

Procurement. Redefined.



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**CIE**  
CHRISTINA RIVER  
EXCHANGE



# Full-Service FF&E Procurement

**Christina River Exchange LLC** is a full-service FF&E procurement company based in Wilmington, Delaware that serves the hospitality industry nationwide.







# Services

We're not your average procurement firm. Our procurement team has over 10 years of interior design and global hospitality procurement experience - AND we have over 20-plus years of experience in development and construction management. This combined expertise allows us to take a more comprehensive, integrated approach and gives us the ability to solve the most complex FF&E challenges. You can have the peace of mind that your FF&E needs are being handled by a professional and knowledgeable team.

Brand Specifications Review

Budget Development & Cost Analysis

Product Price Comparison & Value Engineering

Project Accounting

Global FF&E Bidding & Sourcing

Cost Monitoring & Management

Procurement Management

Project Management

Warehousing, Freight & Logistics Coordination

Post Occupancy Assistance



# Committed and Collaborative

At Christina River Exchange, LLC, we provide exceptional FF&E procurement services to hotel and commercial property owners and operators. Whether your project is new construction or a renovation, we work side-by-side with our Clients throughout the design, procurement and installation process. We are committed to developing a strong, collaborative partnership with our Clients - and the entire project team - to achieve financial goals and ensure the project exceeds Brand standards.







# Client-Focused. Results-Driven.

When considering a potential procurement partner, we understand the importance of hiring a firm you can count on at every stage of the process. We take immense pride in representing you, our Client, and ensuring we exceed your expectations.

We're driven to understand our Client's procurement requirements and ensure they are matched with the highest quality goods and products for the best price.

Our business model is based on providing exceptional service, so we never mark-up the products we source nor do we accept incentives from our vendors. **Ever.**



# FF&E Procurement Cycle

- Project Kick-Off Meeting
- Introduction of Team and Roles
- Review of Project Specifications
- Review Project Schedule
- Review of Project Budget
- Complete Purchasing Strategy

- Coordination of Product Installation
- Creation of Final Punch-List and Re-Orders
- Issuance of Warranty Information, Manuals and Certificates
- Final Project Close-Out
- Final Accounting Reconciliation Report
- Client Satisfaction Review
- Warranty Follow-up
- Post Occupation Assistance

- Expediting and Logistics Coordination
- Warehousing Coordination
- Shipping Damage Reporting and Remediation
- Expediting of Re-Orders

Installation,  
Project Closeout  
and Warranties

Delivery and  
Warehousing

Project Kick-Off Meeting

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Purchase Order  
Invoicing  
Accounting

- Submit Purchase Order
- Project Accounting and Reporting
- Shop Drawings to Designer
- Invoice Review and Approval
- Regular Project Review
- Oversight of Production

## What differentiates us:

- Expert design application and product knowledge
- Commitment to negotiate for the best price, quality and delivery on our Client's behalf
- Exceptional follow-through and management of all of the steps in the process



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d Responsibility Matrix  
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Services Agreement

Kick-Off



Orders,  
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approvals  
s/Update  
n Schedule

**CRE is at your service.** We start the process by forming a collaborative partnership with Developers, Architects and Interior Designers to ensure all phases of the FF&E cycle are managed with unsurpassed professionalism, integrity and service.

Preliminary  
Review of Budget,  
Specifications and  
Requirements

- Establish Preliminary Budget
- In-Depth Review of Specifications Package
- Screen and Identify Vendor/Supplier List
- Establish Product Lead-Time Analysis
- Initial Product Selections
- RFQs to Vendors

Vendor Bids,  
Negotiation and  
Selection

- Review Vendor Bids and Warranty Information
- Comparison Report Review
- Vendor Quote Qualification and Revisions
- Quote Negotiation with Vendors/Suppliers
- Value-Engineering for Alternative Products
- Finalize Selections
- Establish Final FF&E Budget
- Award Vendor Contracts

- Standard Reports and Forms**
- |  |                                     |
|--|-------------------------------------|
| • Preliminary Budget                   | • Quantity Status Report Comparison |
| • Project Forecast and Budget Analysis | • Funding Request                   |
| • Purchase Order (PO)/PO Log Report    | • Check Request (CR)/CR Log Report  |
| • Change Order (CO)/CO Log Report      | • Accrued Use Tax Report            |
| • Comparison Report                    |                                     |





# We know hotel brands

**Hilton, Marriott, Virgin. IHG** and more. While we provide FF&E procurement for many commercial projects, hotels are our specialty. Whether you're building a household name or a boutique hotel, you can trust our team of expert professionals to deliver optimal FF&E solutions to achieve your budget and brand specification requirements.













## Contact

Interested in working together? Here's our contact info.

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Visit us at **[christinariverexchange.com](http://christinariverexchange.com)**





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