

Supply & Installation of Furniture

Request for Proposal

ISANS recognizes the key role of immigrants in Canadian society. We work with newcomers to help them build a future in Canada. We provide a wide range of services to immigrants, from refugee resettlement to professional programs, from family counselling to English in the Workplace.

Summary

ISANS currently has two locations, and we are opening a third location in Fall 2018. We are seeking proposals from third party vendors for the supply and installation of furniture at our new location.

Submissions will be evaluated based on vendor experience, approximate cost, timeline and comprehension of the goals and audience for furniture at our new office location.

Goals

- The supply and installation of furniture at our new location
- Furniture installed to accommodate:
 - Reception area
 - Atrium
 - 11 private offices
 - 9 classrooms
 - 30 semi-private workspaces
 - Kitchen
 - Computer lab
 - 2 meeting rooms

Audience

- ISANS directors, management, and programming and operations teams

Scope and Deliverables

- Supply all labour, materials, tools, equipment, and incidentals required for supply and installation of office furniture
- Provide, where possible, 2 options per item listed, with detailed pricing
- Identify the earliest guaranteed delivery date for the furniture
- Ensure ISANS property is clean of any rubbish or surplus resulting from the installation process
- Provide manufacture warranty in the name of the owner, and advise ISANS of the duration in which the warranty of all products is valid

Timeline

- Installation from August 13-17, 2018

Examples

- Please contact John Farah for the CAD drawings

Criteria for Selection

- Examples of similarly-complex projects
- Client references
- Project timeline with major tasks and milestones
- Project budget by line item
- Indicate any use of sub-contractors
- Please see [ISANS Procurement Policy and Procedures](#)

Responses

- Email a PDF with the subject line *Furniture, ISANS New Location* to jfarah@isans.ca

Due Date

- June 15, 2018

For further information, please contact:

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