

**bernier
enterprise**

purchasing consultants

Company Profile

Astrid Bernier
Principal

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The following information is meant to provide a brief description of the services offered by Bernier Enterprise, a Contract Purchasing Firm of Furniture, Fixtures, and Equipment.

Scope of Services

Our role as the FF&E consultant is to ensure that the detailed specifications issued by the design consultant are evaluated, purchased, and installed at the project on behalf of the client. Although each project is unique and must be treated as such, the following are customary procedures followed by Bernier Enterprise.

Review of Project

We begin by doing a complete review of existing documents and drawings. Meetings between the consultants and client are held to initiate dialogue and questions. A clear understanding of the design direction, size and components of the project, specific concerns relating to the locale of the project, and the accuracy of the client's initial budget must be shared with all parties. From this information, Bernier Enterprise will prepare a preliminary budget and schedule for the FF&E.

Bidding and Initial Selection

Bid packages using the designer's specifications and drawings are issued for most items in the project. Sources from the vendor/installer bid lists, which are approved by the client/operator and designer, are gathered from the domestic and international markets based upon the needs of the project.

Upon receipt of returned bids, Bernier Enterprise negotiates with likely candidates on both specified and possible alternate items to ensure that budget requirements and design intent are maintained. Recommendations with back-up are submitted to the client and/or operator, and the designer for approval.

Model Room

The model room is an important test situation for all consultants of the project, as it evaluates the design concept and its practicality. It also evaluates the various skills of the vendors utilized to put the room together.

Upon approval, Bernier Enterprise issues purchase orders, handles the expediting, manages the shipping, installation, and final arrangement of the model room.



Final Selection and Purchase

The final selection of vendors and installer is made upon approval of the model room, and their respective purchase orders and/or contracts are prepared. All Local, State, and Federal/National codes and regulations are taken into account and noted. Any other specific requirements pertaining to the project are also noted.

A final budget is issued to the client for review. A cash flow projection is also prepared to allow the client to plan the release of funds for the project on a monthly and long-term basis.

Bernier Enterprise then submits all purchase orders and contracts to the client for review and signature. It may also be advantageous to have the operator and/or interior designer review and sign-off on orders as well.

Accounting

The following reports are issued to the client on a monthly basis to monitor the project:

- Item report with status of purchased items
- Invoice report w/ status of payments and outstanding balances

All invoices and freight bills are received and verified by Bernier Enterprise. Payment requests are submitted to the client, along with the original invoice and/or freight bill. All checks are returned to Bernier Enterprise for distribution to the vendors.

All sales tax, import tariffs (if applicable), and freight costs are accounted for and monitored on the invoice report, along with any discounts that would be returned directly to the project.

Installation

The final phase of the project is ensuring that the merchandise is installed properly at the project site. This is accomplished and monitored with expediting & installation reports.

In conjunction with the client, operator, and general contractor, Bernier Enterprise coordinates a final schedule for FF&E installation with the selected installer. From this schedule a full breakdown of the project is developed to allow shipments by area of readiness. The goal is to minimize the use of warehousing, rather than rely solely on it, and all expediting and coordination with the installer works towards that objective.



Providing the client with the most reliable freight service at the best industry rates is another goal. Bernier Enterprise bids out to various domestic and international carriers to determine which company fills those requirements for the project.

We provide the necessary site supervision of the installation to ensure that all of the client's needs are met. We work closely with the other consultants, as well as the selected installer, to make the procedure as smooth and professional as possible.

Close-out

At the close of the project, Bernier Enterprise will provide a complete review of all payables to vendors, and if requested a full set of purchase orders.



Biography of Principal

Astrid Bernier is a purchasing professional with 15+ years experience in the Hospitality industry. She has been involved in major hotel renovations and new construction projects, and has been responsible for purchasing Millions of Dollars worth of goods and services.

Ms. Bernier was Director – West Coast Operations for the Leonard Parker Company from April to Sept. 2001 when the L.A. office was closed as a result of company downsizing. Prior to that she subcontracted her services to several Los Angeles-based Purchasing Firms on a per project basis. She was involved in a consulting capacity and was responsible for procuring FF&E for Del Webb’s Sun City Anthem Rec. Center, Henderson, NV; the Hotel Del Coronado, Ocean & Poolside Towers, Coronado, CA; the Eden Roc Resort & Spa, Model Room, Miami Beach, FL; the Kizu Senior Living Community in Nara, Japan; Sheraton New Orleans Hotel, New Orleans, LA; Sheraton Desert Inn Hotel, Las Vegas, NV; The Phoenician Hotel, Town Homes, Scottsdale, AZ, as well as the New Otani Hotel & Gardens, Los Angeles, CA; and the DoubleTree Hotel - Irvine Spectrum, Irvine, CA.

Ms. Bernier has purchased all FF&E for Public Areas, Suites and typical Guestrooms. She has also been involved in ordering kitchen and laundry equipment and back-of-house merchandise for several hotels.

Prior to forming Bernier Enterprise, as a result of corporate downsizing at P.A.O. & Associates Int’l., Santa Monica, CA, Ms. Bernier was Project Director and directly involved in procurement of all FF&E for the Arizona Biltmore Hotel, Phoenix, AZ renovation; Sun City, Hadano, Japan new construction; Alyeska Prince Hotel, Girdwood, AK new construction; Hapuna Beach Prince Hotel, Kamuela, HI renovation; Hotel Nikko Kuala Lumpur, Public Areas, Malaysia; and the New Tokyo Cafeteria, Tokyo, Japan.

Ms. Bernier was Manager of Purchasing for Patrick M. Nesbitt Associates (now Windsor Capital Group) located in Los Angeles, CA. At the time, the company was the second largest franchisee of Embassy Suites Hotels. Along with her many duties in opening several new hotels, she also traveled on behalf of the company to the construction sites to facilitate reviewing and implementing the construction “punch” process. Projects included the Embassy Suites Hotel, Bellevue, WA; Embassy Suites Hotel, Livonia, MI; Embassy Suites Hotel, Denver, CO; Embassy Suites Hotel (expansion), Tigard, OR; and the Embassy Suites Hotel, Lynnwood, WA.



COMPLETED PROJECTS

THE FOLLOWING IS A “PARTIAL LIST” OF COMPLETED PROJECTS:

- CHATEAU LE MOYNE HOTEL, NEW ORLEANS, LOUISIANA
- DEL WEBB'S SUN CITIES ANTHEM RECREATION CENTER, HENDERSON, NEVADA
- NEW OTANI HOTEL & GARDENS, LOS ANGELES, CALIFORNIA
- DOUBLETREE HOTEL - IRVINE SPECTRUM, IRVINE, CALIFORNIA
- HOTEL DEL CORONADO, OCEAN & POOLSIDE TOWERS, and GRANDE HALL CORONADO, CALIFORNIA
- EDEN ROC RESORT & SPA, MODEL ROOM, MIAMI BEACH, FLORIDA
- KIZU PHASE I SENIOR LIVING COMMUNITY, JAPAN
- SHERATON DESERT INN HOTEL, LAS VEGAS, NEVADA
- SHERATON NEW ORLEANS HOTELS, NEW ORLEANS, LOUISIANA
- THE PHOENICIAN HOTEL, TOWN HOMES, SCOTTSDALE, ARIZONA
- SUN CITY KANAGAWA, HADANO, JAPAN
- THE ARIZONA BILTMORE HOTEL, PHOENIX, ARIZONA
- HAPUNA BEACH PRINCE HOTEL, KAMUELA, HAWAII
- ALYESKA PRINCE HOTEL, GIRLWOOD, ALASKA
- HYATT REGENCY EMBARCADERO, PRESIDENTIAL SUITE, SAN FRANCISCO, CALIFORNIA
- HOTEL NIKKO KUALA LUMPUR, PUBLIC AREAS, MALAYSIA
- HOTEL NIKKO BEVERLY HILLS, SUITES, BEVERLY HILLS, CALIFORNIA
- NEW TOKYO CAFETERIA, TOKYO, JAPAN
- EMBASSY SUITES HOTEL, BELLEVUE, WASHINGTON
- EMBASSY SUITES HOTEL, LIVONIA, MICHIGAN
- EMBASSY SUITES HOTEL, DENVER, COLORADO
- EMBASSY SUITES HOTEL (EXPANSION), TIGARD, OREGON
- EMBASSY SUITES HOTEL, LYNNWOOD, WASHINGTON



REFERENCES

Ms. Cheryl Rowley / 310.843.0101

Principal

Cheryl Rowley Design Inc.

Ms. Bernier became involved mid-stream on a private residence in Laguna Beach, CA. She finalized all orders, expediting, vendor payments, warehouse consolidation, and coordination and oversight of the installation. She recently completed a **Carmel, CA residence** with Cheryl Rowley and Bob LaCour.

Interior Designer: Cheryl Rowley Design / 310.843.0101

Cheryl Rowley and Bob LaCour

Mr. Claudio Ponte / 818.880.8300

Managing Partner

Wine Road Vintners, LLC

Ms. Bernier was responsible for all aspects involved in procuring & installing the FF&E for the **Ponte Winery in Temecula, CA**. She handled all orders, expediting, vendor payments, warehouse consolidation, and coordination and oversight of the installation.

Interior Designer: Cuningham Group / 310.306.9102

Jacqueline Adler

Mr. Kevin Davis or Ms. Robin Ziv / 415.616.9600

Owners / Partners

Ziv Davis LLC

Ms. Bernier is Project Director and responsible for all aspects involved in procuring & installing the FF&E for various Pulte Homes/Del Webb **Clubhouse projects** located in CA, NJ, VA.

Interior Designer: Ziv Davis LLC / 415.616.9600

Kevin Davis and Robin Ziv