Oak Park

Request For Proposal

OUR PROPOSED SOLUTION

July 14, 2014

Steelcase

Office Concepts

JULY 14, 2014

Ms. Lisa Shelley
Deputy Village Manager
The Village of Oak Park
Village Hall
123 Madison Street
Oak Park, IL 60302

Dear Lisa,

On behalf of Office Concepts and Steelcase, thank you for the opportunity to present our product solutions and capabilities in response to your request for proposal, Village of Oak Park.

Our proposal addresses the needs you identified in the RFP and provides an overview of our capabilities and experience, and outlines how we can make it easier for you to meet your objectives.

We believe Office Concepts and Steelcase have the knowledge, products and services you require to create a highly effective workplace that meets your needs, reflects and expresses your brand and culture, encourages collaboration and innovation, and supports the wellbeing of your employees.

We look forward to the opportunity to review our proposal with you in detail. Please contact us should you have any questions.

Sincerely,

Jane Batchen
Account Executive | Office Concepts
1142 N. North Branch St. | Chicago, IL 60642
p: 847.327.6527 | e: jbatchen@officeconcepts.com

Steelcase

Oak Park

Office Concepts

EXECUTIVE SUMMARY

The world of work has changed. Today, we live in a networked world and this has had broad implications for the role of the workplace. Technology networks and social networks are intertwined—in our work and in our lives. Although technology has given people freedom and independence, we still seek out others to get work done. To effectively tackle today's complex business problems, it takes collaboration and co-creation—making the role of the workplace more vital than ever in helping people connect to other people, information, their tools, and the culture of their organization. In a world where connecting and collaborating is vital to success, the role of the workplace is ever-changing.

Our job is to make your job easier

Steelcase has spent years studying how people work and understanding how a well designed space can help companies achieve their business goals. We've been helping organizations like Village of Oak Park for over 100 years to create highly effective, user focused work environments. We understand customers aren't always looking for just products; they also want to understand how people work and what the implications are to their space.

Through our research, we have identified FIVE KEY ISSUES that a hard working, high performance space should—and can—address.

1. **Real Estate Optimization:** The ongoing need to reduce real estate costs and get more value from the real estate that you own. Since 2002, the average square feet per person has stabilized, while common support areas have increased.

2. **Enhance Collaboration**: The need to support the amount of collaborative work that is happening everywhere is essential. It's the way that work is getting done today. The workplace must *enhance* the collaborative work that is accomplished in *addition* to increasing the kinds and number of places where this critical work activity is accomplished.

3. **Attract, Develop, and Engage**: The war for talent is one of the most important issues facing organizations today, and the workplace can be a significant tool in terms of both attracting and retaining employees.

4. **Build Brand:** Your brand is your reputation, which is formed by the behavior of people in your organization. Your space can help you build and reflect your brand and can nurture the culture your brand needs to be successful.

5. **Wellness @ Work:** The issue of wellbeing at work is an increasingly significant one, and it is a holistic look at wellbeing that needs to be addressed – the physical, emotional, and cognitive wellbeing of employees.

EXECUTIVE SUMMARY

Our Solution for Village of Oak Park

The Steelcase product portfolio offers unique solutions inspired by our research and designed to help improve work performance. Based on our understanding of your business issues and requirements, we believe we can create a highly effective workplace for your people.

Why choose Office Concepts and Steelcase?

We recognize that there are a lot of companies in the market today that can provide Village of Oak Park with office furniture. But none of them are able to provide the experience, insights, and range of products and services Steelcase and Office Concepts can.

Together, Steelcase and Office Concepts bring value to Village of Oak Park through:

- The broadest range of products
- The widest range of services
- The most experienced dealer network
- Extensive research and insights into how people work
- Obsessively high quality and environmental standards

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01 AGREEMENT TO REQUIREMENTS OF RFP

AGREEMENT TO REQUIREMENTS OF RFP

Steelcase and Office Concepts understand the scope and objective of the Request for Proposal for the Village of Oak Park Office and are committed to accommodate each product and service area as outlined in the Scope of Work. We are confident that our capabilities can meet and exceed the functional and economic needs of Village of Oak Park. Steelcase and Office Concepts are committed to serving you on this project, and more than that, we are committed to building a long-term relations ship with you to continuously provide you with consultative knowledge, superior products, and comprehensive services on both large and small-scale furniture projects.

02 OFFICE CONCEPTS INFORMATION

ABOUT OFFICE CONCEPTS

BRIEF HISTORY OF OFFICE CONCEPTS

At Office Concepts, we help create innovative work environments that inspire people to excel wherever and however they work. We focus on the physical space, but also explore how it relates to employee productivity, creativity and collaboration. Through the integration of architecture, furniture and technology solutions, we create an environment tailored to the way you do business.

In an interconnected and interdependent world, the workplace has to work smarter, and harder, than ever before. Our customers range from start-up to Fortune 500 within all industry sectors. We develop successful workplace solutions which support company culture and behavior by encouraging collaboration, fostering creativity, promoting productivity, and inspiring innovation.

Founded in 1938, Office Concepts is among Steelcase's top dealers nationally and a Chicago market leader. We have built a strong foundation with two full service facilities serving the needs of companies in the Chicagoland area, as well as a network of Steelcase dealers to meet the nationwide requirements of our customers.

In an interconnected and interdependent world, the workplace has to work smarter, and harder, than ever before.

ABOUT OFFICE CONCEPTS

COMPANY OVERVIEW

Our Expertise

At Office Concepts we not only focus on the physical workspace, we explore how it relates to employee productivity, creativity and collaboration. Through the integration of architecture, office furniture and technology solutions, we create an environment that is tailored to the way you do business. We understand the kind of furniture you will need to integrate with the technology appliances of tomorrow, and how those needs may change in the future. Office Concepts provides scalable solutions that will help you adapt to the ever-evolving changes in technology, business processes and the workforce.

Our Steelcase Partnership

Steelcase partners with over 300 furniture manufacturers, including Steelcase – the leading provider of office furniture worldwide. Steelcase makes it their business to study how people work and deliver solutions for flexible, adaptive, and accommodating work environments. Our alliance with Steelcase gives us access to the vast resource of research and development that Steelcase uses to determine how a specific product will meet a specific need. We use that knowledge to help you find the perfect fit for your unique space requirements.

Our Team

At Office Concepts we understand the complex and demanding requirements of developing a highly functional yet flexible work environment. We have spent the past 75 years perfecting our ability to adapt and grow with an organization and its varying physical space needs. Our Associates are experts in the industry and bring knowledge and experience to every project. When you choose to work with Office Concepts you are choosing a partner who will work with you to transform the stress and challenge of moving or growing your organization into an exciting and collaborative process. We have mastered the art of change ourselves by evolving with our clients as we add new services and expertise to meet their needs.

OUR LEADING COMPETENCIES

UNIQUE COMPETITIVE ADVANTAGES

Office Concepts has developed some of the industry's most beneficial strategic and competitive advantages to provide our customers with high quality, cost effective business solutions.

- **Proximity**

Our corporate office and downtown Service Center is located at 1142 N North Branch St. and our Lake County office is located off the North Tri State Tollway at Route 176 (Rockland Road). These locations provide customers with quick response time throughout the Chicagoland area from both our sales associates and service teams.

- **Award winning technology solutions**

Office Concepts is a leader in developing and utilizing automation tools to enhance the customer experience. By continuously improving our processes, procedures, and communication tools, we are able to provide quality, cost effective business solutions.

- **Service and Storage Capabilities**

Office Concepts' in-house service staff is comprised of factory certified installers familiar with product applications. We also have a relationship with the largest union subcontractor within the Chicago market. In both cases, we provide installation that guarantees manufacturer's warranty coverage. Our facilities contain over 150,000 square feet of space to accommodate both short and long term storage.

- **Nationwide Dealer Services**

Office Concepts and our network of dealer partners deliver consistent, high quality workplace services anywhere in the United States. We assist our customers in managing workplace assets across the country.

- **Steelcase Exemplary Performance Award Winner**

Patterned after the Malcolm Baldridge Quality Award guidelines, the award symbolized the pinnacle of achievement in customer service, satisfaction, and sound business practices. Office Concepts is the only Chicagoland dealer to ever qualify and win this prestigious award.

- **Steelcase Platinum Partner**

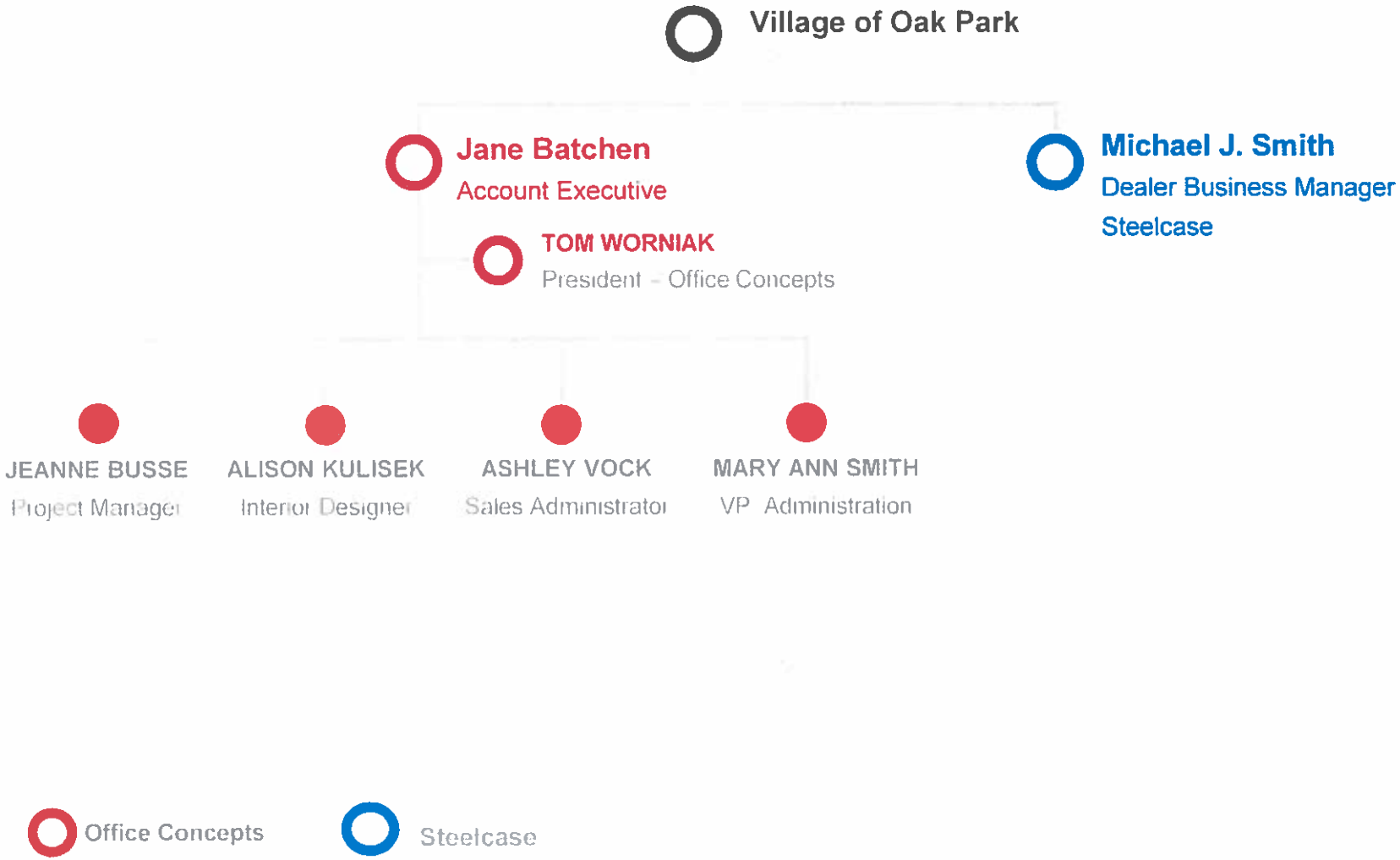
Steelcase dealers who meet high standards for quality and performance across the United States are recognized as STEELCASE PLATINUM PARTNERS. Office Concepts is proud to be a member of this elite group who represent only 14% of the entire Steelcase dealer network

- **Chicago's 101 Best and Brightest Companies**

Office Concepts has been recognized as One of Chicago's Best and Brightest Places to Work for ten consecutive years (2005 through 2014).

03 PROJECT APPROACH & TEAM

ORGANIZATIONAL CHART



YOUR TEAM

PROJECT TEAM

Office Concepts

THOMAS J. WORNIAK

President | Office Concepts
tworniak@officeconcepts.com
312.563.5221

Role with Village of Oak Park: Tom is responsible for overall company performance for Office Concepts. He leads strategic initiatives for sales growth, client satisfaction, best of class performance and team member satisfaction and aligns resources with priorities. Through his effective leadership and management skills, Tom has established a proven record of accomplishment within the industry and the business community. He is committed to helping customers achieve their goals by providing innovative workspace solutions and superior customer service.

Tom will work closely with project team members to meet Village of Oak Park' expectations. He will manage all issues requiring escalation.

Experience: Tom has over 25 years experience in senior management and leadership positions within the contract furniture industry.

1995 – present. Office Concepts, President

1987-1995. Contract Interiors. Chief Financial Officer

Project References: Mesirow Financial, McDonald's Corporation

MARY ANN SMITH

VP Administration | Office Concepts
msmith@officeconcepts.com
312.563.5257

Role with Village of Oak Park: Mary Ann's primary responsibilities are to manage the support teams including: Project Management, Design and Sales Administration. Mary Ann supports the account team by providing the tools and resources necessary to complete the project. She has experience working with a wide variety of clients including corporate, mid-market and healthcare accounts and is dedicated to total customer satisfaction.

Mary Ann will work closely with project team members to ensure critical dates are met.

Experience: Mary Ann has over 19 years experience in senior management and leadership positions within the contract furniture industry

2006 – present. Office Concepts, Vice President, Administration

1995 - 2006. Office Concepts, HR Director

Project References: Motorola Mobility, Mesirow Financial Advocate Lutheran General Hospital

YOUR TEAM

PROJECT TEAM

Office Concepts

JANE BATCHEN

Account Executive | Office Concepts
jbatchen@officeconcepts.com
847.327.6527

Role with Village of Oak Park: Jane will be the team leader and main contact. Her role as Team Leader is to plan, organize and manage the activities of the account team both strategically and on a day-to-day basis. She will direct project team members throughout the project lifecycle. Jane maintains a customer focused account management strategy which enables her to anticipate and deal with the numerous details involved in facilities projects.

She will be responsible for providing a senior "hands-on" role in managing the account.

Experience: Jane has over 25 years experience in the contract furniture industry.

2011 – present: Office Concepts, Account Executive

1989 - 2011: Office Concepts, Project Manager

Project References: Unilever, Handtmann, Advocate Lutheran General Hospital

JEANNE BUSSE

Project Manager | Office Concepts
jbusse@officeconcepts.com
312.563.5236

Role with Village of Oak Park: Jeanne will coordinate and manage all aspects of the project, both internally and on-site. As Project Manager she handles the logistics of the job, coordinating shipments, deliveries and interaction with trades. She implements and monitors the use of our Order Management System on all projects from order entry through punchlist resolution. Jeanne is responsible for maintaining communication and coordinating the procurement process to ensure a successful installation.

Experience: Jeanne has over 20 years in project management, order fulfillment and order management.

2006– present: Office Concepts, Project Manager

1995-2006: Environetx, Project Manager

Project References: Wintrust Financial, Northern Trust, Marquette Bank

YOUR TEAM

PROJECT TEAM

Office Concepts

ALISON KULISEK

Interior Designer | Office Concepts

akulisek@officeconcepts.com

312.563.5208

Role with Village of Oak Park: As part of the Village of Oak Park team, Alison's responsibilities include developing the product specific floor plans and axonometric drawings, coordinating electrical and data integration with furniture, providing detailed furniture specifications and all installation drawings and documents related to the Village of Oak Park project. Alison's commercial design experience and her background includes technical product application and project management, as well as providing consultation, space planning, specifications and CAD generated installation drawings and documents for various projects.

Experience: Alison has over 15 years experience as an interior designer. She holds a Bachelor's Degree in Interior Design and is NCIDQ certified.

Alison is a Professional Interior Designer registered with the State of Illinois.

Project References: PepsiAmericas, Motorola Mobility, Comcast

ASHLEY VOCK

Sales Support | Office Concepts

avock@officeconcepts.com

312.563.5276

Role with Village of Oak Park: Ashley's responsibilities include order entry and acknowledgement, installation coordination, scheduling, tracking, and follow up on punchlist resolution.

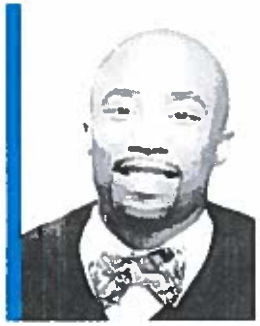
Experience: Ashley has over 8 years of experience in the contract furniture industry and is a full-time dedicated Account Administrator.

Project References: Northwestern University, Mesirow Financial, TransUnion

YOUR TEAM

PROJECT TEAM

Steelcase



MICHAEL SMITH
Dealer Business Manager | Steelcase
msmith32@steelcase.com
312.502.9916

Role with Village of Oak Park: Michael has been with Steelcase for five years and works to ensure alignment between dealers, Steelcase and our mutual customers. Michael's focus is on developing relationships, adding insights, and understanding customers' business drivers as he assists in the development of harder working environments

Experience: Michael has over 15 years of sales experience. He is a LEED accredited professional that has assisted many clients create inspiring spaces wherever work happens.

Project References: BP, AT&T, Discover, First Midwest Bank, Private Bank, Anixter, GES, Transunion

OFFICE CONCEPTS PROJECT MANAGEMENT

Office Concepts' dedicated, professional team members have the knowledge, experience, and foresight to successfully execute your project to your complete satisfaction. They don't want to just do their job the right way: they want to do it the best way! Associates are proactive, entrepreneurial, and ready to accept responsibility, making sure that your project keeps moving forward. This allows Office Concepts to deliver unparalleled service and support during every phase of your project.

PREORDER

- Partner with you, your A&D team and project consultants.
- Attend all job meetings.
- Prepare and distribute updates to all team members

DESIGN

- Review all drawings, products, and specifications.
- Create milestone dates and critical paths.
- Recommend changes that will reduce costs and create efficiencies.
- Verify all finishes and COM's.

PURCHASE ORDER

- Prepare specifications for order.
- Track orders with the factory.

INSTALLATION

- Schedule deliveries and installation.
- Assess loading areas / building rules for ease of delivery.
- Assist electrician and voice/data team with wiring installation in furniture.
- Supervise all deliveries and installations.
- Create / execute final punchlist.

INVOICE

- Receive and review invoices.
- Invoice client.

HOW OFFICE CONCEPTS WILL MANAGE YOUR PROJECT

Office Concepts operates a full-service delivery department to support product transfer, movement, collection, and delivery. Our certified installation team provides the expertise to install newly purchased products or reallocate existing assets to meet the needs of a new environment or changing business condition. We support both union and non-union job-site requirements.

Office Concepts has long standing relationships with Chicagoland's largest union installation companies). These relationships enable us to respond to union labor requirements on projects of all sizes on a timely basis.

Initial Selection Meeting

Office Concepts' standard process in initiating a relationship with our customers is to work with involved parties to understand all aspects of the project and all client expectations. The initial team supporting these activities is comprised of an account executive, account manager, designer, and sales support, as well as support from other departments such as Technology. We ensure all objectives are identified and appropriate information is tracked to support subsequent metrics.

Order Confirmation Meeting

Meeting with Village of Oak Park to review and confirm selected furniture items will be an integral first step of the implementation plan.

Order Management Process

Office Concepts utilizes a nine-step order fulfillment process to support all furniture related activities.

1. PROJECT SETUP
2. DESIGN
3. SIF CONVERSION / DOUBLE CHECK
4. SPECIFICATION / ORDER ENTRY
5. PRE-INSTALL
6. PRODUCT DELIVERY
7. INSTALLATION
8. PUNCH LIST
9. PROBLEM RESOLUTION

INSTALLATION PROCESS

PRE-INSTALLATION MEETING

A standard step within Office Concepts order fulfillment process is the pre-installation stage. The steps involved in this stage of our process are focused on continuing to monitor the project—all notes, conversations, and issues are recorded electronically and shared via email with the entire project team. Installation plans are completed, order dates are managed, and trades are coordinated. Each project entered into Office Concepts' electronic project folder will contain a ship to site information database. This database is designed to track specific site information for deliveries such as building contacts, elevator reserve times, dock times, etc.

WEEKLY PROGRESS REPORTS

Supporting Village of Oak Park with a team of experienced associates will allow us to participate in weekly progress meetings, exploratory solutions meetings as directed, and ad-hoc meetings when required. Office Concepts utilizes an electronic tracking system that will allow them to capture meeting minutes and attach them to the appropriate project folder, quote/order, or general account for future reference as well as keeping the entire team abreast of the information shared during the meeting.

INSTALLATION

Office Concepts will provide online access to order status reports that show product lead times as well as scheduled delivery dates. Typical installation schedules are created within Microsoft Project and attached to the Electronic Project folders.

POST INSTALLATION

Project Close-Out Procedures

Office Concepts provides all required service and operations manuals prior to the completion of a project. Their associates will instruct in-house Facilities crews on how to properly store, assemble, install, and maintain the equipment. Office Concepts' Sales team will instruct customer representatives on how to adjust all adjustable items and components. Information outlining guidelines and constraints for operation and use for all items and components will be provided. Office Concepts also provides a detailed inventory list of what has been shipped and installed at each site. Maintenance and cleaning instructions will also be submitted. Additional resources are available on CDs, the Steelcase website, and a customized informational website, developed by Office Concepts.

PUNCH-LIST

A standard step within Office Concepts order fulfillment process is managing punch list and problem resolution. They utilize an Issue Management module within the Hedberg business system. This module allows them to record all issues identified during the project cycle. When an issue is entered into the system, key data elements are tracked to ensure a timely resolution.

Office Concepts has prepared an estimated project timeline based on known information and the requirements outlined in this RFP. Upon award of this project, Office Concepts' project management team will meet with Village of Oak Park and any other partners as needed to align on key dates for project delivery. The timeline will be adjusted to reflect agreed-upon project programming and will be used to track project milestones and ensure that key dates are met.

04 DESIGN PORTFOLIO

OFFICE CONCEPTS DESIGN SERVICES

Office Concepts provides its clients with a wide range of Technical Services. Our experienced interior designers provide counsel at every step to create a work environment that meets your functional and aesthetic needs. The scope of work may include anything from space planning and interior architecture... to finish selection, specifications and installation.

PROGRAMMING

- Review project requirements
- Understand functional, aesthetic and budget goals
- Visit site or review existing drawings

DEVELOPMENT

- Develop typical workstation or setting options
- 2D and 3D drawings are presented for consideration
- Furniture options reviewed
- Preliminary budget created

FINISH SELECTION

- Understand quality of interior finish materials required and desired image
- Develop finish selections for consideration
- Coordinate finish selections with other architectural finishes – paint, wall and floor coverings

SPECIFICATION

- Product selections are documented or "specified"
- Plans converted to installation drawings noting type, size and placement of furniture
- Selections and plans are double checked for accuracy, code compliance and quantities
- Orders placed

FURNITURE PLAN

- Final furniture plans created indicating all furniture and furnishings
- Verify all furniture power/data/voice locations
- Provide dimensioned plan indicating panel spine locations to coordinate electrical as needed
- Provide finish plans and finish schedule to document interior building finishes

Office Concepts

Design Portfolio

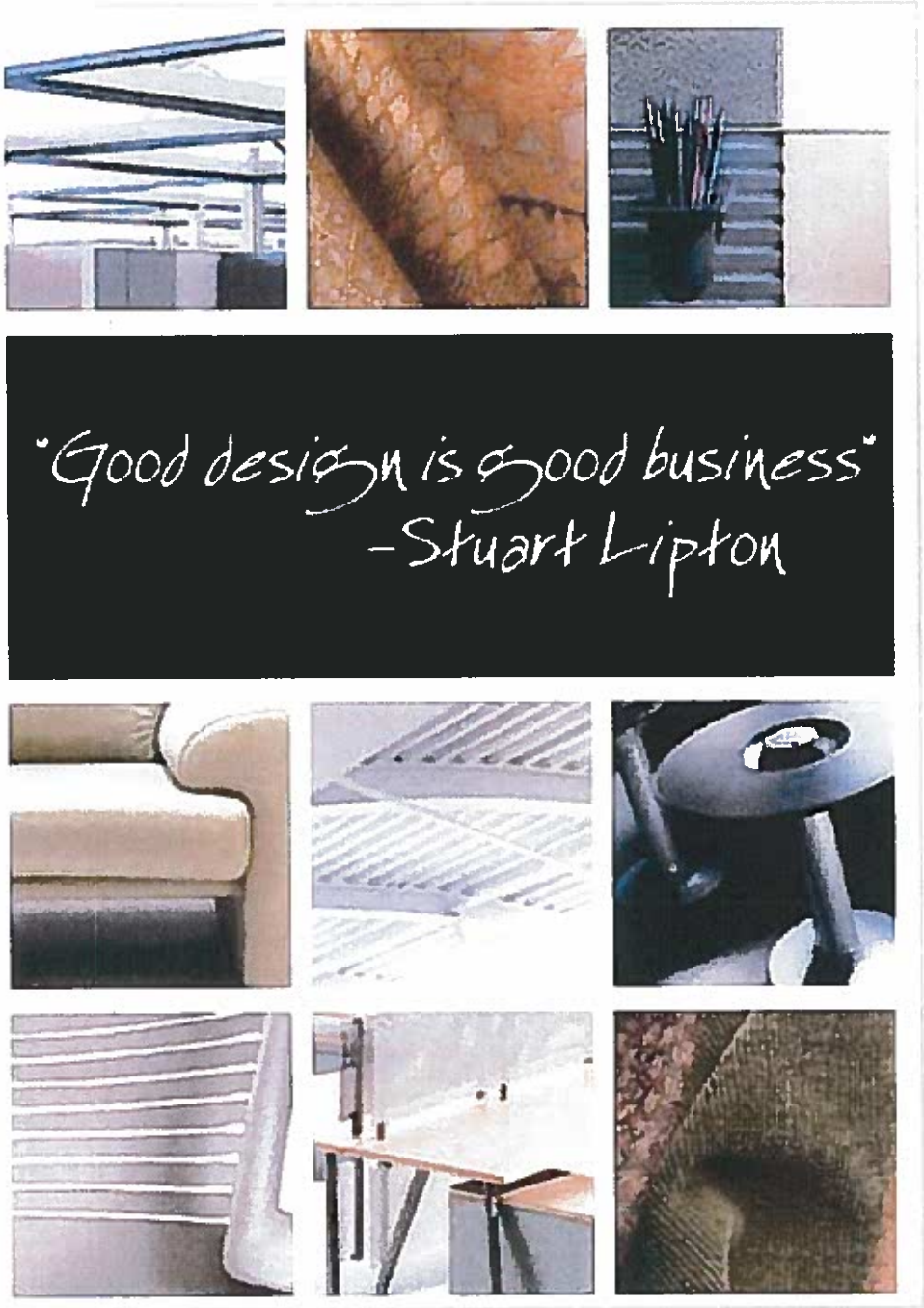
Office Concepts provides a wide range of Technical Services. Our experienced interior designers provide counsel at every step to create a work environment that meets your functional and aesthetic needs.

The scope of work may include anything from space planning and interior architecture... to finish selection, specifications and installation.

An example of our Technical Services includes the following:

Space Planning and Interior Design

- Experienced professionals, NCIDQ certified
- State-of-the-art networked computer system
- Installation plans for new and reused furniture
- Furniture & Furnishings specifications
- Product and finish consultation and selection
- Custom Treatments and components
- Schematic plans
- Feasibility studies
- Master facilities planning



Consulting Company

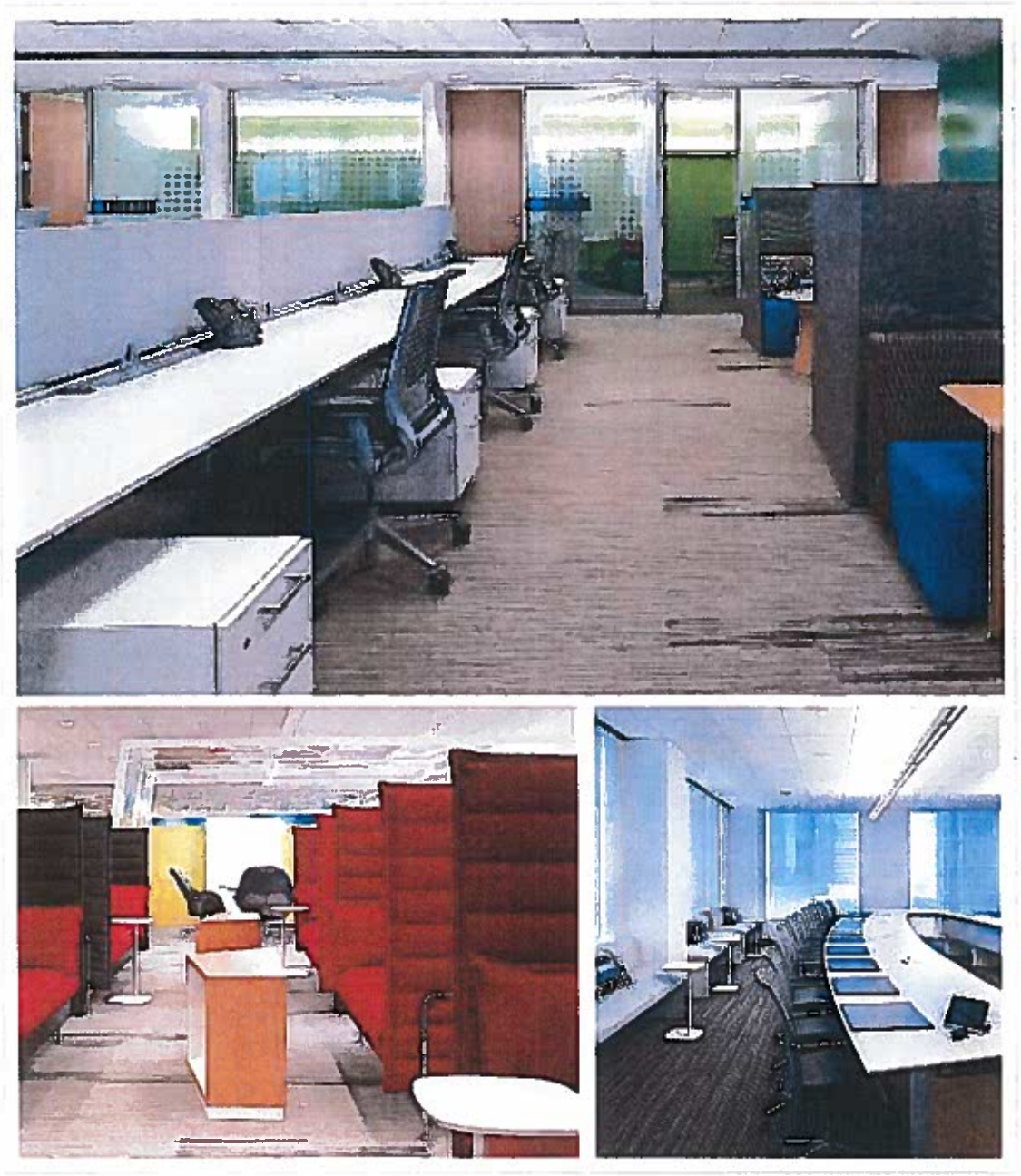
Location: Chicago, IL

Services Provided:

- Workplace Strategy Consulting
- Standards Development
- Space Planning
- Specification
- Procurement
- Delivery and Installation

Project Scope:

- Workstations
- Hoteling areas
- Conference rooms
- Collaboration areas
- Project Rooms



Spirits Company

Location: Deerfield, IL

Services Provided:

- Workplace Strategy Consulting
- Standards Development
- Space Planning
- Specification
- Procurement
- Delivery and Installation
- Move Management

Project Scope:

- Workstations
- Conference Rooms
- Collaboration Areas
- WorkCafe
- Phone Booths

Healthcare Corporation

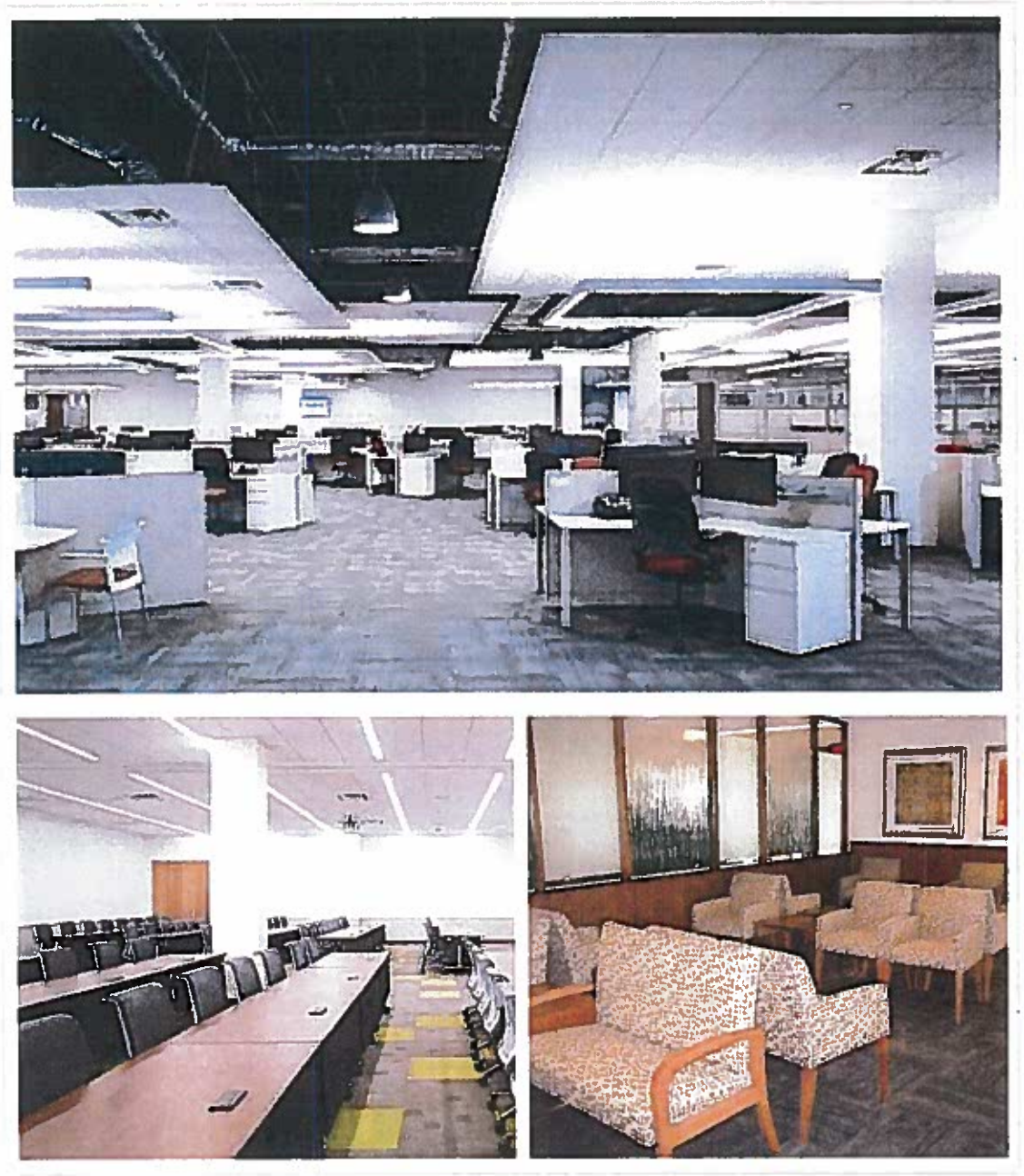
Location: Downers Grove, IL

Services Provided:

- Workplace Strategy Consulting
- Standards Development
- Space Planning
- Specification
- Procurement
- Delivery and Installation

Project Scope:

- Workstations
- WorkCafe
- Conference Rooms
- Private Offices
- Training Rooms
- Lobby



Office Concepts

Office Concepts

Location: Chicago, IL

Services Provided:

- Programming
- Standards Development
- Space Planning
- Specification
- Procurement
- Delivery and Installation

Project Scope:

- Workstations
- Touchdown Stations
- Conference Rooms
- Collaboration Areas
- WorkCafe
- Private Offices

Accounting Firm

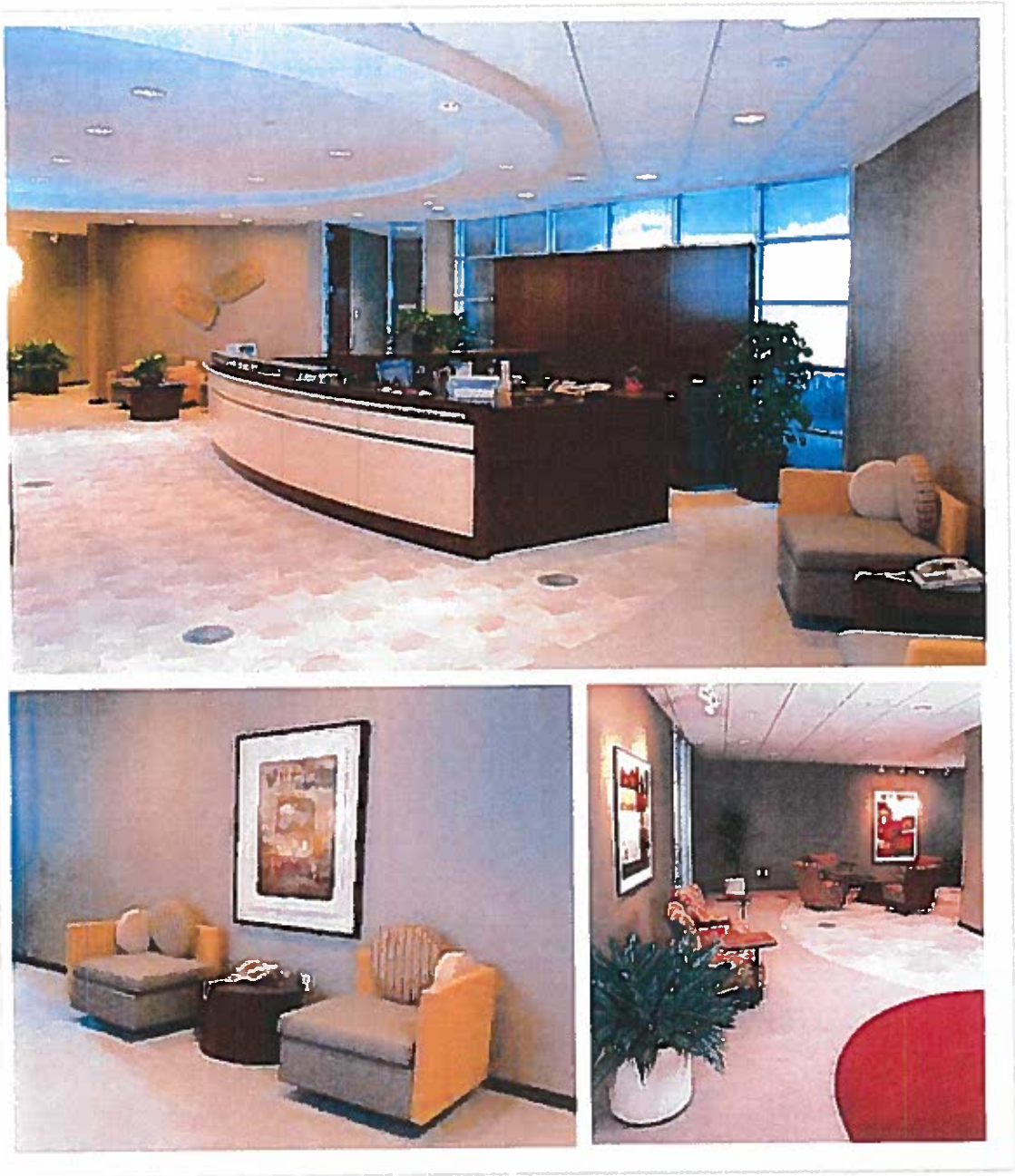
Location: Schaumburg, IL

Services Provided:

- Space Planning
- Specification
- Procurement
- Delivery and Installation

Project Scope:

- Reception Stations
- Lobby Area
- Waiting Rooms
- Common Areas



Mobility Solutions Firm

Location: Chicago, IL

Services Provided:

- Workplace Strategy Consulting
- Programming
- Space Planning
- Specification
- Procurement
- Delivery and Installation

Project Scope:

- Benching Workstations
- Touchdown Stations
- Collaboration Areas
- WorkCafe
- Phone Booths

Construction Industry

Location: Deerfield, IL

Services Provided:

- Workplace Strategy Consulting
- Programming
- Space Planning
- Specification
- Procurement
- Delivery and Installation

Project Scope:

- 360° Workstations
- Touchdown Stations
- Common Areas
- Collaboration Zones
- WorkCafe

Advertising Firm

Location: Chicago, IL

Services Provided:

- Workplace Strategy Consulting
- Programming
- Space Planning
- Specification
- Procurement
- Delivery and Installation

Project Scope:

- Workstations
- Project Rooms
- Conference Rooms
- Meeting Areas
- WorkCafe

Hospital Bed Tower

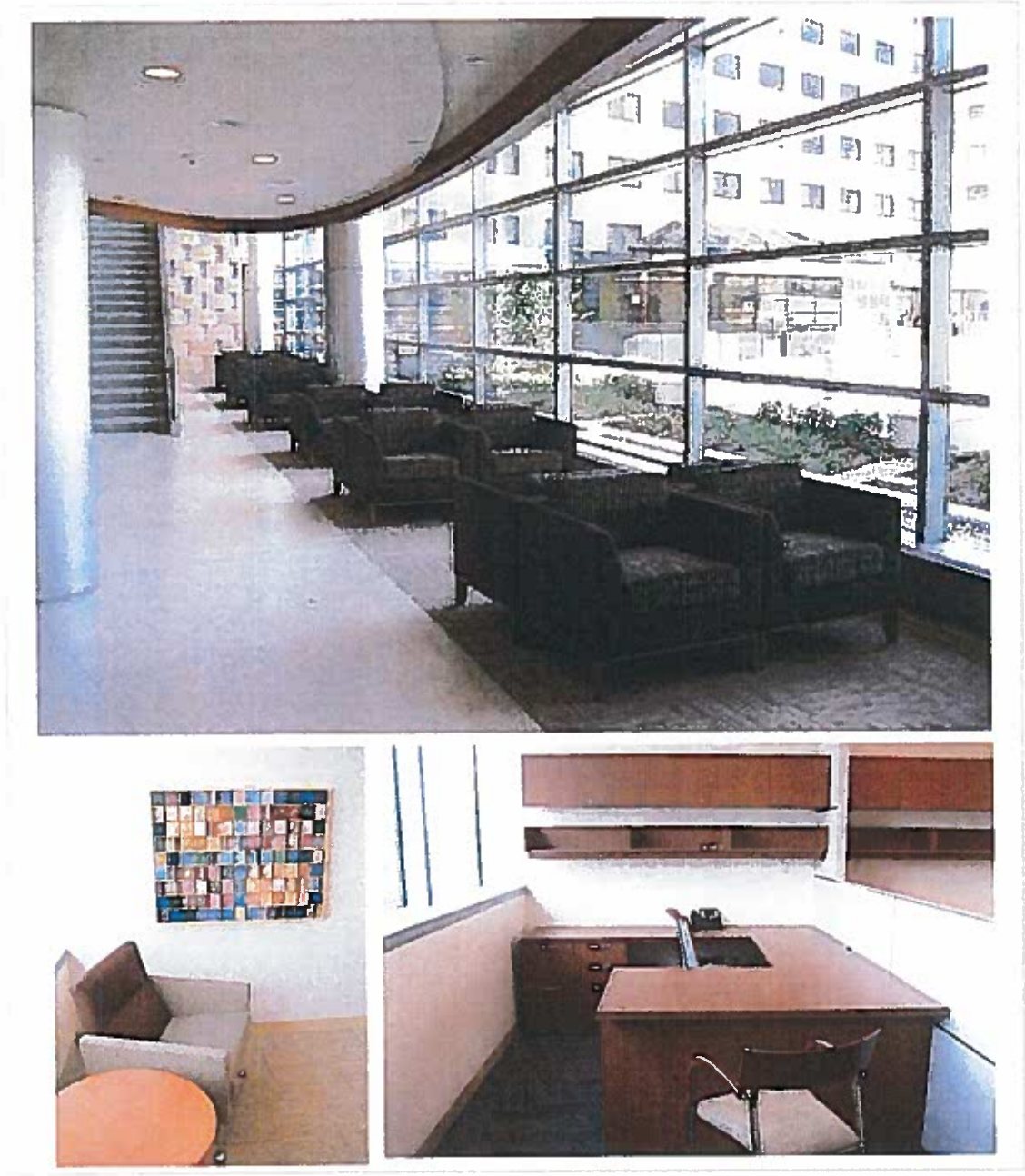
Location: Park Ridge, IL

Services Provided:

- Programming
- Standards Development
- Space Planning
- Specification
- Procurement
- Delivery and Installation

Project Scope:

- Private Offices
- Nurses Stations
- Conference Rooms
- Collaboration Areas
- Reception
- Lobby Areas



Office Concepts

Medical Products Company

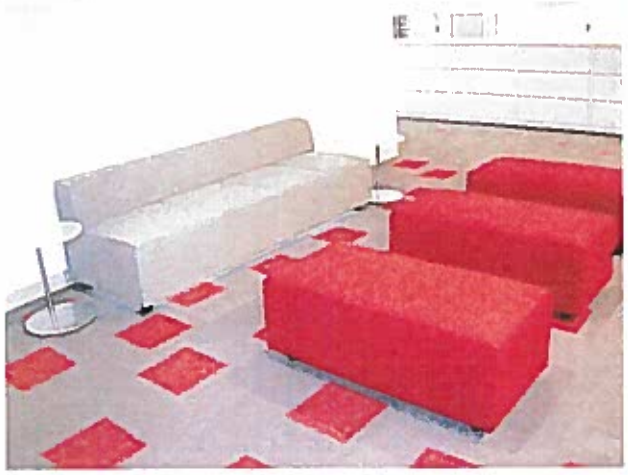
Location: Libertyville, IL

Services Provided:

- Workplace Strategy Consulting
- Programming
- Space Planning
- Specification
- Procurement
- Delivery and Installation

Project Scope:

- Workstations
- Private Offices
- Conference Rooms
- Collaboration Areas
- WorkCafe
- Informal Meeting Areas



Display Manufacturer

Location: Chicago, IL

Services Provided:

- Programming
- Standards Development
- Space Planning
- Specification
- Procurement
- Delivery and Installation

Project Scope:

- Workstations
- Reception Area
- Private Offices
- Collaboration Areas
- WorkCafe
- Informal Meeting Areas

Office Concepts

05 PROJECT EXPERIENCE

CLIENT REFERENCES

Office Concepts

Advocate Lutheran General Hospital
New Bed Tower
Nancy Boldt
Project Designer
847.723.5572
nancy.boldt@advocatehealth.com

- Nurses Stations
- Offices, Filing
- Seating Solutions
- Ancillary furnishings including public waiting areas

About the Project

OWP & P worked with Steelcase and Office Concepts to create the new 192-private-room, 382,623-square-foot bed tower. The state-of-the-art building has among the largest patient rooms in the state, unique safety features and a family-centered care focus. In addition, the tower has an environmentally sensitive design that is on target to being the first in the Midwest and the largest hospital building in the country to achieve Leadership in Energy and Environmental Design (LEED) gold certification from the U.S. Green Building Council.

Dominican University
River Forest, IL
Dan Bulow
Director Building & Grounds
708.524.6780
dbulow@dom.edu

- Science Building
- Administration and Registrars Offices
- Conference and Training Room Furniture
- Dorm rooms, Student Lounge, Cafeteria

About the Project:

Dominican University is a private, not-for-profit, coed institution in River Forest, IL. The campus has over 939,00 square feet of buildings with 5 residence centers. At any time there are more than 3500 full time students. Office Concepts works in partnership with Newman Architecture to supply furniture and furnishings throughout the campus. We have had an ongoing relationship with Dominican University for over 10 years.

CLIENT REFERENCES

Office Concepts

Mesirow Financial
New Corporate Headquarters
David Rotholz
Senior Vice President
312.595.7852
drotholz@mesirowfinancial.com

- Approximately 700 workstations
- 500 private offices
- Auditorium conference space with seating
- Conference, training and café spaces
- Ancillary furnishings including soft seating, collaborative areas and file niches

About the Project:

The building was developed by Mesirow Financial Real Estate and designed by renowned architect Dirk Lohan of Lohan Anderson. Mesirow Financial now occupies 12 floors of the 45-story tower and co-anchors the building. The space includes a dedicated conference center which occupies an entire floor with 22 rooms of various seating capacities and state-of-the-art conference capabilities. This project achieved LEED Gold certification. Working together with consistent and effective communication, the project was completed on time and within a compressed installation schedule.

City of Evanston
Furniture and Furnishings
Preferred Vendor
Anil Khatkhate
ADA/CIP Project Manager
847.866.2975
akhatkhate@cityofevanston.org

- Law Department
- Water Department
- Levy Senior Center
- Evanston Public Library
- Evanston Police Department
- Chandler Newberger Center

About the Projects

Evanston is a suburban city in Cook County, Illinois, United States, 12 miles north of downtown Chicago, bordered by Chicago to the south, Skokie to the west, and Wilmette to the north, with a population of 74,486 as of 2013. Office Concepts works closely with the City of Evanston and provides the following: furniture budgets, space planning, interior design, furniture specifications, fabric application approvals, attended meetings, ordered/tracked progress of orders, on site for deliveries/installations, completed all punch list items.

CLIENT REFERENCES

Office Concepts

Hollister, Inc
Corporate Headquarters
Don Bolton
Director, Facilities
847.680.2792
don.bolton@hollister.com

- 425 workstations
- 127 private offices
- All filing solutions
- Ancillary furnishings including copy areas

About the Project

Hollister worked with Steelcase and Gensler to update their space. They realized the current space was outdated and no longer reflected their values or company culture. The goal of the project – along with utilizing real estate more effectively – was to facilitate employee interaction, strengthen company culture and create uniformity throughout the space. They also wanted to bring customers though and have those customers realize the Hollister difference. Steelcase and Gensler facilitated focus groups and documented research from which Office Concepts created workstation typicals and pilot spaces, for users to evaluate proposed furniture work settings. Positive effects have been noted by Hollister in all areas

Chicago Mercantile Exchange
Global Headquarters
Sharon Neary
Associate Director
312-930-1000
sharon.neary@cmegroup.com

- Restacked 15 floors of furniture in Chicago
- Answer workstations, EE6 private offices, Coalesse conference and training room furniture

About the Project:

Chicago Mercantile Exchange Inc. is the largest futures exchange in the United States and the second largest exchange in the world for the trading of futures and options on futures. As an international marketplace, CME brings together buyers and sellers on its trading floors. CME was a very hierarchical company when Office Concepts began the project, many offices on the perimeter, workstations on the interior. With the renovation, we helped changed their culture of behind closed doors to an open plan, minimal offices in the interior of the building and collaborative flexible environments that continue to evolve. The products from Steelcase allow CME the flexibility to adapt to changing business environments

CLIENT REFERENCES

Company Name	**The French Pastry School**
Contact Name	Franco Pacini, President
Phone Number	312.726.2419
Email	fpacini@FrenchPastrySchool.com
Address	226 W. Jackson, Suite 106, Chicago, IL 60606

Company Name	**Discover Financial**
Contact Name	Pete Kennedy, Design and Construction
Phone Number	224.405.1316
Email	petekennedy@discover.com
Address	2500 Lake Cook Road, Riverwoods IL 60015

Company Name	**Solstice Mobile**
Contact Name	Creighton Grose, VP Sales and Marketing
Phone Number	312.465.5432
Email	cgrose@solstice-mobile.com
Address	641 W. Lake Street, Suite 102, Chicago, IL 60661

Company Name	**Unilever**
Contact Name	Leslie Carter, Project Manager
Phone Number	630.505.3500
Email	leslie.carter@unilever.com
Address	2200 Cabot Drive Suite 400,Lisle IL 60532

Client Testimonials

Office Concepts has earned the respect of Mesirow Financial over the past six months in working closely with our team to implement the changes we have requested. Please extend our appreciation for your outstanding service to your entire team".

David Rotholz, Senior Vice President
Mesirow Financial Real Estate, Inc

"Thank you, Office Concepts. Working together, our project was installed accurately, on time and under budget. We are so pleased."

Nancy Boldt, Project Designer
Advocate Lutheran General Hospital

"Our project would not have been as successful without Office Concepts. Your leadership, ability to problem solve and work closely with our entire team was invaluable to us. We consider you a trusted business partners and friend."

Tom Schnecke, VP Operations/Broadcasting
CBS2 Chicago

06 PRICING SUMMARY

PRICING SUMMARY | BID DOCUMENTS

v.

Proposal Form

This Proposal is offered for acceptance by the Village of Oak Park within ninety (90) calendar days from the date of opening. The Proposer has read and agrees to all terms and conditions of this RFP for Village of Oak Park Water and Sewer Rate Study.

Company Name Office Concepts

By: _____
(Signature)

Printed Name: Thomas J. Worniak

Title: President

Email: tworniak@officeconcepts.com

Company Address: 1142 N. North Branch St.

Chicago, IL 60642

Date of Proposal 7.14.2014

Telephone # 312.942.1100

PRICING SUMMARY | BID DOCUMENTS

Originals included in bid response

VI.

Consultant Certification

I, Thomas J. Worniak (Print Name) being first duly sworn on oath, depose and state as follows:

1. I am the President (title) of Office Concepts (Company Name) and have the personal knowledge and authority to make this affidavit.
2. I have read the Village's RFP and understand its terms and conditions, including those related to Consultant Qualifications.
3. For purposes of establishing that the Consultant is not disqualified from entering into a contact with the Village of Oak Park, the Consultant states that it has not been convicted of any laws related to:
   - Procurement Ethics (30 ILCS 500/50-1)
   - Public Contracting (720 ILCS 5/33E)
   - Fraud, or a criminal offense or violation of any federal or State statutes, ordinances regulation, or rule relating to the submission of bids, proposals, or claims, or in connection with obtaining, attempting to obtain, or performing a private or public contract or subcontract
   - Commission or attempted commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, makingfalse statements, tax evasion, or receiving stolen property; or
   - Commission or attempted commission of any other offense, or engaging in or attempting to engage in conduct indicating a lack of truthfulness, veracity, or honesty which affects the responsibility of the vendor
4. The Consultant is not debarred from contracting with the State of Illinois or the City of Chicago.
5. The Consultant has not breached or failed to perform under any contract with the Village.
6. The Consultant does not owe any debt to the Village.
7. The Consultant is not delinquent in the payment of any tax administered by the Illinois Department of Revenue or the Village of Oak Park, except for those it is contesting in accordance with the procedures established by the appropriate revenue Act or Village ordinance.
8. I have read and understand Chapter 13, Article 3 of the Oak Park Village Code relating to Fair Employment Practices.
9. The Consultant is an "Equal Opportunity Employer as defined by Section 2000 (E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. The attached EEO report is true and accurate.
10. The only persons, firms, or corporations interested in this Contract are those disclosed to the Village in this bid. This bid is made without collusion with any other person, firm, or corporation.
11. If any of the above statements are not true, the following space is available to indicate which part is not true and to provide an explanation.

_____

By: _____
(Signature)

Printed Name: Thomas J. Worniak

Subscribed and sworn before me this 11 day of July, 2014,

_____ (SEAL)
Signature of Notary Public

OFFICIAL SEAL
Notary Public - State of Illinois
My Commission Expires May 29, 2017

Steelcase

Oak Park

Office Concepts

PRICING SUMMARY | BID DOCUMENTS

Originals included in bid response

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. An incomplete form will disqualify your Bid. For assistance in completing this form, contact the Public Works Department at 708-358-5700.
An EEO-1 Report may be submitted in lieu of this report

Consultant Name Office Concepts Total Employees 77

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers	2	1	1									
Professionals	9		9					1				1
Technicians	11	11		1	5							6
Sales Workers	26	8	18				2		1		1	4
Office & Clerical	22		19		1			2	2			5
Semi-Skilled	3	3										
Laborers	3	3		1	2							3
Service Workers	1	1										
TOTAL	77	30	47	2	8		2	3	3		1	19
Management Trainees	0	0										
Apprentices	0	0										

This completed and notarized report must accompany your Bid. It should be attached to your Affidavit of Compliance. Failure to include it with your Bid will be disqualify you from consideration.

PRICING SUMMARY | BID DOCUMENTS

Originals included in bid response

Thomas J. Worniak being first duly sworn, deposes and says that he/she is the President (Name of Person Making Affidavit)
(Title or Officer) of Office Concepts and that the above EEO Report information is true and accurate and is submitted with the intent that it be relied upon. Subscribed and sworn to before me this 11 day of July, 2014.

(Signature)

7.11.2014
(Date)

Mary Ann Smith

OFFICIAL SEAL
MARY ANN SMITH
Notary Public - State of Illinois
My Commission Expires May 29, 2017

PRICING SUMMARY | BID DOCUMENTS

Originals included in bid response

VII.

Affidavit of Ownership Structure, Identity of Subconsultants, Suppliers and Consultants and All Persons Who Are Interested In Work

The Consultant and all subConsultants must complete this affidavit, provide a Consultant's Certification in the form indicated in Section VI and provide an EEO report.

I, Thomas J. Womiak (Print Name) being first duly sworn on oath, depose and state under penalties of perjury, as follows:

1. The name and address of the proposers entity is:
   Office Concepts
   1142 N. North Branch St. Chicago, IL 60642

2. I am the President (title) of Office Concepts (Company Name) and have the personal knowledge and authority to make this affidavit.

3. The Consultant is a certified (check if applicable):

   MBE: _____
   WBE: _____
   DBE: _____

Attach a copy of any certification. Certification Expiration Date: _____

4. The size of the firm's current stable work force is as follows:

   Number of full-time employees: 77
   Number of part-time employees: _____

5. The Bidding Company is organized as follows:
   a. Corporation X
   b. Limited Liability Corporation _____
   c. A partnership _____
   d. A sole proprietorship _____

6. If a corporation or an LLC, the entity is authorized to do business in the State of Illinois and the name and address of the registered agent is:
   Mr. Lew Greenblatt
   Reed Smith
   10 South Wacker Drive, 40th FL
   Chicago, IL 60606

7. If a partnership, the names and addresses of the partners are as follows:

8. If a sole proprietorship, the name of the sole proprietor is _____

9. The name and address of any other individual, firm or entity that has an interest in this contract is:

10. The Consultant will X, will not _____ be using any subConsultants in the performance of this contract to another firm.

11. The name and address of the proposed subConsultant is:
    If union installation is required, Office Concepts would subcontract with a union installation firm. We consistently use two firms: Spectrum Officeworks and Installation Specialists, Inc.

12. The facts and representations set forth in this affidavit are true and correct and no material facts have been omitted.

The Affiant Says Nothing Further

Signature

Thomas J. Womiak
Print Name

7.11.2013
Date

Subscribed and sworn before me this
11th day of July, 2014,

_____ (SEAL)
Signature of Notary Public

PRICING SUMMARY | DESIGN

Office Concepts will provide at no charge to The Village of Oak Park, the technical services associated with planning, specifying, installing and procuring new Steelcase Office Furniture.

Office Concepts will provide The Village of Oak Park, the consultative services associated with programming, millwork design and drawings, interior building finish selections and coordination. Also including establishing a new color scheme for the interior walls and enclosed offices, and the research and proposal of lighting options and new flooring. These services will be billed at the rate of $ 55.00 per hour.

Details of the services are provided on the following pages.

PRICING SUMMARY | DESIGN PROPOSAL | NEW STEELCASE FURNITURE

Originals included in bid response

Office Concepts will provide at no charge to The Village of Oak Park, the technical services associated with planning, specifying, installing and procuring new Steelcase Office Furniture.

Those activities and tasks are described in the following pages.

PRICING SUMMARY | DESIGN PROPOSAL | NEW STEELCASE FURNITURE

Typically included in bid response

Technical Services Proposal	July 10, 2014
Project Name	***The Village of Oak Park***
Address	***Village Hall***
	123 Madison Street
	Oak Park, IL 60302
Client Contact	***Lisa Shelley***
Account Executive	***Jane Batchen***
Submitted By	***Alison Kulisek***

Scope of Proposed Services

We have outlined a service process designed to effectively space plan, select and specify new open office workstations, private office furnishings, and miscellaneous freestanding furnishings. In addition, we will assist with the interior building finish and fixture selections in order to create an updated, vibrant and welcoming space for the community and visitors of The Village of Oak Park, Village Hall.

Information Gathering – Phase One

- Meet with the appropriate individuals to determine detailed project requirements and expectations, including functional, aesthetic, budget and scheduling targets.
- Field measure critical dimensions and conditions in order to verify CAD system generated base plans, provided by the building architect, for the purpose of space planning.
    - *NOTE*: This proposal assumes that the building architect will provide current CAD generated base plans. If these drawings are not available, Office Concepts will obtain CAD generate base drawings at an additional expense.
- Facilitate meetings with user groups to understand the space program and specific furniture and furnishings requirements for each area, function and group involved with renovating the existing space. Number of specific user groups to be determined by The Village of Oak Park.
- Create a detailed furniture inventory of existing workstations, private offices and miscellaneous furniture within project areas identified by The Village of Oak Park for potential re-use planning in new layouts.
- Summarize all information gathered and present this to The Village of Oak Park spokesperson(s) for review.
- Finalize Furniture and Furnishings requirements for all areas of the new facility based on comments received from The Village of Oak Park.

Space/Block Plan Preparation – Phase Two

- Develop *Preliminary Space/Block Plans* indicating workstations, private offices and other miscellaneous spaces such as Conference Rooms, Lounge/Library and Community / Visitor spaces to be built out as needed to accommodate all requirements discussed during Phase One. Plans will be developed in sufficient detail to understand the size of the proposed spaces.
- Develop Typical Office, Workstation and Miscellaneous Room plans, including Conference Rooms and Visitor areas based on information gathered during Phase One. Office Concepts will develop three-dimensional drawings, if needed, of each typical for review by The Village of Oak Park spokesperson(s).
- Review plans and selections with The Village of Oak Park spokesperson(s) and revise and update once. Subsequent revisions shall be considered additional services and will be billed at the hourly rate of $55.00.

Furniture Plan Preparation – Phase Three

- Facilitate trip to Office Concepts Chicago location and / or Merchandise Mart to review potential Furniture Selections.
- Develop all *Furniture Selections* that accommodate all the requirements discussed in Phase One and compliment the style of the interior space.
- Develop *Detailed Furniture Plans*, based on approved typicals, indicating all furnishings as needed to accommodate all requirements discussed during Phase Two.
- If required, develop *Preliminary Millwork Designs* for specific Visitor areas if determined that a furniture solution is not applicable.
- Develop corresponding *Preliminary Furnishing Finish Options* indicating product paint, laminate and fabric combinations that compliment interior building finishes.
- Develop corresponding *Preliminary Furnishings Budget* indicating preliminary cost information for all new furnishings being considered.
- Review plans and selections with The Village of Oak Park spokesperson(s) and revise and update once. Subsequent revisions shall be considered additional services and will be billed at the hourly rate of $55.00.

PRICING SUMMARY | DESIGN PROPOSAL | NEW STEELCASE FURNITURE

Originals included in bid response

Furniture Documentation - Phase Four

- Provide *Final Furniture Plan* indicating all new furniture and furnishings required for all spaces of the project area.
- Provide *Product Descriptions* for all new furnishings indicated on *Final Furniture Plan* to develop pricing quotations.
- Verify that all Furniture *Power/Data/Telephone* locations are coordinated with furnishings and the Power Plans prepared by project Architect.
- *NOTE*: These services do not include the preparation of engineering or permit application documents. If required, other professionals provide these services as part of a separate agreement.
- Provide dimensioned electrical plan, as it pertains to new and existing furniture.
- Provide *Final Millwork Drawings*, if required, to be fabricated by others.
- Review plans and specifications with The Village of Oak Park spokesperson(s) and revise and update once. Subsequent revisions shall be considered additional services and will be billed at the hourly rate of $55.00.
- Provide detailed drawings labeling existing, reused, and left over items for installation purposes.

Interior Building Finish Selections - Phase Five

- Meet with The Village of Oak Park spokesperson(s) to understand quality of interior finish materials required and the desired image that The Village of Oak Park wants to project.
- Develop *Interior Building Finish Selections* to include flooring, wallcovering, paint, millwork finishes, lighting and window treatments (if required). Two different color palette options will be developed for review by The Village of Oak Park spokesperson(s).
- Based on direction received from The Village of Oak Park, one interior finish palette will be finalized and documented to incorporate in the renovation of the new facility.
- Provide *Finish Plans* and *Finish Schedule* to documents interior building finishes selected

Office Concepts
A Steelcase Elementary Award Winner

Project Estimate for Services
Furniture Services

PROJECT NAME: The Village of Oak Park
SALES: Jane Belcher
DATE: 11-Nov-14
PROJECT NUMBER: TBD

0	PROGRAMMING
4	FIELD MEASURE (2 PEOPLE@8-HR EA)
8	INVENTORY
4	VERIFY BASE PLAN
8	DEVELOP TYPICALS
2	MOCK-UP/MART TRIP
12	SPACE PLAN (2 OPTIONS)
8	FURNITURE PLAN
4	BUDGET SPECS
0	MEETING
	MEETING MINUTES
2	REVISIONS
8	FURNITURE SELECTIONS
4	FURNITURE FINISH SELECTIONS
0	MILLWORK DESIGN & DRAWING PREPARATION
0	INTERIOR BUILDING FINISH SELECTION
0	FINISH PLAN AND SPECIFICATIONS
0	MEETING
0	REVISIONS TO ABOVE SELECTIONS
8	SPECIFICATIONS
4	SPECIFICATION VERIFICATION
4	MEETING
4	ELECTRICAL COORDINATION
0	PRE-AUDIT INSTALL & CONSTRUCTION COORDINATION
8	INSTALLATION DRAWINGS
8	SITE VISIT/ PUNCH LIST
90	SUBTOTAL
	+ 10 % PROJECT MANAGEMENT
90	TOTAL X $ 0.65 /HOUR = $ 5,850.00

To be provided at no charge to The Village of Oak Park

PRICING SUMMARY | DESIGN PROPOSAL | CONSULTATIVE SERVICES

Replace included in bid response

Office Concepts will provide The Village of Oak Park, the consultative services associated with programming, millwork design and drawings, interior building finish selections and coordination. Also including establishing a new color scheme for the interior walls and enclosed offices, and the research and proposal of lighting options and new flooring. These services will be billed at the rate of $ 55.00 per hour.

Those activities and tasks are noted in the chart.

Office Concepts
A Steelcase Elempary Award Winner

Project Estimate for Services
CONSULTATIVE

PROJECT NAME: The Village of Oak Park
SALES: Jane Bachen
DATE: 11-Jul-14
PROJECT NUMBER: TBD

6	PROGRAMMING
0	FIELD MEASURE (2 PEOPLE@4HRS EA)
0	INVENTORY
0	DRAFT BASE PLAN
0	DEVELOP TYPICALS
0	MOCK-UP/MART TRIP
0	SPACE PLAN (2 OPTIONS)
0	FURNITURE PLAN
0	BUDGET SPECS
6	MEETING
	MEETING MINUTES
0	REVISIONS
0	FURNITURE SELECTIONS
0	FURNITURE FINISH SELECTIONS
12	MILLWORK DESIGN & DRAWING PREPARATION
16	INTERIOR BUILDING FINISH SELECTION
8	FINISH PLAN AND SPECIFICATIONS
4	MEETING
8	REVISIONS TO ABOVE SELECTIONS
0	SPECIFICATIONS
0	SPECIFICATION VERIFICATION
2	MEETING
4	ELECTRICAL COORDINATION
8	PRE-AUDIT INSTALL & CONSTRUCTION COORDINATION
0	INSTALLATION DRAWINGS
0	SITE VISIT/ PUNCH LIST
70	SUBTOTAL
	+ 10 % PROJECT MANAGEMENT
70	TOTAL X $ 55.00 /HOUR = $ 3,850.00

PRICING SUMMARY | LABOR RATES

Trade	Provider	Standard Hourly Rate	Overtime Hourly Rate	Double Time Hourly Rate
Non Union	Office Concepts	$ 46.00	$ 69.00	$ 92.00
Union	Spectrum	$ 100.50	$ 144.00	$ 165.00
Electrical	Midwest	$120.00	$ 188.50	$ 250.00

PRICING SUMMARY | STORAGE RATES

Space	Cost per Square Foot
Under 100 square feet	$ 0.65
Over 100 square feet	$0.55
Or One Bay Minimum	$26.50 per month

Love how you work.™

Steelcase

Oak Park

Office Concepts