



Guidance on FF&E Suppliers for Hotel Projects



Robert Dunn, Hotel Equipment Services

51 Rue des Jars, 17000 La Rochelle, **France**

mobile:+33 (0)6 27 33 61 30

UK mobile tel:+ 44 (0)7749 262637

www.robertdunn.eu robert@robertdunn.eu skype:robertmichaeldunn

Customized FF&E

Introduction

- In essence I introduce the Client to the manufacturer(s) thus helping ensure best value for money and quality products.
- Normally the manufacturers will quote direct to the Client.
- Manufacturers normally will be asked to pass my pre tender qualification.
- **The tender process, due diligence, procurement, logistics and installation is by the Client.**
- The FF&E is manufactured according to designs and or design brief supplied by the Client.

Please note, that I am not a supplier but facilitate the contact between buyers and suppliers (introduce). The manufacturer/supplier is solely responsible for the sale of the products and observing any responsibilities in respect to contract, information and customer rights. The contract (or order) is concluded only between the buyer(member or Client) and the supplier, should they (the buyer) choose to accept their offer.

For whom

- For those involved with large international projects.
- Normally for projects over 100 rooms.
- Including hotel owners, operators, project managers, construction companies, agents, procurement agents, developers , real estate specialists....

Scope

Guestrooms:

- Headboards, bed side tables, coffee tables
- Wardrobes , TV units
- Desks, Luggage units
- Wooden free-standing units
- Decorative lights
- Carpet
- Seating eg armchairs, upholstered sofas
- Curtains
- Bed covers

Public Area:

- Furniture
- Some counters
- Free-standing wooden units, Screens
- Wall cladding
- Decorative lights
- Carpet
- Seating eg armchairs, upholstered sofas
- Curtains

Ferries

- All wooden furniture for passengers” cabins
- All wooden scope for Public Area

Benefits of preferred manufacturers

- They handle the complete process from help with creative development, finish samples, samples for model room, project planning logistics, exportation and in some cases installation.
- Seamless communication (English, Polish, French, German , Russian) .
- Production process monitoring .
- Furniture specialist team .
- Detailed reporting.
- Technical expertise.
- Guarantees of substance. Including up to 5 years for wood furniture and seating.

Manufacturers' Mission

- Is to provide products of five star **European quality** .
- All products conform to international five star hotel standards.
- Product standards to BS EN ISO ANSI or local equivalent. Certification provided as per Clients requirements from independent accredited inspection, verification, testing and certification agencies eg SGS, Bureau Veritas, Intertek, TÜV, Germanischer Lloyd (GL) and Cotecna..
- Products and manufacturing is green in terms of water usage, energy efficiency, and recycling / reusing.
- Put the customer first.
- Pay attention to detail.
- Deliver great value.
- Continually improve.
- Act with integrity.

Manufacturers Strengths

- The highest standards of furniture inspection (contract and residential).
- 100% inspection policy extends from raw material to finished product and packaging.
- Inspectors understand manufacturing.
- **All goods are shipped without defects .**

FF&E Process Summary

for Client

Price offers are based on the documentation received eg information on scope, designers specification including materials, finish, numbers of units, number of floors in the hotel, types of room of guestrooms, etc.

Once price is accepted samples are prepared . A Project Manager is provided by the manufacturer. Samples and model rooms provided

Roll-out process:

- Measurement of rooms/public area (generally always required)
- Preparation of documentation (depending on the scope – process takes c.a 3-4 weeks)
- Order of materials needed for production – c.a 4-5 weeks
- Production of furniture – 4-6 weeks (depending on the scope needed for each stage) – partly possible to start bit earlier if main materials for production start have short LT
- Loading and transportation of goods on site
- Installation on site (depending on the scope and real situation on site).

A detailed schedule is prepared for all the steps which need to be taken to reach the goal.

Deliver and installed furniture all around Europe, Middle East (e.g. Poland, Germany, France, Russia, Norway, Netherland, Belgium).

FF&E Process (for Client).

Step 1. Client sends a brief by email: An indication of requirements, quantities, location of hotel, expected opening date and an indication of delivery date.

Step 2 Client sends the manufacturer the detailed brief by email :

- Designers specifications, drawings, schematics, rendering etc.
- An indication of quantities.
- Summary of guestroom configuration (e.g. twins kings).
- Location of hotel.
- Expected opening date and an indication of delivery date.

Step 3. Manufacturer(s) assess and comment technically on the brief which Client provides (styling, drawings, pictures, floor plans, sizes and quantities). Value analysis remarks provided where possible.

Step 4. Manufacturer(s) provide a quotation (CIF), addressed to Client, with an indication of production and delivery schedule.

Step 5 On acceptance of quotation our manufacturer(s) provide shop drawings for review and approval by Client and designer.

Step 6. Manufacturer(s) provide a control sample (often for model room) for review and approval by Client, designer and other stakeholders..

Step 7. Client inspects factory (if required) .

- Step 9. Manufacturer(s) agree terms (with Client) , payment procedures , production and delivery schedule.
- Step 10. Client places purchase order, direct with manufacturer(s) (contract is between Client and our manufacturer(s)).
- Step 11. Payment procedures implemented eg advance payment (if agreed), L/C, bank guarantees, payment bonds etc.
- Step 12. Detailed production plan provided and agreed before full production.
- Step 13. Production begins. Inspection of goods at factory by Client's QC team(if required).
- Step 14. Logistics and installation timetable provided. Logistics, delivery and installation plan agreed.
- Step 15. Inspection of goods at factory and warehouse.
- Step 16. When shipment is ready manufacturer(s) provides Client with documents according to agreed terms (eg bills of lading, packing lists)
- Step 17. Final payment made by Client (according to terms) to manufacturer (s) before shipment.

-

Logistics, Delivery and Installation

By the Client

- Detailed production plan provided by the manufacturer and agreed before full production.
- Logistics, and installation timetable agreed.
- Logistics, delivery and installation procedures agreed.
- The Client's team import the goods taking into account documentation, duties taxes customs procedures and delivery to site.
- Normally the project fit out team will receive and install the case goods alternatively the manufacturer will do this.



- Examples references- Sheraton



Ibis Styles



Sheraton



Doubletree



Other



End of presentation



Robert Dunn, Hotel Equipment Services

51 Rue des Jars, 17000 La Rochelle, **France**

France:+33 (0)5 46 45 71 77 mobile:+33 (0)6 27 33 61 30

UK mobile tel:+ 44 (0)7749 262637

www.robertdunn.eu robert@robertdunn.eu skype:robertmichaeldunn