



Contract Partners of North America



Designed...

to be Different

CPNA offers full-service contract purchasing services for hotels, restaurants and other commercial properties.

We provide comprehensive planning and procurement for everything from accessories to case goods. Our experience includes a wide range of chain-affiliated luxury, mid-market and limited-service hotels. Our areas of expertise include Furniture, Fixtures and Accessories, Operating Supplies and Equipment and National Accounts.

Tel. : (450) 424-4607
Toll Free: 1-800-567-9917
Fax : (450) 424-6310

3100 Harwood Blvd. Unit 40
Vaudreuil, Quebec, J7V 8P2



Philosophy

At CPNA we believe you should be satisfied with the quality, cost and timeliness of your FF&E purchases and our professional procurement services. We are sensitive to each of our client's needs and objectives. Further, we are dedicated to providing cost savings through:

- Comprehensive preliminary planning
- Concise cost estimating and budgeting
- Experienced FF&E procurement

We are confident that our purchasing strategy, coupled with meticulous customer service and nearly 20 years combined experience, will yield the results you desire.

Our reporting program gives you the reports required to make timely decisions. It also allows us to manage the details without losing sight of the big picture; which is, providing a service that ensures the image and reputation of your property will be enhanced.

It is our commitment to you, that in the process of providing superior integrated procurement services, we will work on your behalf with the highest level of professionalism and in the most ethical manner.

It takes a cast of many to make any project successful. You have started with a design suited to your property. It is our job to direct others in the production of quality goods.

Overview

FULL-SERVICE PROCUREMENT EXPERIENCE FOR ALL YOUR PROJECTS

- CPNA has over 20 years business operating experience.
- Services available-from OS&E to full FF&E project management for your major renovations.
- Agent status allows all discounts received to be passed directly on to you (no mark-ups).
- Tailored services to meet the varying complexities of your project.
- Knowledge and experience with most major hotel chain requirements.

Furniture, Fixtures & Equipment

Our front and back of house project management service is designed to provide you with a complete system for procuring and installing all your FF&E and OS&E needs. CPNA purchases, coordinates the installation and provides a total accounting for all funds spent on your project.

OUR SERVICES INCLUDE:

- Bid and prepare purchase orders.
- Prepare schedule that allows for staged expediting of your orders to ensure vendors comply with terms of purchase order.
- Expedite deliveries based on your schedule and cost.
- Supervise installation if required.
- Provide you with timely reports that detail job progress.
- Prepare invoices and request checks from owner to meet draw schedule.
- Reconcile project and provide itemized cost of all goods.



Operating Supplies & Equipment

CPNA has the resources and expertise to purchase Furniture Fixtures & Equipment (FF&E) and Operational Supplies & Equipment (OS&E) for every area of your project.

Items purchased by CPNA include, but are not limited to the following:

- Floors - carpet (tufted, printed, area rugs) and underpad
- Walls - vinyl and fabric wall covering (installation by others)
- Furniture - guestroom, public space, food & beverage & banquet
- Draperies, shades, blinds, bed coverings etc.
- Lighting - chandeliers, sconces, lamps.
- Artwork - guestroom and public space art.
- Bathroom Vanities & hardware
- Signage - room numbers and directional signage
- Back-of-house - safes, carts, and housekeeping equipment
- Office equipment - office furnishings and decorative items
- Fitness equipment - gym equipment, lockers
- Expendables - china, glass, silver, kitchen small-wares
- Proprietary items - (i.e. specialty shampoo, logo items, etc.) that meet hotel chain standards.
- All room accessories
- Audio/visual equipment
- Kitchens and laundry

FURNITURE, FIXTURES AND EQUIPMENT

CPNA's Front-of-House scope of services is designed to provide the Owner with a complete and comprehensive system for procuring and installing all furniture, fixtures and equipment. CPNA purchases all FF&E, coordinates the installation, and provides a total accounting for all funds spent on the FF&E for the project. The following outline details the Scope of

Services:

I. DESIGN ASSISTANCE / DETERMINING THE REQUIREMENTS

A. CPNA assists the Owner and the Interior Designer, in determining the suitability and performance requirements for the design areas. Preliminary specifications and existing documents are reviewed for errors and omissions. Contract hospitality sources will be recommended for consideration by the Owner and Designer.

B. CPNA, in conjunction with the Owner or Contractor, develops a program for installation. The installation documents are prepared to assure an FF&E installation that conforms to the needs of other entities in completing the project according to schedule. The installation contract details the responsibility for documented receipt and installation of the goods.

II. BUDGETING AND FINANCIAL ACCOUNTABILITY

A. A preliminary budget will be developed by the Owner. This budget will be reviewed and revised when the specifications are issued to conform to the final room counts, differentiation of responsibilities and focused design decisions.

B. After specifications are issued, a complete itemized budget will be generated by CPNA. All items are preliminarily priced or allowances are made. The budget is updated monthly to reflect purchases made and any additional information. All information can be obtained at the Owner's request or provided on a set schedule as determined by the Owner.



- C. An updated budget reflecting the actual financial commitment to date is generated as purchase orders are written. As invoices are paid, the program tracks payments made against authorized commitments and shows costs for goods and services, freight, taxes paid to vendors, trade discounts, and any miscellaneous charges.
- D. A cash flow projection is prepared for FF&E based on the purchasing schedule, preliminary budget, anticipated deposit requirements, and installation times.
- E. All vendors are notified, with as much lead-time as possible, to obtain the necessary credit information to open accounts on the Owner's behalf. Letters are sent to all vendors with credit information on the ownership, and credit arrangements with all suppliers are negotiated.
- F. Meet with the Owner, Interior Designer and other consultants to review the budget, verify quantities, clarify any marginally defined areas, and determine responsibilities in order to avoid any project omissions or duplications.

III. BIDDING AND PREPARING PURCHASE ORDERS

- A. Bid packages are prepared utilizing Designer specifications. CPNA reduces specifications to generic terms, if possible, and solicits bids from qualified vendors. Upon return receipt, the bids are evaluated, and the Owner is presented with the results and our recommendations. CPNA will work closely with the designer to offer alternates for items exceeding the budget. Alternates are carefully selected so the original quality and original design are maintained. The final decision always rests with the Owner or his designated representative.
- B. One-of-a-kind items and buy-out items are evaluated in terms of performance characteristics and overall budget. Alternates or substitutions are suggested where appropriate.
- C. Purchase orders are prepared using the selected vendors and are transmitted to the Owner for final approval prior to placing the orders. Detailed instructions for commercial performance, delivery, and packaging are outlined on each purchase order. Each order will include all pertinent information such as vendor, item description, unit price, total price, terms, ship to address and ship date, as well as design control number and location within the project. Purchase order formats and numbering systems are subject to review and approval by Owner.

IV. SCHEDULING, EXPEDITING, AND ARRANGING DELIVERY

- A. CPNA, in conjunction with the Owner, prepares a schedule that allows for staged openings to meet any intermediate dates required by the Contractor or Operator. Owner will be provided with updated reports that track projection and shipping status of every item ordered.
- B. CPNA monitors the progress of the job to ensure that all vendors are complying with the terms of the purchase orders, including shop drawings, finish samples, and prototype submittals to the Designer or Contractor. Production progress is periodically confirmed by correspondence, telephone calls, or visits to the manufacturing facilities, as required.
- C. Freight arrangements are made in consideration of both the delivery schedule and the cost. Consolidation of smaller shipments is coordinated.



V. INSTALLATION SUPERVISION

- A. If required, CPNA schedules all items to the job site or warehouse. CPNA helps to determine, after consultation with the Contractor or Owner, which goods should be tailgated to the project and which should be warehoused until the site is ready to accept the goods.
- B. Inspection of the products at the site can take place to ensure performance in accordance with the contract documents. Payment requests are reviewed, processed, and compared with job progress and paid in accordance with the approved accounting payment procedures.
- C. If requested, CPNA will negotiate FF&E warehousing and installation services for the account of the Owner, subject to Owner's approval.

VI. PAYMENT PROCEDURES

Upon receiving invoices from the manufacturer, CPNA checks each invoice against the appropriate purchase order and receiving documentation to ensure all goods are received in good condition. A check request is then generated for the approved amount of the manufacturer's invoice and both are forwarded to the Owner for payment. All invoices are batched by vendor with summary sheets detailing the value of each order, the previously billed amounts, the current billings, and the balance remaining. Upon receipt, the Owner issues a check for the designated amount.

VII. PROJECT RECAP

- A. At the end of the project, a final reconciled computer report is forwarded to the Owner indicating the itemized cost of all goods. In addition, all invoices, dates, and amounts are included in this report.
- B. At the end of the project, a complete set of all purchase orders is sent to the Owner or operator. Addresses and phone numbers of all vendors appear on the purchase orders for ready reference.



Operating Supplies & Accessories

CPNA's Operating Supplies and Equipment scope of services provides a complete and comprehensive system for specifying and procuring all back-of-house purchases such as equipment, appliances, banquet furnishings, tabletop supplies and all the final room accessories required.

Our extensive client bases allow for greater purchasing power through programs set up with key suppliers, providing clients the maximum cost savings attainable through volume discounts. In addition, we provide our clients with unsurpassed knowledge and extensive sourcing which gives us the ability to meet exact product requirements in a timely fashion.

GENERAL

A. CPNA can assist the operator in specification development if required. We will provide basic purchasing and coordination services as described in this Scope of Services for hotel operating supplies and equipment.

B. CPNA will follow hotel specifications regarding the purchase of any proprietary items (i.e. specialty shampoos, logo items, etc.)

FOODSERVICE AND LAUNDRY EQUIPMENT

A. Overview. If required, we can work in conjunction with our client's foodservice and laundry consultants to coordinate and procure the specified equipment. We can arrange for installation and work directly with the installer to ensure a seamless coordination between architectural and engineering specifications.

B. Bidding and Negotiation. CPNA examines specifications, solicits and reviews competitive bids, provides recommendations of equipment alternates based on budget, experience and previous performance.

C. Preparing Purchase Orders. Purchase orders are prepared and transmitted for approval prior to awarding the orders. Detailed instructions for commercial performance, delivery and packaging are outlined on each purchase order.

D. Payment Procedures. CPNA's open book policy ensures that our clients receive the best possible prices. All of the cash and trade discounts received on the goods purchased are passed directly on to our clients. No goods are ever marked up and all vendor invoices are forwarded to our client for review prior to payment.

OPERATIONAL SUPPLIES PROCUREMENT

A. Specifying the Supplies. If required, we work together with the client's representatives (i.e. architects, engineers, food and beverage managers, housekeepers, etc.), to determine the appropriate parts, quality levels and budget. This information is then compiled to establish the precise product requirement.

B. Sourcing the Supplies. CPNA's established relationships with commercial sources give us the tools to establish the best prices and lead times.

C. Preparing the Purchase Orders. Purchase Orders are prepared and transmitted for final approval prior to placing the orders. Detailed instructions for commercial performance, delivery and packaging are outlined on each purchase order.

D. Expediting and Arranging Delivery. After the purchase orders are awarded, orders are expedited and tracked until the goods are received on site. After verification of the condition, the supplier's invoices are transmitted for final payment.



E. Payment Procedures. Upon receiving invoices from the manufacturer, CPNA checks each invoice against the appropriate purchase order and receiving documentation to ensure all goods are received in good condition. A check request is then generated for the approved amount of the manufacturer's invoice and both are forwarded to the client for payment.



Contract Partners of North America
References of some of our projects in the last few years

Amaquet Inn

Hopedale, NL

AmeriSuite

Morrisville, NC

Auberge des Battures

La Baie, QC

Best Western

Hawkesbury, ON

Best Western Executive Inn

Toronto, ON

Best Western Moncton

Moncton, NB

Best Western Woodstock

Woodstock, NB

Bristol Manor Health Care

Rochelle Park, NJ

Comfort Hotel & Suites

Montreal, QC

Comfort Inn Lundy's Lane

Niagara Falls, ON

Comfort Inn & Suites

St-Jerome, QC

Days Inn Sydney

Cape Breton Island, NS

Days Inn

Sault Ste. Marie, ON

Delta Hotel

Sydney, NS

Econo Lodge

Niagara Falls, ON

Econo Lodge Danube Blue

Forestville, QC

Econo Lodge

Ottawa, ON

Explorer Hotel

Yellowknife, NWT

Fairfield Inn by Marriott

Oakville, ON

Glengate Hotel

Niagara Falls, ON

Hampton Inn & Suites

Augusta, GA

Hampton Inn

Barrie, ON

Hampton Inn

Burlington, ON

Hampton Inn

Elliott, ON

Hampton Inn

Raleigh, NC

Hampton Inn

Napanee, ON

Hamshire Inn

Canmore, AB

Hilton Home Stay

Mont Tremblant, QC

Holiday Inn Express

Belleville, ON

Holiday Inn Express

Brockville, ON

Holiday Inn Express

Kelowna, BC

Holiday Inn

St. John's, NL

Holiday Inn

Markham, ON

Hometel on Signal Hill

St. John's, NL

Leduc Inn

Leduc, AB

Marriott Courtyard

Quebec City, QC

Marriott Courtyard Harbourview

St. John's, NL

Marriott Residence Inn

Mont Tremblant, QC

Marriott Residence Inn

Montreal, QC

Marriott SpringHill Suites

Vieux Montreal, QC

Murray Premise Hotel

St. John's, NL

Peace Valley Inn

Peace River, AB

Petite Manoir Casino

La Malbaie, QC

Ramada Ltd

Sherwood Park, AB

Ramada Hotel

Mirabel, QC

Sheraton Four Points

Mississauga, ON

Sheraton Four Points

Niagara Falls

Sheraton Four Points

Hull, QC

Super 8 Motel

Cornwall, ON

Super 8 Motel

Sault Ste-Marie, ON

Super 8 Hotel

Niagara Falls, ON

Super 8 Hotel Ed S

Edmonton, AB

The Stanford Hotel

St. John's, NL