

REQUEST FOR PROPOSAL FOR
FURNITURE PACKAGE

As Requested by

CONFEDERATION CENTRE OF THE ARTS

Charlottetown, Prince Edward Island

Issued: April 9, 2026

Closing: April 23, 2026



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PART 1 – INTRODUCTION

1.1 INTRODUCTION

Confederation Centre of the Arts (the “Centre”) is furnishing the meeting rooms and common spaces in the newly renovated South Pavillion.

The Centre is seeking proposals from qualified vendors for the supply, delivery and installation of the required furniture. This request has been developed with general terms and conditions for vendors to follow and meet in order to be included in the evaluation process.

1.2 BACKGROUND

For more than 55 years, Confederation Centre of the Arts has been providing Canadians and visitors with an opportunity to experience the multiple cultures, histories, stories, and contexts of Canada’s origins and evolution. Through engaging visual arts exhibitions, theatrical performances, music, dance, education and heritage programming, Confederation Centre of the Arts is Canada’s hub for learning about how this nation was formed, and how our identity continues to evolve.

The Centre is undergoing the largest rejuvenation project in its 60-year history. Supported by the governments of Canada and Prince Edward Island, the \$65 million project started the first week of October 2024.

The project will result in the founding of a cultural leadership institute which will establish the Centre as a place to gather to discuss the Canada of today and tomorrow. It will offer more attractions and programs to residents and visitors year-round. New spaces and facilities will inspire new Canadian work in theatre and visual arts, expand training opportunities in the national cultural industry, serve the local community with accessible arts classes for everyone, provide visitors with a cultural learning space to explore Canadian Confederation, and provide spaces for community events and conferences.

The renovation includes:

- Full renovation of the interior of the former library space.
- A major energy retrofit with rooftop solar that will reduce the facility’s energy consumption by an estimated 68.8 percent and greenhouse gas emissions by 286 tonnes annually.
- The construction of a street level entrance on Victoria Row to make the space more accessible and welcoming, as well as new construction to add space and allow for more natural light.
- New classrooms and learning spaces for visual arts, choral music, theatre, and dance.
- Artists in residence spaces.
- The addition of a stage-sized rehearsal hall on the southwest plaza that will also serve as rentable community space for events and conferences.

- Major improvements to accessibility.
- The development of interpretive spaces to facilitate learning about Canadian Confederation and its wider impact.

1.3 ADDRESS FOR DELIVERY

A Proposal is to be labelled with the Bidder's name and RFP title. The Bidder shall submit their Proposal either by email or in a hard copy, as follows:

(a) Email

If the Bidder chooses to submit their Proposal electronically, it is to be attached as a single PDF document sent to: jzver@confederationcentre.com

* The Centre will confirm receipt of emails. The Bidder bears all risk in the successful delivery of their Proposal.

(b) Hard Copy

If the Bidder chooses to submit via hard copy, two copies are to be delivered to the following address:

Confederation Centre of the Arts
Jodi Zver, CFO
145 Richmond Street
Charlottetown, PE
C1A 1J1

1.4 INQUIRES

All inquiries related to this RFP are to be submitted via email to the person named below (the "Centre Representative"). Only information obtained in this format will be considered part of the contract agreement.

Name: Jodi Zver
E-mail: jzver@confederationcentre.com
Reference: CCOA – Furniture – RFP

PART 2 – PROPOSAL REQUIREMENTS

2.1 DESCRIPTION OF DELIVERABLES

The Request for Proposals (RFP) is an invitation to submit offers for the following Scope of Work: Furniture supply, delivery and installation for the renovation project, including office furniture,

lobby furniture, meeting room furniture and any FF&E specified in design documents. In addition to the items in Appendix A, Confederation Centre staff will work closely with the successful bidder to determine exact requirements for spaces listed in Appendix C.

The following items should be specifically addressed in the proposal submitted:

1. General Information
 - a. Name of business
 - b. Contact Person
 - c. Title
 - d. Mailing Address
 - e. Telephone Number
 - f. E-mail
2. Relevant experience
 - a. List three of your largest accounts, preferably companies, organizations or institutions that you have provided a similar scope and volume of work for, in Atlantic Canada
3. Pricing Summary (see Appendix A)
4. Itemized Cost for each Item in Appendix A
5. Warranty information
 - a. Provide installation warranties and equipment manufacture warranties

Proposals can include additional costing details, as long as they are listed on a separate submission. Alternates are to be clearly identified and a separate submission from the base proposal.

All assumptions and exclusions are to be clearly identified in the proposal submission.

2.2 MATERIAL DISCLOSURES

Proponents should refer to Appendix B

2.3 COLOUR AND FINISHES

- a) Bidders must include complete specification information on available finishes, fabrics and colours with their submission.
- b) All colour and finish selections will be provided by the Centre after tender is awarded to the successful bidder.

2.4 SAMPLES

- a) Bidders may be asked to provide samples of each item offered prior to award.
- b) Samples must be exact and true representations of the products offered.
- c) Each sample must be properly labelled with bidders' name, material make-up and product name.

- d) Bidders may be asked to provide cross-section samples of various materials prior to award.
- e) Request samples will be at no cost to the Centre.

2.5 ADDENDA

If the Centre determines that an amendment is required to this RFP, the Centre’s Representative will issue a written addendum to all bidders.

By delivery of a Proposal, the Bidder is deemed to have received, accepted, and understood the entire RFP, including all addenda.

This RFP states the instructions for submitting proposals, the procedures and criteria by which the vendor may be selected and the terms and conditions by which the Centre intends to govern the relationship between it and the successful vendor(s).

2.6 NO CONTRACT

This RFP is considered an invitation to bidders to submit a Proposal (including prices and terms). It is not a tender and the Centre bears no obligation to enter into a contractual agreement with any of the bidder submissions. The Centre has the right to negotiate changes to any terms of a Proposal, including prices, with one or more bidders.

PART 3 – EVALUATION OF PROPOSALS

3.1 SCHEDULE OF EVENTS

Issuance of RFP Documentation	April 9, 2026
Deadline for RFP Questions	April 20, 2026
RFP Date for Submission of Proposal	April 23, 2026
Commencement of Proposal Evaluation	April 24, 2026
Selection of Preferred Contractor	May 1, 2026
Material Delivery Date	September 1, 2026
Estimated Occupancy Date	October 1, 2026

3.2 EVALUATION

Proposal will be evaluated on the following criteria:

1. Product quality – materials, durability and warranty. For the items listed and described in Appendix B.	15%
2. Per unit price for specific products. Please complete Appendix A with per unit and overall pricing based on quantities and item descriptions per Appendix B. Pricing must be in Canadian dollars and include associated costs (delivery, set-up, duties, taxes) except HST, which should be itemized separately.	15%
3. Pricing structure for yet to be determined items. Please provide pricing formula on a cost + percentage basis.	20%
4. Project management & delivery approach. Please describe your methodology for working with Confederation Centre staff. Include process to determine exact requirements of additional spaces listed in Appendix C.	30%
5. Vendor experience with similar projects & references. Please provide examples of past projects where you had to assist your clients in furniture selection for new spaces that were not yet complete. Include at least three client references that we may contact.	20%

Evaluation criteria is set by the Centre and is not open to discussion with bidders.

PART 4 – TERMS AND CONDITIONS OF RFP PROCESS

4.1 BIDDER’S EXPENSES

Bidders are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the Centre or its representatives and consultants, relating to or arising from the RFP. The Centre will not be liable to any Bidder claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Bidder in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising from participating in this RFP bid process.

4.2 BIDDER’S QUALIFICATIONS

By submitting a Proposal, the Bidder represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.

4.3 CONFLICT OF INTEREST

The Bidder is responsible to disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Centre, its Board, or employees.

4.4 CONFIDENTIALITY

All Proposals will be held in confidence by the Centre unless otherwise required by law. Bidders shall be aware that the Centre is subject to the Freedom of Information and Protection of Privacy Act (FOIPP) of Prince Edward Island.

4.5 SIGNATURE

The legal name of the individual or company submitting the Proposal shall be inserted in the Proposal. The Proposal is to be signed by a person authorized to sign on behalf of the Company.

4.6 INSURANCE

The Contractor shall produce and maintain, at their own expense, at least the following insurance:

- a) Employer's Liability Insurance shall be in the amount of CAD\$2,000,000 for injury or death.
- b) b) Commercial General Liability Insurance:
 - Bodily injury CAD\$2,000,000
 - Property Damage CAD\$2,000,000
- c) In addition to paragraph a and b above an umbrella liability policy of not less than CAD\$2,000,000 shall be in effect during the term of this agreement. Such as a and b shall be on an occurrence form.

APPENDIX A – PRICING


Confederation Centre – Furniture Package

Item	Brand, Model number	Quantity	Per Unit	Total Cost
Banquet chair			\$	\$
Work desk			\$	\$
Music chair			\$	\$
Children's worktable & chairs			\$	\$
Meeting room table			\$	\$


Note: Provide brand and model numbers for Basis of Design for each item; include cut sheets, finishes, and warranty details with submission.

APPENDIX B – STANDARD OF ACCEPTENCE


BANQUET CHAIRS

Description:	Classic banquet stacking chair similar to pictured.	
Details:	<ul style="list-style-type: none"> - Stack up to 15 chairs - Commercial grade fabric - Steel frame - Box stitched seat with high density foam 	
Quantity:	225	


WORK DESK

Description:	Contemporary work desk, similar to pictured.	
Dimensions:	60/72"W x 30"H x 28/32"D	
Quantity:	15	


MUSIC CHAIRS

Description:	Ergonomic Band/Music Chair with contoured seat and back for added comfort, similar to pictured. Stackable, with dollies. 97 degree Seat-to-Back Angle. Back Legs properly angled to provide pitch.	
Quantity	60 chairs with dollies	

CHILDREN'S WORKTABLE & CHAIRS

Description:	Child sized table and 6-8 stackable chairs, similar to pictured. Durable construction withstands heavy-duty use in classrooms.	
Quantity:	2 sets	

MEETING ROOM TABLE

Description:	Rectangular conference table with seating capacity 10 people similar to pictured.	
Dimensions:	120 x 48" or similar	
Quantity:	3 (provide price for 120x48" – actual size requirements may vary)	

APPENDIX C – SCOPE OF PROJECT

LIST OF ROOMS THAT REQUIRE FURNISHINGS

Below is an overview of spaces that will require furnishing, along with a general list of those items. All items below are subject to change. The listed pieces are intended to provide a broad understanding of the full scope of the project. The Centre will work with the successful vendor to determine exact requirements for each space.

Room	Purpose of space	Furniture Overview
<i>Audio/Visual Room</i>	Dedicated room for audio recording	<ul style="list-style-type: none"> - Seating and workspace - Storage solutions
<i>Schurman Studio</i>	Art room for children and adult classes/camps	<ul style="list-style-type: none"> - Stainless steel worktables - 60 stackable chairs - Child worktables/chairs for 15 students - Cubbies and hooks for backpacks - Office desk and chair
<i>Dance Studios and Changeroom</i>	Two dance studios and common area for student belongings	<ul style="list-style-type: none"> - Storage racks for equipment - Open shelving
<i>Staff Room</i>	Lunch area for staff	<ul style="list-style-type: none"> - Mix of lounge and table seating
<i>Lobby Area</i>	Public landing area	<ul style="list-style-type: none"> - Mix of conversational and modular seating
<i>Choral Room</i>	Music room for children and adult choir rehearsals	<ul style="list-style-type: none"> - Music chairs and dolly - Folder storage - Conductor's podium - Music stands - Cubbies/seating for student belongings
<i>Education Office area</i>	Common area for education department	<ul style="list-style-type: none"> - Meeting table/chairs - Dressing room stations (mirror/bench set)
<i>Clancey Hall mezzanine</i>	Observation and rest area overlooking rehearsal hall	<ul style="list-style-type: none"> - Lightweight and portable conversational furniture
<i>Rooftop Patio</i>	Outdoor patio on level 4 and 5	<ul style="list-style-type: none"> - Durable and portable patio conversational furniture
<i>Community Room</i>	Multipurpose space	<ul style="list-style-type: none"> - Flexible seating and workspace - Storage solutions

<i>Office Spaces</i>	New office furniture is needed for 10-20 offices of various sizes.	<ul style="list-style-type: none"> - L-Shaped desk with hutch - Work desk - Filing cabinet - Guest chairs - Bookcases - Cabinet
<i>Catering & Conference Services</i>	Additional items needed for catering services.	<ul style="list-style-type: none"> - Banquet chairs - Cocktail tables