



REQUEST FOR PROPOSAL (RFP)

ROOF AND GUTTER REPLACEMENT OF THE SKAGWAY TRADITIONAL COUNCIL COMMUNITY BUILDING

Published: 3.1.2023

To All Interested Bidders:

Bidders are invited to submit a formal proposal (the "Proposal") to replace the roof, gutters, and ceiling tiles of the Skagway Traditional Council community building with the at attached General Conditions and Specifications.

Please submit one original and two copies of the proposal to be received in the tribal government office by the deadline listed below. **Faxed or emailed Proposals will not be accepted.**

If any questions arise from the RFP, the bidder may submit to Skagway Traditional Council ("the Tribe") a request for interpretation via email at RFP@skagwaytraditional.org. Any interpretation documents will be made by addendum to the RFP. All questions should be emailed to RFP@skagwaytraditional.org no later than 4PM March 8th, 2023. All questions that arise that require an addendum will be posted to the tribal government website at www.skagwaytraditional.org/rfp no later than March 13th, 2023.

Sealed proposals will be received in the Tribal Government Office until 10am, on March 27th, 2023. All Proposals shall be clearly marked with "STC RFP: Roof Replacement." Immediately following the closing of the RFP, the RFP committee will publicly open bids at the community hall located at 253 11th avenue, Skagway, AK 99840

All sealed Proposals must be delivered to the following address:

Skagway Traditional Council
ATTN: RFP committee
PO Box 1157
Skagway, AK 99840

Proposals will be opened at the time and date, and location indicated above. The Proposals shall remain firm for not less than thirty (30) calendar days from the date of the receipt of the Proposals. Bidders guarantee that all goods and services meet the requirements of the solicitation during the contract period.

GENERAL CONDITIONS:

The following are the general conditions for the work to be performed.

Scope of Work

It is understood that except as otherwise specifically stated in the contract, the vendor (contractor) shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses necessary for the execution of the work shall be secured by the vendor but no fees will be charged to the vendor. All supplies and material shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the Tribe.

Existing Conditions

The vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

Insurance

Prior to commencement of work, the vendor shall furnish to the Tribe a Certificate of Insurance showing compliance with the following limitations. The vendor agrees to comply with the provisions of Worker's Compensation laws of the State of Alaska.

The Vendor further shall maintain such other insurance as shall protect the vendor and the Tribe from any claims for property damage or personal injury, including death, which may arise out of operation under this contract, and vendor shall furnish the County with certificates and policies of such insurance as shown below. Insurance coverage shall be maintained until the work has been completed by the vendor.

The Vendor agrees to follow instructions indicated in each case.

***Certificate of Insurance with the Tribe as additional insured must be sent to the Tribe prior to commencement.**

***Insurance must be written by a company licensed to do business in the State of Alaska.**

Statement of Vendor Qualification

As part of the Proposal, the vendor must complete the attached "Statement of Vendors Qualification" before awarding of the contract, to demonstrate to the complete satisfaction of the Tribe, that the vendor has the necessary certifications, licenses, facilities, ability, and financial resources to execute the work in a satisfactory manner within the time specified: that the Vendor has had experienced in work of the same or similar nature: and that the Vendor has past history and references which will assure the Tribe of the vendor's qualifications for executing the work.

Taxes

The Tribe is a federally recognized tribal government and is a tax-exempt organization. A copy of the Tribes tax-exemption form will be furnished.

Governing Laws

All Proposals and related documents submitted to the Tribe by the vendors are governed under the laws of the State of Alaska and tribal and local ordinances, policies, and regulations.

Addenda

The Tribe will not be responsible for any other explanations or interpretations. The Tribe reserves the right to extend the due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The Tribe reserves the right to reject any or all Proposals and waive technicalities and informalities.

Proposal Forms and Format

Proposals should be submitted in the format specified within this document, contain information required by the RFP, and submitted in a sealed envelope addressed to:

Skagway Traditional Council
ATTN: Tribal RFP committee
PO Box 1157
Skagway, AK 99840

Sealed proposals will be received in the Tribal Government Office until 10am, on March 27th, 2023. All Proposals shall be clearly marked with "Roof Replacement STC RFP." Immediately following the closing of the RFP, the Tribal RFP committee will publicly open bids at the community hall located at 253 11th avenue, Skagway, AK 99840.

Deviations

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted Proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

Any deviations within a submitted Proposal between prices quoted and restated in the summation sheet shall be resolved by the Tribe as being the lower price, unless the bidder requested in writing a correction or withdrawal of the Proposal prior to the date and time set for opening.

Any Proposal withdrawal or modification received after the established due date at the place designated for receipt of Proposal is late. No late Proposal, late modification, or late withdrawal will be considered and shall be returned to the Vendor unopened. The Tribe reserves the right to reject any or all Proposals. It further reserves the right to waive technicalities and formalities in the Proposals, as well as, to accept in whole or in part, such Proposal(s) where it deems it advisable in protection of the best interest of the Tribe. The Tribe will be the sole judge as to whether Proposals submitted meet all requirements contained in the solicitation.

Affidavits

Before acceptance of the Proposal by the Tribe, the vendor will be required to furnish affidavits on the enclosed forms. Additionally final payment affidavit may be required.

Withdrawal of Proposal

A Proposal cannot be withdrawn after it is filed, unless (a) the vendor makes a request in writing to the Tribe prior to the time set for opening of the Proposals, or (b) the Tribe fails to accept a bid within thirty (30) days after bid opening date.

Award of Contract

Award of contract will be made to the most responsible/responsible bidder meeting the requirements of the Tribe within 30 days of the bid opening date. This solicitation does not commit the Tribe to award a contract, to pay any cost incurred in the preparation of the Proposal, or to procure or contract for goods services listed herein. The Tribe may accept any Proposal offered on an all, or part, or none basis, or within funds available, whichever is in the best interest of the Tribe.

Contract Form

Upon contract award, the Tribe and Vendor will have a signed contract prior to any work being started.

Change in Contract

The Tribe will not be responsible for any changes in the work involving extra cost unless approval in writing is furnished and approved by the Tribal Council before such work begun.

Indemnification

The vendor agrees to hold the Tribe harmless and to indemnify the Tribe from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property of any place in which work is located arising out of or suffered through any act or omission of the vendor or subcontractor.

Installation

The Tribe anticipates issuing a notice to proceed no later than April 10th, 2023, following award. The successful bidder shall complete installation within 30 calendar days from the date of the Notice to Proceed unless otherwise agreed to by both parties.

Warranty

All materials and labor provided by the vendor shall have a 20-year manufacturer's warranty as well as a 2-year workmanship warranty for weather tightness on the sheet metal portions of the project. Provide a 10-year warranty for all roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well.

Site Visit

To arrange a site visit, please contact Sara Kinjo-Hischer via email at Sara@skagwaytraditional.org or phone at 907-983-4068*5

Payments

A single payment will be made to the vendor when all aspects of the contract have been completed to the Tribes satisfaction. The Tribe will consider other reasonable arrangements should they be requested by the vendor.

Prior to payments, the vendor must submit an IRS-W9 form along with all certificates of insurance.

Liquid Damages

Liquidated damages in the amount of \$100 per day from each calendar year after the 30-day project timeline will be charged to the vendor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the Tribe will consider all other reasonable requests associated with delays.

Weather

The Tribal building shall never be opened to the elements at any time. All openings must be covered in a manner to withstand any weather conditions and must be secured to avoid anyone entering the tribal building through any roof openings.

Clean Up Site

All outside and inside areas of the building and the grounds shall remain clean and free of any construction debris. An allotted area will be allowed for material storage.

PROJECT SPECIFICATIONS

The Tribe is seeking proposals to remove and to replace the roof, gutters, and ceiling tiles at the Skagway Traditional Council Tribal Community Building, 253 11th Avenue, Skagway, AK 99840.

Statement of Vendor Qualifications Must Detail the Following:

1. A list of References.
2. Installer must be certified roofing contractor for the roofing system to be installed.

SUCCESSFUL BIDDER WILL INSTALL THE FOLLOWING PER MANUFACTURER'S RECOMMENDATIONS

1. Remove the existing roofing material down to the original decking on entire roofing substate. All materials removed from property must be properly and legally disposed of in land fill.
2. Install new insulation/under lay system to meet any required building codes. The new insulation materials shall be fully adhered to the existing deck as per manufacturer and industry specifications.
3. Install new decking material if needed to support roofing system.
4. Provide proposal for Standing Seam Double Lock 26 Gauge metal roofing, and 40-year comp. roofing system.
5. All new roofing products shall be installed per manufacturer's recommendations and their published installation manuals.
6. Provide and install all new sheet metal components including and specifically limited to all, flashings where needed. All materials not seen from the ground will be manufactured from 24 gauge galvanized.
7. Provide a 15-year warranty for all roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well. Provide a 15-year manufacturer's warranty as well as a 2-year workmanship warranty for weather tightness of the project.
8. Ceiling tile must match the currently installed ones and all stained tiles to be removed and replaced.
9. Buy America Buy Act may need to be considered unless waived

PROPOSAL FORM

SKAGWAY TRADITIONAL COUNCIL
DUE NO LATER THAN 10AM ON March 27TH 2023

All sealed Proposals must be delivered to the following address:

Skagway Traditional Council
ATTN: RFP committee
PO Box 1157
Skagway, AK 99840

Name of Vendor _____

Having carefully examined the Proposal requirements including the General Conditions, and the Project Specification for the Tribal Community Center building roof, gutters, and ceiling tile replacement, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached Proposal for the total sum not to exceed:

GRAND TOTAL \$ _____

Respectfully submitted,

Name of Firm: _____

- Minority Business Enterprise Disadvantaged Business Enterprise Woman Business Enterprise
 N/A

Address of Firm: _____

Signature: _____

Telephone Number: _____

Name Title: _____

Name and Title of Vendor's Representative who will service contract:

Address and Telephone Number of Vendor's Representative:

Email address of Vendor's Representative who will service contract:

STATEMENT OF VENDOR'S QUALIFICATIONS

Name of Vendor: _____

Please Provide Three (3) References

REFERENCE 1

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

REFERENCE 2

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

REFERENCE 3

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____