



QUINAULT INDIAN NATION

PO Box 70, 1214 AALIS Drive
Taholah, WA 98587

REQUEST FOR BIDS

The Quinault Indian Nation is seeking bids for a contractor to perform a Comprehensive Vehicle Inventory.

Basic Scope

- Contractor will walk and drive to QIN locations and document all vehicles with QIN or GSA license plates.
- Contractor will record required/available information for each vehicle and submit an Excel document to the QIN Controller no later than June 30, 2023.

Please send bids by **e-mail to bids@quinault.org** attention Ms. Ryan Allen. Bids must be submitted by 3PM on Friday May 19, 2023. Late bids will be rejected.

Bidders should provide point-of-contact information including email to Lynn Crist, for questions regarding this project can be made by calling the below contact.

Lynn Crist
360.276.8211 Ext. 5384
360.593.5212
lynn.crist@quinault.org

NOTE:

- **Detailed Scope of Work:**
 1. Attend all meetings arranged by the Controller to document required information on department vehicles
 2. Walk or drive around Queets, Amanda Park, Taholah, Moclips Heights and other areas designated by Controller.
 3. Document required information for vehicles or trailers with QIN or GSA license plates.
 4. Record all information in an Excel spreadsheet supplied by the Controller
 5. Return Excel spreadsheet with all the required information to the Controller no later than 3pm Friday, June 30, 2023
- Contractor Requirements
 1. MicroSoft Excel skills
 2. In-depth knowledge of the tribal communities of Taholah, Queets, Moclips Estates, Amanda Park and other locations in Grays Harbor County
 3. Reliable transportation and verifiable auto insurance
 4. Ability to:
 - Get in and out of a vehicle repeatedly
 - Bend, squat and reach repeatedly
 - Use a step ladder safely

- Lift up to 15 lbs repeatedly
- Write legibly
- Communicate effectively
- Work hours specified by Controller including outside normal business hours
- Check in regularly with Controller

SPECIAL INSTRUCTIONS

This RFB does not commit QIN to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. Bidders will not offer any gratuities, favors or anything of monetary value to any employee, officer, or agent of the Nation for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of this RFB. All proposals submitted hereunder become the exclusive property of the Nation. The Nation reserves the right to accept all or part of the bid, or to decline the whole bid.

The successful bidder will sign all Contract documents, a Certification and Debarment Form, provide a W-9, submit certifications of required insurance coverage, and obtain a Quinault Indian Nation business licenses for all firms/subcontractors doing work on the Quinault Reservation. Subcontracts must be approved by the Quinault Indian Nation.

Nation's Tribal Employment (TERO)

The Nation's Tribal Employment Right Ordinance (TERO) provides the Nation's Indian Preference policy that applies to this contract—see attached. Other TERO requirements include submission of a Compliance Plan and payment of a fee prior to commencing work on the Quinault Indian Reservation. Every Employer with five or more Employees working on the Reservation, or with gross sales or income on the Reservation of \$10,000.00 or more shall pay a quarterly fee of 1.75 percent of the gross quarterly payroll for those Employees Engaged in Work on the Reservation. Contact Evelyn Kalama 360-276-8211 ext. 4805 EKalama@quinault.org

BID SCHEDULE

NOTE: BIDS shall not include Washington State and local sales tax on all items delivered to the site on the Quinault Indian Reservation. Washington State B&O taxes do not apply to construction charges performed within the boundaries of the Quinault Indian Reservation. All other applicable taxes and fees may apply. BIDDERS ARE ADVISED TO REFER TO THE WASHINGTON STATE, DEPARTMENT OF REVENUE, INDIAN TAX GUIDE AT:

<http://dor.wa.gov/content/findtaxesandrates/retailsalestax/indians/indiantaxguide/default.aspx>.

The undersigned certify that they have examined the location of the project, and read and thoroughly understand the plans, specifications, and contract governing the work embraced in this improvement or as much thereof as can be completed with the money available, in accordance with the said plans, specifications, contract, and the following schedule:

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following lump sum: NOTE: BIDS shall include all other applicable fees.

ITEM	DESCRIPTION	AMOUNT
	Total	
	Calendar day to Complete	Days

Name of Firm _____

NOTE: *If bidder is a corporation, write State of Incorporation; if a partnership, give full names and addresses of all parties below.*

Signed by _____,

Officials Capacity _____

Print Name _____

Address _____

Federal Tax ID # _____ Email address: _____