

# About Scott Rice

## Where insights and solutions come first.

At Scott Rice Office Works, we don't want to sell you products. We want to make your space run better. Period. Sure, we offer industry-leading products that deliver on our custom solutions, but our focus is on helping you make the most of your entire workspace. How? By studying your employee needs and the tasks they perform. By observing how they work and collaborate. By designing flexible solutions. It's a unique, proven process that's helped thousands of companies improve efficiency and reach their full potential.



## Innovation. By design.

Through years of learning and honing our craft, we built ourselves an industry-wide reputation for innovation and reliability. We make it our mission to stay on top of the latest trends, research and quality solutions. Our partnerships with top industry suppliers are strong and continue to grow. And our vast portfolio means you get the benefit of a perspective that's far-reaching and laser-focused on proven methods. The result? A better workspace. Inspired, functional and built for today's standards. Guaranteed.

## **About Scott Rice**

### **A different way of doing things.**

Our reputation for quality and creativity didn't come by accident. We've built it through the years by doing things differently. Focusing on the end result first, our goal is how we help your business run better. It's a formula that's earned us a strong roster of clients, continued growth and some of the smartest, brightest associates in the industry.



### **Smart, Innovative, Inspired, and Integrated.**

Scott Rice Office Works comprises a family of interdependent companies that combine to offer complete solutions. Each company is an expert in its field and each brings its own set of highly specialized skills to offer fully integrated planning, technology, construction, accessories, move management and furniture.

Collaborating companies include: Scott Rice Office Works, Commercial Installation & Construction (CIC), Facility Management Services Group (FMSG) and Image Flooring.

## Scott Rice Integrated Capabilities



### Scott Rice Office Works

- Space planning
- Workplace information gathering
- Tenant finish design & specification
- Furniture and finish selection
- Installation

### Facility Management Services Group

- Space evaluation
- Programming
- Interior design
- Furniture evaluation & acquisition

### Commercial Installation & Construction

#### Interior construction

- Renovation/tenant finish
- Demolition
- Drywall
- Acoustical ceiling
- Wall covering & paint
- Cabinetry
- Channel glass system
- Store front system
- Wall covering/finishes
- Di-Noc 3M covering
- Construction management
- Dust containment
- Fire stopping
- HVAC, electrical, plumbing
- Sprinkler/fire protection

#### Image Flooring

- Custom design
- Specialty floors
- National account agreements
- Mill certified installation
- Furniture lift system installation

#### Product evaluation

- Carpet
- Ceramic tile
- Vinyl composition tile & sheet vinyl
- Bamboo, cork & rubber floors

- Re-upholstery
- Cleaning of panels & seating
- Furniture repair & maintenance
- Wood furniture refinishing & repair
- Authorized Steelcase dealer
- High density storage solutions
- Artwork & accessories

- Furniture inventory
- Detailed furniture layout
- Move services
- Furniture disposal
- Warehousing

#### Installation

- Design reconfiguration
- Furniture relocation
- Furniture disposal
- Move services
- Warehousing
- Space planning
- Mobile filing systems
- Security cages
- Theater seating

#### Architectural products

- Floor-to-ceiling moveable walls
- MechoShades
- Glass wall systems
- Sound masking

#### Flooring Maintenance

- Carpet cleaning programs
- Carpet fabric protection
- Ceramic tile/grout sealing
- Concrete protective treatments
- Rubber protective treatments
- Terrazzo protective treatments
- VCT protective treatments
- Wood protective treatments

## Project Management

Our project management activities will start at the beginning of the project prior to order entry. Our workplace consultant will attend meetings and will consult with the project team to develop a delivery and installation schedule.

Scott Rice has established processes that will provide the customer comprehensive communication in planning and managing the day-to-day project requirements, from final specification and order placement through final delivery, installation and completion.

The schedule will document all milestones and delivery dates, including last change dates for each phase.



## Project Management

Below is a description that depicts the process from initial engagement through completion of the installation, deficiency correction and project closeout.

- 1 Planning**
  - Work with client on planning, and design specification
  - Assist with test fits (space planning) and budgetary pricing
  - Typical development
  - Verify clearances and code compliance
  - Create sketch and photo-realistic renderings of furniture applications
  - Field verification and construction coordination
  - Existing product inventory
  - Pricing with installation costs
- 2 Procurement**
  - Submitting quotes, managing submittals and processing orders
  - Assist Client in utilizing and registering for applicable state and national contracts
- 3 Pre-installation prep**
  - Check job site to verify it's ready for installation
  - Align logistics and deliveries
  - Confirm and communicate ship dates
  - Field verification as needed
  - Attend meetings, including early construction and client scope meetings, as necessary to determine project deliverables and the time frame
  - Communicate installation dates and arrivals/product delays
- 4 Installation**
  - Scott Rice warehouse receives product prior to delivery or Installers receive direct shipment on-site
  - Scott Rice will take care of any freight issues and process claims
  - Unpackage and assemble and place all products based on approved drawings
  - Remove all package materials from site
- 5 Post installation**
  - Schedule walk-through with client to compile punch list for each phase
  - Process punch list and determine arrival date of back order items and schedule appropriate install date, determine if damaged products should be repaired or replaced, and make sure freight claims are completed on freight damaged during shipping