



REQUEST FOR PROPOSAL FOR:

1F Winter Garden Family Lobby Lounge Chair Refurbishment

IPPAN SHADAN HOJIN TOKYO AMERICAN CLUB

November 29, 2021

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

**David Moore
Operation & Maintenance Manager
IPPAN SHADAN HOJIN TOKYO AMERICAN CLUB
2-1-2 AZABUDAI
MINATO-KU, TOKYO 106-8649
TEL: 03-4588-0692
EMAIL: david.moore@tac-club.org**



Request for Proposal (“RFP”) for 1F Winter Garden Family Lobby Lounge Chair Refurbishment

1. General Information

- A. **Purpose:** The purpose of this RFP is to seek proposals from Upholstery resellers in the refurbishment of upholstery, cushioning and wood touch-up of 12 lounge chairs in the 1F Winter Garden and Family Lobby at Tokyo American Club (“TAC”).

This RFP invites interested interior furnishing vendors to submit a service proposal, including 3 fabric options for selection, to refurbish the fabric upholstery, cushioning material, and wooden surfaces of 12 lounge chairs in the Family Lobby. Upholstery material supply, pickup, refurbishment work off-site, and delivery of refurbished lounge chairs to TAC will be required in the quotation.

- B. **Who May Respond:** interior furnishing vendors that are legally registered and authorized to operate and sell upholstery and services in Japan.

C. **Instruction on Proposal Submission.**

- 1) Closing Submission Date. Proposal must be submitted no later than 17:00 hours on January 31st, 2022.
- 2) Inquiries. Inquiries concerning this RFP should be e-mailed to:
David Moore, Operation & Maintenance Manager.

- D. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by TAC.

E. **Instructions to Prospective Contractors.**

- 1) Proposal should be addressed as follows:

David Moore
Operation & Maintenance Manager
Ippan Shadan Hojin Tokyo American Club
2-1-2 Azabudai
Minato-ku, Tokyo 106-8649
Email: david.moore@tac-club.org

Failure to do so may result in premature disclosure of your proposal.

- 2) It is the responsibility of the Offeror to ensure that the proposal is received by TAC, by the date and time specified above. Late proposals will not be considered.



- F. **Right to Reject.** TAC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
- G. **Notification of Award.** For the proposal to be accepted by TAC, the proposal will be reviewed and vetted by TAC management team and TAC governance bodies, including the House Committee and Finance Committee. It is expected that the final decision selecting the successful proposal will be made by TAC's Board of Governors by the end of February 2022. Upon conclusion of final negotiations with the successful Offeror, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the results.

2. Scope of Services

The proposal should include appropriate fabric upholstery, refurbished cushioning, and refinishing of any damage to wooden surfaces to provide a comfortable and luxurious seating experience for Members of TAC.

For this proposal, TAC requires the following minimum conditions:

- A. Replacement upholstery material should provide a comfortable, elegant seating experience.
- B. Replacement upholstery material should have a durability equivalent to at least 100,000 double-rubs.
- C. Upholstery work should be applied in a commercially durable fashion for use over 7 to 10 years.
- D. Cushioning should provide a comfortable seating experience and be durable for 7-10 years.
- E. Pickup, off-site refurbishment work, and delivery of completed lounge chairs should be performed in 3 separate services of 4 chairs each.

3. Timeline

Date	Activity
January 31, 2022	Proposal must be received at TAC by 17:00
February 1-9, 2022	TAC Management reviews submissions and determines the proposal to recommend for Committees and Board approval.
February 2022	Committees and Board reviews and votes on the successful proposal.
March 1, 2022	Notification of successful proposal to vendor.

4. Proposal Contents



A. Proposal.

Proposals in English will be mandatory. At a minimum, proposals must include:

- 1) Description and details upholstery fabric.
- 2) Description of the terms and conditions specific to the requirements listed in Section 2.
- 3) Estimated service lead time for each upholstery fabric option.
- 4) Itemized description of all costs to be borne by TAC.

5. Proposal Evaluation

A. Submission of proposals. Submission may be in softcopy submitted electronically via email or in hardcopy by mail. Upon receiving the submission, TAC will inform the proposer to acknowledge receipt of the submission.

B. Evaluation Procedure and Criteria. TAC General Manager will review proposals and make recommendations to the relevant committees and the Board of Governors for final approval. The General Manager may request a meeting with qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:

- 1) Proposed details on meeting the TAC requirements specified.
- 2) Details of the proposed upholstery material and work.
- 3) Performance of proposed upholstery and cushioning material in relation to elegance, comfort, durability, and price.

Sincerely,

David Moore
Operation & Maintenance Manager
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