



**GRAND&TOY®**

An **Office DEPOT®**, Inc. Company



Project Profile:

**CGI**  
Group Inc.



“ We were able to trust the entire project to Grand & Toy. They managed the project with a high level of professionalism from beginning to end. ”

**George Della Rocca,**  
*VP Real Estate,  
CGI*







## The Outcome

Utilizing their strengths in workspace planning, project management, product sourcing and services, Grand & Toy successfully:

- Inventoried all items in existing CGI facilities;
- Produced furniture-specific layouts and detailed installation drawings;
- Collaborated on a seven-phase project schedule with CGI's project team consultants including the interior design firm, the construction team and building management;
- Managed every detail and aspect of the furniture move and installation, ensuring minimal worry and business impact for CGI;
- Worked with strategic partner Teknion to ensure that all new furniture was delivered on time;
- Supervised and executed a complex multi-phase installation over a four month period, meeting tight schedule demands and adapting to all contingencies;

Grand & Toy collaborated in the development and implementation of a National Furniture Standards Program for all CGI locations throughout North America. The manual acts as a guide or resource for all other CGI locations that will require office furniture.

Grand & Toy ability to manage large-scale projects from concept to completion ensured that the client's internal resources were not unnecessarily burdened and that their efforts were focused on overall project management and end user satisfaction. The job was finished to the client's complete satisfaction, on time and on budget; and at the same time CGI significantly lowered its real estate costs. CGI members now reside in a new, efficient and light-filled consolidated space.

**Industry**  
Information Technology

**Project Scope**  
The coordination, delivery and installation of 300 new and 550 existing workstations into a newly renovated, consolidated space

**Interior Design Firm**  
Figure3

**Products**

- Seating - Teknion
- Workstations and Private Office - Teknion

The job was finished to the client's complete satisfaction, on time and on budget. CGI has significantly lowered its real estate costs and CGI members are now housed in a new, efficient and light-filled space.



## The Challenge

In 2004, CGI's facilities were decentralized across Toronto. CGI decided to consolidate its business units into one major facility in Markham, Ontario. Using their national furniture standards program, CGI initiated the project work with their long time interior design partner, Figure3 Design to determine how the new space would accommodate its members.

The new facility was designed to be open concept with all workstations planned with lower height panels to allow for greater collaboration as well as to allow natural light from windows to flow into the space. Director level private offices were clustered around the core of the facility, while executive offices were spread throughout the perimeter of the building.

Once the overall layout and design of the space was developed, the challenge was to inventory, dismantle, move and install 550 existing workstations coming from the decentralized locations into the new consolidated space across five floors while coordinating the delivery and installation of 300 new workstations across two more floors. The additional challenge was to accomplish this seven phase project with minimal disruption to the company's daily operations.

CGI turned to Grand & Toy because of its proven expertise in workspace planning along with its full scope of project management and installation services. CGI had partnered with Grand & Toy two years earlier when they successfully completed a 3,000 workstation installation for one of CGI's Montreal locations. CGI was confident that Grand & Toy could collaborate effectively with their other consultants completing the project on time and on budget. Their unique business structure allowed it to respond to the increasing needs of clients via its position as the only truly national contract furniture dealer in the country. In addition, Grand & Toy's strategic relationships with major manufacturers, the economies of scale gained through its affiliation with Grand & Toy and the cost savings generated by their national buying power translated into greater value for CGI.

## The Solution

The Grand & Toy team met the job head on. A project lead was assigned as the main client contact, overseeing and coordinating the activities of the creative and technical teams who worked behind the scenes. The first step was to conduct a meticulous inventory count of all items in existing CGI facilities, which included everything from furniture and surfaces to electrical and hardware.

The next step was to produce furniture layouts and installation drawings. Grand & Toy translated the generic block plan layouts from the design firm into product detailed furniture specific layouts. This phase also included applying the inventory to the specifications to determine if any new parts would be required to supplement the existing furniture that was being moved.

The most time intensive component of planning involved outlining the project schedule, which would be divided into seven phases (one phase per floor). All scheduling for each phase of the move needed to be coordinated with CGI, their design firm, the construction team and building management. Whenever a change was requested, Grand & Toy quickly and efficiently reworked the schedule to accommodate CGI's requirements.







## Interiors With A Difference

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