

## REQUEST FOR PROPOSALS

The Quinault Indian Nation (QIN) is soliciting proposals for its 2023 Annual General Council.

The following is the scope of services for each identified area:

**Custodial** – Starting at 10:00 am on Friday 3/24/23 and 9:00 am Saturday 3/25/23

Create a consistent cleaning schedule for the gym and grounds. Must clean any debris or spills, dump trash receptacles in provided dumpsters & refill trash liners before overflow starts, check every trash receptacle at least every 45 minutes, disinfect areas when needed, mop and sweep as needed, move trash receptacles when needed, keep the restroom areas tidy and restock supplies throughout the duration of the meeting. Take down tables and chairs after meeting. Must be able to lift up to 50 lbs. and have ability to move quickly and freely around meeting grounds.

**Cooks**- Prepare a fishplate including fish, fry bread, clam chowder, potato salad and a dessert for approximately 800 attendees. Once approved, you will be given a PO to shop for the items needed to prepare the meal as listed on the menu, including plates and utensils. QIN will purchase the fish through Quinault Pride Seafood. After the meal is prepared, the cooking team will deliver and set out the meal for attendees. The cook(s) will also be responsible for cleanup of the cooking area; Proposal should include costs for everything in the scope of work.

Please submit a food handler's card and an explanation of your experience working with large groups with your proposal.

Payment – All assignments and final walk through of facility with identified staff must be completed prior to payment.

Submittals – Please provide a written statement with your interest in the specific scope of service listed. Please indicate the area and the assurance that you have the necessary requirement or certification. Please identify any experience or the skills you would bring to get the job done. Proposals will be evaluated based on bids, references, availability and experience of the contractor and team members. Contractor is solely responsible for all costs incurred in the preparation and submittal of the RFP. Submittals become the property of the QIN and will not return to the respondent.

### Evaluation Criteria and the Selection Process

The basis of the award will be to the respondent receiving the most points from a review based on the following criteria:

- Project understanding, scope of work, work plan and schedule (35 points)
- Qualifications/Experience of Contractor (15)
- Past performance/references (20 points)
- Bid for Services (30 points)

Preference given to inclusion of qualified Indian-owned businesses per the QIN's Indian Preference Policy. Selection of the successful proposal shall, in part be based upon the completeness of the

submittal, the quality and price of the services, the reputation of the respondent, and the ability of the respondent to meet all deadlines for delivery of the item(s).

The successful bidder will obtain QIN business licenses for all firms/subcontractors doing work on the Quinault Reservation. The QIN Tribal Employment Rights Ordinance (TERO) applies and a fee may be required.

The QIN reserves the right to negotiate with the respondents to ensure QIN receives the appropriate deliverables within the required timeframe. A declaration of an apparent low-cost, successful proposer does not constitute the award of the project.

QIN BUSINESS LICENSE WILL BE REQUIRED

**PROPOSAL DUE DATE**

**Proposals must be received by no later than 11:59 PM March 10 2023, and submitted to:**

[bids@quinault.org](mailto:bids@quinault.org)