



Invitations to submit
Request for Proposals
for custom furniture
for the Pictou Culture Hub:
New Pictou Library and Renovated deCoste Theatre

Deadline for submissions:

Wednesday, April 24, 2024 - 4:00 pm.

Electronic or hard copy submission accepted

Submit to:

Eric Stackhouse, Chief Librarian
182 Dalhousie Street, New Glasgow
PO Box 276
New Glasgow, NS, B2H 5E3
estackhouse@parl.ns.ca

Questions can be directed to Eric Stackhouse, Chief Librarian, Pictou-Antigonish Regional Library (902) 755-6031 or toll free 1-866-779-7761.

Information about the Pictou Culture Hub can be found at www.culturehubpc.ca.



Background

The Pictou Culture Hub Project is inviting proposals from professional furniture / cabinet makers and companies for the design and construction of custom furnishings to be located in the public areas of the Culture Hub.

Key themes in the Culture Hub Project include:

- A welcoming space for everyone to come together – residents, newcomers, all ages, backgrounds, and abilities.
- Respect and celebration of all histories, cultures, and experiences in the wider community.
- Stewardship of our community, socially, culturally, economically, and environmentally.
- A celebration of arts and culture, including the written word and language, to transform and enrich lives.

More information and building and site plans can be found at www.culturehubpc.ca.

Construction is now underway with completion by the end of August 2024. All furnishings will need to be completed and installed by August 15, 2024 unless arrangements are made otherwise.

It is recognized design of the furnishings will require working closely with the architect for the project. This will be arranged as part of the project/artist contract.

Specific furnishings

Tables:

The tables will be used by the public in common areas of the Culture Hub. Activities will include reading, work/study, eating, etc. Finishes and construction must be highly durable, for example, in a commercial environment, and easily cleaned with common cleaners. Must include floor levelers on legs. Metal legs may be used for some or all of the tables but must be specified in the design and stated whether they are included in the price.

- 4 square study tables – 48” x 48” and 29” high
- 2 round study tables – 48” diameter and 29” high
- 2 square study tables – 26” x 26” and 29” high
- 4 small coffee tables - 28” diameter and 16” high
- 1 large coffee table (fireplace) – 48” diameter and 16” high

Study Carrels:

The carrels will be used by the public in the Sunrise Area of the Culture Hub. Activities will include reading, work/study, eating, etc. Finishes and construction must be highly durable, for example, in a commercial environment, and easily cleaned with common cleaners. The carrels will accommodate two persons working together. Carrels to include 1 recessed power bar each with minimum 6-foot cord.

- 3 study carrels as specified in attached design, 55” wide x 28” deep, working surface 29” high.

Important Dates

- RFP Close - April 24, 2024 – 4 pm
- Proponent(s) Selected – May 1, 2024
- Contract(s) Awarded – May 3, 2024
- Contractor Delivers Product By – August 15, 2024

Selection Criteria

Proposals will be reviewed based upon the following criteria:

- Completeness of the proposal.
- Ability to complete the work in a quality manner and on schedule.
- Ability to explain the proposed design of the furnishings including materials, finishes, detail, maintenance, and warranty of work.
- Qualifications.
- Examples of furnishings.
- References.
- Cost.

Proposal Requirements

Proposals may be submitted electronically or in person to the location described above. The proposal must include:

- Name, address, and contact information of the proponent and/or company.
- Description of qualifications to take on this type of project. Include company and lead individual(s) if appropriate.
- Examples of similar furnishings completed including photos or links to images. Ability to view some examples of furnishings in person is required.
- 2 references related to quality of work.
- Proposed design, including materials and finishes. Options if applicable.
- Proposed cost by item and total, noting if tax is included. Shipping to site must be included as a separate cost.

Terms and Conditions

Applicants may amend proposals submitted in response to the RFP prior to the submission deadline by submitting an amendment clearly identifying the change or by submitting a new proposal that clearly indicates that it is to replace the proposal previously submitted. All amendments to, or requests to withdraw a submitted proposal must be in writing submitted to estackhouse@parl.ns.ca.

Proposals, once submitted, become the property of the project. All proposals will be kept in confidence subject to such disclosure as may be required for internal approvals or processes.

The submission of a proposal, the receipt of a proposal, the evaluation of a proposal, and the determination of the acceptable proposal or any one of these is not acceptance in any way whatsoever of the proposal. A proposal is not, in any way, a unilateral contract. A proposal is an offer by the applicant to perform the work as set out in this RFP. The project is under no obligation to accept any bid or to select the bid offering the lowest price for the work.

Without limiting the generality of the foregoing, the project will have no obligation to accept a proposal where:

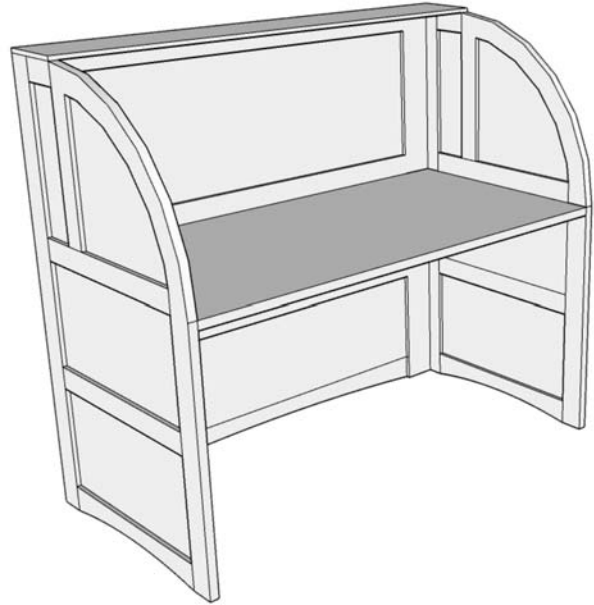
- the prices exceed the available funds for the work.
- only one proposal is received.
- If the interests of Nova Scotians would be best served by not accepting any proposal.

The project reserves the right to reissue the RFP where, in our opinion, none of the proposals submitted in response to the RFP warrant acceptance or where it would not be in the best interests of the project to accept any of the proposals.

Consultants are responsible for all costs incurred by them in preparing and submitting proposals.

ES.

STUDY CARRELS - PICTOU CULTURE HUB



REFERENCE STUDY CARREL:
THE PEOPLES PLACE LIBRARY,
ANTIGONISH, NS

