

Request for Qualifications

QIN Community Center Superintendent Contract Position

Date Issued 06/15/2022

The Quinault Indian Nation's Community Services Director is requesting proposals for a Taholah Community Center Superintendent.

Scope of Work

To oversee and ensure that the Community Center Policies are adhered to by renters. This includes a walk-through of the center before and after an event is booked with the renter, and a check-off sheet to ensure compliance with the Policies. Photos documenting the condition of the building before and after the event will be taken, and stored for a period of 12 months.

Contractor will check in daily with the Administrative Assistant regarding rentals, and open and close the center for each rental. The Contractor will meet with the renter prior to opening the center, and ensure that all of the rules are abided by. No keys will be issued to renters.

Contractor will clean the center when left in disarray from renters. The Contractor will communicate with QIN Revenue to withhold the deposit when this occurs.

Contractor will be a Trainer for community members about the use of Community Center kitchen equipment. Contractor will provide a certificate once the training is complete.

Contractor will wash the windows, and door surfaces once a month.

Contractor will arrange for a deep cleaning of the building, including the kitchen and equipment, quarterly.

Contractor will ensure that cleaning supplies are in stock and accessible, and that supplies such as toilet paper, soap, and paper towels are fully stocked prior to each event. Contractor will work closely with QIN Custodial to ensure supplies are ordered, stocked, and accounted for.

The Contractor will be trained by the QIN Custodial Supervisor in the proper way of cleaning the center. Contractor will maintain an inventory of all center kitchen equipment, tables, chairs, supplies, etc.

Contractor will maintain grounds around the building, including mowing, picking up garbage. Contractor will coordinate necessary work to be done outside this scope with the QIN maintenance division.

Qualifications:

Must be over the age of 18.

Must have one year minimum of custodial experience.

Must be available evenings and week-ends in the village of Taholah, WA.

Must be reliable.

Must be able to communicate effectively utilizing computers, email, texts, phone. Must have access to a phone and email.

Must be trained in the Community Center Kitchen procedures and how to operate all of the kitchen equipment.

Must be able to lift 50 lbs on a consistent basis.

Ability to maintain an updated Inventory of equipment stored and utilized at the Community Center
Must have ability to communicate effectively with the QIN Community and staff.

Contractor will be paid a flat monthly fee of \$2000.00, and must submit a detailed monthly invoice, with dates the Community Center was opened, and dates Contractor was required to clean. The contractor will not utilize the Community Center for personal use, and must abide by and enforce the Community Center Policies adopted on November 12, 2019 by the Quinault Indian Nation. No mileage, or vehicle will be provided to contractor.

Instructions

All proposals must include a Resume, and one letter of reference in regard to cleaning ability/reliability. All proposals must be submitted by 4:00 on June 28, 2022. Proposals can be hand delivered, mailed or emailed to:

Julie Burnett, Community Services Director
P.O. Box 189, Taholah, WA 98587
Email: julie.burnett@quinault.org

Evaluation Criteria

A qualifications-based selection process will be used to select finalist from the pool of submitted proposals. The following information will be used to evaluate and rank responses:

- Compliance with RFQ requirements.
- Ability to meet minimum qualifications.
- Indian Preference Policy.
- Those who are not currently employed full-time.

Selection Process

A committee identified by the Community Services Director will evaluate all responsive RFQ submitters and rank them based on experience, qualifications and criteria listed above. The committee may conduct interviews during the selection process. The selected individual is expected to be notified by July 01, 2022.

Requirements for the Selected Contractor

Selected applicants will be required to pass a background check. Contractor will obtain a Quinault Indian Nation business license.

Contractor must submit a Certification Regarding Debarment within 10 days of signing contract. This Certificate must be renewed annually.

Contractor must submit a Form W-9 within 10 days of signing contract.

Terms and Conditions

Questions regarding this RFQ or the submittal process should be directed to Julie Burnett at Julie.burnett@quinault.org. All responses will be provided via email. Unauthorized contact regarding the RFQ with any other QIN employee may result in disqualification.

Indian Preference applies to all contract procurement with the QIN. The determination of who is an Indian Contractor is made by the Tribal Employment Rights Office according to Quinault Tribal Code, Title 97. Indian Contractors must provide certification from the Tribal Employment Rights Office in order to be considered eligible for Indian Preference.

QIN reserves the right to reject any and all submittals and to waive irregularities and informalities in this RFQ process. This RFQ does not obligate QIN to pay any cost incurred by respondents in the preparation and submission of the statement of qualifications. All such cost shall be borne solely by each submitter. Furthermore, the RFQ does not obligate QIN to enter into a contract or proceed with the procurement of the project or any services.

The contract resulting from acceptance of a proposal by the Nation shall be in a form supplied or approved by the Nation, and shall reflect the specifications in this RFQ. The negotiation and execution of such Contract will be deemed by the parties to have occurred within the Quinault Indian Reservation and any interpretation shall be in accordance with the laws of the Quinault Indian Nation. A copy of the contract will be available for review. The Nation reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the RFQ, and which is not approved by the Office of Attorney General.