



**Request for Information (RFI)**  
Furniture, Fixtures & Equipment (FF&E)  
Installation

August 27, 2024

**Procurement Contact:** Erika Claxton, [eclaxton@carnival.com](mailto:eclaxton@carnival.com)

**Responses due by: September 4, 2024**

# FF&E Installation RFI- CELEBRATION KEY

August 27, 2024



## SCOPE:

Starting in Q2 of 2025, Carnival will be contracting Furniture, Fixtures & Equipment (FF&E) installation services for 9082 pieces of furniture (cabanas, umbrellas, daybeds, loungers, chairs, tables, desk, shelves, cabinets, trash cans etc.). To better understand the current state of the market, please complete the following questionnaire with as much detail as possible. This RFI (Request for Information) will be followed by an RFP (Request for Proposal) for all qualified companies.

<b>Company name</b>	
<b>Contact Name</b>	
<b>Contact Phone Number</b>	
<b>Contact Email Address</b>	

## QUESTIONNAIRE:

Please complete the following questions under the Company Reply column

#	Carnival Questions	Response
1	How many years have you been in business?	
2	Are you a Bahamian owned company? If not, please explain.	
3	What is your capacity to manage a project of this scope?	
4	Do you have employees with carpentry and electrical experience?	
5	How do you manage the logistics of transporting installation crews and equipment to a job site?	
6	Do you have specialized tools or equipment necessary for installing heavy or complex furniture items in a remote location? If not, would you be willing to invest in additional tools?	
7	List all tools needed to install the identified furniture.	
8	What relevant, active insurance(s) do you have?	
9	Which days per week are you able to provide installation services for the identified furniture items?	
10	Can you give examples of successful installation?	
11	What is your process for resolving issues and addressing concerns?	
12	What is your pricing structure?	
13	Please provide 3 references for similar services.	

## SUBMISSIONS:

Please email all submissions before **September 4, 2024**, to the following Team Members:

1: Erika Claxton, GSS Port Operations & Development Senior Manager, [eclaxton@carnival.com](mailto:eclaxton@carnival.com)