US CONSULATE GENERAL CALGARY

REQUEST FOR QUOTATIONS
OFFICE FURNITURE

RFQ OFFICE FURNITURE
19CA1022P0067

Issued:
August 26, 2022

Closing:
September 05, 2022
2:00 PM MST
TABLE OF CONTENTS

INSTRUCTIONS TO PROPOUNTS ................................................................. x
INTRODUCTION ........................................................................................................... x
DOCUMENTS PROVIDED .......................................................................................... x
INQUIRIES .................................................................................................................. x
PROPOSENT MEETING / SITE VISIT ................................................................. x
SUBMISSIONS ........................................................................................................... x
COST OF SUBMISSIONS ........................................................................................... x
SUBMISSION DELIVERY .......................................................................................... x
EVALUATIONS & AWARD .......................................................................................... x
SCHEDULE OF EVENTS ............................................................................................ x
CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS ...................................................... x
Schedule “A” – Work Requirements ...................................................................... x
Schedule “B” – Quotation ......................................................................................... x
Schedule “C” – Specifications .................................................................................. x
Schedule “D” – Drawings .......................................................................................... x
INTRODUCTION

1. The client (US Consulate) is inviting quotations for the supply, shipping and installation of new Office Furniture, as well as the removal of some older existing furnishings.

2. The purpose of this Tender process is to select a qualified dealer to enter into an Agreement with the US Consulate for the performance of the work outlined in Schedule A – Work Requirements.

DOCUMENTS PROVIDED

3. The following documents are included in addition to these Instructions and complete the information provided for this Tender.

   a. Schedule “A” – Work Requirements
   b. Schedule “B” – Quotation Forms
   c. Schedule “C” – Specifications
   d. Schedule “D” - Drawings

INQUIRIES

4. All inquiries shall be addressed to:
   Attn: Robert Ursell
   U.S. Consulate General
   1000, 615 Macleod Trail SE
   Calgary, AB, T2G 4T8
   (403) 651-3431
   Email: ursellrc@state.gov

5. All inquiries should be made as a Request for Information (RFI) in writing, sent via email, and are to be received no later than Monday, Sept. 4th, 2pm MST.

6. Consulate responses to inquiries will be returned in writing, via email, using numbered RFI’s.

7. Consulate responses to inquiries will be circulated to all proponents along with the original inquiry.

PROONENT MEETING and/or SITE VISIT

8. A site visit may be requested, however all office space are specifically detailed in the Schedule D drawings.

SUBMISSIONS

9. No limit on submission size.

10. Proponents may provide additional information beyond what is requested for consideration.

11. Ensure the following information and/or documents are included with your submission:
   a. Unit pricing, in Canadian funds, including delivery, installation, and extensions, exclusive of GST. All pricing shall be quoted FOB the jobsite.
   b. Percentage off of the published list price for initial order and for future orders. Indicate minimum order size if applicable.
   c. Length of time discount will remain in effect for any future or add-on orders.
d. Provide estimated delivery times from date of order.
e. Advise what date final order must be received by the dealer in order to meet the installation deadline.
f. Amount of deposit, if required.
g. Brochures or drawings of proposed furniture c/w dimensions and materials of all components specified (for alternates only where allowable).
h. Warranty information.
i. Statement of product non-obsolescence.

COST OF SUBMISSIONS

12. Neither RMID or the US Consulate is responsible for any costs incurred by the proponents in preparing their tender submission, including any time or materials required.

SUBMISSION DELIVERY

13. Submissions are to be emailed to ursellrc@state.gov, or mailed to the address noted by the submission deadline. Physical submissions are not required but will be accepted as a bid format.

14. The Consulate is not responsible for any submissions not received for any reason, including, but not limited to, incorrect email address, server issues, or spam filters.

15. Quotations and accompanying documentation provided to the U.S. Consulate will not be returned, including, but not limited to, physical quotations with brochures, samples, booklets etc.

EVALUATIONS & AWARD

16. Submissions will be opened and evaluated privately.

17. Submissions will be assessed on the following criteria:
   a. Adherence to the scope
   b. Estimated Delivery Times
   c. Warranty Information
   d. Qualifications, Experience
   e. Overall fee quotation

18. The client reserves the right to accept or reject and or all bids and to waive irregularities at its discretion. The lowest or any bid may not necessarily be acceptable.

19. Additional information or clarifications may be requested during the evaluation process.

20. After the project is awarded the Consulate will notify all unsuccessful proponents.
CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS

22. All documents, floor plans, drawings, data, information, and other materials which are provided by RMID or the client to a bidder in relation to this tender are expected to be kept confidential.

23. Proponents shall not make any public announcements regarding this Tender, regardless of their success or not, without the prior written consent of the US Consulate.

SCHEDULE “A” – Work Requirements

Project Overview

The US Consulate is undergoing renovations in portions of their existing office space to accommodate additional full-time employees. This requires that some outdated furniture is replaced with new and that some areas of renovation will require new office furniture. The US Consulate is looking for Proponents to provide the furniture as described in this RFP in its entirety including purchase, shipping and installation.

Project Location

Project is located on the 10th floor at Rocky Mountain Plaza, 615 Macleod Trail SE, Calgary, AB.

Project Information and Approach

The successful proponent will be required to participate in the following tasks:

Scope of Work

The scope of work for this project includes a phased approach to the various rooms as they are indicated in the drawings. Each room will be viewed as a package to include the removal of existing furnishings and the supply, uncrating, unpacking, and installation of new products.

Standards of Work

Work shall be in accordance with all applicable by-laws.

General Notes

1. Successful bidder shall provide and/or confirm the following for design review prior to ordering:
   - access to job site (including elevator size)
   - site verified dimensions
   - shop drawings indicating specific products specified
   - finish samples for final selection

2. Actual quantities as well as dimensions of any non-typical furniture components will be determined prior to final order, in concert with the successful bidder.

3. Installation of all items will occur from approximately Dec 1, 2021 – Jan 30, 2022. Dates may change pending progression of construction schedule.
REQUEST FOR QUOTATION
OFFICE FURNITURE
PROJECT: US CONSULATE
10th Floor, Rocky Mountain Plaza

BIDDER NAME: CONTACT INFORMATION:

PRICING BREAK OUT
   1. Pricing is to be completed in "Order" groupings as indicated in the drawings.

PRICING BREAK OUT
ORDER DRAWING ROOM # ROOM NAME PRICING

<table>
<thead>
<tr>
<th></th>
<th>Room</th>
<th>Description</th>
<th>Removal</th>
<th>New</th>
<th>Delivery &amp; Install</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>F1</td>
<td>1057B, 1057C Admin Stations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Removal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delivery &amp; Install</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>F2</td>
<td>1060 Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Removal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delivery &amp; Install</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>F3</td>
<td>1059 CG Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Removal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delivery &amp; Install</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>F4</td>
<td>1061, 1063 Offices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Removal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delivery &amp; Install</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>F5</td>
<td>1007, 1007A Print, Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Removal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delivery &amp; Install</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6 F6 1008, 1009 Open Workstations  
Removal  
New  
Delivery & Install  
Sub-Total

Pricing should include GST.

Each "Order" is to be complete in it's inclusion of removal of old furniture (where applicable), supply, delivery and installation of new furnishings in accordance with the drawings and specifications.

Each "Order" price should be independent, in that it does not rely on the execution of any or all "Orders" for any provided discounting.

SCHEDULE "B" - QUOTATION  
Removal  
New  
Delivery & Install  
Sub-Total

7 F7 1014 Lactation Room  
Removal  
New  
Delivery & Install  
Sub-Total

8 F8 1018, 1019, 1021 IT Offices & Work Room Removal  
New  
Delivery & Install  
Sub-Total

9a F9 1020 Print, Touchdown Removal  
9b F10 1020A, 1020C, 1020D Offices New  
9c F11 1020B Office Delivery & Install  
Sub-Total

10 F12 1062 Office Removal  
New  
Delivery & Install  
Sub-Total

Orders 1 through 10 Inclusive GRAND TOTAL
SCHEDULE “C” – SPECIFICATIONS

1. All goods quoted and provided must:
   a. Be new.
   b. Be the most current production of the product series.
   c. Comply with the tender requirements

2. Refer to drawings for layouts and dimensions of components.

3. All components shall be part of Manufacturers standard offering. No custom components to be included.

4. Sizes of components indicated in drawings should be adhered to as closely as possible. Provide exact sizes of specified components as supplied by the manufacturer.

5. Finishes will be confirmed upon award of contract and will be selected from manufacturer’s standard color rands in grades as indicated below.

6. All worksurfaces noted as Height Adjustable are to be available as a user height adjustable unit from a sitting (25”H) to a standing position (52”H) and are to be electronic with height display.

7. All storage components are to be priced as locking. Each office is to be keyed alike. Master keys are to be provided.

8. Although no “typical” workstations or office suites make up this RFQ, wherever possible components should be consistent throughout the space. e.g.: All Mobile B/F Pedestals are to be the same manufacturer.
**MATERIALS**  
All Offices and Work Areas unless Otherwise Noted

| Worksurfaces                  | Manufacturers Top Grade Laminate  
PVC Edge                           |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Leg Frames</td>
<td>Painted Metal Legs</td>
</tr>
<tr>
<td>Storage Pedestals</td>
<td>Painted Metals</td>
</tr>
<tr>
<td></td>
<td>Cushion Tops to all Mobile Pedestals</td>
</tr>
<tr>
<td>Storage Laterals</td>
<td>Painted Metal</td>
</tr>
<tr>
<td>Bookcases</td>
<td>Manufacturers Top Grade Laminate</td>
</tr>
</tbody>
</table>

**DESCRIPTION**  
All Components unless Otherwise Noted

| Task Chair                           | Adjustable Back, Seat Height & Depth, and Arms  
Adjustable Lumbar Support  
High Back  
Upholstered Seat  
Upholstered or Mesh Back |
|--------------------------------------|-------------------------------------------------|
| Guest Chair                          | Leg Base w/ Castors  
Fixed Arms, Plastic caps  
Upholstered Seat  
Upholstered or Mesh back |
| Drafting Stool                        | Adjustable Seat Height  
Adjustable Arms  
Foot Rest  
Upholstered Seat  
Upholstered or Mesh Back |