

# 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

<b>Today's Date:</b>	April 25, 2016
<b>General Description:</b>	All necessary materials, labor, equipment, permits, and fees needed to clean and inspect wood burning stoves for proper operation as outlined in the Scope of Work located in Yreka, Happy Camp, and Orleans, California.
<b>Contact Information:</b>	Karuk Tribe Housing Authority 635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039 Sara Spence, (530) 493-1414, Extension 3110, <a href="mailto:sspence@karuk.us">sspence@karuk.us</a>
<b>Project Manager:</b>	Steve Mitchell (530) 493-1414 Extension 3103, <a href="mailto:smitchell@karuk.us">smitchell@karuk.us</a>
<b>Project Name:</b>	2016 Woodstove Inspection and Cleaning
<b>Site Visit:</b>	<i>Site visit encouraged but not mandatory.</i> Contact Steve Mitchell at (530) 493-1414, Extension 3103 or <a href="mailto:smitchell@karuk.us">smitchell@karuk.us</a> at least two days in advance to schedule.
<b>Submission:</b>	Hand Submission: 635 Jacobs Way, Happy Camp, CA Mail Delivery: PO Box 1159, Happy Camp, CA 96039 Email: <a href="mailto:sspence@karuk.us">sspence@karuk.us</a> Fax: (530) 493-1416
<b>Deadline:</b>	Friday, May 13, 2016 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 \$150,000 or less)

**Due Date:** Friday, May 13, 2016 by 5pm

**Site Visit:** By appointment, contact Steve Mitchell to schedule

**More Information:** Steve Mitchell (530) 493-1414 Extension 3103 or [smitchell@karuk.us](mailto:smitchell@karuk.us)

1. The Karuk Tribe Housing Authority (KTHA) requests lump sum fixed-price quotations for all necessary materials, labor, equipment, permits, and fees needed to clean and inspect wood burning stoves for proper operation as outlined in the Scope of Work located in Yreka, Happy Camp, and Orleans, California (see map in Appendix E).
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 \$150,000.
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 [sspence@karuk.us](mailto:sspence@karuk.us), mailed or hand delivered to PO Box 1159, 635 Jacobs Way, Happy Camp, CA 96039 by **Friday, May 13, 2016 by 5pm**.
5. The Scope of Work is as set forth on Appendix A attached to this Solicitation. Anyone submitting a quotation for this work is ***encouraged but not required*** to visit the job sites to ascertain the nature and location of work and to satisfy itself as to the general and local conditions which can affect the work. Contact **Steve Mitchell at (530) 493-1414 Extension 3103 or [smitchell@karuk.us](mailto:smitchell@karuk.us) at least two days in advance.**
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. All bidders acknowledge that Karuk Tribal Sales Tax is 6% and will be paid for all materials purchased in conjunction with this contract and delivered to Karuk Tribal Trust Land. Contractor shall apply for and receive a California Seller's Permit (AKA: California State Board of Equalization Resale Number) prior to the commencement of work under this contract. The requirement for the Seller's Permit is to allow the Contractor to obtain materials and fixtures from the supplier without paying tax. The Contractor may then resell the materials and fixtures to the Owner on Karuk Tribal Lands before installation. Nothing herein shall allow the Contractor to charge more than the actual price/value of the materials and fixtures provided. Title to the materials and fixtures transfers to the Owner (Karuk Tribe Housing Authority) on the Karuk Tribal Lands and prior to the installation of the materials by Contractor.
14. 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.
15. If there are any questions, please contact **Steve Mitchell at (530) 493-1414 Extension 3103, [smitchell@karuk.us](mailto:smitchell@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**

The work to be performed under this Contract is known and consists of all necessary materials, labor, equipment, permits, and fees to complete the project in accordance with the following:

1. Bid must include all necessary materials, labor, equipment, permits, and fees needed to clean and inspect wood burning stoves for proper operation located in Yreka 23 stoves, Happy Camp 20 stoves, and Orleans 25 stoves (see map in Appendix E).
2. Bid shall include complete cleaning of interior of stove and all piping and flue assemblies. Care shall be taken during cleaning operations to prevent all dust and debris from entering the living space of the home.
3. Bid shall include collecting and transporting from the site all ash and debris removed from the stoves.
4. Bidder shall, on the provided bid schedule, identify an itemized list of potential repair items and associated costs that may be recommended following the inspection of each stove. The list of recommended repairs shall be provided to the Owner, prior authorization is required prior to taking any action.
5. Bidder shall be bonded, insured, and hold the appropriate license and/or certification for the work to be performed.
6. **Bidders are encouraged but not required to visit the sites prior to submitting a bid. Appointments can be scheduled by contacting, Steve Mitchell at (530) 493-1414 Extension 3103 or [smitchell@karuk.us](mailto:smitchell@karuk.us) at least two days in advance.**
7. 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](mailto:sspence@karuk.us), mailed or hand delivered to PO Box 1159, 635 Jacobs Way, Happy Camp, CA 96039 by **Friday, May 13, 2016 by 5pm.**
8. All bids must include a TERO fee of 2% on the total bid amount and Tribal Sales Tax of 6% on all materials.
9. Tribal wage rates (as attached) and Indian preference will apply.

**APPENDIX A**  
**To Request for Lump Sum Fixed-Price Quotation**

**TRIBAL WAGE RATES**

<b>KARUK TRIBAL WAGE RATES</b>	
<b>Updated April 2011</b>	
<b>Position:</b>	<b>Rate:</b>
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**

<b>ITEM</b>	<b>PRICE</b>
1) Cleaning of stove interior, stovepipe, and removal of all debris.	
<b>Optional Items (that may be recommended by Contractor following inspection and authorized at KTHA's discretion):</b>	
a) Cost to remove burning fire from single stove.	
b) Cost to replace door glass on single stove, including labor.	
c) Cost to replace door gasket on single stove, including labor.	
d) Cost to replace brick/block for single stove, including labor.	
2) Tribal Sales Tax (6% of Materials)	
3) Subtotal	
4) TERO Tax (2% of Subtotal)	
5) 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.

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Employer Signature

Date

**PRE-AWARD LABOR FORCE PROJECTION**

**Core Crew:** Is defined as a member of a business, Contractor or Subcontractor’s crew who is a regular employee and is in a supervisory or other key position such that the employer would face a serious financial loss if that position were filled by a person who had not previously worked for that employer.

**All other positions** will be filled by the TERO office unless sufficient justification can be made that they are not replaceable for the work that is to be done or unless TERO does not have an individual to refer.

List Core Crew (Full Name):	Job Title/ Years w/Company/Justification:

**List Native American Contractors/Sub-contractors to be hired for this Project:**

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



**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><b><u>For Internal Use Only:</u></b></p> <p>Contract Number #: _____ Project Manager: _____</p> <p>TERO Office Approval _____ Date: _____</p> <p><b><u>Comments:</u></b></p>
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**APPENDIX E**  
**To Request for Lump Sum Fixed-Price Quotation**

**LOCATION MAP:**

