



BIDDERS COMPANY NAME

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REQUEST FOR PROPOSAL

HOUSING OFFICE LANDSCAPING

Project

NISQUALLY INDIAN TRIBE



REQUEST FOR PROPOSAL  
RFP# HGS – L 2016

March 22, 2016

Nisqually Indian Tribal Housing on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals for the Housing Office Landscaping project. Minority and disadvantaged companies are encouraged to submit proposals.

**Viable Vendors: Vendor must be licensed, bonded, insured and current on all taxes. Failure to comply will result in bid rejection**

**SEALED PROPOSALS:** Vendors will deliver two applications that are CLEARLY marked Sealed RFP Housing Dept., project # HGS – L 2016 to the following address either by hand or by USPS:

Nisqually Indian Tribal Housing  
Attn: Bob Smith  
2205 Lashi St SE  
Olympia WA. 98513

**CLOSING DATE FOR SUBMITAL: April 15, 2016 at 5:00pm**  
**Proposals received after the above-cited time will be considered late and are not accepted unless waived by the Nisqually Indian Tribal Housing Director.**

- Please mark the envelopes clearly with Sealed RFP Housing Dept., project # HGS - L2016
- Questions may be directed to **Nisqually Indian Tribal Housing** Director, Bob Smith, office: 360-493-0081; cell: 360-359-6628 or e-mail [smith.bob@nisqually-nsn.gov](mailto:smith.bob@nisqually-nsn.gov)

**Definitions:**

|                     |  |
|---------------------|--|
| <b>“Tribe”</b>      | <b>is Nisqually Indian Tribe</b>   |
| <b>“Bidder”</b>     | <b>an individual or business submitting a bid to Nisqually Tribe</b>       |
| <b>“Contractor”</b> | <b>One who contracts to perform services in accordance with a contract</b> |

**PROPOSAL TERMS**

The Nisqually Tribe reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor’s qualifications and capabilities to provide the specified service(s), and other factors in accordance with the Tribal Bidding Procedure policy. The Tribe does not intend to award a Bid fully on the basis of any response made to the proposal; the Tribe reserves the right to consider proposals for modifications at any time before a Bid would be



awarded, and negotiations would be undertaken with the provider whose proposal is deemed to best meet the Tribe's specifications and needs.

- A. The Tribe reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Tribes to be in the best interests of the Tribe even through not the lowest bid.
- B. The price quotations stated in the bidders proposal will not be subject to any price increase from the date on which the proposal is opened at the Tribal headquarters to the mutually agreed-to date Bid.
- C. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP maybe adjusted to allow for revisions.
- D. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor's ability to meet the requirements of the RFP.

### **SCOPE OF SERVICES**

The successful respondent shall provide to Nisqually Indian Tribal Housing, at a minimum, landscaping services for the following areas:

Property is located at 21st Way SE Olympia Wa. 98513. on the Nisqually Reservation. Property included in this bid are Lots, 4, 5, 11, 12, Map is attached

Address of lots: Lot # 4 11720 21<sup>st</sup> Way SE, Lot # 5 11730 21<sup>st</sup> Way SE, Lot # 11 11727 21<sup>st</sup> Way SE, Lot # 12 11743 21<sup>st</sup> way SE

- 1. Prepare ground to develop lawn (grading, leveling lots to drain away from homes)
- 2. Import, place and level top soil
- 3. Hydro seed, or hand seed
- 4. Make sure to protect all corner markers (these will be painted)
- 5. Each lot has a underground septic that will be marked
- 6. Property totals are roughly 54 thousand square feet +/-

- **CONTRACT PROVISIONS**

#### REPORTING OF CONTRACTOR

Section 1 – The Contractor is to report to the Nisqually Indian Tribal Housing Manager and/or Director and confer with them as necessary to insure satisfactory work progress.



Section 2 – All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractors name.

Section 3 – All reports made in connection with these services are subject to review and final approval by the Nisqually Indian Tribal Housing Director.

Section 4 – When Applicable, the Contractor will submit a final written report to the Nisqually Indian Tribal Housing Director.

Section 5 – After reasonable notice to the Contractor, the Tribe may review any of the Contractor's internal records, reports, or insurance policies.

### PERSONNEL

Section 1 – The contractor will provide the required services and will not subcontract or assign the services without prior written approval of the Nisqually Indian Tribal Housing Director. Subcontractors, as well as primary contractors, are subject to the TERO ordinance and the Tribe's Native American preference policy (detailed below.) This ordinance applies to all sub tiers as well.

### INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify the Nisqually Tribe, its officers, agents, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees and loss of damages to any property, including property owned or in the care, custody or control of the Nisqually Tribe in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

### NATIVE AMERICAN PREFERENCE

The Nisqually Tribe's Native American preference in contracting policy will be used to select the winning bid.

The owner wishes to make available any and all opportunities for employment and training for Nisqually Tribal Members, their immediate families, and all other Native



Americans. Therefore, the Tribal Employment Rights Ordinance (TERO) is in effect for this project. This includes but is not limited to:

- Native preference in employment.
- Native preference in contracting.
- 1.75% Employment Rights tax on all projects \$20,000 and over.

TERO also applies to subcontractors and all sub tiers.

It is the responsibility of the bidder to contact the TERO officer.

Nisqually TERO; Francis Rohr

(360) 456-5221 ext.1128

[rohr.frances@nisqually-nsn.gov](mailto:rohr.frances@nisqually-nsn.gov)

### INSURANCE REQUIRMENTS

- Contractor is required to provide proof of current workers Compensation Insurance with Washington State statutory limits and Employers liability Insurance.
- Contractor will provide proof of Commercial General Liability Insurance stating adequate coverage for project.
- Automobile Liability Insurance covering all owned hired and non-owned vehicles with Personal Protection Insurance and Property Protection insurance.

CONTRACTOR:

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PHONE:

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Please attach complete bid to this form

QUARTERS OF THE SOUTHWEST QUARTER, 1955 21 FEET FROM BRICK, THE CENTER SOUTH ONE-SUBDIVISION CORNER BEARS SOUTH 87°39'54" EAST 44.05 FEET; THE NE CORNER 30°31'05" EAST 440.85 FEET; THE WEST CORNER 89°22'36" WEST 1956.00 FEET; THE NORTHERLY CORNER BEARS NORTH 89°22'36" WEST 1956.00 FEET TO BE THE POINT OF BEGINNING.

AS PERVERSE BEARING OF S87°20'31" E CORNER OF THE SOUTHWEST QUARTER AT THE SOUTHWEST CORNER OF SECTION 21 MARSHALL COUNTY CONTROL POINT #217 - 13542.968'

**LEGEND**

- 1. 5/16" = 100 FEET
- 2. 1/8" = 50 FEET
- 3. 1/16" = 25 FEET
- 4. 1/32" = 12.5 FEET
- 5. 1/64" = 6.25 FEET
- 6. 1/128" = 3.125 FEET
- 7. 1/256" = 1.5625 FEET
- 8. 1/512" = 0.78125 FEET
- 9. 1/1024" = 0.390625 FEET
- 10. 1/2048" = 0.1953125 FEET
- 11. 1/4096" = 0.09765625 FEET
- 12. 1/8192" = 0.048828125 FEET
- 13. 1/16384" = 0.0244140625 FEET
- 14. 1/32768" = 0.01220703125 FEET
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