



September 1, 2016

[Redacted]

Director of Operations

[Redacted]

Mount Laurel NJ 08054

Proposal [Redacted]

**Re: Guest Room Furniture Refinishing**

[Redacted]

Per your request, below please find our observations and recommendations along with a description of our proposed scope of work and pricing for the above referenced project.

**OBSERVATIONS:**

- ) The basic structural condition of the furniture is sound and should last for many years.
- ) The dresser/refrigerator/TV stand cabinet shows severe signs of wear, with flaking finish overall and heavy scratching and wear along the edges.
- ) The writing desk is in similar condition, with scratches down to the wood on the legs where the chair has rubbed against them over the years.
- ) There are a few pieces that we saw during our inspection that have more significant damage and will need color-matched epoxy fills.
- ) The nightstand shows signs of wear, although not to the extent of the other two pieces. The overall appearance of the furniture is of heavy wear and damage.

**RECOMMENDATIONS:**

We recommend the following two techniques for addressing the furniture. Our technicians utilize both processes when refinishing wood furniture.

1. Refinishing. This results in a like-new finish with the most protection to insure longevity. This process typically is applied to high-wear areas such as the front of writing desks and restaurant chairs and includes the following steps:

a. Thorough prep to remove all stains, polys, stain pen marks that have been applied over the original finish, as well as the accumulation of cleaners, oils, and grime from over the years. This ensures a clean and etched surface of the original finish for our coloring and clear coat applications.

b. Pre-color Repairs: This is the “artistic” phase that makes sure that the surface scratches and blemishes can blend in seamlessly to the original wood grain and tone.

c. Color Application: Our custom-tinted color application blends the repairs and restores the original color depth to the wood, giving the piece that like-new appearance. This step usually requires two and sometimes three applications to achieve this look.

Because of the need to blend the scratches, the finished piece is usually one or two shades deeper and “richer” in color than the original.

d. Multiple Clear Coat Applications: This step seals the color and provides longevity to the finish. Operating on the same principle as the clear coats on cars, this means that the normal cleaning and guest wear won’t remove color but will only come in contact with the top clear coat. Our clear coat is a Greenguard-certified for indoor air quality, high- end, commercial-grade product with very low VOCs. It’s the same product we use in resurfacing bar tops in very high-use bars. The sheen will be chosen to match the existing sheen of the furniture.

2. Touch-up: This is useful in recoloring the occasional scratches that have occurred away from the high-wear areas.

Accordingly, we recommend the following:

- ) The dresser, writing desk and nightstand to be refinished as described above. This includes removing all hardware pulls and re-attaching them after completion.
- ) Less worn areas and edges to be touched up and re-colored to blend scratches and wear.
- ) Where needed, we will make individual epoxy repairs to more severely damaged pieces.

**PRICING**

Refinish room furniture as outlined above .....	\$ [redacted] /room
<b>Total for 106 rooms .....</b>	<b>\$ [redacted]</b>

**Note: individual pieces requiring epoxy repairs or more extensive refinishing will be priced separately. Typically, these individual pieces will range from \$25 to \$65 each.**

**Production and Pricing Notes:**

1. Our proposal is based on the following parameters:
  - a. The job will take 7-10 days to complete
  - b. The hotel to provide a minimum of 12 rooms per day to work on.
  - c. Two technicians will be allocated for this job.

d. Hotel to provide a room for each technician to stay in for duration of project, for a total of two (2) rooms.

e. The project will take one (1) trip of 7-10 production days. If the project is broken up into more trips, the costs will have to be adjusted upward to account for the additional trip(s). (see below)

2. This pricing is good for 60 days from the date on the proposal.

Special note on number of trips: Our pricing model for this project is based on making one (1) trip of 7-10 days of work. If hotel does not provide CGR with the minimum number of rooms per day to work on, and CGR is unable to finish the project in one trip, there will be an additional surcharge of \$ [REDACTED] per technician for subsequent trips.

Special note on daily surcharge for unmet minimum number of rooms: On a daily basis, if the hotel does not provide CGR with the requisite 12 rooms per day to meet our minimum production goals, the contracting party will be invoiced via change order for 35% the cost of what CGR is charging per room for each room below the minimum. For example, if only 10 rooms are given to CGR for production on a given day, the daily surcharge for that day would be: two (2) rooms x \$ [REDACTED]/room x 35% for a total of \$ [REDACTED].

Thank you for the opportunity to earn your business! Please call me if you have any questions or want clarification about our service,

Sincerely,

*Robert Wallis*

**Director of Sales & Operations**

[robert@casegoodsrefinishing.com](mailto:robert@casegoodsrefinishing.com)

Cell: 757-617-4459