



REQUEST FOR PROPOSAL

Housing RECORD Reconstruction Project

NISQUALLY INDIAN TRIBE

Prepared For:
Nisqually Tribal Housing Program
4820 She-Nah-Num Drive
Olympia WA. 98513



REQUEST FOR PROPOSAL
RFP# 2016-HRR

DATE: Nov, 8 2015

The Nisqually Housing Department on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals for a housing RECORD reconstruction project. Minority and disadvantaged companies/individuals are encouraged to submit proposals. Contact information for project questions:

David Montgomery, CFO 360-456-5221 X1178 / montgomery.david@nisqually-nsn.gov OR
Natosha Kautz, Interim Housing Director 360-456-5221 X1247 / kautz.natosha@nisqually-nsn.gov

VIABLE CONTRACTORS: To be awarded this project CONTRACTOR, of the winning bid, must be current will all taxes, insurances, bonding and licensing. Failure to comply will result in bid rejection.

Interested Contractors may deliver proposal either by US Postal/delivery service or via email. Addresses are stated below. **Please mark the envelopes clearly with “RFP # 2016-HRR” or include in subject line if sending email.**

Nisqually Indian Tribe
4820 She-Nah-Num Drive SE
Olympia WA. 98513
Phone: 360-456-5221
Attn: Jill Wall
Financial Services – Contracts
wall.jill@nisqually-nsn.gov

CLOSING DATE FOR SUBMITAL SHALL BE Friday, December 2, 2016 at 5PM.

Proposals received after the above-cited time will be considered a late response and are not acceptable unless waived by the Interim Housing Director.

Thank you for your Interest

Definitions: “Tribe” is Nisqually Indian Tribe
“Bidder” an individual or business submitting a bid to Nisqually Tribe
“Contractor” One who contracts to perform services in accordance with a contract

1. PROPOSAL TERMS

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.

2. SCOPE OF SERVICES

Qualified contractor must have a working knowledge of HUD regulations, tribal housing (rules, guidelines ??) and GAPP. Contractor must be available onsite a minimum of 3, 8 hr days per week. Candidate will provide Resume’, hourly rate of pay, and at least 3 relevant references.

The contractor will perform:

- File audits for housing RECORDs from 2011 through current.
- Reconstruct both tenant and program RECORDs as needed.
- Review rental receipt RECORDs
- Review house payment RECORDs
- Verify that all data is up to date and properly entered into computer system
- Verify that RECORDs of eligibility are present and that information is current
- Re-report expenditure to HUD and other agencies as needed
- Train staff on documentation and RECORD keeping as required by HUD, this will include both program and accounting staff

CONTRACT PROVISIONS

REPORTING OF CONTRACTOR

Section 1 – The Contractor is to report to the CFO and/or Interim Housing 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 Interim Housing Director.

Section 4 – When Applicable, the Contractor will submit a final written report to the CFO.

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.

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 Contractors 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; Frances Rohr

(360) 456-5221 ext.1128

(360) 259-8144 cell

rohr.frances@nisqually-nsn.gov

INSURANCE REQUIREMENTS

- 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.