

**Klamath Tribes Housing Department
 Invitation for Bids (IFB)
 IFB Number: 04-KTHD17-R4
 Bathtub/Shower Replacement at Various Housing Stock Units in
 Beatty, Chiloquin & Klamath Falls Oregon**

A. General Information:

The Klamath Tribes Housing Department (KTHD) is requesting a Lump Sum Price Bid from interested contractors to provide bathtub/shower replacements and supply good and materials. The jobs will be located at various Housing Stock Units in Chiloquin, Beatty, and Klamath Falls. KTHD will provide Contractor with job/site as soon it is identified.

The contract of the lowest responsible responsive bidder will run from the date of the contract award until 30 days after with an option to amend or approve change orders. This option is exercisable solely at the Tribes discretion.

B. Instructions for Bidders:

Described below are the technical requirements for the material, product, or service to be procured, including the minimum essential characteristics and standards which must be met to satisfy its intended use. Bidder must comply with this section and provide all requested information or documents.

1. This IFB is directed at licensed general contractors in accordance with this IFB and attachments. The Bidder must be able to provide all necessary materials and equipment and adhere to all federal, state, and local building codes to complete the flooring installation jobs and described in **Attachment 2 of the Scope of Work**.
2. Attached to this IFB are the following required documents to be completed and returned with the bid packet. All bid prices submitted in response to this IFB must remain firm for forty-five (45) days following the bid opening. Indian preference is only required if applicable.

| <i>Document Type</i> | <i>Attachment Number</i> | <i>Required</i> |
|--|--------------------------|-----------------|
| Invitation For Bid (IFB) | Attachment 1 | X |
| Scope of Work Form | Attachment: 2 & 2a | X |
| Special Conditions | Attachment: 3 | X |
| Competitive Bid Form | Attachment: 4 | X |
| Non-Collusive Affidavit | Attachment: 5 | X |
| Wage Determination | Attachment: 6 | X |
| Certified Payroll Forms | Attachment: 7 | X |
| HUD 5369 Instructions to Bidders | Attachment: 8 | X |
| HUD 5369-A Representation, Certifications of Bidders | Attachment: 9 | X |
| HUD 5370 General Conditions of the Contract | Attachment: 10 | X |
| HUD 5370-EZ General Contract Conditions Small Const. | Attachment: 11 | X |
| W-9 Request for Taxpayer | Attachment: 12 | X |
| Indian Preference Qualification Application | Attachment: 13 | X |
| Reference Form | Attachment: 14 | X |
| | | |

3. All bid prices must include a one year, warranty for all materials and on site labor. Service personnel must respond within 72 hours of notification, excluding weekends or holidays. Any warranty documents shall be proved to KTHD upon completion of work.

For questions or to obtain the specifications, drawings, and any pertinent attachments for the above referenced material, product, or service contact Randee Sheppard, Housing Office Manager at The Klamath Tribes Housing

Department, PO Box 436, 501 S. Chiloquin Blvd., Chiloquin, OR 97624, by telephone at (541)783-2219, ext. 163 or email, Randee.Sheppard@klamathtribes.com.

C. Contractor's Qualification Requirements:

The Klamath Tribes and Housing Department will award contracts to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a bidder, the Tribes Housing Department will consider the following Quality Requirements outlined in this section. Bidder is responsible to demonstrate ability to meet the Quality Requirements in the Bid submittal.

- Bidder integrity;
- Bidder compliance with public policy;
- Bidder record of past performance;
- Bidder financial and technical resources (including construction and technical equipment).

Required

1. Bidder must have three (3) years of experience in general construction; or must have completed at least three (3) projects of similar size and scope.
2. Bidder must provide three (3) references for completed projects/contracts of similar size and scope, (name, address, telephone or email).
3. Bidder must provide proof of being bonded from a Guarantee or Surety Company acceptable to the U.S. Government and authorized to do business in the State of Oregon.
4. Bidder must provide certificate of insurance for automobile, general liability and workmen's comp.
5. Bidder must provide Contractors Board Certificate of License (copy).
6. Bidder cannot be disqualified or disbarred from doing business with the Klamath Tribes, any State, or federal government. Checks will be made after bid opening with sam.gov, HUD, States, and local registries, etc.

Preferred or If Applicable

1. Federal Employer ID # or Social Security # preferred at time of bid, but no later signing of contract.
2. Bidder must provide proof of Indian preference (if applicable).
3. Registration on sam.gov is preferred and recommended. Cage code can be provided if registered.
4. State Registry and/or business licenses preferred to be submitted with bid.
5. W-9 or corporation papers.

D. Evaluation Factors and Scoring:

1. Selection Procedures:

The Klamath Tribes Administration utilizes the formal Invitation for Bid (IFB) to award the contract to the responsive and responsible party whose bid is most advantageous to the program with price and other factors considered. All timely responses to this IFB will be considered. The Klamath Tribes Administration and Housing Department reserves the right to reject any and all bids based on documented reasons including determining any or all bids to be non-responsive.

The Klamath Tribes' Administration and its authorized representatives will review all bids received and may contact bidders or their representatives to request further information, in writing, verbally, or by demonstration. The Klamath Tribes' Administration and Housing Department may accept any given bid as submitted or may negotiate with the bidder or representative to establish terms most advantageous to the Tribes. The decision of The Klamath Tribes' Administration shall be final and not subject to appeal.

The Klamath Tribes will award the contract to the lowest responsive and responsible bidder, as determined by the Klamath Tribes and may enter into a contract with bidder and/or use the purchase order system in accordance with Tribal Procurement Policies.

The contract will be awarded within thirty (30) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the Tribes and the apparent lowest responsive and responsible bidder.

2. 2. Anticipated Solicitation Schedule

| <i>Date</i> | <i>Schedule of Information</i> |
|-------------|--|
| 11/13/2017 | Bid sent for solicitation |
| 11/17/2017 | Receipt of Questions of Inquiry by 2 p.m. |
| 11/28/2017 | Bid closes at 2 p.m. |
| 11/28/2017 | Bid opening at 3:00 p.m. in the Housing Department |
| 11/28/2017 | Notification of bid award |

3. Questions:

All inquiries, whether relating to the IFB process, administration, deadline, award, the intent, or technical aspects of the services must be in writing and delivered by 2 p.m. on 11/17/2017 by one of the following methods to:

Add contact Name: by mail delivery: P.O. Box 436, Chiloquin Oregon 97624
by physical delivery: 501 S. Chiloquin Blvd, Chiloquin Oregon
by email: Rande.Sheppard@klamathtribes.com
by Fax: 541-783-3994

Written responses will be mailed, emailed or faxed to all bidders on record as having picked up the IFB.

Substantive questions and answers will be issued as official addenda to this IFB. When appropriate, revisions, substitutions or clarifications of the IFB or attached terms and conditions will be issued as official addenda to this IFB. Changes or modifications to this IFB shall be binding on the Tribes only if in the form of written addenda which is issued by the Tribes.

A bidder may correct, modify, or withdraw a bid by written notice received by the Tribes prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. _." Each modification must be numbered in sequence, and must reference the original IFB.

4. Addenda

The Tribes reserves the right to make changes in the IFB document by written addenda prior to the closing time and date. Addenda will be e-mailed, mailed, or faxed to all parties on the IFB list.

5. Method of Scoring:

All bids received on time will be evaluated and scored as follows:

- a. By lowest responsive responsible Lump Sum Price.
- b. All attachments have been filled out, signed and provided with bid.
- c. Quality Requirements information has been provided with bid.
- d. Indian preference: If claiming Indian preference, contractor will be responsible to provide a completed Indian Enterprise Qualification Statement to claim the 10% when using Method #3 of the Policies.
- e. In the case of duplicate bids the earliest postmarked envelope will be reviewed, provided all criteria are met.

100 TOTAL POINTS POSSIBLE (without Indian preference)

E. **Instructions for Submitting Bids:**

Return bid in a sealed envelope clearly marked according to the following instructions below. One (1) original shall be submitted. Alternate bids will not be accepted. Bids will not be accepted by email or fax.

Sealed Bid can be submitted in person, through US Postal Service, or by ground delivery to:

The Klamath Tribes
Administration Office
Attention: Jackie Galbreath, Purchasing Agent
P.O. Box 436
501 S. Chiloquin Blvd.
Chiloquin, OR 97624

On outside of sealed envelope write: **04-KTHD17-R4 Bathtub/Shower Replacement Jobs & company name**

For any questions on the bid, please contact Randee Sheppard, Housing Office Manager (541) 783-2219 ext. 163, email randee.sheppard@klamathtribes.com.

F. Closing/Opening Date and Time and Method of Solicitation:

1. Bids will be accepted at the address listed above up to **2:00 p.m. November 28, 2017**. All timely responses to this IFB will be considered. The Klamath Tribes reserve the right to reject any and all bids including those bids received after the closing date and time. If, at the time of the scheduled bid closing date, Klamath Tribes Administration is closed due to uncontrolled events or administration closures, bids will be accepted until 4:00 p.m. on the next normal business day.
2. Bids will be opened at **3:00 p.m. on November 28, 2017** at the Klamath Tribal Administration office, 501 S. Chiloquin Blvd., Chiloquin Oregon in the Housing Department. If, at the time of the scheduled bid opening date, Klamath Tribes Administration is closed due to uncontrolled events or Administration closures, bids will be opened at 10:00 a.m. on the next normal business day.
3. This IFB has been published by:

| | |
|---|--|
| | Publication in a Newspaper of general circulation |
| X | Direct solicitation of bids from an adequate number of known sources |
| X | klamathtribes.org |

G. Indian Preference:

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and, preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.
2. Indian Preference is given to Indian-owned enterprises that provide proof of at least 51percent ownership of the enterprise submitted on an Indian Enterprise Qualification Statement showing:
 - ownership, control, and interest;
 - certification by a tribe that bidder is an Indian;
 - evidence of stock ownership, structure, management, control, and financing affecting the Indian Character of the enterprise;
 - evidence that the contractor has the technical, administrative, and financial capability to perform contract work of the size and type involved.
3. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indian and Alaskan Natives.

H. Provisions:

- a. If required, all bidders must submit with their bids a statement detailing their employment and training opportunities and their plan for providing preference to Indians.
- b. All contractors must observe the Klamath Tribes' employment preference policy.
- c. The Klamath Tribes shall conduct all procurement transactions in a manner that provides full and open competition.
- d. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
- e. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's MBE's WBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
- f. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
- g. Invitation for Bids may be terminated by The Klamath Tribes' Administration at any time for cause.
- h. Each person and firm submitting a bid is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.

- i. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
- j. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
- k. Agreement: The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB Circular A-87 and CircularA-133. Copies of these requirements are available for review at the grantee's offices.

Scope of Work
IFB Number: 04-KTHD17-R4
Bathtub/Shower Replacement at Various Housing Stock Units in
Beatty, Chiloquin & Klamath Falls Oregon

Project

Introduction: The Klamath Tribes Housing Department (KTHD) is requesting a Lump Sum Price Bid from interested contractors to provide bathtub/shower replacements and supply good and materials. The jobs will be located at various Housing Stock Units in Chiloquin, Beatty, and Klamath Falls.

Bidders Meeting: There will be an opportunity for prospective Bidders to meet with the homeowner and review the project once they have been notified by the Housing Department. Questions can be submitted to Randee Jo Sheppard at 541-783-2219 ext. 163, or randee.sheppard@klamathtribes.com.

A. Bathtub Replacement

1. Replace existing bathtub with an American Bath 54"x27" white ABS standard gauge bathtub with center drain or approved equivalent.

B. Bathtub Surround

1. Replace existing surround with an American bath 54"x27" white ABS 2 piece bathtub surround with the following: Surround can be an approved equivalent.
 - a. Ceramic tile look;
 - b. Molded soap dish on back wall;
 - c. Interlocking panels.

C. Bathtub Drain

1. Supply and install EZ-Flo chrome toe touch bathtub drain or approved equivalent.

D. Bathtub Faucet/Handle

1. Supply and install a Delta single lever pressure balance tub handle, shower trim kit, including the following:
 - a. Shower head;
 - b. Diverter tub spout with chrome finish;
 - c. Can be approved equivalent.

E. Water Proof Board

1. Supply and install ½ inch green board where needed.

F. Paint

1. Provide paint in any area that has been affected by the installation of the floor, tub, and surround;
2. Paint to be KILZ primer paint and Sherwin Williams Pro Mar 200 semi-gloss latex paint in Dover White;
3. 2 coats of each.

G. Baseboard

1. Supply and install 4 inch rubber baseboard after finish flooring is complete coordinate to floor color.

H. Transition Strips and Thresholds

1. Supply and install strips and thresholds where needed.

I. Prep of Underlayment

1. Contractor will be responsibility to determine if the underlayment is acceptable.
2. If underlayment is unacceptable the contractor will consult with project manager and will prep and repair as follows:
 - Patch if possible;
 - Remove paint or adhesive;
 - Level and/or repair existing floors that will be used for underlayment;

- Include specifications outline for each type of finish flooring.

J. Underlayment

1. 5/8" particle board will be used;
2. Each sheet will be glued and stapled;
3. Contractor will follow the installation process outlined through industry standards;
4. The cost will be per square foot and to include labor and materials.

K. Dry Rot Removal and Replacement

1. This component of service will include the replacement from the sub flooring joist;
2. This section does not include underlayment, which is covered under # 11 above.
3. The cost will be per square foot and include labor and materials.

L. Other Work

1. Installing insulation in walls and floors where needed;
2. Uninstalling and installing toilet;
3. Prep all affected bathroom walls and floors, including filling all holes, dents and cracks with joint compound;
4. Calk around surround and toilet;
5. Remove any damaged materials and repair materials, haul to County dump or rent a dumpster.

Contractor Cost Form
(Fill in for all costs associated with project)
04-KTHD17-R4
Bathtub/Shower Replacement Services

Each Section to Include cost for Material and Labor:

1. Replace existing bathtub/shower surrounding with and American Bath 54" X 27" white ABS standard gauge bathtub ABS 3 piece surround with center drain, ceramic tile look, molded soap dish on back wall, interlocking panels, install EZ-Flo chrome toe touch, install a Delta single lever pressure balance tub handle, shower trim kit including shower head, diverter tub spout with chrome finish or approved equivalent. Provide paint to paint any area that has been affected by the installation of the floor, tub and surround , the paint to be Kliz primer paint and Sherwin Williams Pro Mar 200 semi-gloss latex paint in Dover white 2 coats of each or approved equivalent.

Materials Cost: _____

2. Provide and install 1/2 inch green board where needed.

Materials/ Labor Cost: (specific) _____

3. Commercial Sheet Vinyl - 0.080 inch thickness Coordinated Weld Rod: WM412- weld seamed. Installation will be according to manufacturer's specifications. Baseboard: This item will be for the contractor's to supply and install 4-inch rubber baseboard after finish flooring is complete. Transition Strips and Thresholds.

Materials Cost: _____

4. Prep of Underlayment: It will be the contractor's responsibility to determine if the underlayment is acceptable. If underlayment is unacceptable the contractor will be Prep of Underlayment: It will be the contractor's responsibility to determine if the underlayment is acceptable. If underlayment is unacceptable the contractor will be required to repair and prep as needed after consultation with a representative of the Klamath Tribes Housing Department. This will include the following but not be limited to: patching, removing paint or adhesive, and leveling or repairing existing in floors that will be used for underlayment and include specifications outline for each type of finish flooring. Underlayment: 5/8" particle board will be used. Each sheet will be glued and stapled and contractor will follow the installation process outlined through industry standards. The cost will be per square foot and to include labor and materials.

Materials: _____

5. Dry rot removal and replacement: This component of service will include the replacement from the sub flooring to floor joist. This section does not include underlayment, which is covered under 11.

Materials/Labor Cost: (specific) _____

6. Other Work: Such as installing insulation in walls and floors where needed, uninstalling and installing toilet, prepping all affected bathroom walls and floors ,filling all holes , dents and cracks with joint compound and calking around surround and toilet removing any damaged materials and discarding.

Materials Cost: _____

Labor Cost for full project excluding specific items: _____

Grand Total of Bid: _____

Contractor Signature: _____ **Date:** _____

Competitive Bid Form
(Please submit all required documents)

Company Name: _____

Address: _____

Total Bid Amount: _____

- | | | | |
|----|--|---|---|
| 1. | I/We have signed and enclosed a notarized Non-Collusive Affidavit. | Y | N |
| 2. | My/Our Federal I.D. Number is: _____ My/Our State I.D. Number is: _____ My/Our Contractors License Number is: _____ Copies enclosed | Y | N |
| 3. | I/We will provide a copy of our Certificate of insurance listing The Klamath Tribes as a certificate holder. Insurance Company: _____ | Y | N |
| 4. | I/We will provide a copy of our Workman's Compensation Insurance Coverage. (If working partnership, N/A) | Y | N |
| 5. | We are a Partnership Company and have provided a copy of our signed partnership agreement. If partnership, power of Attorney must be included authorizing an individual to act as an agent for the said company. Provide copies. | Y | N |
| 6. | I/We have reviewed the Proposal and attachments and have included required information. | Y | N |
| 7. | I/We have provided the Contractor Scope of Work Form and is enclosed. | Y | N |

Bidder's Initials _____

Non-Collusive Affidavit

State of _____)
_____)
County of _____)

_____ being first duly sworn depose and says:

That I am _____
(owner, partner or officer of the firm)

The party making the foregoing proposal or bid that such proposal or bid is genuine and not collusive of sham. That said bidder has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication of conference with any person to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price or that any other bidder, or to secure any advantage against The Klamath Tribes or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Individual, Partner, Corporation

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public for State of Oregon

My Commission expires: _____

(Seal)

Reference Form

Company: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Company: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Company: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____