



Northern Cheyenne Tribe

P.O. Box 128
Lame Deer, Montana 59043



**Request for Proposal
Head Start Renovation Services
Northern Cheyenne Head Start Center
April 27, 2021**

The Northern Cheyenne Tribe (N.C.T.) is now accepting sealed bids for the Northern Cheyenne Head Start consisting of the Northern Cheyenne Head Start Program (NCHSP) Roofing Repair Services which is located within the exterior boundaries of the Northern Cheyenne Indian Reservation.

The Contractor shall furnish all labor and materials needed to submit a bid for the Renovation Services as requested by the N.C.T. Bids shall be developed based upon the Scope of Work:

SCOPE OF WORK

Description of Services:

The Northern Cheyenne Tribe is looking for bids on the renovation project located at 120 Soldier Gulch Road, Lame Deer, Montana. Contractor will be responsible for 100% of materials, labor and equipment, all the accessories and the incidentals necessary to complete the project.

Scope

Contractors bidding on the project are advised to visit the site to verify existing conditions to develop their bids. Work to be performed includes, but not limited to:

1. Removal electrical conduit, lighting and outlets as necessary.
2. Removal of damaged drywall.
3. Removal of damaged plywood and insulation.
4. Installation of new insulation to replace damage or non-existent installation to be approved by owner after damage inspection.
5. Installation of Plywood Sheeting a minimum of 1/2 "or better.
6. Installation of the 5/8" type X fire code dry wall complete, including the hanging, the attachment, the taping, the priming the light texture if necessary and 2 coats of the finish painting. All public areas are intended for light texture coating.

Scope and Detail of Work:

1. Removal of electrical conduit, lighting, and outlets as necessary.
The current electrical system is in steel conduit installed on the outside of the walls and ceiling. Contractor will be responsible for proper disassembly and reassembly of conduit, outlets, and light fixtures. Fluorescent bulbs shall be replaced by the contractor. Alternate of replacing with LED lighting.
2. Removal of damaged drywall
Drywall shall be only removed from ceiling and walls as indicated by the Head Start Facilities Manager. All damaged drywall removed shall be properly disposed of by contractor. Remove

and dispose of all screws on roof trusses and wall studs to create clean install surface for plywood.

3. Removal of damaged insulation.
Contractor will be responsible for removing all damaged insulation from ceiling and walls. Contractor is responsible for proper disposal and cleanup of damaged insulation. Insulation shall only be removed from areas where damaged drywall is removed.
4. Installation of new insulation.
Contractor shall install new fiberglass rolled insulation that is single faced, with a minimum R-Value of 19. Insulations shall be properly secured and checked before sheathing is installed.
5. Installation of Plywood Sheeting.
Contractor shall install true ½"x4x8" Plywood sheathing or better on ceiling and walls. Sheathing shall be properly anchored to trusses and wall studs. Adequate screw spacing shall be used, minimum every 8" across board and 4" on edges. There are 2 existing skylights that were roofed over. Contractor shall frame out skylights as necessary to ensure proper installation of insulation and plywood over them.
6. Final clean-up.
Contractor shall properly dispose of all demolished construction material for the project. Final inspection will be performed by Head Start Facilities Manager.
7. Insurance is required in the amount of one million dollars. Proof of insurance supplied with bid.
8. Owner reserves the right to change and/or issue change orders as needed,
9. The Contractor must provide COVID-19 and other safety precautions as needed.
10. Owner agrees to advance an owner approved amount for supplies, materials, and expenses to help the successful bidder begin the project.
11. Payments to the Contractor will be approved by the owner based on demonstrated progress of the project.
12. A 15% retainage will be maintained by owner until final completion of punch list and Final approval of owner.
13. Owner prefers 6-8-week timeline for completion of project.
14. Materials to be used are to be accompanied by applicable warranty.

Both alternates will include replacing all of the roof jacks, AC Units, roof caps, vents, etc. as required with snow stops plus install and provide 8" commercial rain gutters complete with down spots and splash blocks.

Alternate A: 5 year warrantied shingle including all materials, labor, incidentals, etc.

Alternate B: 24-gauge Steel roofing including all materials, labor, incidentals, etc.

A walk through of the project can be arranged by calling (406) 477-6346.

- Must provide equipment (tools) and workers to complete the job.
- Must provide their own transportation to/from job site.
- Must provide documentation and proof contractor is bonded/licensed.

The work location will be the Northern Cheyenne Head Start Center. The point of contact will be Roberta R. Harris, Head Start Director.

Only bids from companies/firms certified by the Northern Cheyenne Tribal Employment Rights Office (TERO) will be considered. All work done under this contract is subject to the rules and regulations of the TERO Office. Applications for TERO certification and related information may be requested directly from the office located in Lame Deer, MT., by calling the office: 406-477-6505 or by mail: P.O. Box 308, Lame Deer, MT. 59043. The Contractor is responsible for payment of all TERO fees.

No consideration will be given to any bids which do not conform to all of the requirements listed in this request for bids.

1. Procedure and Timelines:

1. All bids shall include all required documents and be hand delivered or mailed in a sealed envelope marked "Head Start Renovation Services" to Renessa Russette, Northern Cheyenne Tribal Procurement Planning Officer, before May 11, 2021 at 10:00 a.m.
2. Emailed or faxed proposals are not allowed and late proposals will not be considered. Only one bid per contractor. No bids may be withdrawn after the scheduled time for the public opening of bids.
3. The lowest responsive bid will be evaluated to determine responsibility. Factors considered in determining responsibility include, but are not limited to: contractor's integrity, compliance with public policies and laws, record of past performance, financial resources and physical resources.
4. Upon completion of the evaluation, the Procurement Officer shall select the lowest, responsive, and responsible bidder, or may reject all bids.
5. If you have any questions on the NC Procurement Policies, please contact the Procurement Planning Officer, Renessa Russette at 406-477-4810.

2. Indian Preference:

- a. Responsive bids will be accepted from all Responsible Contractors, Indian and Non-Indian alike, however the Procurement Officer may, within funding limitations, give preference to qualified Indian owned firms if they are within 5% of the lowest total bid.
- b. While the Procurement Officer shall take Indian preference into account when evaluating the bids, it will in no case be the sole deciding factor in awarding the contract.

- c. To be considered for Indian preference, bidders must meet the eligibility criteria listed in Section 11 of the NC TERO Ordinance.
- d. Evidence of eligibility must be submitted with the proposal in the form of a Certified Degree of Indian Blood Form or a Tribal Identification card.

3. Disclaimers:

1. This Advertisement for Bids shall not be construed as binding the N.C. Tribe to award a contract, to pay any costs incurred in the preparation of the bid(s), or to procure supplies.
2. The N.C.T. reserves the right to reject any and all bids and to re-advertise according to the best interests of the N.C. Tribe. The N.C. Tribe reserves the right to waive any irregularities or informalities in regard to bids and the bid process.

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Renessa Russette, Procurement Planning Officer
P.O. Box 128
Lame Deer, Montana 59043