

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

NOTICE TO BIDDERS

Today's Date:	July 28, 2023
General Description:	All necessary labor and equipment to install provided renovation materials (tub/shower combo kits, vinyl flooring, baseboards, rubber cove, kitchen cabinetry, bathroom cabinetry, countertops, and all plumbing fixtures in fifteen (15) apartment units, in the Karuk Tribe Housing Authority community of Yreka, California (Siskiyou County) as described further in the attached Scope of Work.
Contact Information:	Karuk Tribe Housing Authority 635 Jacobs Way, Happy Camp, CA 96039 Sara Spence, (530) 493-1414 sspence@karuk.us
Project Manager:	Brian Gonzalez (530) 643-6177, bgonzalez@karuk.us
Project Name:	Yreka Apartment Renovations
OPTIONAL Site Visit:	<i>A site visit is not required.</i>
Submission:	Hand Submission: 635 Jacobs Way, Happy Camp, CA 96039 Mail Delivery: PO Box 1159, Happy Camp, CA 96039 Email: sspence@karuk.us
Deadline:	Friday, August 18, 2023 by 5pm

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KARUK TRIBE HOUSING AUTHORITY REQUEST FOR LUMP SUM FIXED QUOTATION

SOLICITATION FOR LUMP SUM FIXED-PRICE QUOTATIONS BASED ON PRICE ONLY (Small Purchases of \$250,000 or less)

Due Date: Friday, August 18, 2023 by 5pm

More Information: Brian Gonzalez (530) 643-6177 or bgonzalez@karuk.us

1. The Karuk Tribe Housing Authority (KTHA) requests lump sum fixed-price quotations for all necessary labor and equipment to install provided renovation materials (tub/shower combo kits, vinyl flooring, baseboards, rubber cove, kitchen cabinetry, bathroom cabinetry, countertops, and all plumbing fixtures in fifteen (15) apartment units, in the Karuk Tribe Housing Authority community of Yreka, California (Siskiyou County) as described further in the attached Scope of Work.
2. KTHA is requesting these quotations under the small purchase procedures. This is a less formal, simplified process which will help us to expedite our selection. Because KTHA is following this process, we will not be able to accept quotations that are more than \$250,000.
3. Quotations are invited from non-Indian as well as Indian-owned economic enterprises or organizations.
4. Quotations may be submitted by email, mail, or hand delivery. All quotations must be submitted to KTHA in writing and emailed to spence@karuk.us, mailed to PO Box 1159, Happy Camp, CA 96039 or hand delivered to 635 Jacobs Way, Happy Camp, CA 96039 by Friday, August 18, 2023 by 5pm.
5. The Scope of Work is as set forth on Appendix A attached to this Solicitation, a site visit is not required.
6. **Indian Preference.** Any firm seeking Indian preference in this award must provide evidence that it is not less than 51% Indian owned and controlled. If claiming this preference, please contact us immediately so that we can fax you a pre-qualification statement that you must fill out and return within two days of your receipt. KTHA will then review the statement and determine eligibility for preference.
7. **Award.** The contract will only be awarded to a responsive, responsible individual or firm. The contract will be awarded to a qualified Indian enterprise submitting the lowest responsive quotation if such quotation is within budgeting limits established for this solicitation and is within the limits identified in the KTHA Procurement Policy regarding Indian preference in contracting. If no responsive quotation by a qualified Indian enterprise is within the above-stated limits, then award will be made to the individual or firm with the lowest responsive quotation.
8. All quotations must contain a commitment to provide Indian preference in 1) subcontracting, 2) training, and 3) employment, and must contain a statement describing the methods that will be used to provide such preferences. This statement is part of the submitted quotation. This statement will be evaluated as part of the submitted quotation, and any quotation failing to contain such preference statement or failing to adequately address such preference requirements shall be deemed non-responsive. If you believe it is infeasible to provide Indian preference in subcontracting, training, or employment, you must include in your quotation a certification as to the reasons why.

9. The form of Contract which contains the terms and provisions of the contract agreement between KTHA and the individual or firm selected for this work is available for review upon request. By submitting a quotation, you hereby agree that if selected, you shall deliver to the Authority, within the time later designated by the Authority, a properly executed Contract and to be bound by all terms and conditions set forth therein, including but not limited to assurance of performance, completion dates, prevailing wage rates, warranties, other federal requirements, and other terms and provisions as set forth therein.
10. All quotations must commit to remaining open for at least 45 days.
11. The selected contractor will be responsible for paying all Tribal license fees and taxes, as well as permits that may be required, if any.
12. The successful individual or firm on this solicitation must comply with the Tribe's TERO Ordinance, including any licensing requirements. This includes, but is not limited to, paying a 2% TERO fee on the work to be performed. Tribal minimum wage rates shall apply. For a copy of the TERO Ordinance and more information, the Karuk Tribe TERO Director, should be contacted at (530) 493-1600 ext. 2030.
13. This solicitation does not commit KTHA to award a contract or to pay any costs incurred in the preparation of quotation or the procurements of supplies. KTHA reserves the right to reject any and all quotations or to re-solicit when it is deemed by KTHA to be in its best interest to do so.
14. If there are any questions, please contact Brian Gonzalez (530) 643-6177 or bgonzalez@karuk.us KTHA will let you know the decision of the award.

APPENDIX A
To Request for Lump Sum Fixed-Price Quotation
SCOPE OF WORK

Successful bid shall include all necessary labor and equipment to install provided renovation materials (tub/shower combo kits, vinyl flooring, baseboards, rubber cove, kitchen cabinetry, bathroom cabinetry, countertops, and all plumbing fixtures in fifteen (15) apartment units, in the Karuk Tribe Housing Authority community of Yreka, California (Siskiyou County) as described further in the attached Scope of Work.

1. Bidder shall be responsible for all labor associated with the installation of the provided renovation materials in 2, 3, and 4-bedroom two-story apartment units.
2. All demolition and debris removal will be completed prior to renovations by KTHA workers.
3. All materials required for the renovations will be provided by KTHA.
4. Bidder shall include all labor to install tub/shower combo units including securely fastening tub/shower diverter, finish trims, caulking, patching drywall, and matching existing texture and paint.
5. Bidder shall include all labor to prep floors as required and to install Vinyl flooring and rubber cove base, including pre-painting provided 3 ¼" MDF baseboard.
6. Bidder shall include all labor to properly affix provided cabinetry and countertops, including cutting out sink holes and installing all sinks and plumbing fixtures provided.
7. Bidder shall include all labor, materials, and equipment to clean, remove debris, and prepare renovated areas after work is complete, to ready units for occupancy.
8. Questions may be directed to Brian Gonzalez, Maintenance Supervisor, at (530) 643-6177.
9. A pre-bid site visit is not required; for a list of materials, specifications, and unit sizes, please contact Brian Gonzalez.
10. Bidder shall have appropriate license, certification, and insurance for the work to be performed.
11. Quotations may be submitted by email, mail, or hand delivery. All quotations must be submitted to KTHA in writing and can be emailed to sspence@karuk.us, mailed to PO Box 1159, Happy Camp, CA 96039, or hand delivered to 635 Jacobs Way, Happy Camp, CA 96039 by **Friday, August 18, 2023 at 5pm**.
12. All bids must include a TERO fee of 2% on the total bid amount, Tribal wage rates (as attached) and Indian preference will apply.

APPENDIX A
To Request for Lump Sum Fixed-Price Quotation

TRIBAL WAGE RATES

KARUK TRIBAL WAGE RATES	
Updated April 2011	
Position:	Rate:
CARPENTER	17.00
CEMENT MASON	16.00
ELECTRICIAN	18.00
LABORER	12.00
PAINTER	13.00
PLUMBER	18.00
ROOFER	14.00
SHEET METAL WORKER	18.00
BRIDGE BUILDER	17.00
PILE DRIVER	23.00
MILLWRIGHT	18.00
LINE CONSTRUCTION	22.00
COMMUNICATION SYS	18.00
HEAVY EQUIP OPERAT	16.00
IRON WORKERS	17.00
PLASTERER	16.00
BRICK TENDER	16.00
LANDSCAPE/GARDEN	12.00
DRYWALL FINISHER	16.00
GLAZIER	14.00
SOFT FLOOR LAYER	15.00
TRUCK DRIVER	13.00
TILE SETTER	15.00
BRICK LAYER	17.00

APPENDIX C
To Request for Lump Sum Fixed-Price Quotation

LUMP SUM FIXED PRICE QUOTATION

ITEM	PRICE
Subtotal	\$
TERO Tax (2% of Subtotal)	\$
Total Bid Amount	\$

Respectfully Submitted by,

Signature: _____

Name/Title: _____

Firm: _____

Address: _____

License Number: _____

Phone Number: _____

APPENDIX D
To Request for Lump Sum Fixed-Price Quotation

TRIBAL EMPLOYMENT RIGHTS OFFICE
COMPLIANCE PLAN FOR BIDDERS

Bidder/Employer Name: _____

Mailing Address: _____

City, State and Zip Code: _____

Contact Person: _____ Phone Number: _____

E-mail: _____

Bid Amount: \$ _____ TERO Fee (2%): \$ _____

THIS IS AN AGREEMENT BETWEEN THE KARUK TRIBE'S TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) AND _____, HEREINAFTER KNOWN AS "EMPLOYER" CONDUCTING COMMERCE AND EMPLOYMENT ACTIVITY WITHIN THE ANCESTRAL TERRITORY OF THE KARUK TRIBE.

- Employer shall provide the completed compliance plan with the submission of bid.
- Upon notification of the award, Employer shall contact the TERO Office within ten (10) days prior to any work to be performed.
- Employer shall contact the TERO Office and Contract/Project Manager immediately, in writing, advising of any contract or sub-contractor changes to obtain approval prior to working on the job site.
- Employer understands and agrees to comply with the requirements and procedures in the selection of contractors, sub-contractors, employees and recruitment of viable Indian applicants in accordance with the Karuk Tribe's Employment Rights Ordinance and the Karuk Tribe's Workforce Protection Act (WPA).

By signing below the Employer certifies the position information is true and correct and there have been no omissions in the completion of the labor force projections. Falsification of the information provided will result in sanctions, penalties, fines and/or debarment with the Karuk Tribe.

Employer Signature

Date

List Non-Native Contractor/Sub-contractors to be hired for this Project:

Contractor/Sub-contractor Contact Person, Phone # and E-mail:	Work to be Performed:

Open Positions: Employer agrees to hire 100% of all its open positions/Sub-contractors for this project through the TERO Skills Bank. If Employer is unable to hire 100% then company representatives will need to meet with the TERO Director. Failure to comply with this hiring requirement will result in sanctions and/or penalties.

Job Title/Sub-contractor Needed:	Skills Required:

Number of positions to be filled for this project: _____
 Contact person/info for job referrals: _____
 Date TERO referrals needed: _____ Job start date: _____

<p><u>For Internal Use Only:</u></p> <p>Contract Number #: _____ Project Manager: _____</p> <p>TERO Office Approval _____ Date: _____</p> <p><u>Comments:</u></p>
