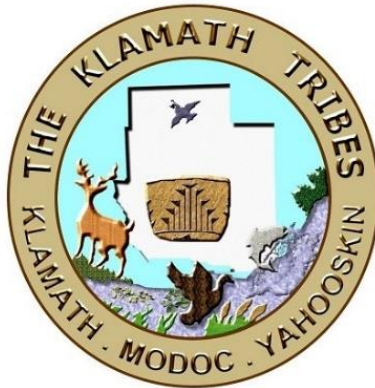


THE KLAMATH TRIBES
HOUSING DEPARTMENT



INVITATION
FOR
BID

315 S LALAKES RENOVATIONS

IFB 69-23-1

ISSUED: SEPTEMBER 13, 2023

CLOSES: 2:00 PM SEPTEMBER 25, 2023

Invitation For Bids (IFB)
315 S LaLakes Renovations
Klamath Tribes Housing Department
IFB Number: 69-23-1

A. General Information:

The Klamath Tribes Housing Department is requesting Firm Fixed Price Bids from interested parties to provide goods and materials, and construction services for a home with significant water damage.

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

B. Scope of Work:

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 IFB is directed at parties who qualify to perform construction services.
2. Interested parties can submit a Firm Fixed Price (FFP) Bid based on the Specifications below.

Kitchen

1. Remove lower cabinets
2. Remove floor
3. Remove subfloor
4. Evaluate water damage to substructure
5. Report to Housing Maintenance Manager for approval of final cost
6. Repair any structural deficiencies
7. Install new subfloor
8. Place waterproof underlayment
9. Install new water proof laminate floor
10. Replace lower cabinets

Laundry

1. Remove Flooring
2. Remove subfloor
3. Evaluate substructure
4. Report to Housing Maintenance Manager for approval on final cost
5. Repair any structural deficiencies
6. Install new subfloor
7. Place waterproof underlayment
8. Install new water proof laminate floor
9. Install new floor

Bathroom

1. Remove vanity
2. Remove toilet

3. Remove tub
4. Remove floor
5. Remove subfloor
6. Evaluate substructure
7. Report to Housing Maintenance Manager for approval of final cost
8. Repair structural deficiencies
9. Install new subfloor
10. Place waterproof underlayment
11. Install new toilet, standard white
12. Install new vanity, 30-36 inches white wood grain
13. Install new tub and shower insert, 60" x 30" x 16"
14. Install new water proof laminate floor

The Klamath Tribes is aware there will be additional cost for such material as sheet rock, structural materials, for unexpected findings in this project. We would like to invite all bidders to a walk through on Friday September 22, 2023 at 3:00 PM. Please contact Michale Mabou to confirm. Site visit is not mandatory but highly encouraged. All bid will be accepted and reviewed. All areas to be removed, evaluated and repaired will be between 200-300 square foot. Unidentified/unexpected cost to include contractors best estimate of cost for structural repairs materials and labor.

For questions or to obtain the specifications, drawings, and any pertinent attachments for the above referenced material, product, or service contact Housing Maintenance Manager, (Michale Mabou), at Klamath Tribes Administration office, PO Box 436, 501S. Chiloquin Blvd. Chiloquin, OR 97624, or by telephone at (541)274-0399 or email, michale.mabou@klamathtribes.com. All phone calls or emails must be copied to the Procurement Specialist.

3. The construction must meet the requirements of the NEPA, HUD, Klamath County Building Code, Davis Bacon Wages, etc.
4. The Bidder must be able provide project management and construction expertise.
5. The Bidder to provide a Firm Fixed Price (FFP) Bid, to include cost per each item under B 2, total cost, other unidentified/unexpected costs and Grand Total. This must be itemized. All bids pricing to remain firm throughout the contract term.
6. All bid prices must include a one (1) year warranty for all parts and on site labor. Service personnel must respond within 5 days of notification, excluding weekends or holidays. Any warranty documents shall be proved to the Housing Department upon completion of work.

C. Quality Requirements:

The Tribes and the Housing Department will award contracts only 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 such matters as the bidder's

- Cost
- Integrity;
- Compliance with public policy;

- Record of past performance;
 - Financial and technical resources.
1. Bidder must provide all items described in Section B and comply with all Bid Submission Requirements.
 2. Bidder must have 2 years of experience in construction or roofing experience; or must have completed at least three (3) projects of similar size and scope.
 3. Bidder must provide proof of being bondable 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 Certificate of Insurance (COI) for general liability, workman’s comp and automobile insurance
 5. Bidder must provide Federal Employer ID # or Social Security # and State Registry #.
 6. Bidder must provide Contractors Board Certificate of License (copy).
 7. Bidder must provide proof of Indian preference (if applicable).
 8. Preferable if resisted on Sam.gov.
 9. Three (3) references for completed contracts of similar size and scope.

Evaluation Factors and Scoring:

1. Selection Procedures: The Klamath Tribes’ Administration utilizes the formal Invitation For Bid (IFB) to award the contract to the party who submits the lowest Firm Fixed Price (FFP); meets the requirements in this IFB; and submits documents and information requested. All timely responses to this IFB 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.

Parties submitting bids are encouraged to carefully and completely review solicitation documents required of this IFB including attachments, before Bid submittal. All parties submitting Bids are referred to as “Bidders” in the Bid Document. The Bid awardee will be designated as the “Contractor”.

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 personal services contract with the selected contractor and/or use the purchase order system in accordance with the Procurement Policies to purchase the item, service, or material.

Attached to these Instructions are the following documents:

2. Anticipated Solicitation Schedule

9/13/2023	Issue of IFB
9/22/2023 3:00 PM	Pre-Bid Walk Through
9/25/2023 2:00 PM	Bid due, opening at Chiloquin Administrative Office

3. Questions

All questions must be in writing and directed to the procurement specialist. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the IFB. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the IFB. The Procurement Specialist will make that decision.

PROCUREMENT SPECIALIST:

BARBARA J. SMEDLEY – PHONE 541-783-2219 EXT. 110 –

FAX 541-783-3081 – BARBARA.SMEDLEY@KLAMATHTRIBES.COM

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 Review:** The Klamath Tribes' Administration and its authorized representatives will review all proposals received and may contact bidders or their representatives to request further information, either in written form or in the form of a presentation. 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.

6. **Method of Scoring:** All proposals received on time will be evaluated for lowest bidder and quality requirements.

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

- A. By lowest responsive responsible firm fixed price.
- B. Quality Requirements information has been provided with bid.
- C. 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.

In the case of duplicate bids the earliest postmarked envelope will be awarded, provided all criteria is met

E. Instructions for Submitting Bids:

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

The Klamath Tribes
Administration Office
Attention: Barbara Smedley, Procurement Specialist
P.O. Box 436
501 S. Chiloquin Blvd.
Chiloquin, OR 97624

On outside of envelope write: IFB 69-23-1

For any questions on the bid and requirements, please contact Barbara Smedley (541)783-2219, ext.110 or email barbara.smedley@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. on September 25, 2023. 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 3:00 p.m. on the next normal business day.
2. Bids will be opened at 2:00 p.m. on September 25, 2023 at the Klamath Tribal Administration office, 501 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 3:00 p.m. on the next normal business day.
3. This IFB has been published by:

X	Publication in a Newspaper of general circulation
X	Direct solicitation of proposals from an adequate number of known sources

G. Indian Preference:

1. 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 Procurement Policies.
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; and
 - 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. Request for Proposals 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 2 CFR Part 200 Subpart F.
- Copies of these requirements are available for review at the grantee's offices