

Request for Proposal
RFP13-1427

SUBJECT: Furniture for UNBC Housing Project



DATE OF ISSUE:	August 20, 2013
TO RESPOND BY:	tba
RESPOND TO:	Leslie Burke, Purchasing Agent Purchasing Department University of Northern British Columbia 3333 University Way Prince George, BC V2N 4Z9
	

1.0 INFORMATION AND INSTRUCTIONS

1.1 PURPOSE

The University of Northern British Columbia, hereinafter referred to as the “University” is in the first phase of evaluating replacement furniture for two student residences.

In total, the student residences currently consist of 142 suites. There are thirteen (13) 2-bedroom suites and one hundred-twenty nine (129) 4-bedroom suites. Each bedroom is approximately 8’x10’ and each living room is approximately 10’x12’. The residences are available for rent for all students (first year and up).

Any vendor who believes they can supply institutional residential furniture as listed herein is invited to submit a Proposal.

This Request for Proposal states the instructions for submitting Proposals, and the procedure and criteria by which furniture will be evaluated.

1.2 DEFINITIONS

Hereinafter, each company receiving this Request for Proposal (RFP) is referred to as a “Proponent”. A Proponent’s submission in response to the Request for Proposal is referred to as a “Proposal”.

1.3 ISSUING OFFICE

University of Northern British Columbia
Purchasing Department
3333 University Way
Prince George, BC V2N 4Z9
Attention: Leslie Burke, Purchasing Agent
Fax: 250-960-5507

1.4 PROPOSAL SUBMISSION

Two copies of the Proponent’s proposal, must be submitted to the Issuing Office. The Proposal number and description are to be clearly marked on the outside of the envelope. In the essence of SUSTAINABILITY, the following practices are suggested regarding your submission.

- a) there is no need to include the front end of this document. The University has the original.
- b) to minimize the amount of paper used, do not submit anything that is not required or does not add value to your submission, where possible, duplex the pages.

- c) as an alternative, the Proposal may be submitted on a cd, flash drive, or electronically to leslie.burke@unbc.ca. The signature page, schedule II must be signed.

FAXED SUBMISSIONS WILL NOT BE ACCEPTED

For any and all Proposals, regardless of the method of submission, the University accepts no responsibility for non-receipt and delays in receipt caused by facsimile transmission and reception problems, equipment failure, or any other similar cause.

The University will not be obligated in any way by the Proponent's Proposal. The University will not return any of the Proponent's Proposal and supporting documents to the Proponent.

1.5 PROPOSAL COSTS

The Proponent has the sole responsibility for any costs associated with preparing and submitting its Proposal in response to the Request for Proposal.

In no event will the University be responsible for the costs of preparation or submission of any Proposal.

1.6 IRREVOCABLE OFFER

Proposals submitted to the University shall constitute a valid and irrevocable offer which is open for acceptance by the University from and after submission until the expiration of the 60th day following the proposal submission.

The University reserves the right to accept the Proposals, which it deems most advantageous, and the right to reject any or all Proposals.

The University will not be liable under any contract in connection with this Request for Proposal, or the submission of Proposal.

1.7 INQUIRIES AND CHANGES

All inquiries with respect to this RFP **MUST** be submitted in writing and e-mailed to:

Leslie Burke, Purchasing Agent E-mail: leslie.burke@unbc.ca

Use the RFP number in the subject field.

The questions received in this format along with the answers from the University of Northern British Columbia will be issued in written form as an addendum. All Addendums will be posted on the UNBC Purchasing website listed as "Active Tenders & RFP's".

The RFP is not to be discussed with any other University of Northern British Columbia employee except at the direction of the Purchasing Agent.

The University of Northern British Columbia shall not be responsible for, and the proponent shall not rely upon, any instructions or information given to any proponent other than that issued in writing by the Purchasing Agent.

1.8 SELECTION PROCESS

In the first phase of evaluating replacement furniture, for all or part of the 2013/2014 school year a demonstration suite will be set up in one of the two residence buildings with furniture provided by proponents.

The evaluation will include the observations of a focus group made up of UNBC students and administrators. Initially, products from each proponent will be given equal opportunity to be evaluated. Should a product warrant more or less observation, it may or may not be set up in the demo suite for additional exposure time to be evaluated further.

Proponents are asked to submit a proposal on any or all of the products listed herein. Proposals must include all costs, if any, and all terms and conditions associated with the product offerings for the purpose of evaluation. Proposals must also contain detailed specifications on the products being proposed for consideration and information on the warranty/guarantee, on the anticipated life span, and on the life cycle (how long it has been in production and how long it is anticipated to be in production).

Products chosen initially for the evaluation will be based on the information within the proposal.

Successful proponents will be contacted to arrange for product(s) to be evaluated in the demonstration suite.

The University reserves the right to not limit the products evaluated and/or considered, to those proposed as a result of this RFP.

Upon conclusion of the evaluation, if the University determines, in its sole discretion, that one or more Proponent's is clearly more suited for the University's needs than the others under consideration, it may decide to award a purchase order(s) directly to that Proponent(s) rather than obtaining competitive bids.

Any agreement associated with this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province of British Columbia, except the International Sale of Goods.

The University reserves the right, at its sole discretion, to negotiate with any Proponent as it sees fit, or with another Proponent or Proponents concurrently. In no event will the University be required to offer any modified terms to any other Proponent. The University shall incur no liability to any other Proponent as a result of such negotiations or modifications.

1.9 BASIS OF SELECTION

The University will not necessarily accept the lowest price or any Proposal. Any implication that the lowest or any Proposal will be accepted is hereby expressly negated.

The University will not be limited as to its criteria for evaluation of Proposals. The University may take into account whatever criteria and considerations it wishes to.

These may include:

- 1.9.1 Any features or advantages which are unique to the Proponent's Proposal,
- 1.9.2 The Proponent's relevant experience, qualifications and success in providing a product of the type described in Attachment A.
- 1.9.3 The Proponent's price.
- 1.9.4 The quality of the Proposal, specifically: Proposals shall be prepared in a straight forward manner, and shall describe the Proponent's offering(s) in a format that is reasonably consistent, comprehensible, and appropriate to the purpose.
- 1.9.5 The Proponent's references from institutions/organizations which are comparable to the University.
- 1.9.6 The contractual terms proposed by the Contractor which would govern the evaluation process with the University.

1.10 RIGHT TO REJECT

UNBC reserves the right to reject any or all proposals and to accept any proposal it considers advantageous.

1.11 REFERENCES:

Proponents may submit references with their Proposal. If not included with the Proposal, they may be requested to do so upon evaluation of the Proposal

Proponents may include in their Proposal a list of customers who have contracted the same product that is being proposed.

Please include company name, contact name, contact phone number and e-mail, description of services, estimated date of purchase.

ATTACHMENT A SPECIFICATIONS

The University of Northern British Columbia is seeking institutional residential furniture to evaluate. Furniture to be considered is not limited to the following list. Other products could also be considered.

Bedroom Furniture

- 1 bed frame (wood or steel)
- 1 writing surface
- 1 desk chair on wheels
- 1 desk hutch or shelf option (we may not actually buy these)
- *1 desk light (if hutch option)*
- 1 wardrobe
- 1 2-3 drawer unit for under the bed
- All furniture should be on casters or have wheels

Living room Furniture

- Couch seating for 4 (prefer sectional pieces, 4 little couches that can move around or join together)
- 1 coffee table
- 2 end tables
- All furniture should be on casters or have wheels
- TV and Media Hub enclosures

REQUEST FOR PROPOSAL FORM
RFP13-1427
Furniture for UNBC Housing Project

Please complete this form and fax **IMMEDIATELY** to:

Purchasing Department
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

Fax Number: 250-960-5507
E-mail: leslie.burke@unbc.ca

COMPANY NAME:		
ADDRESS:		
CITY:	PROV:	POSTAL CODE:
CONTACT PERSON:		
CONTACT TELEPHONE:	CONTACT FAX:	
EMAIL:		

I have reviewed a copy of the Request for Proposal.

_____ Yes, I believe I could supply the University with furniture for the housing projected as listed herein. Therefore, I intend to provide specifications of my proposed product(s). Should the University deem my proposal offering to be acceptable, I would then be given the opportunity to have it demonstrated for further consideration.