



Spokane Tribe of Indians

P.O. Box 100 • Wellpinit, WA 99040 • (509) 458-6500 • Fax (509) 458-6575

February 23, 2018

REQUEST FOR BID (RFB)

Number: RFB18-008

OPENS: March 5th, 2018

CLOSES: March 16th, 2018 **(2:00 PM)**

Description

On behalf of the Spokane Tribe of Indians we hereby request bids from reliable, responsible, responsive, and qualified vendors to provide **Spokane Tribal 104th; 2018 Labor Day Pow Wow Royalty Crowns.** Please refer to the specifications below and provide your bid by the requested date.

Bidders are strongly encouraged to carefully read the entire request for bid.

Bids may be faxed, mailed, e-mailed, or dropped off at the Purchasing/Property Department. Any bids submitted to locations other than the Purchasing/Property Department will be considered non-responsive.

All Communications Concerning This RFB Shall Be Addressed To: Danny Brigman; Purchasing/Property Manager, Spokane Tribe of Indians, 509-458-6550, Fax number 509-458-6589; E-Mail: danny.brigman@spokanetribe.com Inquiries concerning any part of this RFB must be made to the Purchasing/Property Manager. All technical questions will be addressed and relayed back to vendor by the purchasing/property manager.

Pricing/Billing

All pricing must be guaranteed for 30-days. Further expenses or costs the vendor may request; after the bid closes will not be allowed. Please list any clarifications and/or exclusions on a separate document.

Communications

Please provide information for the primary contact at your company regarding questions on your bid:

Name (**print or type**) : _____

Phone : _____

The Spokane Tribe **“may” or “may not”**, elect to purchase the listed item from the best-qualified vendor for all specifications listed below and according to the RFB. The bid award will be made to the lowest, responsible, responsive, reasonable bidder whose bid conforms to all requirements.

Specifications: Exact specifications must be met in order to be considered a responsive vendor.

Crowns must be fully beaded and appropriate sizes for Miss Spokane 2018-2019; Jr. Miss Spokane 2018-2019; and Lil Miss Spokane 2018-2019. Interested individuals must submit the below prior to the closing date and time to be considered responsive, responsible, and reliable.

- Vendor must submit a clean photograph or drawing with their suggested design with their bid
- Crowns must include the title of each as listed above
- Crowns must include year
- Crowns must include the Spokane Tribe of Indians Logo
- Vendor must submit a list of all “quality” materials to be used

Each bidder is required to provide a timeline of completion dates for each of the three crowns.

Information to Interested Vendors

- Vendor shall at all times conduct itself in a manner consistent with the Tribe’s Code of Conduct. Vendor shall disclose information relating to conflicts or potential conflicts of interest.
- No modification of submitted bid will be permitted in any form after the closing date and time. Any bid may be withdrawn prior to the closing date and time set above.
- Preference in the award of this bid shall be given to enrolled Spokane Tribal members, then other tribal members. Any contractor claiming Indian Preference must submit with their bid a copy of their enrollment card
- The Tribe may waive any informalities or minor defects or reject any and all bids.

Covenants against Kickbacks

All conditions regarding covenants against kickbacks under 48CFR ch.1- 52.203-7 apply

THE SPOKANE TRIBE OF INDIANS RESERVES

- The right to reject any or all bids, to serve in the best interest of the Spokane Tribe.
- The right to negotiate with all or one respondent when such action is deemed to be in the best interest of the Spokane Tribe.
- The right to cancel any agreement, if in its opinion there is a failure at any time to meet adequately the specifications requested, or if there is any attempt to willfully impose upon the Spokane Tribe equipment or services which are, in the opinion of the Spokane Tribe, of an unacceptable quality.
- The right to require the awarded vendor to obtain and/or have in place General Liability Insurance in an amount no-less than the limits of the Spokane Tribe of Indians General Liability Coverage.
- Data contained in the quote, all documentation provided therein, and innovations developed as a result of any contractual services cannot be copyrighted or

patented by vendors. All data, documentation, and innovations become the property of the Tribe.