



Request for Proposal (RFP)

Commercial Furniture Package

Solicitation Number: H2210-FURN

Document Date: 7/7/25

Pascua Yaqui Tribe of Arizona

7474 S Camino De Oeste

Tucson, Arizona, 85757

480-805-0255

## 1. Introduction

The Pascua Yaqui Tribe is seeking proposals from qualified and responsible vendors to provide a comprehensive Commercial Furniture Package for systems furniture and file cabinets for the renovated areas of the Hiak Hitevi Kari (HHK) Building. The selected vendor will be responsible to design, supply and install commercial-grade furniture that aligns with our functional, aesthetic, ergonomic, and budgetary goals. General furniture layout and plan is illustrated in construction renovation drawings prepared by Swiam Architects. Please be advised that in evaluation and award of a contract, preference will be given to qualified and acceptable Indian-owned economic enterprises pursuant to the Tribe's procurement regulation by adding 10 points to the evaluation criteria.

## 2. Project Overview

- Project Name: Hiak Hitevi Kari Furniture Package
- Project Number: H2210-FURN
- Building Location: 7490 S Camino De Oeste, Tucson AZ 85757
- Type of Facility: Healthcare Facility

## 3. Scope of Work

The scope of work includes, but is not limited to, the following:

- Furniture layout, planning and design renderings
- Selection and specification of commercial-grade furniture
- Design alignment with organizational branding and culture
- Coordination with architectural design team and owner
- Vendor recommendations
- Ordering, installation, oversight, and waste removal

#### 4. Proposal Requirements

Please include the following in your proposal:

- Company Overview: Brief history, areas of expertise, and relevant credentials.
- Itemized Pricing: Include unit price, total price per category, and bulk discounts if applicable.
- Product Descriptions and Specifications: Provide brand, model, dimensions, materials, colors, and warranty details.
- Lead Time and Delivery Schedule: Include estimated delivery timeline from order confirmation to installation.
- Shipping, Assembly, and Installation Costs: Outline any additional fees, including on-site setup.
- Warranty and Maintenance Information
- References – Minimum of three client references with contact information.

#### 5. Proposal Evaluation Criteria

Proposals will be evaluated based on the following:

- Competitive Pricing and Value: 20 Points
- Product Quality and Warranty Terms: 20 Points
- Vendor Reputation and Experience: 20 Points
- Delivery and Installation Timeline: 20 Points
- Responsiveness and Completeness of Proposal: 20 Points
- Tribally Owned Vendor: 10 Points

#### 6. Submission Details

- Submit Proposals To: [pcp@pascuayaqui-nsn.gov](mailto:pcp@pascuayaqui-nsn.gov)
- Contact for Questions: Contracting Officer Crystal Jeter at [pcp@pascuayaqui-nsn.gov](mailto:pcp@pascuayaqui-nsn.gov)

#### 7. RFP Timeline

- Deadline for Questions: End of Day 7/18/25
- PM to Publish Answers To Questions: End of Day 7/29/25
- Proposal Submission Deadline: End of Day 8/7/25

#### 8. Additional Information

- Vendors may propose package discounts or value-added services.
- Proposals must be valid for minimum of 90 days from submission.

#### 9. Terms and Conditions

- The Pascua Yaqui Tribe reserves the right to reject any and all proposals.
- Vendors are responsible to field verify size of interior spaces and existing conditions.
- All cost incurred in the preparation of the proposal are the vendor's responsibility.

- Tribal Employment Rights (TERO) applies to this project. Vendors are required to secure a temporary business license and tribal members have first right to supervised positions.
- This project will utilize the tribes Goods and Professional Services contract template.
- The Tribe reserves the right to request additional information and/or clarification with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, solicitation requirements.
- The Tribe also reserves the right to request best and final offer(s).

Attachments:

1. Attachment A: Swaim Architects Construction Drawings dated 4/26/24
2. Attachment B: Tribal Employments Rights Office package.
3. Attachment C: Sample Tribal Goods and Professional Services Agreement
4. Attachment D: Tribal Owned Enterprise Qualification Statement

We look forward to reviewing your proposal. Thank you for your interest in working with the Pacsua Yaqui Tribe.

Thank you,

PYT