



# Chicago Metropolitan Agency for Planning

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March 5, 2020

## INVITATION FOR BID (IFB) NO. 236

### Office Furniture Supply, Delivery, and Installation

The Chicago Metropolitan Agency for Planning (CMAP) is requesting proposals from vendors for office furniture, delivery and installation services.

The Chicago Metropolitan Agency for Planning (CMAP), will be moving from its current location at the Willis Tower to the "Old Post Office", 433 W. Van Buren Street, Chicago, IL. CMAP is seeking to engage a qualified vendor to provide furniture, delivery and installation services for the new office space. CMAP anticipates installation to be performed during the month of June 2020. Please see the attached files for details regarding CMAP's office furniture requirements.

Attachment 1 Design Specifications Ancillary Furniture - [Ancillary furniture-SPEC-Final 0306.pdf](#)

Attachment 2 CMAP - Furniture Plan ([CMAP - Furniture Plan.pdf](#))

Attachment 3 CAD Drawing - [CMAP 4TH FLOOR FURNITURE PLAN FOR REFERENCE ONLY.dwg](#)

Attachment 4 CMAP Bid Sheet - ([CMAP Bid Sheet-Ancillary.xlsx](#))

CMAP would appreciate receiving your proposals as indicated in the IFB. The deadline for submissions in response to this IFB is **3:00 p.m. March 20, 2020. Responses should be emailed to [Procurements@cmap.illinois.gov](mailto:Procurements@cmap.illinois.gov)**.

The purchase decision will be made by a committee comprised of CMAP staff and its architectural consultant. The decision will be based upon the following criteria:

- The vendor's ability to match the design intent as indicated in the attached files
- The manufacturer's warranty length, and conditions
- Cost to CMAP.

Please download and complete the Excel spreadsheet (Attachment 4), Bid Sheet. Please include all costs for furniture, shipping, delivery (including all transportation, packaging, crates, containers, insurance, duty and brokerage charges), installation and clean-up (including the removal of non-recycling and recycling waste materials which includes but is not limited to: dimensional and pallet wood plastics, rigid foams, padding, and metals). Please note that delivery will take place outside of typical work hours. Please make any necessary adjustments to your labor costs to reflect this, if applicable. Also note that CMAP is exempt from IL Sales Tax. An Exemption Certificate will be provided with the order

Thank you, and if you have any questions, please call me at (312) 386-8756.

Sincerely,

Penny DuBernat  
Procurement Officer

Enclosure