



Peabody Office

Dealer Capabilities Packet



Dealer Capabilities Packet

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- Technologies at Work
- Value-Added Tools and Services

ABOUT US

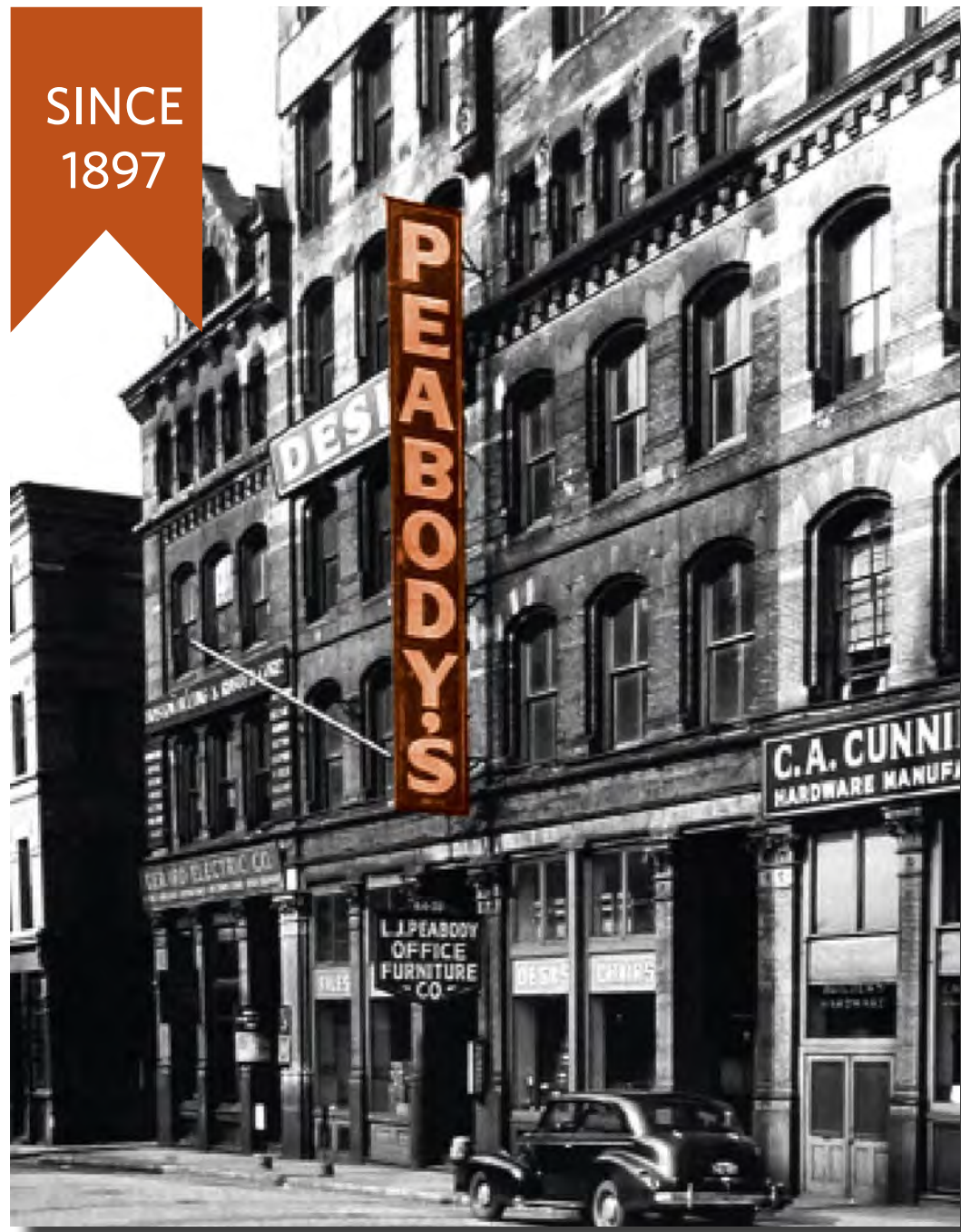


PEOPLE

About Peabody Office

For more information on our heritage, service capabilities and client portfolio, visit:
www.peabodyoffice.com

SINCE
1897



1st

Office Furniture
Dealership in the
Northeast

2

Office Locations:
Boston
Washington, DC

4th

Generation
Family Business

47

Total
Employees

120+

Years of Industry
Expertise

300+

Manufacturer
Relationships

Meet the Team



“About 40% of U.S. family-owned businesses turn into 2nd generation businesses, approximately 13% are passed down successfully to a third generation, **and 3% to a fourth or beyond.**”

Family Business Facts by Cornell

Christopher Peabody

Owner, President

Stephen Peabody

Owner, Chief Operating Officer

What Makes Them Awesome

- They are twins
- Charismatic personalities
- Hands-on leadership style
- Active lifestyle - find them at cycling races and on skiing slopes
- **Personal accountability to see to the success of the project - after all, their name is on the company door**

PEOPLE

Diversity and Inclusion



71%
Female Employees

27%
Employees Identified as of
Minority Groups

100%
Committed to Communicate,
Learn and Thrive from Our
Differences to Work as
ONE TEAM



Our Lines



- | | | | | |
|------------------|--------------------|-------------------------|------------------------|----------------------|
| 9to5 Seating | Carolina* | Global Furniture Group* | KI* | Poltrona Frau |
| Aceray | Carvary | Gordon International | Kimball* | Prismatique Design |
| Adotta* | CCN International | Groupe Lacasse | Krug | Rouillard |
| Agati | Community (Jasper) | Halcon* | Kusch + Co. | Sandler Seating |
| AIS | Council Furniture | Hale | Landscape Forms* | Snowsound |
| Allermuir* | Cumberland* | Harter | Leland* | Sossego |
| Allseating* | DarRan | HBF | Lencore | Source International |
| Amcase | Datesweiser | Hi5 | Loewenstein* | Spec Furniture* |
| Andreu World | Dauphin* | Highmark* | Luxo | Stylex* |
| Arcadia | David Edward | HighTower | Magnuson Group | Three H* |
| Arnold Furniture | Davis* | Holmrisk* | Martin Bratstrud* | Tuohy |
| Arper* | Designform | Humanscale* | Montisa | Uhuru* |
| Artopex | Egan Visual | ICF Group | Muraflex | Versteel* |
| B&B Italia | Emeco* | Innovant* | Muuto | Via Seating |
| Baker | Encore* | Inscape | Nevers | Virco |
| Berco | Enwork | Integra* | Nevins | Vitra |
| Bernhardt* | ERG | Intellaspace | Nienkamper* | Watson* |
| Boss | ESI | Interstuhl | Nucraft | |
| Bright Chair | Estel Group | IOA* | Office Specialty | |
| BuzziSpace* | Fire King | Jack Cartwright | OFS | |
| Cabot Wrenn* | Flexsteel | JSI* | Okamura* | |
| Cape Contract | Focal Upright | Keilhauer* | Peter Pepper Products* | |

*with Revit symbol available

With our “Best in Class” approach, we work closely with 300+ manufacturers to offer real choices and truly tailored office solutions.
















For more product information, please visit: <http://www.peabodyoffice.com/furniture>

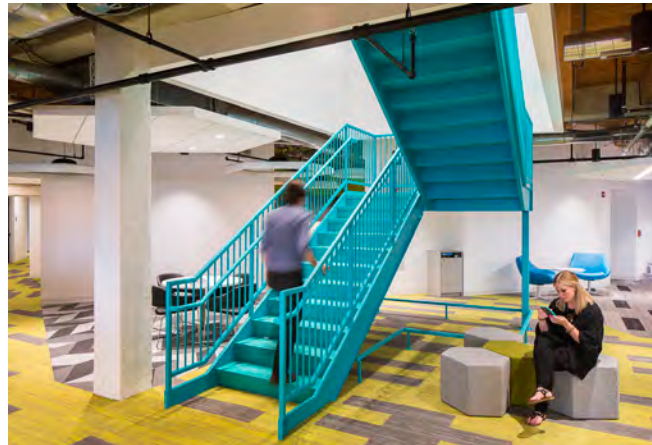
PEOPLE

Featured Clients - Diversified Client Portfolio

Featured Clients - Technology Industry

 AVENTION	 ALARM.COM	 Bullhorn
 Crimson Hexagon	 fama PR	 INFINIDAT
 interfolio	 Google	 jibo
 LogMeIn	 MARKLEY	 ONE TECH DRIVE
 SALSIFY	 SONOS	 Vertafore



PROJECT PROFILES



Project Profile



Amherst College - New Science Center

Amherst, MA

Scope

Lecture Halls, Lab Areas, Lounge/Collaboration Spaces, Café

PEOPLE
Project Profile



Boston Public Library

Boston, MA

Design Firm

William Rawn Associates

Scope

Touch-down stations, circulation desks and ancillary furniture for the new Johnson Building of the library.

TEAM QUALIFICATIONS

Project Profile



Harvard Business Publishing

Boston, MA

Design Firm
MDS

Construction Company
Columbia Construction

Project Manager
Redgate

Scope

668 workstations, conference rooms, lounge areas, kitchenettes and 1,764 linear feet of architectural walls

Project Profile



National Geographic

Washington, DC

Design Firm

STUDIOS Architecture

Scope

600+ workstations, private offices, conference rooms, lounge furniture and custom storage

Project Profile - Client Testimonial



AstraZeneca
950 WRL, One MedImmune Way
Gaithersburg, MD 20878
T: +01 202-794-0194
astrazeneca.com

Reference: Peabody Office
2 November 2018

Peabody Office works with AstraZeneca at multiple R&D campus Sites, and each Site values their support and service greatly. Our relationship began in Gaithersburg, MD with extensive desk and furnishing solutions installed in phases over a period of years. Since that time, they have supported us in Mountainview, CA as well.

Peabody Office recently supported AstraZeneca with furniture design support, procurement, delivery and installation for our new South San Francisco Site comprising research and development laboratories and commercial offices. This was a full-building 85,000 Square Foot FFE project requiring detailed attention to quality, budgets, design and schedule. Peabody worked closely with our design team, HOK, coordinating furniture design, fabrics and finishes selections with both the HOK Washington, DC and San Francisco offices.

The SSF Site is a very high quality collaborative office and laboratory environment, designed to attract and retain the best talent in the biopharma industry in a very competitive market. The facility was furnished with extreme care to support the collaboration workplace strategy AstraZeneca calls iWork, in both the offices and the laboratories, as well as our extensive common and café areas. Peabody Office supported our interiors design team with excellent service, custom yet cost-conscious solutions, and great attention to detail all through the process. Working with multiple lines, their FFE ranged from lab stools to the most beautiful leather couches and many colourful, effective solutions in between.

AstraZeneca places a very high value on managing a safe site for our construction workforce, and Peabody Office worked with our Safety Health and Environmental team as well as coordinating with the on-going construction trades surrounding their installations to assure that the FFE install was just a safely accomplished. Their installation subcontractor was chosen with care, and provided excellent service as well, working with us to adjust the final product to perfection!

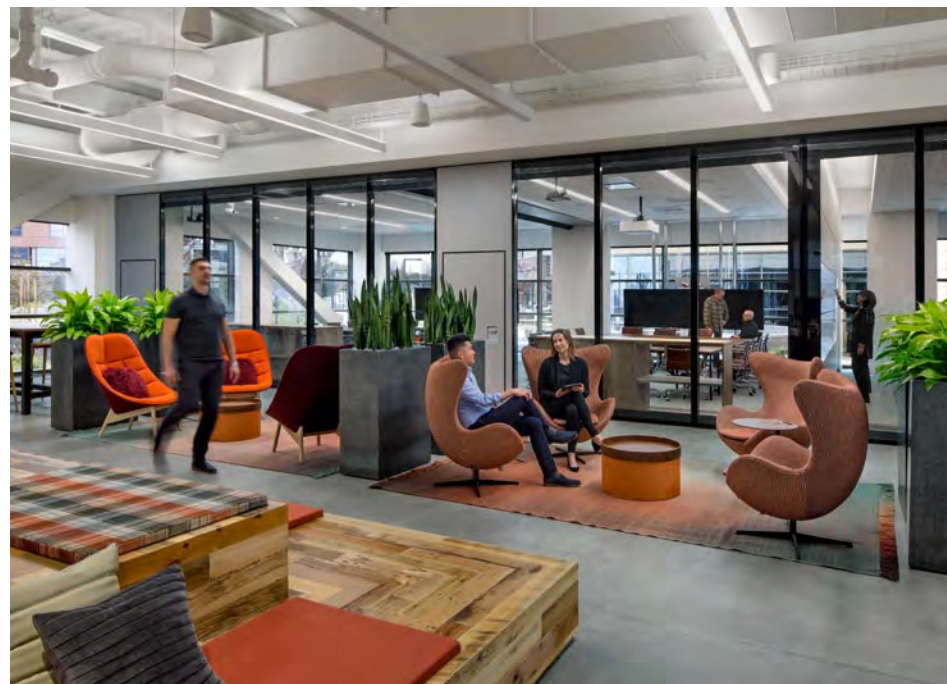
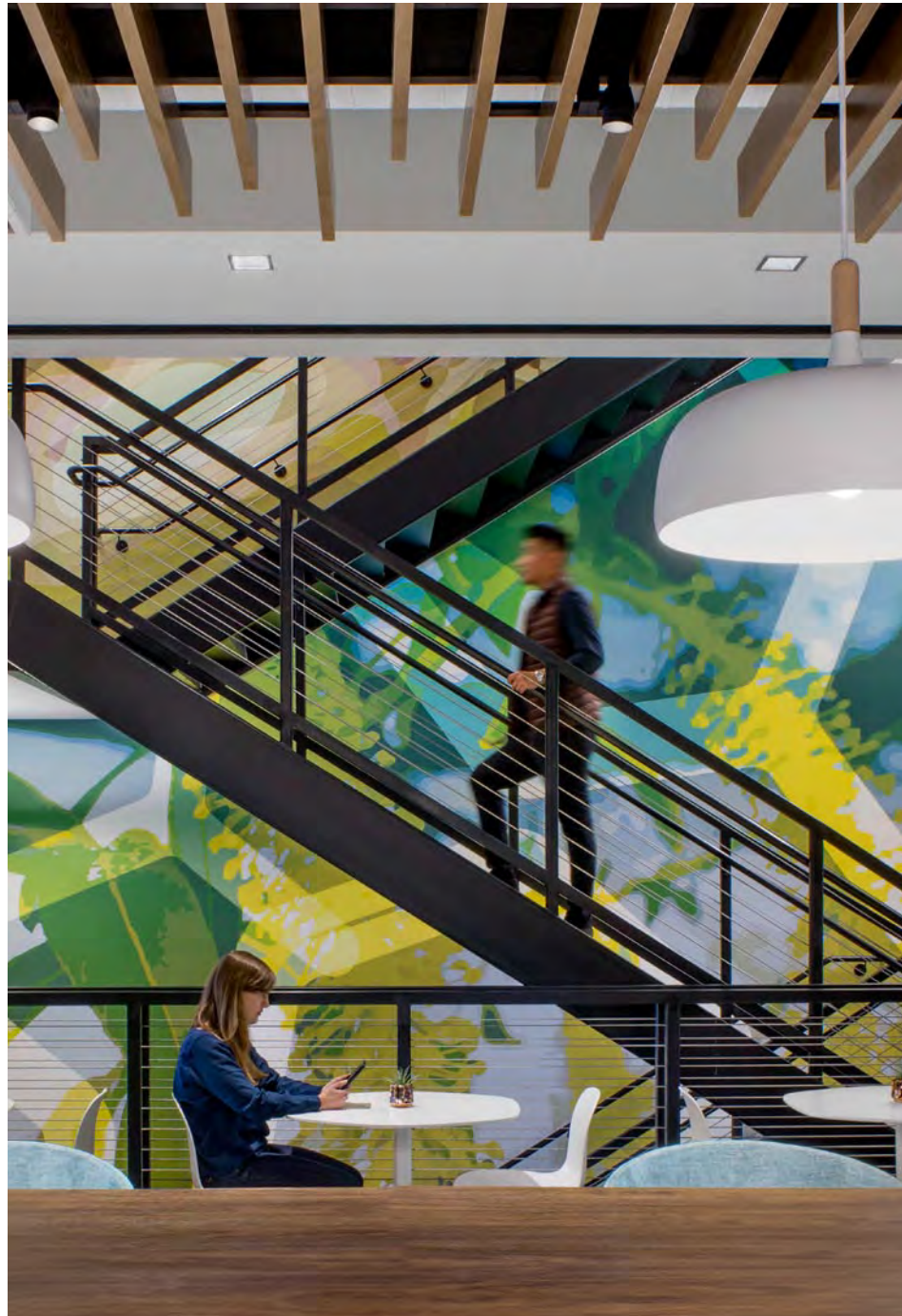
I appreciate their help on this most recent project, and look forward to our next installation together!

Yours sincerely

Martin Sharpless AIA
Project Director, R&D Capital Projects
Global Engineering and Real Estate

T: +01 202-794-0194
E: Martin.Sharpless@AstraZeneca.com

Project Profile



Astra Zeneca

South San Francisco, CA

Scope

400 workstations, 83 custom conference/team/quiet rooms, 35 custom collaborative areas and 825 linear feet of custom storage banks

Project Profile - Client Testimonial



“Working with Peabody Office was nothing short of a pleasure. Their personnel are top notch, their response to customer service requests is remarkable, and their products look fantastic in our newly-renovated offices. We enjoyed working with Peabody Office so much that we’ve used them in our Vermont-based Creation Center and our St. Louis satellite office. Should we continue to grow (which looks likely), we’ll be using Peabody Office going forward.”

Peter Masalsky
Facilities Manager
Drinkworks, A Keurig and Anheuser-Busch Joint Venture
Cell: 617.633.7718
E-mail: peter.m@drinkworks.com



Drinkworks

Williston, VT

Scope of Service

Pricing, alternate item selection, ordering, coordination of installation, installation & day 2 items for Drinkworks’ office locations in Massachusetts, Vermont and Minnesota. Product selection includes custom workstations, 50 private offices, conference rooms and ancillary furniture

Project Profile



“My experience with Peabody has been nothing short of remarkable. Their attention to detail, world class service and industry knowledge has delivered real value to Steptoe. Peabody is a true partner that delivers results.”

Vince Falcone
Director, Support Operations
Steptoe & Johnson



Steptoe & Johnson

Washington, DC

Architect

Studio Architecture

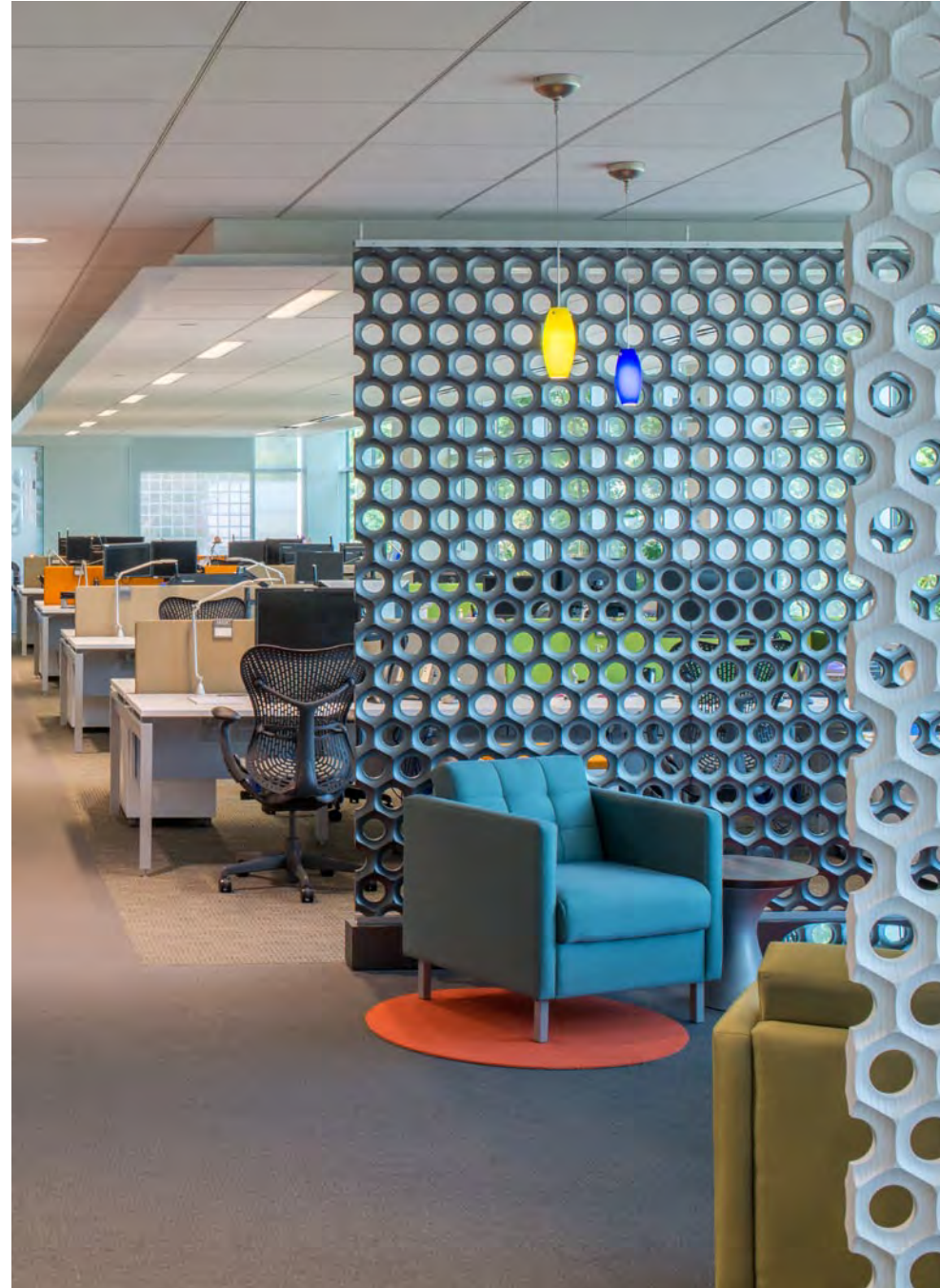
Project Manager

CBRE

Scope

Private offices, admin stations, reception area, lounge furniture, conference rooms and cafe furniture

Project Profile



MedImmune

Gaithersburg, MD

Design Firm

KGD Architecture

Scope

1000+ benching stations, 800+ pieces of ancillary product and area rugs

PEOPLE
Project Profile



Bates White

Washington, DC

Design Firm

HYL Architecture

Scope

Private offices, conference rooms, ancillary furniture for the dining area, café area, lounge and lobby area

Project Profile



“From design to manufacturing to delivery of installation, Peabody Office did not miss a beat. The project completed within 12 weeks as planned despite numerous obstacles generally encountered during build-out projects. The end result was a finished product that we could all be proud of, finished on time and on budget.”

Steve Mansfield
Senior Director Corporate Real Estate and Operations
Vertex

Vertex

Boston, MA

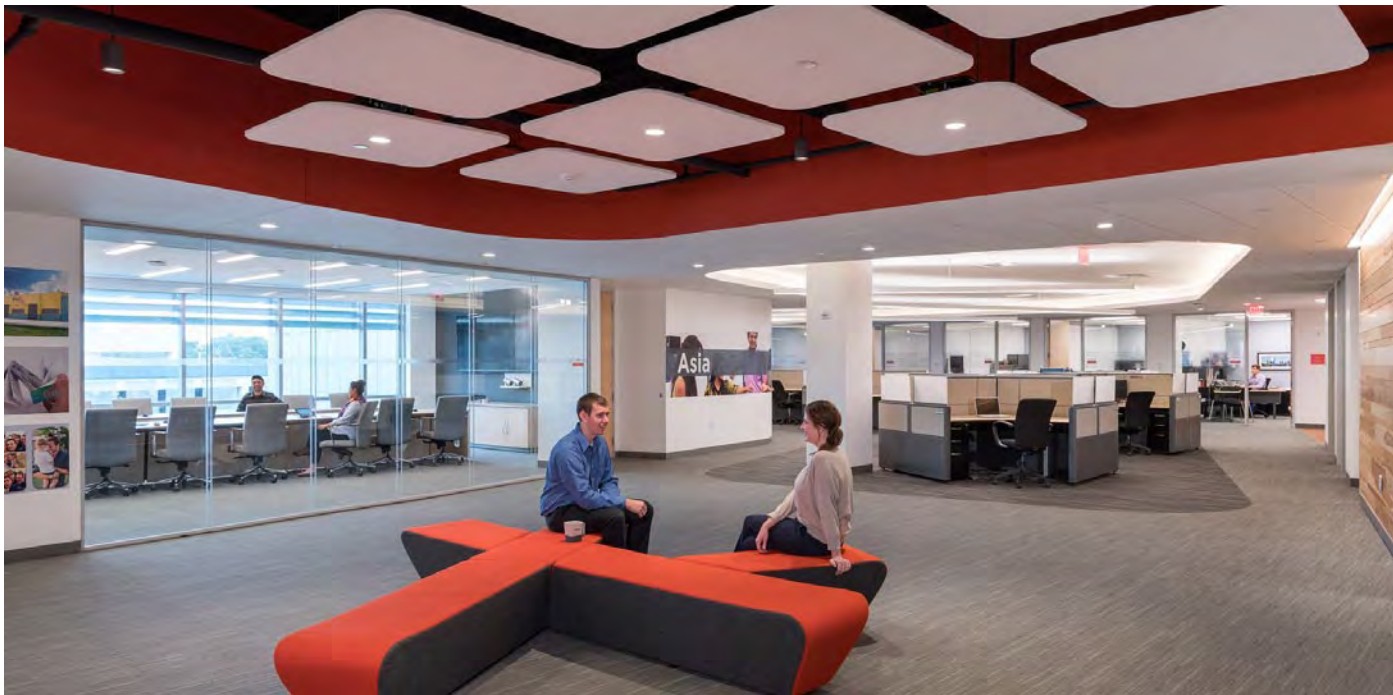
Design Firm

HYL Architecture

Scope

1,500 workstations, ~700 private offices across three office locations

PEOPLE
Project Profile



Cimpress

Waltham, MA

Scope

USA Headquarters: four floors with 1,341 workstations, 100 private offices, conference rooms and ancillary furniture for common areas

"The whole POF's team has shown great commitment to our project and has run the extra mile to meet Cimpress expectations which are always high."

Tolo Salom
Sr. Project Manager, Corporate Real Estate
Cimpress

PEOPLE
Project Profile



Confidential Technology Company

Cambridge, MA
Washington, DC
Reston, VA

Scope

Workstations, private offices, conference rooms, phone rooms, collaboration areas, lounge areas and café areas across three regional offices

PEOPLE
Project Profile



2019 IIDA NE Award Winner: Workspace under 20,000SF

Confidential Financial Company

Boston, MA

Design Firm

Elkus & Manfredi

Construction Company

Corderman and Company

Scope

Ancillary furniture and architectural walls

PEOPLE
Project Profile



Partners Capital Investment Group

Boston, MA

Design Firm

Dyer Brown Architects

Scope

Workstations, conference rooms, phone rooms, library, cafe area and ancillary furniture

PROCESS



PROCESS

Streamlined Process



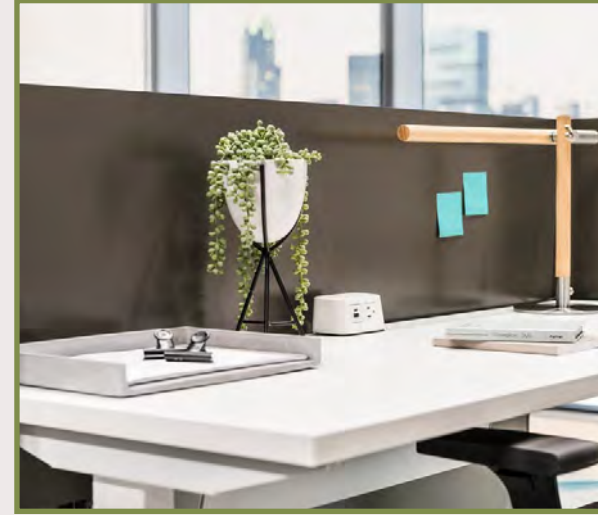
Inspiration & Design

- Showroom Tour
- Furniture Thought-Starter
- Finish Selection Guide
- Milestone Schedule
- Typical Drawings and Renderings
- Typical Mock-Up
- Final Product and Service Proposal



Order Placement & Tracking

- Project Kick-Off Meeting
- Final Proposal Sign-Off
- Order Placement
- Product Production and Shipping
- Order Tracking and Status Report
- Product Acceptance at Warehouse
- Order Quality Control



Installation & Punch

- Installation
- Walkthrough and PlanGrid Reporting
- Punchlist
- Product Training / Triage Desk
- Close Out Packet
- Ergonomic Furniture Guide



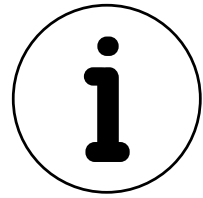
Day-2 Services

- Service Calls
- Warranty Requests
- Add-On Orders
- Reconfigurations

PROCESS

Day-2 Services

The completion of the punchlist does not mark the end of a project. Rather, it ignites the life-long relationship you will have with us at Peabody. We believe that the ongoing service that we will provide is equally, if not more important, than the initial up-front project execution.



Product Education & Training



Product Modification



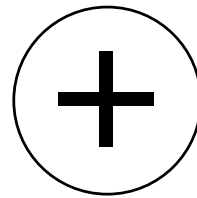
Request Fire Code Information



Solving Site Condition Challenges



Service Calls

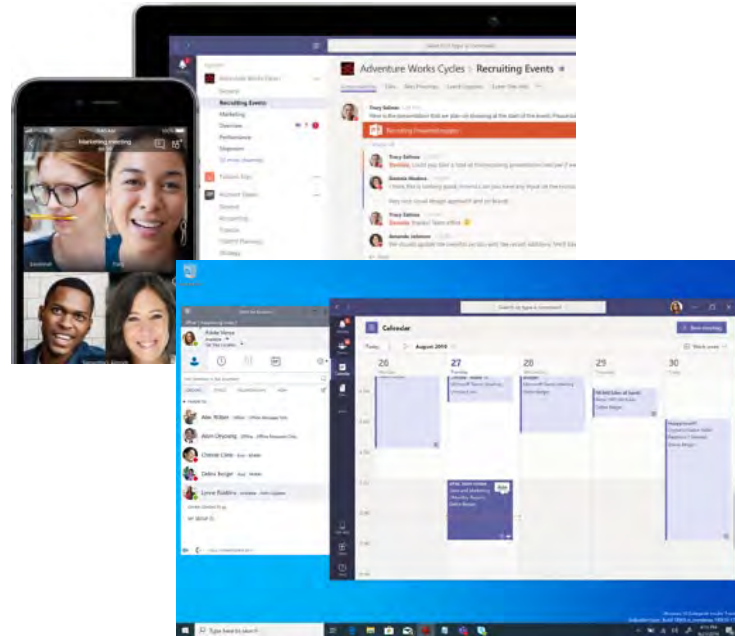


Add-On Orders



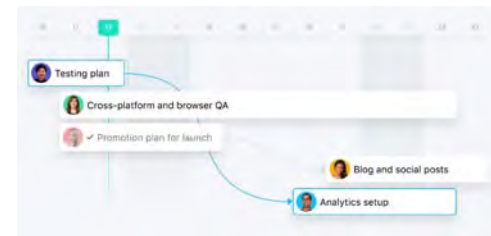
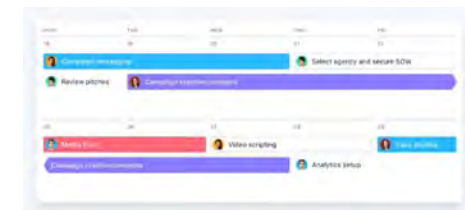
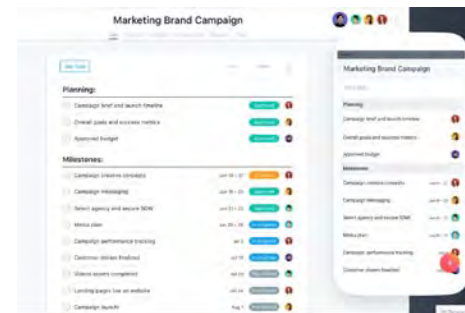
PROCESS

Technologies at Work



Teams - Internal Communication

- Integrates with Microsoft Office Suite, Asana and many other platforms
- Drag-and-drop file sharing for PDFs, images, videos and more
- Voice/video calls and screen sharing with the team
- Organizing conversations by team, project and client



Asana - Task & Timeline Management

- Plan and track all projects and all team activities
- Assign tasks and deadlines at all levels
- Visualize project schedule progress in task view, time line view, stage view and calendar view
- Monitor the status of key initiatives in real time
- Set priorities and optimize team resources



PlanGrid - Installation & Punchlist Tracking

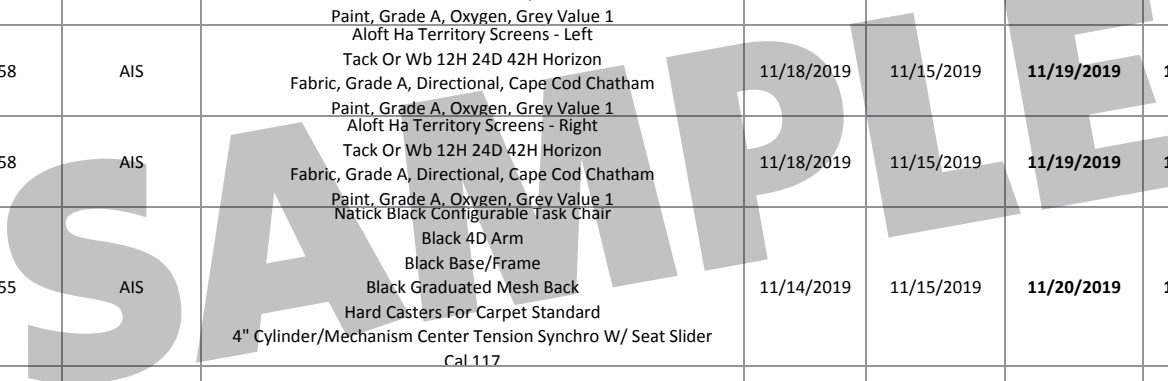
- Record details and progress from the field by adding photos and notes to the plan
- Comment, mark up issues on the plan directly to resolve punchlist faster
- Hyperlink your plan to RFIs and spec sheets for instant reference
- Generate as-builts, reports and make handouts with the click of a button

Sample Value-Added Project Management Tool - Status Report

Proposal	Location	Tag	Qty.	Manufacturer	Description	Ship Date	Receive Date	Delivery Date	Install Date	Note
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10th FLOOR PRODUCT

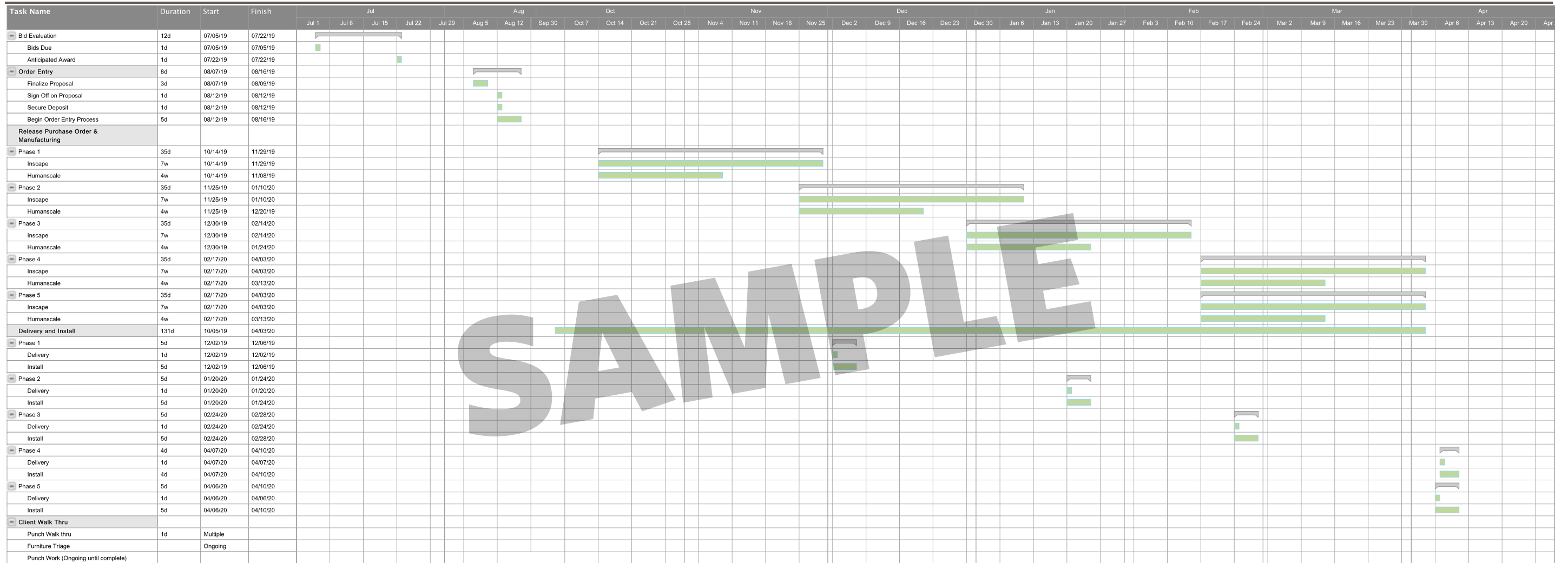
125371	Workstations	10th Fl Benching	4	AIS	Aloft 4-Pack Worksurface, Laminate w/ Scalloped Back Edge 60" X 22" Laminate, Absolute Acajou Electric Height Adj. Base, Silver Spine, Power/Data Undersurface, Grey Value 1 Fabric Screens- Cape Cod Chatham	11/14/2019	11/15/2019	11/16/2019	11/18-11/22	
	Workstations	6 Packs	14	AIS	ALOFT Rectangle End Cap 48 Grey Value 1 (GV1), Laminate Absolute Acajou	11/14/2019	11/14/2019	11/16/2019	11/18-11/22	
	Workstations	4 Packs	8	AIS	ALOFT Rectangle End Cap 48 Grey Value 1 (GV1), Laminate Absolute Acajou	11/14/2019	11/14/2019	11/16/2019	11/18-11/22	
	Workstations	10th Fl Benching	7	AIS	Aloft 6-Pack Worksurface, Laminate With Scalloped Back Edge 60" X 22" Electric Height Adjustable Spine, Power/Data Undersurface Fabric Screens Paint, Grey Value 1 Laminate, Absolute Acajou	11/14/2019	11/15/2019	11/16/2019	11/18-11/22	
	Workstations	10th Fl Benching	29	AIS	Aloft Ha Spine Screen Fabric Insert 12H X 60W 42H Fabric, Grade A, Directional, Cape Cod Chatham Paint, Grade A, Oxygen, Grey Value 1	11/18/2019	11/15/2019	11/19/2019	11/20-11/22	
	Workstations	10th Fl Screen Left	58	AIS	Aloft Ha Territory Screens - Left Tack Or Wb 12H 24D 42H Horizon Fabric, Grade A, Directional, Cape Cod Chatham Paint, Grade A, Oxygen, Grey Value 1	11/18/2019	11/15/2019	11/19/2019	11/20-11/22	
	Workstations	10th Fl Screen Left	58	AIS	Aloft Ha Territory Screens - Right Tack Or Wb 12H 24D 42H Horizon Fabric, Grade A, Directional, Cape Cod Chatham Paint, Grade A, Oxygen, Grey Value 1	11/18/2019	11/15/2019	11/19/2019	11/20-11/22	
	Workstations	10th Fl Task Chair	55	AIS	Natick Black Configurable Task Chair Black 4D Arm Black Base/Frame Black Graduated Mesh Back Hard Casters For Carpet Standard 4" Cylinder/Mechanism Center Tension Synchro W/ Seat Slider Cal 117	11/14/2019	11/15/2019	11/20/2019	11/21-11/22	
	Workstations	10th Fl Monitor Arm	55	AIS	Monitor Arm Double Clamp & Grommet Mount	11/14/2019	11/15/2019	11/19/2019	11/20-11/22	
	Workstations	10th Fl Mobile Peds	51	AIS	Pedestal L-Series Box/File Mobile 24" W/ Cushion Cushion Fabric: Grade A, Guilford Ticker, Grape 9862 Paint, Grade A, Medium Tone	11/14/2019	11/15/2019	11/20/2019	11/21-11/22	
	Workstations	10th Fl Open Area Type A	3	AIS	Volker Mobile Cube 18"H X 18"W X 18"D W/Casters Com Dorset, Mulberry, 20514	11/14/2019	11/15/2019	11/20/2019	11/21-11/22	
	Workstations	10th Fl Open Area Type B	3	AIS	Volker Mobile Cube 18"H X 18"W X 18"D W/Casters Com Stencil, Amethyst, 20625	11/14/2019	11/15/2019	11/20/2019	11/21-11/22	
	Conf & Mtg Rm	10th Fl Meeting Rms.	7	AIS	Volker Mobile Cube 18"H X 18"W X 18"D W/Casters COM Dorset Ash, 20501	11/14/2019	11/15/2019	11/20/2019	11/21-11/22	
	Conf & Mtg Rm	10th Fl Medium Conf. Table	1	AIS	Calibrate Table Boat 54D X 108W Knife 3 Sec 3 A-Base Conference Table Base Finish For 3/4" Material, Looks Likeatre Edge Finish For Conference Knife Top 1 1/8", 2.5mm Looks Likeatre Cutout 3 Piece 2 Units L & R Silver Short Side Grain Direction - Side To Side Extend Knife Surface, Grade A, Woodgrain Laminate - Pionite Looks Likeatre	11/18/2019	11/15/2019	11/19/2019	11/20-11/22	



Sample Value-Added Project Management Tool - Milestone Schedule

Milestone Schedule

7/1/2019



SAMPLE

Sample Value-Added Project Management Tool - COM Log

Project Name Peabody Office

Updated:

Fabric Manufacturer	Fabric/Pattern Number	Fabric Name/Color	Fabric Tag	Area on Furniture	Price Per Yard	Available Yardage	Lead Time if NOT in stock	Furniture Manufacturer	Product	Furniture Tag	Quantity	Required Yardage per Item	Total Required Yardage	Total Cost	Approved for Application	Notes
													0	\$0.00		
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Sample Value-Added Project Management Tool - Close Out Packet



Close Out Packet

Prepared by Sandi Cooper
Director of Corporate Accounts
781.704.5587 Mobile
sandi.cooper@peabodyoffice.com

234 Congress Street
Boston, MA 02110

Contents

Cover Letter	1
Services	2
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Warranties	5
As-Built Drawings	6
Invoices	7
Change Orders	8

TB-02

Client Name San Francisco, CA



Top:
Madison Walnut Natur
R 4816 MO

Base:
Black

Manufacturer Casala

Product Line: LaCrosse III

Dimensions: 60"W x 27"D

Features: Laminate folding table with powder coated steel legs. Stacks 10 high.

Location: Level 1 - Audit Suite
Level 1 - Large Conference Room
Level 2 - Project Area

*Image is for reference only, please refer to information listed below for spec



SINCE
1897

Peabody Office

234 Congress Street | Boston, MA 02110
www.peabodyoffice.com

