



Spokane Tribe of Indians

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

REQUEST FOR PROPOSAL

FOR

Spokane Tribe of Indians

Lyons Building HVAC Update

NO. FY26-009

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	02/3/2026
Closing Date	02/17/2026 @ 4pm
Return Location	Purchasing/Property Manager
Delivery Address	6195 Ford/Wellpinit Rd
	Wellpinit WA 99040
	PO Box 100
Email	Raynee.stpierre@spokanetribe.com

I. INTRODUCTION

The Spokane Tribe of Indians (STOI) is requesting proposals from qualified and licensed mechanical vendors to replace 2 rooftop HVAC units and related building automation controls at the 232 E. Lyons facility in Spokane, Washington, the "Project" The Project includes removal, disposal and replacement of the two (2) existing rooftop units, installation of new energy-efficient equipment with economizers, and the upgrade of the building controls system to provide centralized and remote monitoring capability.

All work shall be performed in accordance with applicable manufacturer requirements, building and energy codes, and industry standards. Required permits, inspections, testing, and warranties shall be included as part of the proposed work.

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 vendor 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.

STOI Point of Contact

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

II. SCOPE OF REQUESTED SERVICES

1. GENERAL REQUIREMENTS

- Vendor shall verify existing site conditions prior to final pricing.
- All work shall comply with applicable local, state, and federal codes, including:
- Mechanical, electrical, fuel gas, and energy codes
- OSHA safety standards
- Work shall be coordinated to minimize disruption to building occupants.
- Work shall be performed during normal working hours unless otherwise approved.
- Vendor is responsible for all required permits and inspections through the City of Spokane or Authority Having Jurisdiction (AHJ).

2. EXISTING CONDITIONS

- Building is currently served by multiple rooftop units (RTUs).
- Two (2) RTUs are designated for full replacement under this project.
- Existing control system is limited and does not provide centralized or remote access.
- Existing roof curbs and utility connections shall be evaluated and adapted as required.

3. SCOPE OF WORK – RTU REPLACEMENT

3.1 Equipment Removal

- Safely isolate and disconnect electrical power, controls, and natural gas serving the existing RTUs.
- Remove and properly dispose of existing rooftop units, economizers, and associated components.
- Coordinate and provide crane services for rooftop removal.

3.2 New RTU Installation

- Furnish and install two (2) new gas/electric rooftop units of comparable or better capacity and efficiency than existing units. Vendor shall provide a minimum of two (2) equipment options with associated pricing for Owner selection. Final RTU selection shall be made by the Spokane Tribe of Indians.
- Provide and install new curb adapters compatible with existing roof curbs.
- Set new RTUs using crane services.
- Reconnect electrical power, controls, and gas piping.
- Install new factory-approved economizers meeting current energy code requirements.
- Install new programmable thermostats associated with replaced units.

3.3 Startup & Commissioning

- Startup, Commissioning & Airflow Verification: Perform manufacturer-required startup of all new rooftop units. Verify proper operation of heating, cooling, economizer, safety devices, and control sequences.
- Airflow & Ventilation Verification: Because original air balancing schedules and design airflow documentation are not available, the vendor shall perform functional airflow verification to confirm that supply, return, and outside air systems are operating properly and delivering reasonable airflow distribution throughout the building.
- Testing, Adjusting, and Balancing (Limited): Full design-based TAB and third-party TAB services are not required. The vendor shall make reasonable adjustments as necessary to achieve stable operation, acceptable comfort, and code-compliant ventilation, but shall not be required to balance systems to unavailable original design criteria.

4. SCOPE OF WORK – BUILDING CONTROLS & AUTOMATION

4.1 Controls System

- Furnish and install a modern Building Automation System (BAS) capable of:
- Proprietary systems requiring exclusive vendor access, licensing, or long-term service dependence are discouraged. Any such proprietary elements must be clearly identified and fully disclosed in the proposal, including licensing requirements, ongoing service limitations,

Spokane Tribe of Indians

FY2026

Commented [A11]: Does the tribe want final decision making ability on which manufacturer/unit is selected?

Commented [CB2R1]: Yes, I like that.

- and owner access restrictions.
- Centralized monitoring.
- Remote access.
- Scheduling and setback control.
- Alarm notification.

4.2 Controls Installation

- Remove existing thermostats and controls as required.
- Install 5 new RTU controllers for the 3 existing rooftop units and 2 new rooftop units.
- Install new communicating thermostats with CO₂ monitoring for demand-controlled ventilation.
- Provide new low-voltage communication wiring throughout the building as required.

4.3 Graphics, Programming & Training

- Provide BAS graphics for main floor.
- Program control sequences and integrate all RTUs into the BAS.
- Provide owner training for system operation and remote access.
- Provide on-site PC workstation or interface for local control access.

5. DELIVERABLES

- Fully operational HVAC and controls systems
- Startup and commissioning documentation
- Warranty documentation
- As-built control drawings and system graphics
- Owner training and full administrative system access credentials not subject to revocation upon contract completion.

6. EXCLUSIONS (Unless Specifically Included by Vendor)

- Roofing repairs beyond curb adapter installation and standard flashing
- Hazardous material abatement (asbestos, lead, PCBs, etc.)
- Structural modifications not directly associated with RTU replacement
- IT server configuration or network provisioning
- Engineering design services beyond vendor-provided shop drawings

7. WARRANTY

- Minimum one (1) year labor warranty
- Manufacturer warranties for all major equipment and controls shall be provided to the Owner.

8. PROPOSAL REQUIREMENTS

- Fixed pricing with itemized breakdown (RTUs vs. Controls)
- Equipment cut sheets
- Project schedule
- Controls system description
- Warranty information

III. SUBMISSION AND PROPOSAL CONTENT

Proposals must include:

1. Complete bid sheet (Attachment A).
2. Proof of insurance
3. Bonding Requirement: For projects with a total contract value exceeding \$100,000.00, the awarded vendor shall furnish payment and performance bonds equal to 100% of the contract price prior to contract execution.

Commented [AI3]: Meaning to tie the existing units and the new ones right?

Commented [AI4]: ?

Commented [CB5R4]: This the PC workstation to log into the control system and is used to give remote access.

Commented [AI6]: You mean fixed pricing? That term lines up with our contract

4. Certification regarding Debarment/Suspension (Attachment B).
5. Sub Contractor Disclosure (Attachment C).

Commented [AI7]: ?

Commented [AI8]: ?

IV. 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.

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 vendor be classified as a Native American Enterprise? YES___NO ___If yes % ____.

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

Can your vendor 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. The STOI will award the contract to the vendor whose proposal is deemed to be most advantageous to the STOI.

Commented [AI9]: ??

Commented [CB10R9]: That was way to complicated.

1. Professional Qualifications
Responsiveness, reliability, responsibility, technical qualifications, skill,

Commented [AI11]: Be consistent - is it submitter, proposer, vendor? Choose one and stick with it.

knowledge and experience will be considered under this evaluation.

2. Fees and Delivery Timeline

Cost provided by the Vendor will be considered under this criterion. In addition, the promptness of delivery of services proposed will be factored into consideration of cost of services.

3. Vendor's References

Vendor 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 vendor 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.

Partners, Supervisory, and Staff Qualifications and Experience

The vendor should identify the principal supervisory and management staff, including Project partners, managers, other supervisors and specialists, who would be assigned to the Project and indicate whether each such person is licensed to practice or provide this type 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.

Commented [AI12]: This RPF is really inconsistent - engagement or Project?

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.

VI. SUBCONTRACTING

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.

Commented [AI13]: But in other areas it seems to contemplate that you can sub or joint venture?

Commented [CB14R13]: We do allow subcontracting, just needs to be stated with a

Attachment A

TANF Lyons Building RTU & Controls RFP – Bid Sheet

Proposal No. FY26-__

Vendor Information

Company Name:	
Address:	
Contact Person:	
Phone:	
Email:	
WA Vendor License #:	

1. RTU Replacement (2 Units Total)

Remove and dispose of existing RTUs:	\$ _____
Option 1 Furnish and install (2) new RTUs complete:	\$ _____
Option 2 Furnish and install (2) new RTUs complete:	\$ _____
Subtotal – RTU Replacement:	\$ _____

2. Controls & Building Automation

Complete controls system installed:	\$ _____
Controls software licensing (if applicable) – included / excluded	\$ _____
Subtotal – Controls:	\$ _____

3. General Work Requirements

Permits, coordination, testing, closeout:	\$ _____
Subtotal – General:	\$ _____

4. Total Proposal Amount

Grand Total (Sections 1–3):	\$ _____
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5. Project Timeline

Anticipated Start Date:	_____
Anticipated Completion Date:	_____

6. Certification

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

☐ Payment and Performance Bond (Acknowledged – Included as Required)

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Attachment B
Vendor Certification Regarding Debarment,

Suspension, and Other Responsibility Matters

The prospective vendor 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.

Attachment C
SUBCONTRACTING DISCLOSURE

If sub vendors are to be used, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. If sub-vendors are to be used, each must also complete the below certification and be included in the submitted proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the Spokane Tribe.

Describe any plans to “partner” with another vendor to meet implementation needs. If your approach includes **the use of one or more additional vendors or sub-vendors, please provide a detailed explanation of their role on the project.** In addition, if your response to the technical and functional requirements and associated product demonstration is dependent upon a product offered by another vendor partner, please be advised that a single, joint response should be submitted for this RFP. Additional vendors, sub vendors and/or any assignee or transferee must be able to adhere to the same agreements and legal obligations required of your company.

The Spokane Tribe reserves the right to reject any and all sub-vendors included in proposals.

SUBVENDOR	
Name:	
Work To Be Performed:	

SUBVENDOR	
Name:	
Work To Be Performed:	

SUBVENDOR	
Name:	
Work To Be Performed:	

SUBVENDOR	
Name:	
Work To Be Performed:	

SUBVENDOR	
Name:	
Work To Be Performed:	