

Request for Proposal (RFP)
Community Well Operator
Klamath Tribes Housing Department
RFP # 1813KTHD-1WellOperator

Introduction:

This Request for Proposal (RFP) is seeking an individual or business to perform Community Well Operator Maintenance for The Klamath Tribes Housing Department (KTHD). KTHD is developing a 55 acre site located at the corner of Hwy 422 S. and Hwy 62 in Chiloquin Oregon, called the Pine Grove Development Project. A well water system has been constructed to adequately supply water for 24 homes and a Community Center. Currently the system provides well water for four homes and a 7,444 sq. ft. community center.

This will be an IDIQ contract in which KTHD may enter into a three year contract with the party who meets all qualifications and provides the lowest firm fixed price. Price quote should be based on one year of operation and include for price adjustments, if any, in year two and three.

The proposal should provide information that adequately outlines how the general duties in the Scope of Work (SoW) will be performed. This project is subject to 7(b) of the Indian Self Determination and Education Assistance Act.

A. Scope of Service:

Described below are the technical requirements for the material, product, or service to be procured, including the minimum essential characteristics and standards which it must meet to satisfy its intended use.

1. This RFP is directed at qualified contractors who can demonstrate they can perform the following work:
 - Prepare a schedule of routine maintenance for the public water system which will be set and delivered by selected contractor. Proposal must show an estimated schedule;
 - The Community Well Operator is required to be on call 24 hours per day, 7 days per week. Provide information on how this requirement will be accomplished including a backup plan;
 - The Community Well Operator must be available to do routine checks on pumps and record water usage;
 - The Community Well Operator will be required to climb ladders and safely manipulate tools and objects requiring manual dexterity. Demonstrate ability to meet this requirement;
 - The proposal should indicate how the party will successfully perform the SoW within an adequate amount of time.
2. Party must give a brief explanation of knowledge for each bulleted item in the RFP.
 - Klamath Tribal code and laws;
 - State of Oregon well water testing regulations;
 - Local well water testing regulations;
3. The party must provide in the RFP:
 - An introductory letter about the individual or business;
 - Information showing years and type of experience in maintaining a public water system(s). In general the proposal should show experience and knowledge of safe use of water equipment, tools, methods, operations, and materials used in the maintenance of community water;
 - Provide years of current or prior experience and how compliance sampling was conducted on a public water system;
 - Explain types of Raw Water sampling done in the past, including number and types;
 - Include current and prior experience with water testing and how it was performed on prior projects. Include all that are applicable;

- Include current and prior experience with Water Chemical Treatment. Explain how treatment methods were done;
 - Explain what methods will be used to do routine checks and maintenance on pumps; include information on how the checks, maintenance and records will be kept;
 - Explain what methods will be used to regulate chemical treatments; include methods that will be used to document and report treatment activities;
 - Provide information and timeline on what methods and types of corrective action will be used when results of analyses or measurements indicate maximum contaminant have been exceeded as regulated by the State;
 - Explain how monthly reports will be sent to Klamath Tribes Housing Department Director on water usage and recommendation on water bans or restrictions, including how emergencies will be addressed;
 - Explain how cleaning of well water building, inside and outside will be scheduled and followed;
 - Provide an estimate of how often relevant chemicals and other supplies will be ordered;
 - Explain how minor and preventative maintenance will be scheduled and taken care of, including repairing leaks. Explain what tools will be used to maintain and repair water system;
 - Method of report findings and how they will be taken care of and reported regularly to KTHD Director.
4. The proposal must show a fixed cost for the entire project, including all expenses
 - Hourly or monthly rate for services;
 - Travel expenses;
 - Supply expenses;
 - Training expenses;
 - Other expenses not identified.
 5. Proposal should show on the cover page, the RFP name and number; company or individual name; address; and contact information.

Parties are asked to provide and/or show their experience in the field by addressing all items in the RFP and attachment.

B. Quality 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 party, KTHD will consider such matters as the party's

- Integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources.

Required:

1. Must have 5-10 years' experience in working with and maintaining public water systems.
2. Must have 3-5 years' experience in working with occupational hazards and safety precautions necessary to perform all maintenance work.
3. At minimum 1-3 years knowledge of Oregon Department of Health and Environmental Protection Agency requirements and safe water laws as they pertain to the water operations.
4. At minimum 1 year safe operation of equipment and general maintenance work on water systems.
5. Resume or job qualifications papers showing at 5-10 years' experience in field.
6. Three references for the last 2 or relevant jobs completed.
7. Duns number or Social Security number and/or CCR number.
8. Must not be debarred or suspended from doing business with the federal government.

Preferred or If Applicable:

1. Provide certificate of insurance for general liability.
2. Provide certificate of insurance for automobile insurance. If selected, party will be required to provide information at time of contract signing.
3. Must provide proof to claim Indian preference (if applicable).
4. It is preferable if the party is registered with the System for Award Management sam.gov.

C. **Evaluation Factors and Scoring:**

1. Selection Procedures: The Klamath Tribes' Administration utilizes this formal advertising of Request for Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. Klamath Tribes' Administration reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.
2. Method of Review: The Klamath Tribes' Administration and its authorized representatives will review all proposals received and may contact the party to request further information. The Klamath Tribes' Administration may accept any given RFP as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Klamath Tribes' Administration shall be final and not subject to appeal.
3. Method of Scoring - All proposals received on time will be evaluated and scored as follows:
 - a. (0-55 points) Proposal Preparation and Requirements. The RFP must fully demonstrate ability to carry out each requirement listed in this RFP.
 - b. (0-35 points) Cost: Firm Fixed Cost will be determined by formula method, if applicable.
 - c. (0-10 points) References: A record of reference and resume' showing experience, integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
 - d. Indian preference: At minimum 10% of the evaluation points shall be granted to parties who demonstrate entitlement to Indian Preference.
 - e. In the case of duplicate proposals the earliest postmarked envelope will be awarded unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (without Indian preference)

D. **Instructions for Submitting Proposals:**

1. Return RFP in an envelope clearly marked according to the instructions below. One original and two (2) copies must be submitted. Alternate proposals will not be accepted
2. Sealed Proposals 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

3. Proposals will not be accepted by email.
4. On outside of sealed envelope write:
“Community Well Water Operator 1813KTHD-1WellOperator and Business name”

For any questions on the proposal and requirements, please contact Randee Sheppard, Office Manager
 541-783-2219 ext. 163 randee.sheppard@klamathtribes.com.

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

1. Proposals will be accepted at the address listed above up to **9:00 A.M. November 26, 2018**. All timely responses to this RFP will be considered. The Klamath Tribes reserve the right to reject any and all proposals including those proposals received after the closing date and time. If, at the time of the scheduled closing date, Klamath Tribes Administration is closed due to uncontrolled events or administration closures, proposals will be accepted until 4:00 p.m. on the next normal business day.
2. Proposals will be opened at **9:30 A.M. November 26, 2018**, at the Klamath Tribal Administration Office, 501 S. Chiloquin Blvd., Chiloquin Oregon in the Housing Director’s office. If, at the time of the scheduled opening date, Klamath Tribes Administration is closed due to uncontrolled events or Administration closures, proposals will be opened at 9:00 p.m. on the next normal business day.
3. This RFP has been published by: Check one or both if using paper allow for publication time

X	Publication in a Newspaper of general circulation
X	Direct solicitation of proposals from an adequate number of known sources
X	Klamath Tribes Web page – klamathtribes.org

F. Indian Preference:

1. To the greatest extend 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.
 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.
2. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indian and Alaskan Natives.

G. Provisions:

1. If required, all parties must submit with their proposals a statement detailing their employment and training opportunities and their plan for providing preference to Indians. All contractors must observe the Klamath Tribes’ Indian preference policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.

3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. 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.
7. Request for Proposals may be terminated by The Klamath Tribes' Administration at any time for cause.
8. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
9. 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.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. 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 and funding grant(s). Copies of these requirements are available for review at the grantee's offices.