



**Neil Locke & Associates**  

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**Hospitality Procurement**

*“Some people know the price of everything  
and the value of nothing”*

-Oscar Wilde



**Neil Locke & Associates (NLA) provides FF&E/OS&E Hospitality Purchasing Agent Services specializing in Lifestyle, Boutique, and Luxury Hotels.**

**NLA is an industry leader in Hospitality Procurement, working with domestic and international hoteliers to provide superior standards, detail-oriented analysis and efficient procurement services.**

**NLA advocates for its clients at the principal level to ensure success through every phase of the procurement process.**

**NLA's focus on standards, collaboration and industry relationships enables NLA to succeed with proven experience and expertise.**



# Lifestyle & Luxury Hotel Examples

- **The Press Hotel, Autograph Collection (Portland, ME)**
- **Thompson Hotels: Atlanta, Austin, Dallas, Detroit, San Antonio, Washington D.C., Nashville, Zihuantanejo, and Miami (now a Hyatt Confidante)**
- **Tommie Hotels: Los Angeles, CA. and Austin, TX.**
- **Aparium Hotels: Hotel Covington (Covington, KY), Hewing Hotel (Minneapolis, MN), Crossroads Hotel (Kansas City, MO), Cyrus Hotel (Topeka, KS), Surety Hotel (Des Moines, IA), Ybor City Hotel (Tampa, FL), The Jasper (Fargo, ND), and the Alexandria (VA Hotel), and The Daxton (Birmingham, MI)**
- **Chicago Athletic Association**
- **Deerpath Inn**
- **The Jefferson D.C**
- **Carmel Valley Ranch**
- **Kimpton Los Angeles**



# Thompson Hotels





# Aparium Hotels





# Chicago Athletic Association





# *The Jefferson – Washington D. C.*





## **During the Project Development Phase, We Provide The Following Services:**

- **Join the Project Team at Pre-Construction Team Meetings**
- **Confirm Understanding of Project Objectives & Design Criteria, Confirm Approval Procedures, Project Schedule, & Budget.**
- **Join the Project Team at the Model Room Review and Assist Design Team with Sourcing for the Cost-Effective Implementation of the FF&E.**
- **Review the Preliminary FF&E Specifications for Compliance with Acceptable Hospitality Industry Standards.**
- **Suggest Alternate Sourcing to Provide Savings While Maintaining the Integrity of the Design.**
- **Review the Design Package and Prepare a Line Item Budget and Implementation Schedule for the Client's Approval.**

# **Our bid and order process**

## **Is structured in the following steps:**

- **Consult with the design team as they are preparing the FF&E specifications**
- **Verify references for all suppliers considered**
- **Assist in the preparation of the commercial terms and conditions, waivers of lien, and warrantee provisions of the bid packages and coordinate these with the client's financial and legal consultants.**
- **Release the bid packages for competitive bidding**
- **Respond to and coordinate the bidder's requests for clarification, coordinate with the design team to prepare, and issue addenda**
- **Review with the design team all supplier (bidder) alternates or substitutions**
- **Conduct a work session with the client, the design team, and the construction manager to reach agreement as to the successful bidders**
- **Prepare a cash flow projection of all FF&E contracts illustrating when payment to suppliers is projected with monthly subtotals and total projected costs**
- **With the client's written approval, award vendor contracts**
- **Draft purchase orders by vendor, by category, and by line item**
- **Obtain client's approval on all purchase orders & distribute the PO's**
- **Expedite the production of all samples and related shop drawings as required by the contract documents**
- **Monitor all vendor manufacturing, including the shipment and receipt of all fabric elements**
- **Continually communicate with all vendors and manufacturers to ensure all delivery schedules are maintained**



## To ensure the project proceeds on schedule, we:

- Provide consistent follow-up with each vendor and installation service to identify any potential production, delivery, and installation schedule-related problems
- Regularly prepare an expediting report for the client's review



## To provide proper administration, we:

- **Provide the client with a monthly status report on all outstanding purchase orders, the projects FF&E budget, and cash flow forecast**
- **Audit vendor invoices for accuracy and completeness**
- **Verify with the design team that all samples have been approved prior to releasing any funds to the vendors**
- **Present the client with reviewed and approved for payment transmittals in ample time to allow the client to make payment within discount periods allowed by various vendors**





# Example: Budget

## Estimated Opinion of Probable Cost of FF&E

Project Name: Example  
 Project #: Example  
 Issue Date:

Item Number	Item Description	Item Qty	Unit Cost	Ext. Cost
<b>Guestroom Corridor</b>				
COR-300-CPT	Corridor Carpet			
COR-300-LTG	CORRIDOR ENTRY DOOR LIGHT	1 ea	\$308.50	\$308.50
COR-300-LTG	CORRIDOR ENTRY DOOR LIGHT	1 ea	\$149.98	\$149.98
COR-300A-ART	Framed Artwork Series 10x10	4 ea	\$247.00	\$988.00
COR-300B-ART	Framed Artwork Series 10x24	2 ea	\$340.00	\$680.00
COR-300C-ART	Framed Artwork Series 24x24	3 ea	\$385.00	\$1,155.00
COR-301-LTG	CORRIDOR PICTURE LIGHT	1 ea	\$189.98	\$189.98
COR-301-LTG	CORRIDOR PICTURE LIGHT	5 ea	\$295.00	\$1,475.00
<b>Guestroom Corridor Total:</b>				<b>\$4,948.46</b>

Item Number	Item Description	Item Qty	Unit Cost	Ext. Cost
<b>Model Room 1</b>				
MR1-1-MSI	Tariff Surcharge	1 ea	\$165.00	\$165.00
MR1-1-WTR	Installation Fee	1 ea	\$88.78	\$88.78
MR1-100-BD	Regular Full	2 ea	\$450.00	\$900.00
MR1-100-CPT	Guestroom Area Rug	1 ea	\$105.00	\$105.00
MR1-100-CSG	OPEN CLOSET UNIT	1 ea	\$1,150.00	\$1,150.00
MR1-100-F-WTR	Roman Shade Fabric	10 yds	\$39.95	\$399.50
MR1-100-F1-UPH	BENCH SEAT FABRIC	2 yds	\$54.00	\$108.00
MR1-100-F2-UPH	BENCH STRAP FABRIC	1 yd	\$33.00	\$33.00
MR1-100-LTG	BEDSIDE LIGHT FIXTURES	4 ea	\$185.00	\$740.00
MR1-100-UPH	BENCH	1 ea	\$530.00	\$530.00
MR1-100-WTR	Blackout Roman Shade Fabrication	1 ea	\$309.96	\$309.96
MR1-101-ALT-F-UPH	UPHOLSTERED LOUNGE CHAIR FABRIC	7 yds	\$33.00	\$231.00
MR1-101-ALT-UPH	UPHOLSTERED LOUNGE CHAIR	1 ea	\$834.00	\$834.00
MR1-101-CSG	WORK TABLE	1 ea	\$525.00	\$525.00
MR1-101-LTG	DESK PENDANT LIGHT FIXTURE	1 ea	\$542.50	\$542.50
MR1-101-UPH	OCCASIONAL CHAIR	1 ea	\$834.00	\$834.00
MR1-102.1-CSG	SOLID WOOD LEDGE	1 ea	\$310.00	\$310.00
MR1-102.3-CSG	PERFORATED PTAC COVER	1 ea	\$260.00	\$260.00
MR1-103-CSG	FULL PLATFORM BED	2 ea	\$1,190.00	\$2,380.00
MR1-103-F-UPH	OTTOMAN FABRIC	2 yds	\$39.95	\$79.90
MR1-103-UPH	UPHOLSTERED OTTOMAN	1 ea	\$287.00	\$287.00
MR1-104-CSG	UPHOLSTERED FULL HEADBOARD	2 ea	\$650.00	\$1,220.00
MR1-104-F1-UPH	FULL HEADBOARD FABRIC	7 yds	\$33.95	\$237.65
MR1-104-F2-UPH	FULL HEADBOARD WELT FABRIC	1 yd	\$33.00	\$33.00
MR1-104.1-UPH	Pro-Tech Stain Repellent	7 yd	\$1.50	\$10.50
MR1-105-CSG	BEDSIDE TABLE	1 ea	\$550.00	\$550.00
MR1-106-CSG	ENTRY WALL HOOK	1 ea	\$180.00	\$180.00
MR1-200-CSG	BATHROOM VANITY	1 ea	\$990.00	\$990.00
MR1-200-LTG	BATHROOM VANITY LIGHT FIXTURE	1 ea	\$319.00	\$319.00
MR1-UPH-101-TP-1-PW	Lumbar Throw Pillow	1 ea	\$26.00	\$26.00
MR1-UPH-101-TP.1-PW	Square Throw Pillow	1 ea	\$20.00	\$20.00

## Estimated Opinion of Probable Cost of FF&E

Project Name: Example  
 Project #: Example  
 Issue Date:

Item Number	Item Description	Item Qty	Unit Cost	Ext. Cost
<b>Model Room 1</b>				
			<b>Model Room 1 Total:</b>	<b>\$14,408.79</b>
<b>Model Room 1 &amp; 2</b>				
MR-100-CPP	Guestroom Carpet Pad	30 sq yds	\$4.60	\$138.00
MR-101-ALT-CSG	ALTERNATE WORK TABLE	1 ea	\$729.00	\$729.00
MR-101-F-UPH	OCCASIONAL CHAIR FABRIC	4 yds	\$33.00	\$132.00
MR-200-VWC	Bath Wallcovering	60 ly		
MR-200-VWC	Bath Wallcovering	1 sq	\$1,500.00	\$1,500.00
MR-300-CPP	Corridor Carpet Pad	60 sq yds	\$4.30	\$258.00
MR1-200-MIR	BATHROOM VANITY MIRROR	1 ea	\$475.00	\$475.00
			<b>Model Room 1 &amp; 2 Total:</b>	<b>\$8,232.00</b>

Item Number	Item Description	Item Qty	Unit Cost	Ext. Cost
<b>Model Room 2</b>				
MR2-1-CSG	5% Tariff Increase	1 ea	\$317.30	\$317.30
MR2-1-WTR	Installation Fee	1 ea	\$200.00	\$200.00
MR2-100-BD	Hotel King	1 ea	\$600.00	\$600.00
MR2-100-CPT	Guestroom Area Rug	1 ea	\$105.00	\$105.00
MR2-100-CSG	OPEN CLOSET UNIT	1 ea	\$1,790.00	\$1,790.00
MR2-100-F-WTR	Roman Shade Fabric	10 yds	\$39.95	\$399.50
MR2-100-F1-UPH	BENCH SEAT FABRIC	2 yds	\$54.00	\$108.00
MR2-100-F2-UPH	BENCH STRAP FABRIC	1 yd	\$33.00	\$33.00
MR2-100-LTG	BEDSIDE LIGHT FIXTURES	2 ea	\$99.98	\$199.96
MR2-100-UPH	BENCH	1 ea	\$524.00	\$524.00
MR2-100-WTR	Blackout Roman Shade Fabrication	1 ea	\$336.98	\$336.98
MR2-100.1-CPT	Rug Grabber	18 sq	\$4.84	\$87.12
MR2-101-ALT-F-UPH	UPHOLSTERED LOUNGE CHAIR FABRIC	7 yds	\$33.00	\$231.00
MR2-101-ALT-UPH	UPHOLSTERED LOUNGE CHAIR	1 ea	\$517.64	\$517.64
MR2-101-CSG	WORK TABLE	1 ea	\$525.00	\$525.00
MR2-101-LTG	DESK PENDANT LIGHT FIXTURE	1 ea	\$399.98	\$399.98
MR2-102.1-CSG	SOLID WOOD LEDGE	1 ea	\$484.00	\$484.00
MR2-102.3-CSG	PERFORATED PTAC COVER	1 ea	\$422.00	\$422.00
MR2-103-F-UPH	OTTOMAN FABRIC	2 yds	\$39.95	\$79.90
MR2-103-UPH	UPHOLSTERED OTTOMAN	1 ea	\$348.24	\$348.24
MR2-105-CSG	BEDSIDE TABLE	1 ea	\$414.00	\$414.00
MR2-106-CSG	ENTRY WALL HOOK	1 ea	\$228.00	\$228.00
MR2-107-CSG	KING PLATFORM BED	1 ea	\$1,122.00	\$1,122.00
MR2-108-CSG	UPHOLSTERED KING HEADBOARD	1 ea	\$544.00	\$544.00
MR2-108-F1-UPH	KING HEADBOARD FABRIC	4 yds	\$33.95	\$135.80
MR2-108-F2-UPH	KING HEADBOARD WELT FABRIC	1 yd	\$33.00	\$33.00
MR2-108.1-UPH	Pro-Tech Stain Repellent	4 yd	\$1.50	\$6.00
MR2-200-CSG	BATHROOM VANITY	1 ea	\$818.00	\$818.00
MR2-200-LTG	BATHROOM VANITY LIGHT FIXTURE	1 ea	\$135.98	\$135.98
MR2-200-MIR	BATHROOM VANITY MIRROR	1 ea	\$475.00	\$475.00
MR2-UPH-101-TP.1-PW	Square Throw Pillow	1 ea	\$20.00	\$20.00
MR2-UPH-101-TP.2-PW	Lumbar Throw Pillow	1 ea	\$26.00	\$26.00
			<b>Model Room 2 Total:</b>	<b>\$11,666.40</b>
			<b>BUDGET TOTAL*:</b>	<b>\$34,253.65</b>

# Example: Purchase Order



AS AGENT

PURCHASE ORDER

PO #: Example

Project Name: Example  
 Project #: Example  
 Project Contact: NLA

Source: Supplier

Manufacturer: Example

Phone:  
 Fax:  
 Contact:

Phone:  
 Fax:  
 Contact:

SHIP TO: TBD

BILL TO:

c/o Neil Locke and Associates - Itasca  
 550 E. Devon Suite 130  
 Itasca, IL 60143  
 Phone: 630-285-9085  
 Contact: Brittany Locke Ph: 630-285-9085

\*DO NOT SHIP TO BILL TO ADDRESS UNLESS OTHERWISE STATED

Final Destination: New York NY

Prep By: TMI

Freight	Terms	Shipping Instructions	Delivery Date	Currency
Pre pay and Add		Best Way	04/30/19	US Dollars
Quantity	Description	Unit Cost	Extension	
1 ea	MR1-100-CPT Guestroom Area Rug	\$105.00	\$105.00	
SideMark For: Soho 54 Model Room 1 MR1-100-CPT	GUESTROOM AREA RUG Model Name: MOROCCAN GEO Dimensions: 7'-0"L x 2'-6"W Color/Finish: COORDINATE WITH DESIGNER Item Details: FLAT WOVEN AREA RUG @ GUESTROOM 2 DIFFERENT COLORWAYS AVAILABLE COORDINATE WITH DESIGNER SEE ATTACHED SPEC			
Required Item(s) for Approval Prior to Fabrication on Item # MR1-100-CPT:				
<input type="checkbox"/> Seaming Diagram <input checked="" type="checkbox"/> Strike-Off <input type="checkbox"/> Finish Sample <input type="checkbox"/> Cutting <input type="checkbox"/> Shop Dwg's <input type="checkbox"/> Prototype <input type="checkbox"/> Flame Certif				
1 ea	MR2-100-CPT Guestroom Area Rug	\$105.00	\$105.00	
SideMark For: Soho 54 Model Room 2 MR2-100-CPT	GUESTROOM AREA RUG Model Name: MOROCCAN GEO Dimensions: 7'-0"L x 2'-6"W Color/Finish: COORDINATE WITH DESIGNER Item Details: FLAT WOVEN AREA RUG @ GUESTROOM 2 DIFFERENT COLORWAYS AVAILABLE COORDINATE WITH DESIGNER			



# Example: Expediting Report



## PO Expediting Report

Project Name: Example1

Project #: Example.Project1

SHIP TO: BRAND STANDARD FURNISHINGS COM CITY OF INDUSTRY CA CONTACT: SIDEMARK QUOTE NUMBER 96080

PO #: Example1.A

Supplier name

Submit Dt:

Terms:

POC 02/25/19

PO Delivery: 02/25/19

Status Notes: Purchase Order Created

# Inv: 1

Pd In Full:

Item Qty	Item Number	Item Description	Status	Est. Delivery	Actual Ship	Rec'd/Ship To	On-Site	Install/Place	Current Location
4 yds	MR1-101-F-UPH	OCCASIONAL CHAIR FABRIC	POC	02/25/19					
7 yds	MR1-101-ALT-F-UPH	UPHOLSTERED LOUNGE CHAIR FABRIC	POC	02/25/19					

PO #: Example1.B

Supplier name

Submit Dt:

Terms:

POC 02/25/19

PO Delivery: 02/25/19

Status Notes: Purchase Order Created

# Inv: 1

Pd In Full:

Item Qty	Item Number	Item Description	Status	Est. Delivery	Actual Ship	Rec'd/Ship To	On-Site	Install/Place	Current Location
2 yds	MR1-103-F-UPH	OTTOMAN FABRIC	POC	02/25/19					

SHIP TO: LIME TREE HOSPITALITY DENVER CO CONTACT: CHASTITY VAN TULK PHONE: (720) 253-8292

PO #: Example1.C

Supplier Name

Submit Dt:

Terms:

POC 02/25/19

PO Delivery: 02/25/19

Status Notes: Purchase Order Created

# Inv: 1

Pd In Full:

Item Qty	Item Number	Item Description	Status	Est. Delivery	Actual Ship	Rec'd/Ship To	On-Site	Install/Place	Current Location
2 yds	MR1-100-F1-UPH	BENCH SEAT FABRIC	POC	02/25/19					
1 yrd	MR1-100-F2-UPH	BENCH STRAP FABRIC	POC	02/25/19					
2 yd	MR1-104-F2-UPH	FULL HEADBOARD WELT FABRIC	POC	02/25/19					

# Example: Payment Request



## PAYMENT REQUEST

Project Name: Example  
Project #: Example

Request #: PR-0457  
Request Date: 03/08/19

Total for this Request: \$7,076.86

### SOURCE / MANUFACTURER:

#### BSF / BSF

Invoice Date	Invoice #	PO # Ref # ((POArea)	Due Date	Payment Terms	Payable To	Curr	Total Amount
03/05/19	096313	0457 - Soho 54-0004	03/09/19	due before shipping	BSF	USD	\$3,483.98

### INVOICE ENTRY DETAILS:

Goods	Freight	Packing	Customs	Addl Charges	Overage	Sales Tax	Total
\$3,189.00						\$294.98	\$3,483.98

Please Make Payments Payable to: BSF in the amount of: **\$3,483.98**

### PAYABLE TO:

### SOURCE / MANUFACTURER:

#### Fortin Hospitality / Fil Doux Textiles | Fil Doux Textiles

Invoice Date	Invoice #	PO # Ref # ((POArea)	Due Date	Payment Terms	Payable To	Curr	Total Amount
02/28/19	44191000513	0457 - Soho 54-0014	03/09/19	50 % deposit net 15	Fil Doux Textiles   Fil Doux Textiles	USD	\$142.40

### INVOICE ENTRY DETAILS:

Goods	Freight	Packing	Customs	Addl Charges	Overage	Sales Tax	Total
\$79.90	\$62.50						\$142.40

Invoice Date	Invoice #	PO # Ref # ((POArea)	Due Date	Payment Terms	Payable To	Curr	Total Amount
02/28/19	44191000514	0457 - Soho 54-0015	03/09/19	50 % deposit net 15	Fil Doux Textiles   Fil Doux Textiles	USD	\$142.40

### INVOICE ENTRY DETAILS:

Goods	Freight	Packing	Customs	Addl Charges	Overage	Sales Tax	Total
\$79.90	\$62.50						\$142.40

Invoice Date	Invoice #	PO # Ref # ((POArea)	Due Date	Payment Terms	Payable To	Curr	Total Amount
02/28/19	44191000515	0457 - Soho 54-0016	03/09/19	50 % deposit net 15	Fil Doux Textiles   Fil Doux Textiles	USD	\$310.65

### INVOICE ENTRY DETAILS:

Goods	Freight	Packing	Customs	Addl Charges	Overage	Sales Tax	Total
\$248.15	\$62.50						\$310.65

Invoice Date	Invoice #	PO # Ref # ((POArea)	Due Date	Payment Terms	Payable To	Curr	Total Amount
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# References

**Jack Westergom**

Managing Director  
Manhattan Hospitality Advisors  
2615 Pacific Coast Highway, Suite 218  
Hermosa Beach, CA 90254  
310-798-8863  
[jwestergom@manhattanhospitalityadvisors.com](mailto:jwestergom@manhattanhospitalityadvisors.com)

**Jim Friend**

Principal  
Friend Development  
445 Park Ave 9<sup>th</sup> Floor  
New York, NY 10022  
917-821-9566  
[jim@frienddevelopment.com](mailto:jim@frienddevelopment.com)

**Brad Nichols**

Senior Vice President  
Construction/Development  
Geolo Capital  
5 The Embarcadero #102  
San Francisco, CA 94111  
415-694-5800  
[bn@geolo.com](mailto:bn@geolo.com)

**Chris Alvarado**

Senior Vice President of Design  
SH Hotels and Resorts  
347.558.2281  
[calvarado@shhotelsandresorts.com](mailto:calvarado@shhotelsandresorts.com)

**Michael Kitchen**

Vice President  
Acquisitions & Development  
Aparium Hotel Group  
615 West Randolph Street  
Second Floor  
Chicago, IL 60661  
312-275-1074  
[Michael@aparium.com](mailto:Michael@aparium.com)

**Laurence Geller**

Chairman  
[lg@l-2.com](mailto:lg@l-2.com)  
Cherri Kisel  
Chief Administrative Officer  
[ck@gellercp.com](mailto:ck@gellercp.com)  
Geller Capital Partners  
625 N. Michigan Ave, Suite 600  
Chicago, IL 60611  
312-561-9500

**Jonathan Falik**

Chief Executive Officer  
JF Capital Advisors  
215 Park Avenue South, Floor 11  
917-238-6917  
[jonathan@jfcap.com](mailto:jonathan@jfcap.com)

Providing  
The Highest Quality  
FF&E & OS&E  
Procurement  
Services  
At Costs That  
Represent  
True Value  
To Our Clients

