



REQUEST FOR QUOTATION FOR:
“Locker Room Renovations”
IPPAN SHADAN HOJIN TOKYO AMERICAN CLUB
September 2024

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Mrs. Susanna Yung
Recreation Director
IPPAN SHADAN HOJIN TOKYO AMERICAN CLUB
2-1-2 AZABUDAI
MINATO-KU, TOKYO 106-8649
TEL: 03-4588-0243
EMAIL: susanna.yung@tac-club.org



Request for Quotation (“RFQ”) for Locker Room Renovations

1. General Information

- A. **Purpose:** This RFQ is to obtain quotations / proposals from vendors for the following works at Tokyo American Club (“TAC”). Specifically:
- 1) 4F Men’s shower wet area renovation
 - 2) 4F Men’s locker room expansion
 - 3) 4F Recreation desk & Ladies’ relaxation room renovation
 - 4) 2F Family shower installation

This RFQ invites interested vendors to submit quotation proposals that include materials, labor and disposal costs in the quotation.

- B. **Who May Respond:** Vendors that are legally registered and authorized to perform refit work, with the necessary code required licensing.

C. Instruction on Proposal Submission.

1) Closing Submission Date

Submissions received no later than 17:00 hours on October 31st, 2024.

2) Inquiries

Email questions and concerns regarding this RFQ to:
Susanna Yung, Recreation Director.

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

E. Instructions to Prospective Contractors.

- 1) Proposals should be addressed as follows:

Susanna Yung
Recreation Director
Ippan Shadan Hojin Tokyo American Club
2-1-2 Azabudai
Minato-ku, Tokyo 106-8649
Email: susanna.yung@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 RFQ. A contract for the accepted proposal will be drafted based upon the factors described in this RFQ.



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 Recreation Committee, House Committee, Finance Committee and the Board of Governors (“Board”). It is expected that the final decision selecting the successful proposal will be made by the Board by the end of December 2024. 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 details and descriptions of the fitments proposed, labor, work timeline per project (1 – 4), industrial waste disposal costs, any considerations for regulation compliance, and any other applicable information necessary to ensure efficient completion. Reference material for each project is available in [Addendum 1 pg. 5: 4F / 2F](#).

For this proposal, vendors can bid on any or all four projects.

Project 1: 4F Men’s shower wet area renovation ([ref: Floor Plan pg. 6](#)):

- Renovation of 1x steam sauna ([ref image 3 pg. 8](#)), 1x dry sauna ([ref image 3 pg. 8](#)), 1x plunge pool ([ref image 4 pg. 8](#)), 3x jacuzzi ([ref image 1 pg. 6](#)) and 11x shower stalls and connecting internal floors, walls and ceiling ([ref image 2 pg. 7](#)).
- Aim to modernize current equipment and aesthetics.

Project 2: 4F Men’s locker room expansion ([ref: Floor Plan pg. 9](#)):

- Conversion of the Spa rooms into massage chair room ([ref images pg. 9](#)).

Project 3: 4F Recreation desk & Ladies’ relaxation room renovations ([ref: Floor Plan pg. 10](#)):

- a. Recreation Desk ([ref image 5 pg. 10](#)):
 - i. Design and layout of the new reception area replacing the current ladies’ locker room relaxation lounge space.
- b. Relaxation Lounge of Ladies’ Locker Room ([ref image 5 pg. 10](#)):
 - i. Design and layout of the new relaxation lounge within the current 4F recreation desk space.

Project 4: 2F Family shower installation ([ref: Floor Plan pg. 11](#)):

- Install new shower rooms following current installation design and room layout ([ref image 6 pg. 11](#)).
- Identify requirements for drainage, ventilation, and power supplies.



3. Timeline

Date	Activity
October 31, 2024	Proposal must be received at TAC by 17:00
November 01 – December 31, 2024	TAC Management reviews submissions and determines the proposal to recommend for Committees and Board approval.
December, 2024	Committees and Board reviews and votes on the successful proposal.
December 31, 2024	Notification of successful proposal to vendor.

4. Proposal Contents

Proposals in English are encouraged. Proposals must include:

- A. Description and details of the equipment proposed in the project(s).
- B. Specific terms and conditions applicable to the project(s).
- C. Details of the proposed delivery schedule(s) and milestone(s).
- D. Optional: Description of any utility cost reduction / sustainability concepts and ideas.

5. Proposal Evaluation

- A. **Submission of proposals.** Submission must be submitted electronically via email and 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 and Management will review proposals and make recommendations to the relevant committees and the Board for final approval. The General Manager / Management 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 equipment.
 - 3) Associated ongoing maintenance costs.

Sincerely,
Susanna Yung
Recreation Director

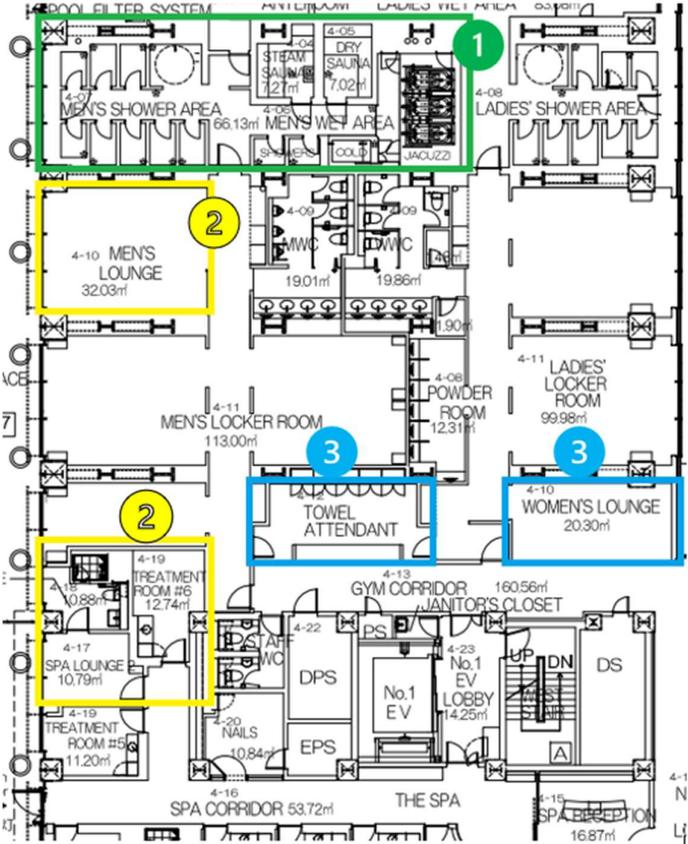
Ippan Shadan Hojin Tokyo American Club
2-1-2 Azabudai
Minato-ku, Tokyo 106-8649
Tel: 03-4588-0243

Email: susanna.yung@tac-club.org

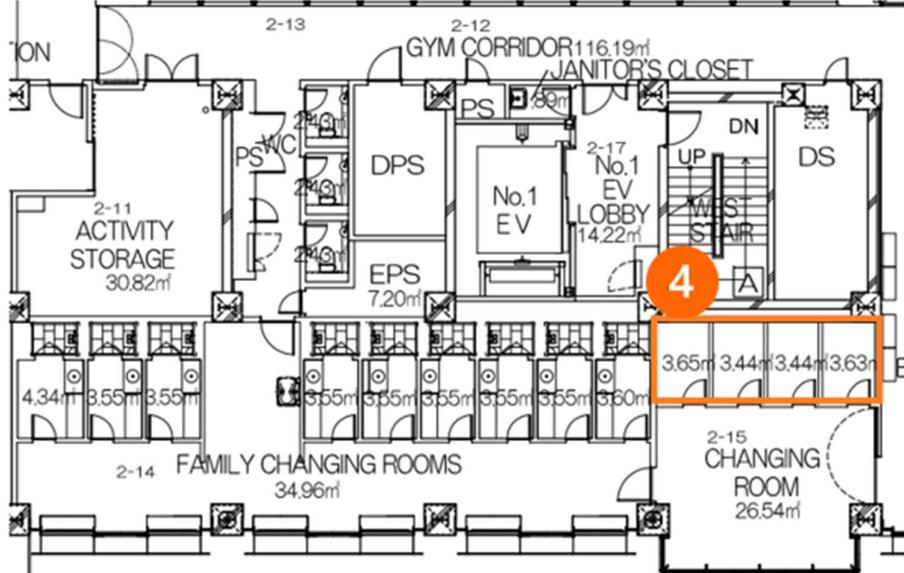


Addendum 1

4F



2F





Project 1: 4F Men's shower wet area renovation

Floorplan

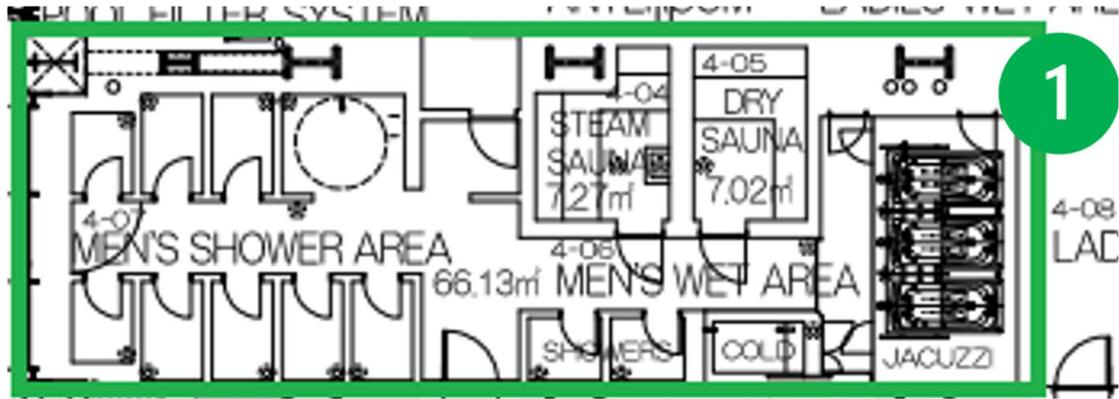


Image 1 – Jacuzzies

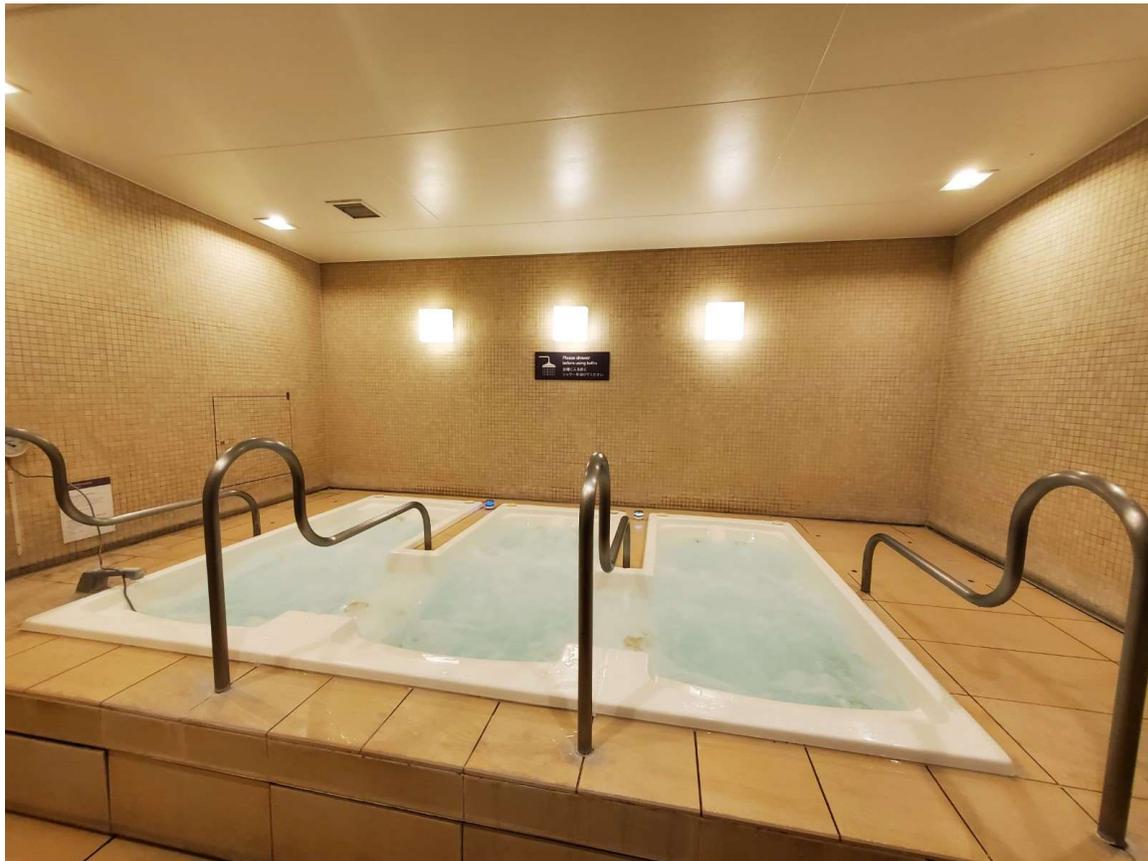


Image 2 – Showers



Image 3 – Dry and Steam Saunas

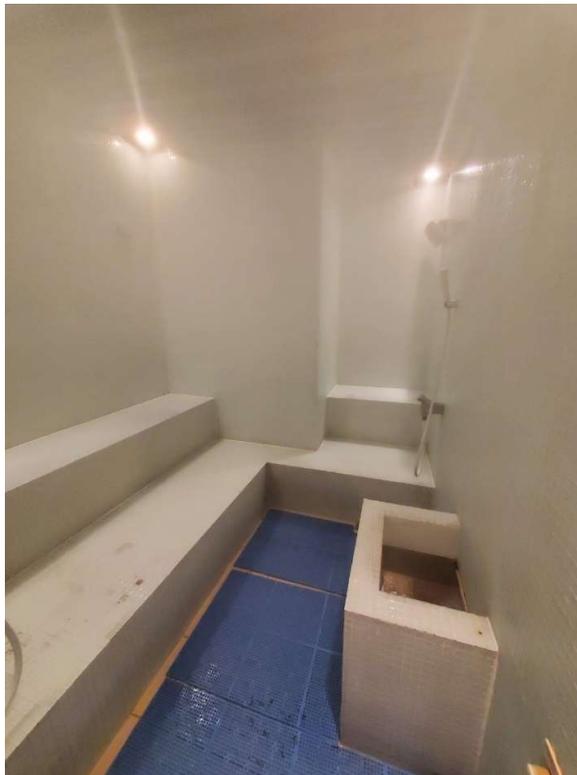
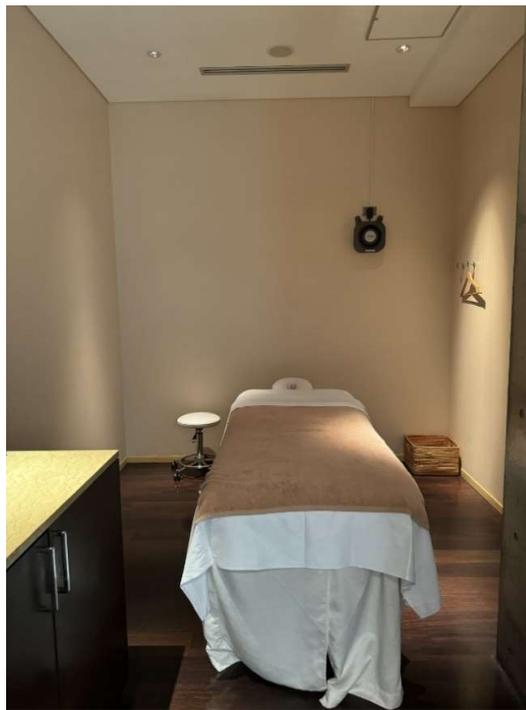
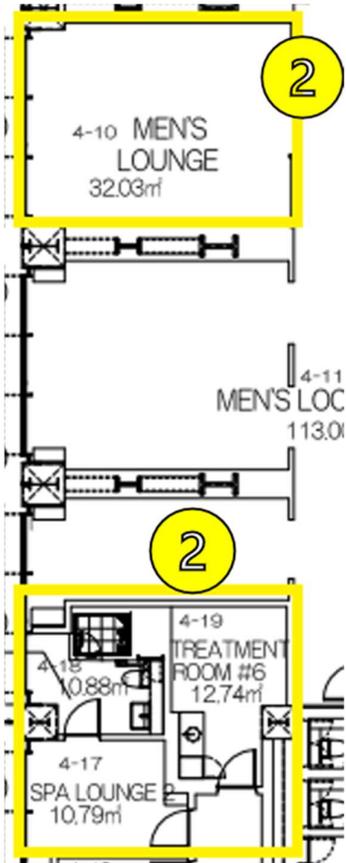


Image 4 – Plunge Pool (cold bath)





Project 2: 4F Men's locker room expansion:



Project 3: 4F Recreation desk & Ladies' relaxation room renovations:

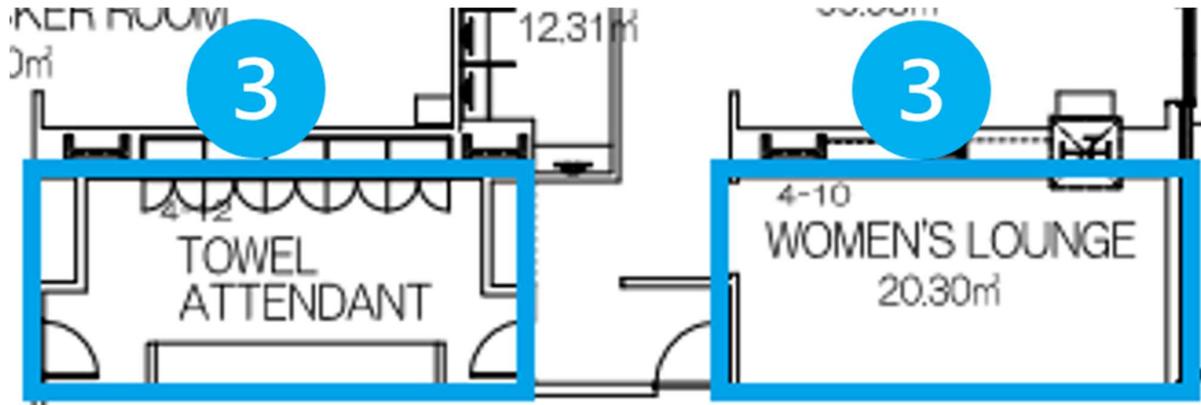


Image 5



Project 4: 2F Family shower installation:



Image 6

