



Spokane Tribal Employment Rights Office

PO Box 100 ~ Wellpinit WA 99040

Richard Garry, Director

(509) 458-6529

To: Contractors

From: Spokane Tribal Employment Rights Office

Subject: Pre-Bid Orientation, T.E.R.O.

Each contractor shall fully comply to the Spokane Tribal Employment Rights Ordinance and its intent.

This Pre-Bid Orientation identifies said contractor that has received informal orientation from the Spokane Tribal Employment Rights Office concerning their responsibilities, (Attachments). Furthermore, said contractor agrees to abide to all responsibilities and intent required by said Ordinance while operating or doing business on the Spokane Indian Reservation. Each contractor shall return this signed Pre-Bid Orientation, for record keeping purposes. The contractor shall include a copy with all Bid Proposals for projects let under the Spokane Tribal Employment Rights Ordinance and this Pre-Bid Orientation document shall expire September 30 of each budgetary year.

Contractor/Employer

Signature

Mailing Address

Phone Number

TERO Director

Date

**TRIBAL EMPLOYMENT RIGHTS
ORDINANCE
PRE-BID ORIENTATION**

The Spokane Tribe has put into Law an Indian Preference Employment and Contracting Ordinance covering:

Employment

This law requires that all work being performed by private contractors or employees be required to hire 100% Local Indian Employees, who are qualified.

Contracting and Subcontracting

All contracts or subcontracts awarded to 100% Local Indian owned businesses, which are qualified.

Administrative fees

Included in the ordinance is a cost item of 2% administrative fee or tax on the prime contract dollar amount of \$10,000.00 or more.

Training Fees

Also included is a 3% training fee or tax on the prime contract dollar amount of \$10,000.00 or more.

Subcontracting License

Each qualified contractor and subcontractor must apply for a \$100.00 contractor's License.

All Fees or Taxes

All fees or taxes should be included in your contract dollar amount when bidding a prime contract. The total administrative fee and training fee should be 5% of the contract bid on prime contracts. (No Fees or taxes on subcontracts).

Compliance Plans

It should be understood that the successful bidder will be required to submit an approved compliance plan on how they intend to comply with the Spokane Tribal Employment Rights Ordinance before starting work on the project. (We provide a model or suggested compliance plan, but keep in mind if there are problem areas we are here to negotiate some type of solution, we are not here to hold-up or slow down the project).

Training

Our goal is to achieve 100% Indian Employment with qualified workers, but if at any time the Indian workforce falls below 50% in each craft or skill, the employer will be required to initiate a Local Training program by using Local Indian Preference trainees or apprentices.

Manpower Request Form

Each Prime Contractor being awarded for under \$10,000.00 shall submit an acceptable “Manpower Request Form”, before commencing work on the Spokane Indian Reservation. This Manpower Request Form shall assure Local Indian Preference workers or trainees are employed on the project, while clearing minimal core crew employees required by business necessity.

Spokane Tribal Prevailing Wage Rates

The Spokane Tribal Employment Rights Office has developed by resolution a prevailing wage rate for all construction crafts that contractors must follow while working on the Spokane Indian Reservation or lands owned by the Spokane Tribe. Contact the TERO Office for a copy of the prevailing wage rates before bidding on a project.

Safety Compliance Plan

It should be understood that the successful bidder will be required to submit for review and approval a project accident prevention safety plan to the Spokane Tribal TOSHA Department before starting work on any project.

Bid Advertisements and Documents

The following “Public Notice” shall be included in all bid advertisements and bid documents:

“Public Notice”

Notice is hereby given to all prospective bidders, the Spokane Tribe of Indians has established a Local Ordinance concerning the Indian Preference labor and contracting or subcontracting. All prospective bidders are required to contact the following person and office before bidding.

Richard Garry, Director
Spokane Tribal Employment Rights Office
P.O. Box 100
Wellpinit, WA. 99040
(509) 458-6529 Cell (509) 209-6674

Compliance Officer
P.O. Box 100
Wellpinit, WA

This concludes the Pre-Bid Orientation of the Spokane Tribal Employment Rights Ordinance. If you have any questions feel free to contact the TERO office.

Attachment #1
MANPOWER REPORT FORM

NOTE At no time shall the Local Indian Preference workforce hours fall behind 50%. (But, if the TERO Office has qualified Local Indian Preference Employees, the employer will provide employment opportunities, for 100% of the workforce, excluding Core Crew.)

The following opportunities for employment will be filled by qualified Local Indian Preference applicants in order to meet 100% Local Indian Preference hiring goal for the project and the same percentage of daily workforce hours will be Indian Preference employees hours worked, including Core Crew.

	DATE	CLASSIFICATION	NAME OF EMPLOYEE	I.P.	Code
1				Core Crew	
2				Local Indian	
3				Local Indian	
4				Local Indian	
5				Local Indian	
6		** Training Position		Local Indian	
7				Core Crew	
8				Local Indian	
9				Local Indian	

*Code:

Spokane Tribal Member (1)
 Child of Spokane Member (2)
 Spouse of Spokane Member (3)

Other Indian (4)
 Non-Indian (7)
 TOTAL EMPLOYEES _____

Note: Qualified shall mean only bona fide occupational standards recognized in the Dictionary if Occupational Titles, U.S. Department of Labor.

* No qualified Indian Preference Applicant Available.

** Training Positions, where practical. The 6th and thereafter, every 7th position shall be established for training purposes.

Core Crew: Shall mean key personnel required by the employer who are regular, permanent employees and are in a supervisory or other key position, furthermore only the first, (1) and thereafter every seventh(7) employee may be employed as a key personnel and/or core crew by an employer.

TERO Init. _____ *Date* _____