

**Klamath Tribes Administration
 Invitation For Bids (IFB)
 IFB Number: 08-KTADM16
 Maintenance Building/Storage Units
 501 S. Chiloquin Blvd., Chiloquin Oregon**

A. General Information:

The Klamath Tribes Administration is requesting Firm Fixed Price Bids from interested contractors to provide goods and materials and perform construction services to lay two concrete pads and erect two metal buildings on Tribal trust land in Chiloquin Oregon.

The contract of the lowest responsible responsive bidder will run from the date of the contract award until December 31, 2016 with an option to amend or approve change orders. This option is exercisable solely at the Tribes discretion. This is not a Davis-Bacon Wage project.

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.

1. This IFB is directed at licensed contractors and construction firms who qualify to perform all phases of general construction work in accordance with this IFB and attachments. All applicable attachments must be filled out.
2. Detailed description of services Scope of Work (SoW) is attached in Attachment 1.

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.

<i>Document Type</i>	<i>Attachment Number</i>	<i>Required</i>
Scope of Work	Attachment: 1	X
Contractor's Cost Estimate Form	Attachment: 2	X
Interested parties must submit a Firm Fixed Price (FFP) on Attachment 2 - Cost Estimate Form for both material costs and labor costs.	Attachment: 3	X
Non-Collusive Affidavit	Attachment: 4	X
The Bid project must meet the requirements of the NEPA, Klamath County Building Code, Klamath Tribal Cultural Code.	Attachment: 5	X
Reference Form	Attachment: 6	X
All bid prices must include a one year warranty for onsite labor for each building. Service personnel must respond within 24 hours.	Attachment: 7	X
Indian Preference Qualification (See Project Manager)		

For questions or to obtain the specifications, drawings, and any pertinent attachments for the above referenced material, product, or service contact Todd DeGarmo, Maintenance Supervisor at The Klamath Tribes Support Services Department, PO Box 436, 501 S. Chiloquin Blvd. Chiloquin, OR 97624; by telephone at (541)783-2219, ext. 143; cell, 541-576-9000; email todd.degarmo@klamathtribes.com

C. Quality Qualifications:

The Klamath Tribes Administration 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 Administration will consider such matters as the bidder's

- Integrity;
- Compliance with public policy;

- Record of past performance;
 - Financial and technical resources (including construction and technical equipment).
1. Bidder must provide items described in Section B and comply with all Bid submission requirements.
 2. Bidder must have three (3) years' experience in general construction; or must have completed at least three (3) projects of similar size and scope.
 3. Bidder must provide proof they are 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 proof of insurance.
 5. Bidder must provide Federal Employer ID # or Social Security #.
 6. Bidder must provide Contractors Board Certificate of License (copy).
 7. Bidder must provide proof of Indian preference (if applicable).
 8. Registration on Sam.gov is preferred and recommended. Cage Code is acceptable.
 9. State Registry and/or business licenses preferred and recommended.
 10. Three (3) references for completed contracts of similar size and scope.

D. Evaluation Factors and Scoring:

1. Selection Procedures: The Klamath Tribes Administration utilizes the formal Invitation for Bid (IFB) to award the contract to responsive and responsible bidder who meets the quality requirements and offers the lowest Firm Fixed Price (FFP). All timely responses to this IFB will be considered. The Klamath Tribes Administration 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, by written form, verbally, or by demonstration. The Klamath Tribes' Administration 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. Anticipated Solicitation Schedule

<i>Date</i>	<i>Schedule of Information</i>
6/30/16	Bid send for solicitation
7/11/16	Site visit 501 S. Chiloquin Blvd., Chiloquin, Oregon 9 a.m.
7/20/16	Receipt of Questions of Inquiry by 4 p.m.
7/27/16	Bid closes at 4:30 p.m.
7/29/16	Bid opening at 10 a.m. in the Administration
7/29/16	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 one of the listed methods and must be received by Todd DeGarmo, Maintenance Supervisor by 4:00 p.m. on June 2, 2016

- Mail delivery: P.O. Box 436, Chiloquin Oregon 97624
- Physical delivery: 501 S. Chiloquin Blvd, Chiloquin Oregon

- Email: todd.degarmo@klamathtribes.com
- Fax: 541-783-2029

Tribes' response 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 firm fixed price.
- b. All attachments have been filled out, signed and provided with bid.
- c. Quality Qualification information has been provided with bid.
- d. Indian preference: Any qualified Indian firm whose bid is within 10% of the lowest responsible bid shall be awarded the project based on Indian Preference when using Method #3 of the Klamath Tribes Procurement Policies.
- e. In the case of duplicate bids the earliest postmarked envelope will be reviewed, provided all criteria is met

100 TOTAL POINTS POSSIBLE

E. Instructions for Submitting Bids:

Bids will be returned in a sealed envelope clearly marked according to the following instructions below. One original and two (2) copies shall be submitted. Alternate bids will not be accepted. No bids will be accepted by email or fax

Sealed Bids 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:

Maintenance Building and Storage Units IFB #08-KTADM16

For any questions on the bid, please contact Todd DeGarmo, Project Manager, at (541) 783-2219, ext. 143; cell (541) 576-9000; email todd.degarmo@klamathtribes.com.

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

1. Bids will be accepted at the address listed above up to **4:30 p.m. on July 27, 2016**. 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 **10 a.m. on July 29, 2016** at the Klamath Tribal Administration Office, 501 S. Chiloquin Blvd., Chiloquin Oregon. 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 2:00 p.m. on the next normal business day.
3. This IFB has been published by:

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

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 51 percent 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.

Attachment – 1

**Scope of Work
08-KTADM16
Maintenance Building & Storage Sheds**

Project

Introduction: The Klamath Tribes Administration invites qualified contractors to bid on a job to lay two concrete pads and erect two prefab steel buildings at 501 S. Chiloquin Blvd. at the Tribes Administration grounds. This is not a Davis-Bacon job.

Site Visit: There will be an opportunity for prospective Bidders to meet with Todd DeGarmo, Maintenance Supervisor/Project Manager to view the project site and ask questions on:

- July 11, 2016 at 9 a.m. at the Klamath Tribes Administration Building, 501 S. Chiloquin Blvd., Chiloquin Oregon.
- If contractors have a schedule conflict, contact the Todd DeGarmo to schedule another date.
- Prospective Bidders can contact Todd DeGarmo for a copy of the drawings for each building.

Scope of Work:

- 1) **The storage units will consist of seven (7) 10’x14’units and will be a pre-engineered steel building to be located in the secured parking lot. Cut and remove pavement, level ground and lay a 70’x14’ concrete pad. Cultural Resource Technicians will need to be on site during digging.**
- 2) **The maintenance building will be a 30’x30’x12’ pre-engineered steel building to be located behind an existing building outside secured parking lot. Cut and remove pavement, level ground and lay a 30’x30’x12’ concrete pad that will accommodate, water/sewer lines, electrical, and internet which will be capped. Cultural Resource Technicians will need to be on site during digging.**
- 3) **Erect the pre-engineered 10’x14’ storage unit according to manufacture instructions and to specification that each unit is 10’x14’in size.**
 - a. **No electrical, water, sewer or internet will be included in this building.**
 - b. **All roll-up doors must be in good working order.**
- 4) **Erect the pre-engineered 30x30x12 maintenance building according to manufacture instructions.**
 - a. **Wire maintenance building for electricity with one (1) 50 amp outlet, two (2) 30 amp outlets and eight (8) 20 amp outlets.**
 - b. **Install one (1) Industrial 240V Unit Heater on ceiling with thermostat located on wall.**
 - c. **Maintenance building will be plumbed for future water and sewer and capped for future installation.**
 - d. **Internet line will be capped for future installation.**
- 5) **Remove all debris to county dump or rent dumpster.**

If contractor has other questions to submit to the bid please contact Todd DeGarmo at 541-783-2219 ext. 143, or cell 541-892-5239, or todd.degarmo@klamathtribes.com.

If the extent of the job is different than the approved Scope of Work, than an approved change order may be arranged.

Bidders must provide the Material and Labor cost for each item on the Cost Consideration form below.

Attachment – 2

Contractor’s Cost Estimate Form

- 1) **The storage units will consist of seven (7) 10’x14’units and will be a pre-engineered steel building to be located in the secured parking lot. Cut and remove pavement, level ground and lay a 70’x14’ concrete pad. Cultural Resource Technicians will need to be on site during digging.**

Material cost _____

Labor cost _____

- 2) The maintenance building will be a 30'x30'x12' pre-engineered steel building to be located behind an existing building outside secured parking lot. Cut and remove pavement, level ground and lay a 30'x30'x12' concrete pad that will accommodate, water/sewer lines, electrical, and internet which will be capped. Cultural Resource Technicians will need to be on site during digging.

Material cost _____

Labor cost _____

- 3) Erect the pre-engineered 10'x14' storage unit according to manufacture instructions and to specification that each unit is 10'x14'in size.

- a. No electrical, water, sewer or internet will be included in this building.
- b. All roll-up doors must be in good working order.

Material cost _____

Labor cost _____

- 4) Erect the pre-engineered 30x30x12 maintenance building according to manufacture instructions.

- a. Wire maintenance building for electricity with one (1) 50 amp outlet, two (2) 30 amp outlets and eight (8) 2 amp outlets.
- b. Install one (1) Industrial 240V Unit Heater with thermostat on ceiling.
- c. Maintenance building will be plumbed for future water and sewer and capped for future installation.

Material cost _____

Labor cost _____

- 5) Remove all debris to county dump or rent dumpster.

Material cost _____

Labor cost _____

Total cost for Material _____

Total cost for Labor _____

Total cost for Other _____

TOTAL PROJECT COST _____

Attachment – 3

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 _____

Attachment – 4

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 _____, 2016.

Notary Public for State of Oregon

My Commission expires:_____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 85%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Reference Form

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

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

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