

THE KLAMATH TRIBES INVITATION FOR BID (IFB)

Housing Department (KTHD)	IFB # 203HD2-FlooringBCKF	Project: 2020-09
Email Questions to Greg.Matson@klamathtribes.com on or before:		07/28/2020 @ 9:00 a.m.
All Bids must be received by the Klamath Tribes Purchasing Agent on or before:		08/03/2020 @ 9:00 a.m.
Bid Opening: The Housing Department, 501 S. Chiloquin Blvd., Chiloquin Oregon		08/03/2020 @ 1:30 a.m.

A. General Information:

The Klamath Tribes Housing Department (KTHD) is requesting a Lump Sum Price Bid from interested contractors to provide floor installation services and supply goods and materials. The Scope of Work (SoW) fully describes the work required. Bidders should note that any and all work intended to be subcontracted as part of the bid submittal must comply with the Klamath Tribes Procurement policy and HUD regulations.

Contractor must have 3 years' experience in Flooring and general Contracting work; and Provide three (3) references: Name, and Email, or Telephone number of the last three jobs of similar size/scope.

Bidders cannot be disqualified or suspended from doing business with Federal government. Registration on sam.gov is highly recommended. The Tribes will check sam.gov, HUD, State, and other registries.

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. The IFB is directed at licensed general contractors. Bidder must be able to provide all necessary materials and equipment and adhere to all federal, state, and local building codes to complete the project described in

Attachment 1 of the Scope of Work.

<i>Document Type</i>	<i>Attachment Number</i>	<i>Contractor Completes</i>	<i>Pre-Contract Completion</i>
Invitation For Bid (IFB)			
Scope of Work Form	Attachment: 1	X	
Contractor Cost Estimate Form	Attachment: 2	X	
Special Conditions	Attachment: 3	X	
Competitive Bid Form Checklist	Attachment: 4	X	
Non-Collusive Affidavit	Attachment: 5	X	
Reference Form	Attachment: 6	X	
Wage Determination Sheet	Attachment: 7	Use for submitting bid and on project	
Certified Payroll Forms	Attachment: 8		X
HUD 5369 Instructions to Bidders	Attachment: 9		X
HUD 5369-A Representation, Certifications of Bidders	Attachment: 10		X
HUD 5370-EZ General Contract Conditions (Small Const.)	Attachment: 11		X
W-9 Request for Taxpayer	Attachment: 11		X
Indian Preference Qualification (IPQ)	Attachment: 13		Only required if bidder will claim IP Call Randee Sheppard for IPQ form

2. After bid award, KTHD and Contractor will have a Pre-Contract meeting to complete all documents/contract.

3. All bid prices must include a one year, warranty for all parts and on site labor with a 72 hour notification.

C. **Contractor’s Qualification Requirements:**

The Klamath Tribes will engage with contractors who have the ability to perform successfully under the terms and conditions of a proposed contract and can meet the conditions and requirements of this IFB.

Required

1. Selected Bidder must provide the following documents with Bid or at Pre Contract meeting.

#	Description of Required Item	w/Bid	w/Contract
a.	Certificate of Insurance (CoI) (auto, general liability, and/or workmen’s comp)	X	
b.	Provide a copy of current Contractors Board Certificate of License (CCB)	X	
c.	Federal Employer ID (EIN/TIN) or Social Security Number (SSN)	X	
d.	Bonding: 10% contingency will be withheld from payment until project completion		X

D. **Evaluation Factors and Scoring:**

1. Selection Procedures:

The Invitation for Bid (IFB) and Klamath Tribes Procurement Policy are used to select the lowest responsive and responsible bid that is deemed most advantageous to the project. The Klamath Tribes requires the following:

- Bids submitted and received by the closing date and time will be reviewed.
- The Tribes Administration/KTHD reserves the right to reject any and all bids based on documented reasons.
- The Klamath Tribes may request additional information during review of responsive bids.
- The Klamath Tribes/KTHD may accept or negotiate any bid to establish the most advantageous terms.
- The decision of The Klamath Tribes’ shall be final and not subject to appeal.
- The contract will be awarded no later than thirty (30) days after the bid opening.

2. Questions:

By **9 a.m. on 07/28/2020**, email questions to Randee Sheppard at greg.matson@klamathtribes.com.

Return responses will be emailed or faxed to all bidders on record requesting information from KTHD.

A bidder may correct, modify, or withdraw a bid by written notice received by the Tribes prior to bid opening. Modifications must be submitted in a sealed envelope labeled “Modification No. _.”

3. Addenda:

Substantive questions and answers 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.

4. Method of Scoring:

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

- a. By lowest responsive responsible Lump Sum Price.
- b. Quality Requirements information has been provided with bid.
- c. Indian preference (IP) claim: Must provide Indian Enterprise Qualification (IEQ) Form to claim 10%.

100 TOTAL POINTS POSSIBLE (without Indian preference)

E. **Instructions for Submitting Bid:**

Return bid in a sealed envelope clearly marked according to instructions below.

Submit one (1) original and two (2) copies. An alternate, faxed, or emailed bid will not be accepted.

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

The Klamath Tribes,
Attention: Jackie Galbreath, Purchasing Agent
P.O. Box 436, 501 S. Chiloquin Blvd.
Chiloquin, OR 97624-0436

On envelope write: **203HD2-FlooringBCKF and bidder or company name.**

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

1. Bids will be accepted at the address listed above up to **9 a.m. on August 03, 2020**. 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, The Klamath Tribes Administration is closed due to uncontrolled events or Administration closures, bids will be accepted until 2:00 p.m. on the next normal business day.
2. Bids will be opened at **August 03, 2020 at 1:30 p.m.** 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, The Klamath Tribes Administration is closed due to uncontrolled events or Administration closures, bids will be opened at 3:00 p.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, the official website of The Klamath Tribes

G. Indian Preference:

1. The Klamath Tribes and prospective bidders shall follow the Indian Preference requirements outlined in the Klamath Tribes Procurement Policy in Chapter IX as approved 8/10/2016.

H. Provisions:

1. The Klamath Tribes and prospective bidders/contractors shall follow The Klamath Tribes Procurement Policy approved 8/10/16 in the solicitation, review, and award of all Bids.
2. The Klamath Tribes shall provide fair and open competition in the solicitation and award of all Bids.

Scope of Work
Project: 2020-09

Introduction: The Klamath Tribes Housing Department invites bids to interested contractors to provide flooring installation services and supply goods and materials. The jobs will be located on various Housing stock located in Beatty, Chiloquin and Klamath Falls, Oregon. Bidders are invited to submit a bid that exhibits a work plan showing your qualifications and experience that meet our requirements and can complete the project in a realistic and timely manner.

Questions – Contact

Greg Matson at 541-783-2219 ext. 135, e-mail greg.matson@klamathtribes.com

Provide an estimated or exact material and labor cost for each item on the Cost Consideration. (Attachment 2)

Project Site:

Site visit will be by appointment only to allow prospective contractor's to view the project and speak with KTHD Project Manager in order to give a realistic and accurate bid.

- **Greg Matson is the Project Manager for KTHD.**
- Bids must be as realistic and accurate as possible.
- **Permitting:** The Contractor is solely responsible to obtain all permits required for this project including but not limited to: Building and Trade permits from Klamath County and all other City, State, and Federal permits required. The Contractor is responsible for supplying documentation necessary to the permitting authorities.
- U.S. Department for Housing and Urban Development guidelines and Klamath Tribal Determination Residential Wage Rate Schedule date October 2018 apply to any trades work performed on site. (Attachment 7- Wage Determination)

Detailed Project List

A. Flooring Bid

1. VCT – 1/8 inch 12 x12 inch vinyl composition tile will be used in the majority of the projects. Installation and prepping of underlayment will be according to manufacturer's specifications.
2. Carpet – Level loop carpet for high traffic. Carpet to be of medium thickness, price to include 7/16 inch pad. Materials shall be to manufactures specifications and industry standards.
3. Commercial Sheet vinyl – 0.080 inch thickness coordinated weld rod: WM412. Materials shall be to manufactures specifications and industry standards.
4. LVT (luxury vinyl tile) installation of LVT materials shall be to manufactures specifications and industry standards.

B. Baseboard

1. Contractor will supply and install 4-inch rubber baseboard to match or compliment flooring. Baseboard to be installed after flooring is complete. Materials shall be to manufactures specifications and industry standards.

C. Transition Strips and Thresholds

1. Contractor will supply and install transition strips and thresholds where needed.

D. Underlayment

1. 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.

2. 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.
3. Repair can include but is not limited to:
 - Patching
 - Removing paint or adhesive
 - Leveling or repairing existing in floors that will be used for underlayment
 - Include specifications outline for each type of finish flooring.

E. Sub-Floor

1. High Density board will be used. Each sheet will be glued and nailed at a level flush with adjacent sheeting. Contractor will follow the installation process outlined through industry standards. The cost will be per square foot and to include labor and materials.

F. Other Work

1. When floors are replaced in bathrooms, Contractor will remove and replace toilets with new wax rings, bolts, etc. to properly reinstall the toilet.
2. Remove doors where needed to be. The Contractor will put any removed doors back on the hinges when the job is complete.
3. When household appliances, such as stoves and refrigerators need to be moved, Contractor will move appliances and move them back when the job is complete.
4. In some situations, Contractor may need to move furniture to complete the job. Contractor will replace the furniture where it was moved from.
5. Remove all debris and take to County Dump or rent dumpster.

G. Dry Rot Removal and Replacement

1. This component of service will include the replacement from the sub flooring to floor joist.
2. This section does not include underlayment, which is covered under E.

Permits:

Obtain required County and or City permits.

Other Work:

If a bidder has identified a repair/replacement that is not listed in the Scope of Work, Detailed Project List which the Bidder feels is required to complete the project, Bidder should submit questions by email to Greg Matson and Randee Sheppard on or before the deadline for questions.

Contractor Cost Estimate Form
Project: 2020-09

1. VCT – 1/8 inch 12 x12 inch vinyl composition tile will be used in the majority of the projects. Installation and prepping of underlayment will be according to manufacturer’s specifications.

Cost per sq. ft.	\$
Labor	\$

2. Carpet – Level loop carpet for high traffic. Carpet to be of medium thickness, price to include 7/16 inch pad. Materials shall be to manufactures specifications and industry standards.

Cost per sq. ft.	\$
Labor	\$

3. Commercial Sheet vinyl – 0.080 inch thickness coordinated weld rod: WM412. Materials shall be to manufactures specifications and industry standards.

Cost per sq. ft.	\$
Labor	\$

4. LVT (luxury vinyl tile) installation of LVT materials shall be to manufactures specifications and industry standards.

Cost per sq. ft.	\$
Labor	\$

1. Contractor will supply and install 4-inch rubber baseboard to match or compliment flooring. Baseboard to be installed after flooring is complete. Materials shall be to manufactures specifications and industry standards.

Cost per lineal ft.	\$
Labor	\$

1. Contractor will supply and install transition strips and thresholds where needed.

Cost per lineal ft.	\$
Labor	\$

1. 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.

2. 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.

3. Repair can include but is not limited to:

- Patching
- Removing paint or adhesive

- Leveling or repairing existing in floors that will be used for underlayment
- Include specifications outline for each type of finish flooring.

Materials cost per sq. ft.	\$
Labor	\$

- a. High Density board will be used. Each sheet will be glued and nailed at a level flush with adjacent sheeting. Contractor will follow the installation process outlined through industry standards. The cost will be per square foot and to include labor and materials.

Materials cost per sq. ft.	\$
Labor	\$

1. When floors are replaced in bathrooms, Contractor will remove and replace toilets with new wax rings, bolts, etc. to properly reinstall the toilet.
2. Remove doors where needed to be. The Contractor will put any removed doors back on the hinges when the job is complete.
3. When household appliances, such as stoves and refrigerators need to be moved, Contractor will move appliances and move them back when the job is complete.
4. In some situations, Contractor may need to move furniture to complete the job. Contractor will replace the furniture where it was moved from.
5. Remove all debris and take to County Dump or rent dumpster.

Cost per hour	\$
Unit Cost	\$
Labor	\$

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

Materials cost per sq. ft.	\$
Labor	\$

Permits:

Permit Costs	\$
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Total Materials	\$
Total Labor for full job	\$
Total Bid	\$

X
Bidder's Initials

Special Conditions
Project: 2020-09

1. Time Deadline:
Time deadline is negotiable and must be done before the contract is signed.
Delivery deadline, weather permitting, from date the contract is signed with \$100.00 per day liquidated damages assessed for all days over the contract deadline.

2. All contractors and his/her subcontractor must adhere to the following:
 - a. Klamath Tribal Determination Residential Wage Rate Schedule dated October 2018
 - b. HUD Form 5369, Instructions to Bidders for Contracts Public and Indian Housing Programs.
 - c. HUD 5369-A, Representations Certifications and other Statements of Bidders
 - d. HUD5370-EZ General Contract Conditions (small construction/development contracts greater than \$2,000 but not more than \$150,000)
(HUD documents can be found at www.HUD.gov)

3. The Klamath Tribes reserves the right to reject any and all bids, or to waive any formalities or irregularities in the solicitation.

4. Any deviation from the Scope of Work must be approved in writing, by the Klamath Tribes Housing Department.

Initial

Competitive Bid Form Checklist

Company Name:

Address:

Total Bid Amount:

This Checklist is for Bidder’s use in submitting the Bid. Please note some items can be provided at time of contract for selected Bidder.

#	Description (All information provided must be current)	Y	N	If selected
1	A signed and notarized Non-Collusive Affidavit is enclosed with Bid			X
2	Copy of Federal TIN/EIN ID is enclosed with Bid. Number is:			X
3	Copy of State Corporation Registry is enclosed with Bid. Number is:			X
4	Copy of Contractor’s License (CCB) is enclosed with Bid. Number is:			X
5	A copy of current Certificate of Insurance (Col) listing Klamath Tribes Housing Department as a certificate holder is enclosed with the Bid.			X
6	A copy of Workman’s Compensation Insurance coverage is enclosed with the Bid. This does not apply to working partnership(s).			X
7	A copy of signed Partnership Agreement is enclosed. Applicable only to partnerships.			
8	Notarized Power of Attorney authorizing an individual to act as an agent for the said company. (Copy)			
9	Review attachments 1-6 and 13, sign or initial and return any that are required.			X
10	The Contractor(s) Cost Form (Attachment 2) is enclosed with cost estimates.			X
11	It is understood, that Bid may be eliminated if required documents are not provided.			X

Initial and return this form with Bid.

X
Bidder's Initials

Non-Collusive Affidavit
Project: 2020-09

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.

X

Individual, Partner, Corporation

Subscribed and sworn to before me this _____ day of _____, 2020.

X

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:

**Klamath Tribal Determined
Residential Wage Rate Schedule
October 2018**

Residential Construction Titles	Journeyman Wage Rates	Apprentice Wage Rates
Asbestos Worker/Insulator	\$21.25	\$15.00
Bricklayer/Stonemason	\$22.50	\$15.00
Carpenter	\$22.14	\$14.00
Cement Mason	\$24.00	\$14.50
Drywall, Lather, Acoustical & Ceiling Installer	\$21.33	\$13.10
Drywall Taper	\$19.00	\$14.50
Electrician	\$24.17	\$14.50
Glazier	\$22.50	\$14.50
Laborer (General)	\$15.81	\$12.25
Landscape Laborer/Technician	\$15.67	\$14.93
Painter Drywall Taper	\$19.20	\$14.80
Plaster and Stucco Mason	\$22.50	\$14.50
Plumber/Pipefitter/Steamfitter	\$24.17	\$14.50
Power Equipment Operator	\$27.50	\$15.00
Roofer	\$23.75	\$13.67
Sheet Metal Worker	\$22.50	\$13.67
Soft Floor Layer	\$18.75	\$13.67
Sprinkler Fitter	\$51.25	\$14.50
Tile Setter/Terrazzo Worker: Hard Tile Setter	\$26.88	\$14.50
Truck Driver	\$18.88	\$14.50

Adopted: 4/10/2019