LBNL Furniture Procurement - Design and Quotation Process

Process Steps and Estimated Lead Times (8 to 12 weeks from Tasks 1 to 14)				*Space planning and Order Preparation*				Manufacturer Lead Time				Furniture Installation				
TASK #	TASK DESCRIPTION	WHO	Notes	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
1	Initiate furniture request (Work Request Center)	End-user or other Division Representative														
2	Conduct furniture programming meeting	Vendor and End-user / Division Representative														
3	Prepare budgetary cost estimate	Furniture Vendor	Budgetary estimate by vendor of furniture costs only													
4	Approve continuation of furniture procurement process	Division Designee	Based on budgetary estimate													
5	Prepare space plan and design	Furniture Vendor	typically 1 week turn-around from Programming meeting and division approval to proceed													
6	Review and approve of space plan and design	End-user / Division Representative	Return to Task 5 if Design Revision Required													
7	Provide final quotation to End-user / Division Representative for approval	Furniture Vendor	typically one week turn-around once Space Plan and Design approved													
8	Initiate and complete procurement process (once quote approved)	LBNL Facilities and Vendor	Typically 1 week from approved space and design plan													
9	Communicate manufacturer's lead time and shipping time	Furniture Vendor	Typically 3 to 6 weeks depending on Manufacturer and Project scope													
10	Prepare installation documents	Furniture Vendor														
11	Manage project and furniture installation	Facilities Project Manager/Construction Manager and Furniture Vendor														
12	Conduct final walk-through and furniture order acceptance	End-user Division and Furniture Vendor														
13	Complete punch list completion, if any	Furniture Vendor														
14	Invoice furniture order	Furniture Vendor														