



## **Request for Proposals**

### **Supply of Administration Facility Office Furniture**

Project Number: PR-00332  
RFP Issued: August 09, 2023  
Submission Deadline: September 1, 2023

**Table of Contents**

<b>1.0 Purpose .....</b>	<b>3</b>
<b>2.0 Background.....</b>	<b>3</b>
<b>3.0 Project Description.....</b>	<b>3</b>
<b>4.0 Available Resources.....</b>	<b>6</b>
<b>5.0 Project Schedule .....</b>	<b>6</b>
<b>6.0 Project Budget .....</b>	<b>7</b>
<b>7.0 Proposal Requirements .....</b>	<b>7</b>
<b>8.0 Proposal Selection Criteria.....</b>	<b>8</b>
<b>9.0 General Terms and Conditions .....</b>	<b>8</b>
<b>10.0 Attachments.....</b>	<b>10</b>

## 1.0 Purpose

Cataraqui Conservation and Frontenac County are in partnership to create a colocation for a new Administration Facility. This Request for Proposal (the “RFP”) is an invitation by Cataraqui Conservation to prospective respondents to submit quotations for New Office Furniture for the newly renovated Administrative Building located at 2069 Battersea Road, Glenburnie, Ontario K0H 1S0.

The deliverables include supply, delivery, installation and set in place of all furniture items quoted,, as well as clean-up and removal of all package cartons and debris from site. Refer to drawings for quantities and dimensions.

Cataraqui Conservation hereby requests that proposals for the work be submitted no later than **12:00 pm (noon) Eastern Standard Time on September 1, 2023**. Details for the scope of work are provided below. The related Cataraqui Conservation capital project number is PR 00332 New Administration Building Furniture Purchase.

## 2.0 Background

Cataraqui Conservation is a non-profit environmental protection and advisory agency that works in partnership with local municipalities to monitor and protect water, natural habitats, shorelines and promote sustainable living in our community. The many programs and services of Cataraqui Conservation support the overarching principle of conserving, preserving, protecting and enhancing our natural environment.

## 3.0 Project Description

Cataraqui Conservation will be relocating our Administration Facility to 2069 Battersea Road, Glenburnie, Ontario K0H 1S0 in December 2023, a shared space with the Frontenac County. We will be leasing the ground floor of the building which is accessible via an elevator and several entry points.

Staff are requesting proposals for the supply, delivery, installation of new workstations and office furniture and removal of all package cartons and debris from site at the new location. The infrastructure must consider ergonomics and budget considerations along with personal and file storage for each of the workstations as well as furniture for use in collaboration / meeting spaces.

The furniture is for the following locations, as shown in Appendix A - Floorplan:

- 18 workstations (Section 001, 005, 006, 007, 014)
  - Section 001 x5 workstations with panels, upper frameless glass
  - Section 005 x4 workstations with panels, upper frameless glass
  - Section 006 x2 Supervisor workstations with panels, upper frameless glass
  - Section 006 x2 touchdown desks
  - Section 007 x4 workstations with panels, upper frameless glass
  - Section 014 x3 workstations with panels, upper frameless glass
- 2 Managers offices (002 & 003)
  - 1 “L”-shaped desk
  - 1 office chair, 2 seating chairs
- 1 General Manager office (013)
  - 1 “L”-shaped desk
  - 1 office chair, 2 seating chairs
- 1 Collaboration Meeting Room (004)
  - 1 table
  - Up to 8 chairs
  - Ability to add cable management
- 1 storage room shelving (031)
- 28 Office Chairs

Additional considerations:

- For all desk arrangements, please consider both a standing desk and stationary desk option.
- For the workstations in Section 014, these are for finance positions and may require more privacy. Please suggest alternatives such as modular spaces with a door and/or additional panels for consideration.

### 3.1 Scope of Work

The awarded respondent will complete the following:

1. Detailed review of drawings provided by Colborne & Kembel Architects.
2. Assist in designing and budgeting of furniture with recommendations based on an approved budget and provide solutions to all requested areas.
3. Include consideration of ergonomics, cable management, ability to install arms for 2-monitors (arms not included in this RFP), personal storage, and collaboration opportunities.
4. Develop design drawings showing location and orientation of all proposed furniture along with connection requirements and details.
5. Coordinate the supply, delivery, installation, and set in place of all items quoted and in addition, clean-up and removal of all package cartons and debris from site.
6. If and when a brand name, make, name of any manufacturer, trade name or vendor catalogue number is mentioned in this RFP, it is for the purpose of establishing an aesthetic, grade, or quality of materials and/or services only, unless specified otherwise. Since Cataraqi Conservation does not wish to rule out other competition and equal brands or makes, the phrase "or approved equal" may be added. However, if materials and/or services other than those mentioned in this RFP are proposed, it is the vendor's responsibility to name such materials and or/services within the proposal and to prove to Cataraqi Conservation that said materials and/or services are equal and submit brochures, samples and/or specifications in detail. Cataraqi Conservation shall determine the quality of the merits of proposals submitted in sole discretion.
7. The complete unit produced to this specification shall be thoroughly tested and inspected from a mechanical, operational, and appearance standpoint. Unless specifically stated otherwise, the unit shall be delivered in condition for immediate use.
8. All quantities provided are approximate and to be used for submission purposes only. Cataraqi Conservation reserves the right to increase or decrease quantities as required without change to the unit prices herein.

9. All materials used for the manufacture or construction, or any supplies, materials, or equipment covered by the submission shall be new or refurbished. The items must be a recent model, of the best quality and highest grade of workmanship. Discontinued models will not be accepted. Cataraqi Conservation reserves the right to test for standards of quality or quantity in any reasonable manner at the expense of any successful vendor.
10. Ensure recommendations align with interior design (e.g., colours, materials, and textures).
11. Provide all operation and maintenance manuals for furniture and ensure installation applies to all necessary codes, regulations, and bylaws

#### 4.0 Available Resources

Cataraqi Conservation has the following resources available to the successful proponent:

1. Appendix A – Cataraqi Conservation Floorplan (PDF)\*
2. Appendix B - AutoCAD Drawings (available upon request)\*

#### 5.0 Project Schedule

The RFP will be governed according to the following schedule. Although every attempt will be made to meet all dates, Cataraqi Conservation reserves the right to modify any or all dates at its sole discretion.

<b>Milestone</b>	<b>Projected Date</b>
Issue date of RFP	August 09, 2023
Deadline for Questions	August 22, 2023 at 12:00 pm (noon)
Submission Deadline	September 1, 2023 at 12:00 pm (noon)
Anticipated Execution of Agreement	September 8, 2023

## 6.0 Project Budget

The budget for this project is estimated at \$110,000, without HST.

Please quote on all materials and labour separately and provide a firm price valid for 30 days from date of submission. As part of the quote, an itemized breakdown of the brand name, make, name of any manufacturer of products proposed and price are all required.

The respondent must provide monthly updates on expenditures and monthly invoicing to Cataraqui Conservation. The invoices shall reference Cataraqui Conservation Project Number PR-00332.

## 7.0 Proposal Requirements

The submission deadline is no later than **12:00 p.m. (noon) Eastern Standard Time September 1, 2023**. One (1) PDF copy of the proposal shall via electronic mail to:

Donna Campbell  
Assistant, Chair and General Manager  
Cataraqui Conservation  
Tel: 613-546-4228 ext. 229  
Email: [dcampbell@crca.ca](mailto:dcampbell@crca.ca)

All questions from interested firms about this request for proposals are to be directed to Donna Campbell no later than 12:00 p.m. (noon) EST on August 22, 2023. Cataraqui Conservation will provide answers to all interested firms in a consistent manner.

## 8.0 Proposal Selection Criteria

Proposals will be evaluated by Cataraqui Conservation based on the following criteria:

1. Delivery time (15%);
2. Design and Finishes Options (20%); and
3. Cost (65%)

The selected proposal for the project will not necessarily be awarded to the lowest bidder. All respondents that provide a proposal prior to the submission deadline will be notified by Cataraqui Conservation in writing of the decision.

## 9.0 General Terms and Conditions

### Acceptance of Proposals

The RFP neither expresses nor implies any obligation on the part of Cataraqui Conservation to enter into a contract with any respondent submitting a proposal.

### Rejection of Proposals

Cataraqui Conservation reserves the right to reject any or all proposals for failure to satisfy the specification and requirements for the RFP. Any award resulting from this RFP is subject to the successful completion of a contract between the respondent and Cataraqui Conservation.

### Acceptance or Non-Acceptance of Proposal

Neither the lowest priced nor any proposal shall necessarily be accepted, and the decision of Cataraqui Conservation is final. If Cataraqui Conservation decides to accept a proposal, then this acceptance and the making of an award will be in writing. Unless and until such written notification has been given, there is no successful respondent and no award has been made.

### Information Ownership

All information collected and produced in report or digital form by the respondent shall become the property of Cataraqui Conservation and subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. All public reports approved by the Full Authority Board will become public information.



### Previous Communications

This document and attachments contain the entire requirements relating to this RFP. Other information and/or documentation provided to a prospective respondent or obtained by a prospective respondent prior to the release of this RFP or any other time shall not have any force or effect.

### Conflict of Interest

It is the respondent's responsibility to ensure that no perceived or real conflict of interest exists for any of the company's personnel involved in the study.

### Cancellation of RFP

Due to unanticipated expenditure constraints, the RFP may be cancelled at any time without liability by Cataraqui Conservation to prospective respondent or to any other entity.

### Authorization

To be considered a valid response, a respondent's submission must be completed and signed by an authorized company official.

### Insurance

When requested, the respondent will provide certification of appropriate commercial general liability insurance, automobile insurance, and professional errors and omissions liability insurance coverage, as well as a valid Workplace Safety & Insurance Board (WSIB) Clearance Certificate.

### Errors and Omissions

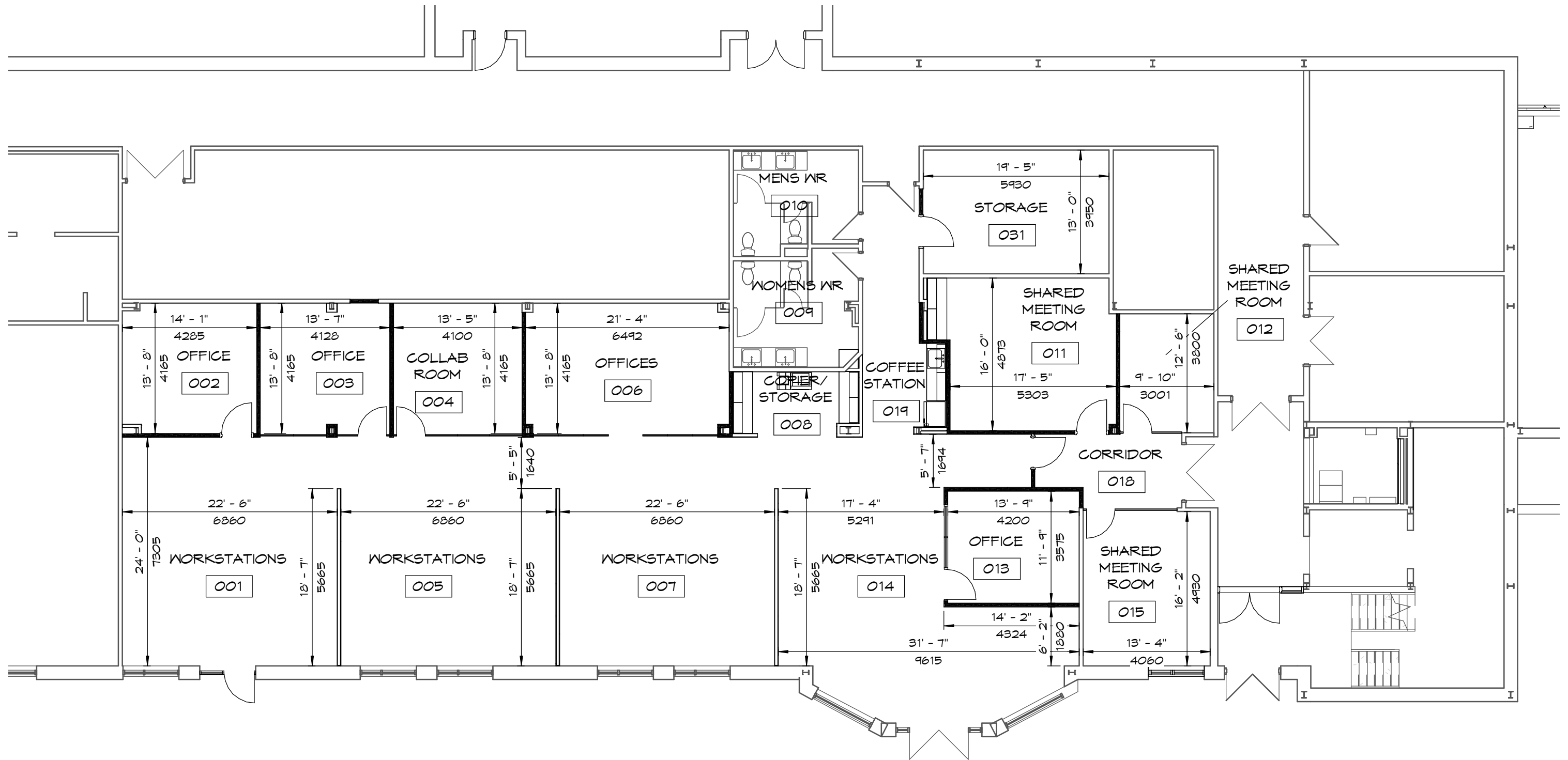
Cataraqui Conservation shall not be held liable for any errors or omissions in any part of this RFP. While Cataraqui Conservation strives to ensure an accurate representation of information, the information contained in the RFP is supplied solely as a guideline and is not guaranteed or warranted to be accurate by Cataraqui Conservation, nor is it necessarily exhaustive.

## 10.0 Attachments

List of attachments:

- Appendix A – Cataraqui Conservation Floorplan (PDF)\*
- Appendix B – AutoCAD Drawing (available upon request)\*

*\*The drawings are design drawings and the dimensions provided are for reference only. They may vary slightly from what was constructed on site. It is the responsibility of the proponent to visit the site to verify as-built conditions.*



**LEVEL 0 - CRCA OFFICES BASEPLAN**