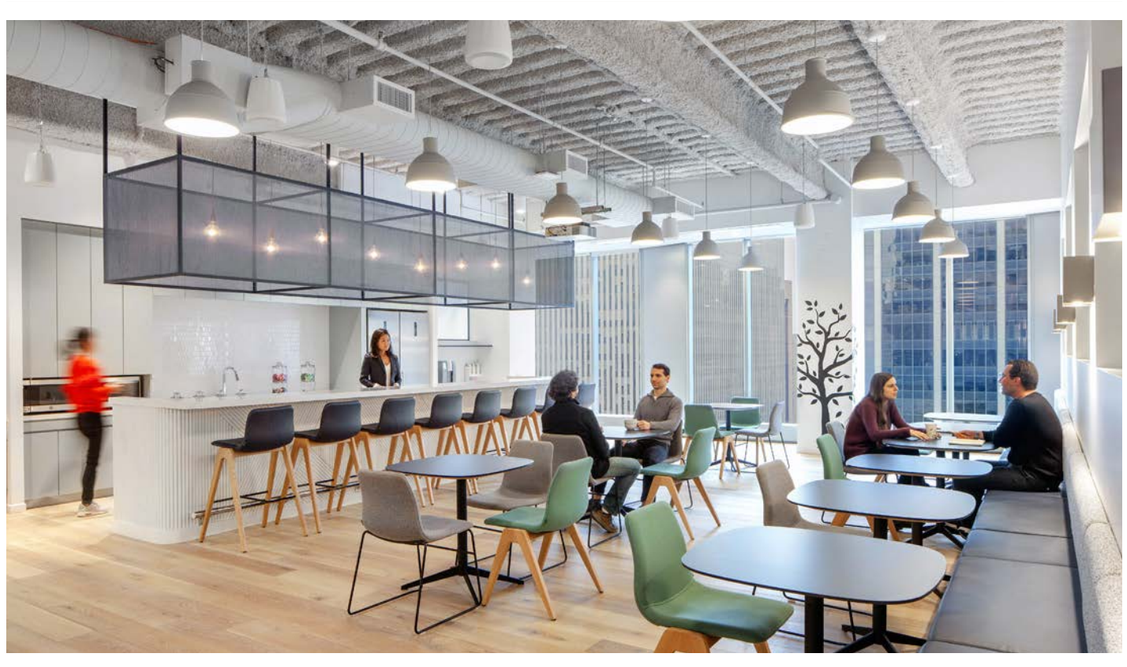
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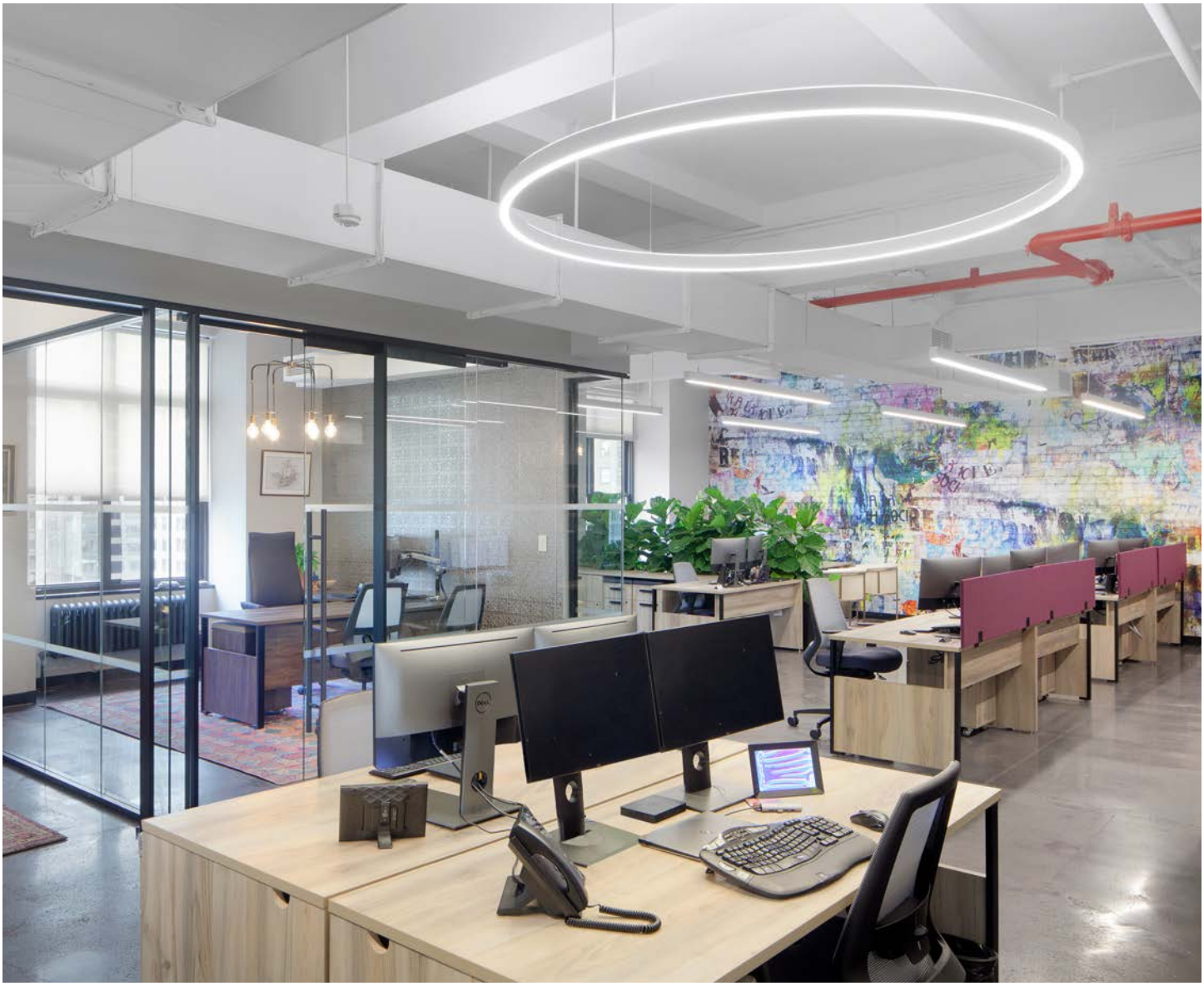
Installation

- Schedule **delivery & installation**
  - Coordinate with the dealer, the building, and other consultants
- Complete a **site walk** & highlight any damaged or incorrect items after install









How Can We Help?

P: (212) 481-5900
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W: montroydemarco.com

Montroy Andersen DeMarco was founded in 1990, with over 30 years of experience we understand the ever changing facets of that come with interior design. We are equipped with years of experience and will work with you to discover the spatial requirements of your new space.

We look forward to the challenge of the changing workplace and encourage our clients to see us as a guiding light for their programming and design challenges.