



**LITTLE SHELL TRIBE OF CHIPPEWA INDIANS OF MONTANA
REQUEST FOR QUOTE
COMMERCIAL ROOF REPLACEMENT**

Requesting Department:	Tribal Council
RFP Release Date:	June 21, 2024
Pre-Bid Inspection:	June 28, 2024 @ 2:00 PM
Due Date:	July 12, 2024 at 12:00 pm (noon) MT
Expected Award Date:	July 31, 2024
Submission Type:	Electronic
Submission Address:	contracting@lstribe.org

1. Introduction

The Little Shell Tribe of Chippewa Indians (LST) of Chippewa Indians is requesting quotations to replace the flat roof on the Tribal Headquarters Building, located at 511 Central Ave West, Great Falls, MT 59404. The roof area is approximately 12,000 sq. ft.

Expected Completion Date	October 31, 2024
Evaluation Criteria	<ul style="list-style-type: none"> • Quote to complete scope of work (20 Points) • Qualifications (25 Points) • Experience (25 Points) • Price [Completed Attachment #2] (25 Points) • Acceptance of the Contract Terms and Conditions (5 Points) • Little Shell or Indian- or Tribally-Owned Preference (10 Points)
Attachments	<ul style="list-style-type: none"> <input type="checkbox"/> Business Registration Certificate <input type="checkbox"/> Montana State Contractors License <input type="checkbox"/> Business insurance <input type="checkbox"/> Worker's Compensation <input type="checkbox"/> W-9 <input type="checkbox"/> Acceptance of Terms and Conditions (Attachment 1) <input type="checkbox"/> Bid Worksheet (Attachment 2) <input type="checkbox"/> If applicable, Indian- or Tribally-Owned documentation
Contact for Inquiries	Clarence Sivertsen, First Vice Chairman, (406) 868-0760 or contracting@lstribe.org . If you are unable to attend the pre-bid inspection, please contact First Vice Chairman for other arrangements.

2. Scope of Work

Qualified contractors will be able to perform all the services listed below and identified on the bid package sheet in Attachment 2 within the proposed project timeline.

- Complete turnkey project to remove and replace entire flat roof of Tribal Council Building located 511 Central Ave West, Great Falls, MT 59404.
- The general work to be performed in replacing the roof will be the following:
 - Any necessary safety measures necessary for the project;
 - Remove the existing roofing system and flashing down to the deck;
 - Repair/replace roof deck as required.
 - Repair/replace roof drain as required.
 - Installation of the roofing, flashing, and other appurtenances; and
 - Removal and proper disposal of project debris and complete site restoration.
- Contractor shall protect and include all necessary electrical disconnections and reconnections located on the roof.
- Contractor estimate must provide total cost of project, including draw amounts and dates.
- Contractor proposal must provide detailed description of the work to be performed.
- Contractor proposal must provide a detailed description of material(s) to be used.
- Contractor proposal must provide a detailed description of warranty coverage, including specific manufacturer and installer warranties.
- Contractor is responsible for securing all required permits to complete scope of work.
- Contractor must identify on-site space requirements for contractor and equipment parking.
- Contractor must work with Director of Operations and Project Coordinator on timelines for project start and end, including any access requests or work-day interruptions.

3. Proposal Submission

3.1. Late Bids

Any bid received after the deadline will not be considered.

3.2. Calculation Errors

In the event there is a discrepancy between the total quoted amount or the extended amounts the correct sum will be considered the quoted price.

3.3. LST Reserves the Right

The LST reserves the right to exercise its discretion to waive minor informalities in any bid; to reject any or all bids with or without cause; and/or to accept the bid that in its judgment will be in the best interest of the LST.

4. Proposal Requirements

4.1. Proposals shall, at a minimum, including the following items:

- A brief statement of the contractor's understanding of the scope of work, proposal to provide services and ability to deliver required services in the time provided.
- Qualifications of the contractor and key individuals to be assigned to this contract, their availability during the relevant time periods, and their recent experience on similar projects.
- A description of previous experience providing quoted services.
- The proposed cost for services should be included on Attachment 2, Bid Worksheet additional costs should detailed in a separate proposal, if applicable.
- Requested payment terms.
- Two (2) references for whom the contractor and/or key personnel have performed similar work within the last three years, including the following information:
 - Name and location of projects,
 - Names of proposed team members who worked on the sample projects,
 - Client name, including contact person, email and phone number,
 - Description of the work.
- Primary contact person(s) phone number and e-mail address

The proposal should be formatted as 8.5" by 11" pages.

All proposals must also include executed statement included Attachment 1.

4.2. Subcontracts

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature of the services the subcontractor provides as it relates to this proposal. The bidder shall include the name of the subcontractor, describe prior business relationship with these firms, the experience and qualifications of said entities, and describe the methods the contract will employ to manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal. Bidders and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements.

5. Project Timeline and Completion

The contractor shall complete all work by October 31, 2024. Any electrical work activities requiring power disconnection must be completed within 24 hours and coordinated in advance with the Project Coordinator and Director of Operations. The Contractor shall not discontinue work for more than five (5) consecutive calendar days without the prior written

approval of the Project Coordinator. The work schedule will be coordinated and approved by the Project Coordinator and shared with the Director of Operations.

6. Maintenance of Project Site

The Contractor shall protect all abutting property from injury or loss and shall defend and hold the Tribe harmless from all such damages, injuries and loss occurring because of their work.

The contract shall furnish and maintain all passageways, barricades, guard fences, lights and danger signals, and shall provide watchmen and other facilities as required by local conditions at no additional cost beyond those quoted in Attachment #2.

The Contractor shall assume full responsibility for loss or damage to the work during the entire construction period resulting from conditions and from all other causes whatsoever not directly due to the acts or neglect of the Tribe, including fire, vandalism and malicious mischief, and shall complete the work in accordance with this request for quote within the time provided.

7. Rules, Regulation, Laws, Ordinances & Licenses

The awarded contractor shall observe and obey all laws, ordinances, rules, and regulations, of the tribal, federal, state, and local government, which may be applicable to the contracted services.

7.1. Specialty License(s)

Contractor shall possess at the time of this bid all necessary permits and/or licenses required for the service and, upon the request of LST, will provide copies of licenses and/or permits within 10 calendar days after request.

7.2. Insurance

It is required that the Contractor performing work under this Contract to provide proof of the following insurance coverage prior to the date upon which work is to begin. The proof of insurance or exemption must be valid for the entire agreement period:

- Comprehensive general liability insurance, including vehicle liability insurance, in the minimum amount of \$500,000 per claim and \$1,000,000 aggregate/total liability for accidents occurring during service delivery or at the services delivery site that are attributable to the contractor or its agents' conduct.
- Contractor shall maintain professional Errors and Omissions Insurance in the minimum amount of \$1,000,000 per claim.
- Workers Compensation Insurance coverage valid in the State of Montana or proof of exemption thereof.

7.3. Warranty/Guaranty

All materials and/or services furnished under this bid shall be warranted by the contractor to be free from defects and fit for the intended use.

8. LST Payment Procedures

All Contractors are required to send an invoice to: contracting@lstribel.org.

All invoices will be paid as directed by the LST payment procedure.

LST will not be liable for request for payment deriving from aid, assistance, or help by any individual, contractor, or bidder for the preparation of these specifications.

LST will pay those taxes for which it is obligated. All Contractors or bidders should include in the bid all use taxes, which they will pay when making purchases of material or subcontractor's services.

9. Notice to Contractor

During the performance of this agreement, the Contractor, for itself, its assignees and successors in interest, agrees as follows:

9.1. Audit Requirements

LST is subject to audit requirements of 2 CFR 200 Subpart F. As a result of this requirement the contractor may be required to provide additional documentation or support related to the services provided.

9.2. Debarment and Suspension

The Contractor and any subcontracts must certify that they are eligible to receive federal funding and are otherwise compliant with the requirements of the United States Department of Treasury regulations. All contractors must enroll with SAM.gov upon execution of contract.

9.3. Conflict of Interest

The contractor and subcontractors must disclose in writing any potential conflict of interest to the LST Finance in accordance with the Department of Treasury regulations and policy.

9.4. Waiver of Claims

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against LST concerning this contract. After that period, LST will consider the Contractor to have waived any right to claims concerning this agreement.

9.5. Termination

Any agreement as a result of this bid may be terminated by either party giving thirty (30) calendar days advance written notice. The LST reserves the right to accept or not accept a termination notice submitted by the contractor, and no such termination notice submitted by the contractor shall become effective unless and until the contractor is notified in writing by the LST of its acceptance.

**Attachment 1:
Acceptance Statement for Roof Replacement**

I have carefully examined and understand the request for quote for this service. Further, I accept the requirements, terms and, for the prices set forth in this quotation, hereby offer to furnish all labor, parts, materials, tools and repairs to complete the work in accordance with the specifications described below.

It is agreed that this contract is a fixed price contract and any extra effort will be subject to approval of the Project Coordinator.

I promise to upon commencing work, diligently perform the work continuously without undue delay and further promise to complete the work in a timely and professional manner.

By: _____
Name of firm or individual

Address: _____

Phone: (work) _____ (cell) _____

Name

Signature

Date

Contact E-mail

Attachment 2: Bid Worksheet for Roof Replacement

Bidders may complete the table below or attach a similar description of services, materials, and costs in lieu of the attachment.

	Materials/Services	Cost
Estimated Project Start Date:	_____	_____
Estimated Project Completion Date:	_____	_____
Roof System Removal:	_____	_____
Deck Repair/Replacement:	_____	_____
Drain Repair/Replacement:	_____	_____
Roof and Flashing Installation:	_____	_____
Removal and disposal of waste:	_____	_____
Permits/Other Direct Costs:	_____	_____
Other:	_____	_____
Total Fixed Price:	_____	_____