



Spokane Tribe of Indians

P.O. Box 100 - Wellpinit, WA 99040 - Ph. (509) 258-4581

CENTURY OF SURVIVAL
1881 - 1981

REQUEST FOR PROPOSAL

FOR

Summer Youth Rental Vehicles

PROPOSAL NO. FY24-004

BY

SPOKANE TRIBE OF INDIANS
PURCHASING/PROPERTY DEPARTMENT
6195 FORD/WELLPINIT RD
PO BOX 100
WELLPINIT WA 99040

KEY INFORMATION

		Contact:	Phone
Opening Date	12/8/2023		
Closing Date	4/22/2023 EXTENDED 1/22/2024		
Return Location	Purchasing/Property Manager	Trina Andrew	509-458-6550
E-mail	trina.andrew@spokanetribe.com		
Delivery Address	6195 Ford/Wellpinit Rd PO Box 100	Wellpinit WA 99040	

I. INTRODUCTION

The SPOKANE TRIBE OF INDIANS is requesting proposals from reasonable, responsive, responsible, and qualified firms to provide **reliable and save rental vehicles to the summer youth program to safely transport youth and staff to and from their daily work locations**. The purpose of this contract is to supplement Tribal resources to complete multiple projects. All projects will be subject to applicable tribal, federal, contract, or grant rules and regulations.

There is no expressed or implied obligation for the SPOKANE TRIBE OF INDIANS to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Your proposal and proposal amount shall remain valid for a period of one hundred (100) days from the closing date.

To be considered for the engagement, one master copy, and three copies of the proposal must be received by Trina Andrew, Purchasing/Property Manager, Spokane Tribe of Indians, P.O. Box 100, Wellpinit, WA 99040 on or before the above closing date and time. The SPOKANE TRIBE OF INDIANS reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by selected individuals from the Spokane Tribe of Indians Finance Department, Administration Department, and the Purchasing/Property Department.

During the evaluation process the SPOKANE TRIBE OF INDIANS reserves the right, where it may serve the SPOKANE TRIBE OF INDIANS best interest, to request additional information or clarifications from proposers or allow corrections of errors or omissions.

The SPOKANE TRIBE OF INDIANS reserves the right to retain all proposals submitted and to use any ideas in the proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the SPOKANE TRIBE OF INDIANS and the firm selected.

Term of Engagement

Awarded vendor will be obligated and authorized to sign and/or enter into a contract with the SPOKANE TRIBE OF INDIANS in regards to the scope of work listed in this request.

II NATURE OF SERVICES REQUIRED

Scope of Work

(May include, but is not limited to the following)

- All vehicles must:
 - Be in excellent working condition
 - Tires within safe ranges and include a spare tire and needed tools
 - Be less than 10 years old
 - Have less than 100,000 miles
 - Include working heating and air conditioning
 - Include safety restraints, all safety features must function and be in good working condition
- Duration
 - All vehicles will be needed from July 5, 2024 through August 20, 2024
 - Pick up vehicles on July 5th
 - Return vehicles on August 20th
- Passenger Vans
 - 14 needed
 - 15 passenger capacity
 - Does not require CDS or other special licensing
- Pick-up Trucks
 - 5 needed
 - 4 doors
 - With hitch preferably
- SUV
 - 2 needed

Requests for any and/or all work to be completed by the awarded vendor will be processed through the Spokane Tribal Purchasing/Property Department. The awarded vendor will be responsible for preparing and submitting detailed Scopes of Work, timelines, lists of deliverable, and cost breakdowns for each request. When such work is finalized and approved by the Executive Director or Tribal Council by resolution the request for work will be added to the contract by an approval letter authorizing services to begin.

III EVALUATION CRITERIA

1. **Compliance with Specifications of RFP – 1-20 points.**
2. **Experience working with American Indian youth – 0-15 points**
 - 0 = no experience
 - 5 = some experience (1-5 yrs)
 - 10 = a lot of experience (6-10 yrs)
 - 15 = extensive experience(10+ yrs)
3. **Location- 10-30 points**
 - 10 = 0-50 miles from Spokane WA
 - 20 = 200+ miles from Spokane WA
 - 30 = 51-200 miles from Spokane WA
4. **Accommodations: Boarding, Meals, Activities/Involvement – 1-10 points**
5. **Curriculum offered by provider: Real Life college experience, Hands on activities – 1-10 points**
6. **Itinerary (anticipated) for week: Class time, Activity Time, Down Time, Group Time, Meal Time,– 1-10 points**
7. **Native/Minority/Woman Owned- 1-5 points**
 - 5 points will be awarded to Native Owned Businesses
 - 4 points to either Minority or Woman Owned Businesses
 - 0 points to any other owned business

IV. EVALUATION PROCEDURES

Review of Proposals

Proposals will be evaluated using two sets of criteria. At this point, vendors who failed to meet the proposal requirements will be eliminated from further consideration. Vendors meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and competitive pricing. The following represents the principle selection criteria, which will be considered in the evaluation process. Considerations will also be given to Native American, minority or women owned business detailed in the section below.

Mandatory Elements

1. The firm's professional personnel have received adequate continuing professional education within the preceding two years.
2. The firm has no conflict of interest with regard to any other work performed by the firm for the SPOKANE TRIBE OF INDIANS. The firm should provide an affirmative statement that it is independent of the SPOKANE TRIBE OF INDIANS

Expertise and Experience

1. The firm's past experience and performance on comparable engagements with Indian Tribes and education.
2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.

V. PROPOSAL REQUIREMENT

General Requirements

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Trina Andrew
Purchasing/Property Manager
509-458-6550
Spokane Tribe of Indians
P.O. Box 100
6195 Ford/Wellpinit Rd
Wellpinit, WA 99040

Jolene Walette
Purchasing Specialist
509-458-6503
Spokane Tribe of Indians
P.O. Box 100
6195 Ford/Wellpinit Rd
Wellpinit, WA 99040

Proposal Elements

Proposals must (1) demonstrate an understanding of the project, (2) describe your approach, and (3) provide a statement of cost according to a fee-for-service type use. (4) Provide a rough itinerary of the week's events.

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the vendors seeking to provide the SPOKANE TRIBE OF INDIANS services. The substance of the proposal will carry more weight than their form or manner of presentation. A proposal should demonstrate the qualifications of the vendor and of the particular staff to be assigned to this engagement.

*All proposals should include a master copy (so marked) and three copies that include the following:

- 1)** Title page that includes the vendor's name, address, point of contact, date, and the request for proposal's subject
- 2)** The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal.
- 3)** A signature of the vendor or of any partner, officer, or employee who certifies that he or she has the authority to bind the vendor is required. As well as names and resumes of key personnel including support staff who will be assigned to the project.
- 4)** Provide 3 references of persons who have worked with the same primary personnel as described above for the type of contract work in this proposal and 3 references of organizations that the vendor has provided similar and/or like work. References should not be any Spokane Tribe of Indians personnel or programs.
- 5)** A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 100 days.
- 6)** A proposed dollar amount for the services provided by the vendor. Including a justification for price of services, detailing cost by category tailored to the requested services and vendor's costs. (Room rental, meals, staffing, shuttles, videographer,ect.).

Independence

In addition, the firm should also list and describe the firm's (or proposed subcontractor's) professional relationships involving the SPOKANE TRIBE OF INDIANS or any of its units for the past (5) years together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the requested services.

Vendors/Staff Qualifications and Experience

The proposal should include the size of the vendor; identify all staff to be assigned to perform the SERVICES REQUIRED, and the location(s) at which these services would be performed. Proposals should also include the number and nature of all staff that will be employed on a full-time and part-time basis.

Included in the proposals must be the qualifications and experience of the staff to provide the requested services. Assurances must be made to the Spokane Tribe of Indians that the staff listed will be the actual staff performing the services required. Any staff changes must be requested and approved by the Spokane Tribe via a written request.

Insurance Requirements

The awarded vendor will be required to provide certificates of insurance for:

A. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with limits as follows:

Each Occurrence	\$1,000,000.00
Professional Liability insurance	\$1,000,000.00

If the above insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

B. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit not less than \$1,000,000.00 dollars per occurrence.

C. Workers' Compensation as required by Washington State law.

It is understood that the coverage and limits referred to under a., b., and c. above shall not in any way limit the liability of Seller. Seller shall furnish the Tribe with certificates of insurance evidencing compliance with all requirements prior to commencing work under a contract resulting from this RFP.

Proposal Modifications or Withdrawal

No modification of submitted proposals will be permitted in any form after the closing date (12/22/2023). Any proposal may be withdrawn prior to the closing date and time.

The TRIBE may waive any informalities or minor defects or reject any and all proposals.

Any proposal may be withdrawn prior to the above scheduled time. Any proposal received after the time and date specified shall not be considered.

If it should become necessary for the SPOKANE TRIBE OF INDIANS to request the awarded vendor to render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations atones included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the SPOKANE TRIBE OF INDIANS and the firm any such additional work agreed to between the SPOKANE: TRIBE OF INDIANS and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included.

VI. ADDITIONAL INFORMATION TO BE PROVIDED BY THE PROPOSER

How many years has your organization provided the type of service or material designated in the attached Scope of Work? _____

Supplier Diversity - Is your company at least 51% owned by a Native American, Minority or Woman owned (NA,M/WBE)? (Minority group members are United States citizens who are African-American, Asian - Indian American, Asian-Pacific American or Hispanic - American.) Ownership means the business is at least 51% owned by such individuals and, management and daily operations are controlled by them as well.

Can your firm be classified as a Native American Enterprise?

YES _____ NO _____ % _____

Can your firm be classified as a Minority Owned Business?

YES _____ NO _____ % _____

Can your firm be classified as a Women Owned Business?

YES _____ NO _____ % _____

Vendor’s performance regarding NA,M/WBE placements will be considered as evaluative criteria for this and future contract awards. Vendor shall not discriminate against any subcontractors or employee regarding race, religion, color, gender, age, physical condition or national origin.

XII. COVENANTS AGAINST KICKBACKS

All conditions regarding covenants against kickbacks under 48CFR 52.203-7 shall apply.

Failure to abide by the provisions of this section may, without further notice, result in the immediate termination of any contract awarded.

VIII. RESERVATIONS

THE SPOKANE TRIBE OF INDIANS RESERVES:

1. The rights to reject without prejudice any or all proposals, to serve in the best interest of the Spokane Tribe.
2. The right to negotiate with all or one respondent when such action is deemed to be in the best interest of the Spokane Tribe.
3. The right to cancel any agreement, if in its opinion there is a failure at any time to perform adequately the stipulations of the Scope of Work, or if there is any attempt to willfully impose upon the Spokane Tribe services which are, in the opinion of the Spokane Tribe, of an unacceptable quality. The supplier agrees to hold harmless the Spokane Tribe from any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses (including, without limitation, reasonable fees and expenses for Attorneys, expert witnesses and other contractors at the prevailing market rate for such services) which may be imposed upon, incurred by or asserted against the Spokane Tribe by reason of any of the following: any negligent or tortuous act, error, or omission attributable in whole or in part to the vendor or any of their employees, vendors, or agents, now existing or hereafter created.
4. Any failure by the Supplier or their employee to perform their obligations either implied or expressed under this contract/agreement. The Supplier agrees that it is their responsibility, not the responsibility of the Spokane Tribe, to safeguard the property and material that is used in performing this contract/agreement. Further, the Supplier agrees to hold the Spokane Tribe harmless for costs and expenses resulting from any loss of such property and material used pursuant to the Supplier performance under the contract.

**Contractor Certification Regarding
Debarment, Suspension, and Other Responsibility Matters**

The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State, Local or Tribal department or agency;

(b) Have not within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local or Tribal) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, Local or Tribal) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 13 USC Sec. 1601, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years or both.

Typed name & Title of Authorized Representative

Signature of Authorized Representative

Date _____

I am unable to certify to the above statements. My explanation is attached.