



Spokane Tribe of Indians

P.O. Box 100 • Wellpinit, WA 99040 • (509) 458-6500 • Fax (509) 458-6575

REQUESTFOR PROPOSAL

FOR

**Spokane Tribe of Indians-
Facilities**

Boys and Girls Club Roof Replacement Project

NO. FY25-019

BY

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

KEY INFORMATION

Contact	Raynee St.Pierre
Phone	509-458-6550
Opening Date	09/25/2025
Closing Date	10/7/2025 @ 4pm
Return Location	Purchasing/Property Manager
Delivery Address	6195 Ford/Wellpinit Rd
	Wellpinit WA 99040
	PO Box 100
E-mail	Raynee.stpierre@spokanetribe.com

I. INTRODUCTION

The Spokane Tribe of Indians (STOI) is requesting proposals from qualified contractors to perform a complete roof replacement at the Boys and Girls Club facility. The project includes removal and replacement of both the shingle roof system and the flat membrane roof system. Work must be performed to manufacturers and building code standards, with warranties provided. There are no expressed or implied obligations 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 ninety (90) days from the closing date.

To be considered responsive, responsible, reliable, qualified, and possessing the ability to complete the entire project, your complete proposal must be received by Raynee St. Pierre, Purchasing/Property Manager, Spokane Tribe of Indians, P.O. Box 100, Wellpinit, WA 99040 or via email (raynee.stpierre@spokanetribe.com) on or before the above closing date and time.

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.

Vendors are strongly encouraged to carefully read the entire request for proposal. The Spokane Tribe of Indians is a federally recognized Indian Tribe and is eligible for GSA and/or government pricing. There are no expressed or implied obligations for the SPOKANE TRIBE OF INDIANS to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Term of Engagement

Awarded vendor will be responsible for providing the agreed upon services/ and or equipment

Contact Person

All questions regarding this request for proposal will be taken and/or answered up to the closing date and time of this proposal. All technical questions will be addressed and relayed back to vendor by the purchasing/property director:

Raynee St.Pierre
Purchasing/Property Manager
509-458-6550
Spokane Tribe of Indians
P.O. Box 100
6195 Ford/Wellpinit RD
Wellpinit, WA 99040

Jolene Walette
Fixed Asset Bookkeeper
509-458-6503
Spokane Tribe of Indians
P.O. Box 100
6195 Ford/Wellpinit RD
Wellpinit, WA 99040

II. SCOPE OF REQUESTED SERVICES

1. Shingled Roof Area

- Remove and dispose of all existing shingle roof layers.
- Remove and dispose existing 2" insulation board beneath shingles.
- Furnish and install H-Shield NB 2inch (Flat Polyisocyanurate Insulation Manufactured On-Line to Oriented Strand Board) or comparable.
- Install complete shingle roof system including:
 - Architectural Shingles
 - Roof deck protection.
 - Ice and water shield at eaves (per code).
 - Pipe flashing, wall flashing, drip edge, valley metal, starter shingles, skylight metal flashings, and ridge cap.
 - High-quality roofing nails (no staples).
- Replace rotten or damaged sheathing at unit price per sq. ft. (to be included in bid).
- *Special condition on western slope shingle area with skylights*
 - Remove recently installed shingles only (SIP panels 1 1/2" with attached OSB remains in place as it was already replaced)
 - Install new shingles

2. Flat Membrane Roof Area

- Apply field cuts to existing membrane to allow proper breathing" and remove existing wall/curbs membrane.
- Install mechanically attached 1/2" HD coverboard over top of existing membrane roof (fire code compliant).
- Install mechanically attached 60 mil TPO membrane roof system, fully adhered at walls/units.
- Install drip edge flashings at perimeter walls (color to be selected by owner).

3. General Work Requirements

- Sweep yard with magnet to pick up loose nails/staples.
- Remove and haul all excess materials.
- Obtain all necessary permits.
- Provide cleanup and site restoration after completion.
- If toe boards are installed ensure that no fasteners will penetrate through the ship lap roof decking.

III. WARRANTIES

1. Minimum 1-year workmanship warranty.
2. Manufacturer's warranties:
 - Shingle system: 40-50 year NDL (No Dollar Limit) Warranty.
 - Membrane system: 20-year NDL warranty.

IV. SUBMISSION AND PROPOSAL CONTENT

Proposals must include:

1. Complete bid sheet with breakdown for shingle and membrane roof areas, insulation board replacement, and unit pricing for unforeseen substrate replacement (Attachment A).
2. Proposed project timeline.

3. Proof of insurance and bonding.
4. Certification regarding Debarment/Suspension (Attachment B).

V. GENERAL INFORMATION

All proposals must be hand-delivered, mailed, or emailed and received by the Purchasing/Property Department with ONE MASTER by the closing date and time. Any proposal received after the closing date and time or submitted to another department will be considered non-responsive. The award will be proposed as a vendor who is considered responsive, responsible, reliable, qualified, and possesses the ability to provide all the desired services, and whose proposal conforms to all requirements. No liability will attach to the Spokane Tribe of Indians for the premature opening of, or the failure to open, any proposals not properly addressed and identified.

The Spokane Tribe "may" or "may not", elect to award this project for the listed items from the best-qualified vendor for all specifications listed above and according to the request for proposal. The Tribe may waive any informalities or minor defects or reject any and all proposals. Vendors must satisfy themselves of the accuracy of the estimated quantities or needs of the Spokane Tribe. After proposals have been submitted, the vendor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

The Spokane Tribe assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents, or employees prior to the execution of a signed contract, unless such understanding or representations are expressly stated in the Proposal.

Preference in the award shall be given to Indian and Alaskan Native organizations in the amount of five percent (5%) of the total proposal price. Any contractor claiming Indian Preference must meet and show evidence of the preference according 2 CFR, chapter I, part 200, sec. 200.54

Supplier Diversity – Is your company at least 51% owned by a Native American, Minority or Woman (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 ___If yes % ____.

Can your firm be classified as a Minority Owned Business? YES___NO ___If yes % ____.

Can your firm be classified as a Woman Owned Business? YES___NO ___If yes % ____.

Incurred Expenses

STOI shall not be responsible for any expenses incurred by vendor in responding to this RFP. All costs incurred by vendor in the preparation, transmittal or presentation of any proposal or material submitted in response to this RFP will be borne solely by the vendor. All submitted proposals and/or information in their entirety will become property of the STOI.

The Evaluation of Proposals

Proposals submitted will be evaluated by selected individuals from the Spokane Tribe of Indians, administration Department, Public Works/Utilities Dept, and the Purchasing/Property Department. The STOI Tribal Council will make the final decision and/or approval. The STOI will award the contract to the vendor whose proposal is deemed to be most advantageous to the STOI.

Proposals will be evaluated using four sets of criteria; however, criteria will not be awarded on points but on completeness and confirmation of each, in order. The Spokane Tribe is aware that projects vary in size, time, and needed services so the awarded vendor will be awarded according to the following.

1. Responsiveness, Reliability, Responsibility and Technical Qualifications
Submitter's responsiveness, reliability, responsibility, technical qualifications, skill, knowledge and experience in similar projects will be considered under this evaluation factor. Also, they focus on those persons assigned to the STOI contract, **and** on the characteristics of the submitter firm as a whole, if applicable.
2. Fees and Delivery Timeline
Cost provided by the submitter will be considered under this criterion. In addition, the promptness of delivery of services proposed will be factored into consideration of cost for services.
3. Indian Preference
Indian-owned and controlled companies will receive preference in accordance with 25 U.S.C. §450e(b)(7). Companies claiming Indian preference must furnish adequate proof of at least 51% Indian ownership and control with their proposal in order to secure Indian-owned points. A successful vendor will be required to comply with all applicable Federal and Tribal laws and regulations in effect during the contract period, including the Indian preference requirements of the Tribe.
4. Submitter's References
Submitter must provide three (3) references providing names, addresses and telephone numbers for STOI to contact.

Award Notice

STOI shall provide notice of the award to all vendors upon final approval and review all submitted proposals. The award shall be contingent upon successful negotiations of a final contract between STOI and the vendor whose proposal is accepted by STOI.

Proposal Confidentiality

Until the award is made and notice is given to all vendors, no employee, agent, or representative of a submitting vendor shall make available or discuss its proposal with any officer, member, employee, agent or representative of the STOI other than the contact person, except in response to inquiries from the contact person as part of the evaluation process. Until the award is made and notice of award is given to all vendors, the STOI will not disclose the contents of any proposal or discuss the contents of any proposal with any vendor.

Irregularities in Proposals

The STOI may, at their discretion, waive technical irregularities in the proposal format of any vendor selected for award, which do not alter the price, quality or quantity of the services offered. Protest to be filed under STOI's Administrative Procedures Ordinance.

Partners, Supervisory, and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice or provide this type mechanical of service in the state of Washington. Assurances must be made to the Spokane Tribe that the staff listed will be the actual staff performing the services to be provided. Any staff changes must be requested and approved by the Spokane Tribe through a written request.

Proprietary Information

Any restrictions on the use of data contained in a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to the Request for Proposal will be handled in accordance with applicable Spokane Tribal procurement regulations. Data contained in the proposal, all documentation provided therein, and innovations developed as a result of these contractual services cannot be copyrighted or patented by vendors. All data, documentation, and innovations become the property of the Tribe. The Tribe may waive any informalities or minor defects or reject any and all proposals.

Any proposal may be withdrawn prior to the above closing date and time. Any proposal received after the time and date specified shall not be considered. No vendor may withdraw a submitted proposal after the closing date and time listed above. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Tribe and the vendor.

The vendor should provide an affirmative statement that it is independent of the Spokane Tribe of Indians, and describe the (or proposed subcontractor's) professional relationships involving the Spokane Tribe of Indian 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. In addition, the vendor shall give the Spokane Tribe of Indians written notice of any professional relationships entered into during the period of this agreement and if the vendor is a joint venture or consortium, the qualification of each company comprising the joint venture or consortium should be separately identified and the company that is to serve as the principal should be noted if applicable.

Insurance Requirements (if needed)

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
Personal and Advertising Injury	\$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.

VI. SUBCONTRACTING

No Subcontracting will be permitted under this award.

Covenants against Kickbacks

All conditions regarding covenants against kickbacks under 48 CFR Ch. 1-52.203-7 apply.

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

Reservations

THE SPOKANE TRIBE OF INDIANS RESERVES:

1. The right to reject any RFP, or all proposals/bids, to serve in the best interest of the Spokane Tribe.
2. STOI may cancel this RFP at any time for any reason. STOI may reject any and/or all proposals/bids for any reason as determined by STOI.
3. The right to negotiate with all or one respondent when such action is deemed to be in the best interest of the Spokane Tribe.
4. The right to cancel any agreement, if in its opinion there is a failure at any time to perform adequately the stipulations of the request for proposal, 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.
5. The right to require the awarded vendor to obtain and/or have in place General Liability Insurance in an amount no-less than the limits of the Spokane Tribe of Indians General Liability Coverage.

PROPOSALS

The potential contractor will need a skilled and experienced team that will evaluate the building. The building's blue prints will be provided to the potential contractor (these are recent remodel blueprints that do not show the original roof structural plans). An onsite visit will be arranged, and we encourage potential contractors for a site visit. The potential contractor can submit a project proposal in the form of a bid.

GENERAL CONDITIONS

1. This RFP does not commit the Spokane Tribe of Indians to award a contract.
2. After contract award all materials are proprietary to the Tribe and are for the sole and exclusive benefit of the Tribe. No other party, including any Applicant, is granted any rights thereunder. Prior to the award of contract Any materials submitted, specifically conceptional ideas, plans, and renderings submitted by any Applicant shall remain the property, intellectual or copyright, of the Applicant.
3. From the release date of this request for proposal until award of the contract, no contact with Tribal Council can be initiated by Contractor related to this solicitation is permitted. Direct all communications to the designated contact on the first page of this request.
4. The Spokane Tribe of Indians reserves the right to:
 - a. Request clarification and additional information from any potential contractors during the evaluation process
 - b. Issue subsequent RFPs based on refinement of concepts proposed in response to this request
 - c. Conduct investigations of the qualifications of the Applicant as deemed appropriate

Attachment A

Boys & Girls Club Roof Replacement – Bid Sheet

Proposal No. FY25-__

Contractor Information

Company Name:	_____
Address:	_____
Contact Person:	_____
Phone:	_____ Email: _____
WA Contractor License #:	_____

1. Shingle Roof Area

Remove and dispose of existing shingles and 2" insulation board	\$_____
Furnish and install H-Shield NB 2inch (Flat Polyisocyanurate Insulation Manufactured On-Line to Oriented Strand Board) or comparable.	\$_____
Furnish & install complete shingle roof system (shingles, ice/water shield, roof deck protection, flashings, drip edge, starter shingles, ridge cap, nails)	\$_____
Subtotal (Shingle Roof Area)	\$_____

2. Flat Membrane Roof Area

Install 1/2" HD coverboard (fire code compliant)	\$_____
Install 60 mil TPO membrane roof system, fully adhered	\$_____
Install drip edge flashings (color selected by owner)	\$_____
Subtotal (Membrane Roof Area)	\$_____

3. General Work Requirements

Site protection & cleanup (nails, debris, materials)	\$_____
Final cleanup & site restoration	\$_____

Subtotal (General Work)	\$_____
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4. Unit Pricing (Required)

Replace rotten/damaged sheathing (per sq. ft.)	\$_____
Replace insulation board (per sq. ft.)	\$_____
Hourly rate for unforeseen work (labor + equipment)	\$_____

5. Total Proposal Amount

Grand Total (Sections 1–3 + Unit Pricing as needed): \$_____

6. Project Timeline

Anticipated Start Date:	_____
Anticipated Completion Date:	_____

7. Certification

By signing below, the Contractor certifies this proposal is accurate, valid for 90 days, and that the Contractor is not debarred, suspended, or otherwise excluded from federally funded projects.

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____

Attachment B
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.

Typed name & Title of Authorized Representative

Signature of Authorized Representative

Date: _____

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