



August 5, 2022

The City of Republic  
Attention: Karen Haynes, Asst. BUILDS Administrator  
Project: Republic Builds Department New Building

Grooms Office Environments (Furniture Design Team) is pleased to submit the following contract proposal for the furniture consultation and design support services including furniture purchase and installation in connection with The City of Republic (Client) for the Republic BUILDS Department New Facility.

1) Project Programming:

- a) The Client and Design Team will develop a time schedule and outline specific goals and deadlines throughout the project.
- b) The Design Team will work to establish a budget for all interior furnishings and shall endeavor to work within the set parameters.
- c) The Design Team will use research and expertise to lead the Client through programming to develop a furniture layout, furnishing selections, and the appropriate finishes.

2) Design Development:

- a) The Design Team will develop a design concept based on the desired character and function of the furnishings and materials to be utilized in the Republic BUILDS Department New Facility. The Design Team will select furnishings as desired and appropriate to complete the total furnishings of the new facility. The Furniture Design Team will then complete all necessary space planning to develop a floor plan layout.
- a) The Design Team will develop a coordinating finish schedule for all interior furnishings to be approved by the Client.
- b) The Design Team will make revisions to the selections as needed and upon the Client's final approval, will proceed with pricing and ordering. Any necessary floorplans, visuals of products, renderings and physical samples will be made available to the Client.
- c) The Design Team will work to specify products that are on a qualifying cooperative contract for the Client and will notify the Client of what contracts are used. If any items are preferred and desired that are not on an approved cooperative buying contract the Design Team will work to bid out those products to ensure a fair market value is being purchased.

4) Project Supervision:

- a) The Design Team will be available at the Contractor, Architect, and Client's request to answer questions pertaining to interior finishes, space planning, furniture selections, and any documents throughout the duration of the project.
- b) The Design Team will manage and coordinate all ordering, shipping, receiving, and installation of furnishings. The project management also will continue past installation to handle any warranty or service questions pertaining to the installed furnishings to ensure it is performing properly.

5) Fees:

- a) For the design and coordination of all services as outlined above pertaining to furnishings for the Republic BUILDS Department New Facility, The Furniture Design Team will waive all fees with agreement of the furniture package to be purchased through Grooms Office Environments. We are willing to establish this agreement under these terms. All products are to be purchased on approved cooperative contracts fair market valued cost for all items. There will be no additional fees for travel, mileage, clerical support, prints or supplies. All furnishing costs will be itemized and available for the Client's review prior to final approval.

Respectfully Submitted,

Audrey Garard  
Owner – Grooms Office Environments



Date: 8/5/22

Accepted by:

Date:

Republic BUILDS Department