



# Spokane Tribe of Indians

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

**REQUEST FOR PROPOSAL  
FOR  
Spokane Tribe of Indians Fisheries Program Vehicle  
Maintenance and Repair contract**

**PROPOSAL NO. FY22-024**

**BY  
SPOKANE TRIBE OF INDIANS  
PURCHASING/PROPERTY DEPARTMENT  
6195 FORD/WELLPINIT RD PO  
BOX 100  
WELLPINIT WA 99040**

## KEY INFORMATION

Contact	Nathan Ayala
Phone	509-458-6550
Opening Date	9/13/2022
Closing Date	9/19/2022
Return Location	Purchasing/Property Director
Delivery Address	6195 Ford/Wellpinit Rd Wellpinit WA 99040 PO Box 100
E-mail	Nathan.ayala@spokanetribe.com

## 1. INTRODUCTION

The SPOKANE TRIBE OF INDIANS (Spokane Tribe, STOI, Tribe) is requesting proposals from reasonable, responsive, responsible, vendors to provide a qualified, fully integrated team of professionals with expertise in Vehicle Maintenance and Repair.

There are no expressed or implied obligations for the SPOKANE TRIBE OF INDIANS to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Your proposal and proposal amount shall remain valid for a period of ninety (90) days from the closing date.

To be considered responsive, responsible, reliable, qualified, and possessing the ability to complete the entire project, your complete proposal must be received by Nathan Ayala, Purchasing/Property Director, Spokane Tribe of Indians, P.O. Box 100, Wellpinit, WA 99040 or via email ([nathan.ayala@spokanetribe.com](mailto:nathan.ayala@spokanetribe.com)) on or before the above closing date and time.

**Vendors are strongly encouraged to carefully read the entire request for quote.** The Spokane Tribe of Indians is a federally recognized Indian Tribe and is eligible for GSA and/or government pricing. There are no expressed or implied obligations for the SPOKANE TRIBE OF INDIANS to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

### Contact Person

All questions regarding this request for proposal will be taken and/or answered up to the closing date and time of this proposal. All technical questions will be addressed and relayed back to vendor by the purchasing/property director:

Nathan Ayala  
Purchasing/Property Director  
509-458-6550  
Spokane Tribe of Indians  
P.O. Box 100 Wellpinit, WA 99040

During the evaluation process the SPOKANE TRIBE OF INDIANS reserves the right, where it may serve the SPOKANE TRIBE OF INDIANS best interest, to request additional information or clarifications from proposers or allow corrections of errors or omissions.

The SPOKANE TRIBE OF INDIANS reserves the right to retain all proposals submitted and to use any ideas in the proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals.

## **2. SCOPE OF REQUESTED SERVICES**

The Spokane Tribe of Indians Fisheries Program is seeking bids from qualified vehicle maintenance and repair companies for its fleet of Ford Vehicles for a 3-year maintenance and repair contract with a not to exceed value of \$62,000/year.

The successful bidder(s) shall perform routine vehicle maintenance and repair services on fisheries vehicles including light duty trucks, sports utility vehicles, ¾ and 1-ton trucks on an as-needed basis. There are currently 10 vehicles that may be serviced by this contract. A list of vehicles is included as Attachment A.

The Fisheries Program may add vehicles or delete vehicles from its inventory during the term of this agreement at the discretion of the Program. Any vehicles added to the program's inventory shall be offered the same pricing as in the original bid.

### **Routine Maintenance**

The contractor(s) shall provide bid prices for the following routine maintenance services on the vehicles:

- Oil change, filter replacement with fluid check and "top off" of all fluids as required (coolant, brake, power steering, wiper fluids etc)
- Chassis lube service with fluid check
- Transmission fluid and filter change service
- Coolant flushes and refills
- Air conditioning system check up
- Safety inspection and annual vehicle inspection
- Tire rotations
- Winter Tire Mounting and balancing

### **Non-Routine Repairs**

Non-routine repairs are repairs not listed above as "Routine Maintenance." The Contractor shall provide the Spokane Tribe with the following:

- A fixed price mechanic's hourly labor rate
- Percent (%) mark-up rate on parts
- Proposed discounts to any rates (parts and labor)
- Provide prioritized accommodations for non-routine repairs. \*It is important that our vehicles are not out of service for more than a few days.

### **Certification Requirements:**

All mechanics are required to hold a Ford Mechanic Certification. Contractor will acknowledge that their mechanics are "Ford Certified."

## **3. SUBMISSION AND QUOTE CONTENT**

The proposed contractor shall submit completed forms in Attachment B.

#### 4. GENERAL INFORMATION

All quotes must be hand-delivered, mailed, or mailed and be received by the Purchasing/Property Department by the closing date and time. Any quotes received after the closing date and time or submitted to another department will be considered non-responsive. The quote award will be proposed vendor who is considered responsive, responsible, reliable, qualified, and possesses the ability to provide all the desired services, and whose proposal conforms to all requirements. No liability will attach to the Spokane Tribe of Indians for the premature opening of, or the failure to open, any proposals not properly addressed and identified. The purchasing director can be reached at the number listed below.

The Spokane Tribe “may” or “may not”, elect to award this project for the listed items from the best-qualified vendor for all specifications listed above and according to the request for proposal. The Tribe may waive any informalities or minor defects or reject any and all proposals. Vendors must satisfy themselves of the accuracy of the estimated quantities or needs of the. After proposals have been submitted, the vendor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

The Spokane Tribe assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents, or employees prior to the execution of a signed contract, unless such understanding or representations are expressly stated in the bidding document.

Preference in the award shall be given to Indian and Alaskan Native organizations in the amount of five percent (5%) of the total bid price. Any contractor claiming Indian Preference must meet and show evidence of the preference according 2 CFR, chapter I, part 200, sec. 200.54

Supplier Diversity – Is your company at least 51% owned by a Native American, Minority or Woman (NA, M/WBE)? (Minority group members are United States citizens who are African-American, Asian-Indian American, Asian-Pacific American or Hispanic-American). Ownership means the business is at least 51% owned by such individuals and, management and daily operations are controlled by them as well.

Can your firm be classified as a Native American Enterprise? YES\_\_\_ NO \_\_\_ If yes % \_\_\_\_.

Can your firm be classified as a Minority Owned Business? YES\_\_\_ NO \_\_\_ If yes % \_\_\_\_.

Can your firm be classified as a Woman Owned Business? YES\_\_\_ NO \_\_\_ If yes % \_\_\_\_.

#### **Incurred Expenses**

STOI shall not be responsible for any expenses incurred by vendor in responding to this RFP. All costs incurred by vendor in the preparation, transmittal or presentation of any proposal or material submitted in response to this RFP will be borne solely by the vendor. All submitted proposals and/or information in their entirety will become property of the STOI.

#### **The Evaluation of Proposals**

Proposals submitted will be evaluated by selected individuals from the Spokane Tribe of Indians, administration Department, Fisheries Program, and the Purchasing/Property Department. The STOI Tribal Council will make the final decision and/or approval. The STOI will award the contract to the vendor whose proposal is deemed to be most advantageous to the STOI.

Proposals will be evaluated using five sets of criteria; however, criteria will not be awarded on points but on completeness and confirmation of each, in order. The Spokane Tribe is aware that projects vary in size, time, and needed services so the awarded vendor will be awarded according to the following.

Responsiveness, Reliability, Responsibility and Technical Qualifications

Submitter's responsiveness, reliability, responsibility, technical qualifications, skill, knowledge, and experience in similar projects will be considered under this evaluation factor. Also, the focus on those persons assigned to the STOI contract, **and** on the characteristics of the submitter firm as a whole, if applicable.

Fees and Delivery Timeline

Cost provided by the submitter will be considered under this criterion. In addition, the promptness of delivery of services proposed will be factored into consideration of cost for services.

Indian Preference

Indian-owned and controlled companies will receive preference in accordance with 25 U.S.C. §450e(b)(7). Companies claiming Indian preference must furnish adequate proof of at least 51% Indian ownership and control with their proposal in order to secure Indian-owned points. A successful vendor will be required to comply with all applicable Federal and Tribal laws and regulations in effect during the contract period, including the Indian preference requirements of the Tribe.

Submitter's References

Submitter must provide three (3) references providing names, addresses and telephone numbers for STOI to contact.

**Award Notice**

STOI shall provide notice of the award to all vendors upon final approval and review of all submitted proposals. The award shall be contingent upon successful negotiations of a final contract between STOI and the vendor whose proposal is accepted by STOI.

**Proposal Confidentiality**

Until the award is made and notice is given to all vendors, no employee, agent, or representative of a submitting vendor shall make available or discuss its proposal with any officer, member, employee, agent or representative of the STOI other than the contact person, except in response to inquiries from the contact person as part of the evaluation process. Until the award is made and notice of award is given to all vendors, the STOI will not disclose the contents of any proposal or discuss the contents of any proposal with any vendor.

**Irregularities in Proposals**

The STOI may, at their discretion, waive technical irregularities in the proposal format of any vendor selected for award, which do not alter the price, quality or quantity of the services offered. Protest to be filed under STOI's Administrative Procedures Ordinance.

***Partners, Supervisory, and Staff Qualifications and Experience***

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice or provide this type of service in the state of Washington. Assurances must be made to the Spokane Tribe that the staff listed will be

the actual staff performing the services to be provided. Any staff changes must be requested and approved by the Spokane Tribe through a written request.

***Similar Engagements with Other Indian Tribes or Government Entities***

For the firm's office that will be assigned responsibility for this service, list the most significant engagements (maximum of 3) performed in the last five years that are similar to the engagement described in this request for proposals with other tribal entities and/or governments.

***Proprietary Information***

Any restrictions on the use of data contained in a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to the Request for Proposal will be handled in accordance with applicable Spokane Tribal procurement regulations. Data contained in the proposal, all documentation provided therein, and innovations developed as a result of these contractual services cannot be copyrighted or patented by vendors. All data, documentation, and innovations become the property of the Tribe.

The Tribe may waive any informalities or minor defects or reject any and all proposals.

Any proposal may be withdrawn prior to the above closing date and time. Any proposals received after the time and date specified shall not be considered. No vendor may withdraw a submitted proposal after the closing date and time listed above. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Tribe and the vendor.

The vendor should provide an affirmative statement that it is independent of the Spokane Tribe of Indians, and describe the (or proposed subcontractor's) professional relationships involving the Spokane Tribe of Indian or any of its units for the past (5) years; together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the requested services. In addition, the vendor shall give the Spokane Tribe of Indians written notice of any professional relationships entered into during the period of this agreement and if the vendor is a joint venture or consortium, the qualification of each company comprising the joint venture or consortium should be separately identified and the company that is to serve as the principal should be noted if applicable.

The vendor should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice or provide this type of service in the state of Washington. Assurances must be made to the Spokane Tribe that the staff listed will be the actual staff performing the services to be provided. Any staff changes must be requested and approved by the Spokane Tribe through a written request.

Any restrictions on the use of data contained in a bid must be clearly stated in the proposal itself. Proprietary information submitted in response to the Request for Proposal will be handled in accordance with applicable Spokane Tribal procurement regulations. Data contained in the proposal, all documentation provided therein, and innovations developed as a result of these contractual services cannot be copyrighted or patented by vendors. All data, documentation, and innovations become the property of the Tribe.

## 5. SELF-CERTIFICATION

Have you and/or your business, or any business you have owned, operated, or partnered with ever been debarred by a State, Federal, City, or Tribal Agency?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 6. SUBCONTRACTING

No Subcontracting will be permitted under this award.

### **Covenants against Kickbacks**

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

Failure to abide by the provisions of this section may, without further notice, result in the immediate termination of any contract awarded.

### **Reservations**

THE SPOKANE TRIBE OF INDIANS RESERVES:

1. The right to reject any, or all proposals, to serve in the best interest of the Spokane Tribe.
2. STOI may cancel this RFP at any time for any reason. STOI may reject any and/or all proposals for any reason as determined by STOI.
3. The right to negotiate with all or one respondent when such action is deemed to be in the best interest of the Spokane Tribe.
4. The right to cancel any agreement, if in its opinion there is a failure at any time to perform adequately the stipulations of the request for proposal, or if there is any attempt to willfully impose upon the Spokane Tribe services which are in the opinion of the Spokane Tribe of an unacceptable quality.
5. 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.

## ATTACHMENT A

*Current vehicles in the Spokane Tribal Fisheries Fleet:*

SIR Plate #	DNR Program		Year/Make/Model	VIN
SIR0168	FISHERIES	V	2010 Ford F250 Crew 4X4	1FTSW2BR6AEA40201
SIR0342	FISHERIES	V	2013 Ford Escape AWD	1FMCU9GX5DUC48344
SIR0343	FISHERIES	V	2014 Ford F350 4X4	1FT8W3DT2EEA22535
SIR0344	FISHERIES	V	2014 Ford F250 Crew 4X4	1FT7W2BTXEEA22534
SIR0380	FISHERIES	V	2016 Ford F250 Crew 4X4	1FT7W2BTXGEB42966
SIR0431	FISHERIES	V	2017 Ford F350 Crew 4X4	1FT8W3BT7HEE72544
SIR0438	FISHERIES	V	2017 Ford F150XL Crew 4X4	1FTEW1EF8HKD71737
SIR496	FISHERIES	V	2019 Ford Explorer AWD	1FTM5K8D86KGB10037
SIR0508	FISHERIES	V	2020 Ford F350 Crew 4X4	1FT8W3DT5LED08439
SIR0557	FISHERIES	V	2021 Ford F150SL Crew 4X4	1FTFW1E55MKE46917



**ATTACHMENT B**

**BIDDER QUALIFICATION SHEET**

BID FY22-024  
Vehicle Maintenance and Repair  
for Spokane Tribal Fisheries Fleet Services

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

1. Number of years company has been in the business of vehicle maintenance and repairs services: \_\_\_\_\_

2. Number of repair employees: \_\_\_\_\_

3. Number of service bays: \_\_\_\_\_

4. Hours of operation: \_\_\_\_\_

5. Do you have a wrecker or have a wrecker company under contract in case the Fisheries Program has an inoperable vehicle that needs to be towed to your location?

\_\_\_\_\_  
\_\_\_\_\_

6. Are there any additional services you want to offer to the Fisheries Program? If so list below, and provide costs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID PRICE SHEET**

BID FY22-024  
Vehicle Maintenance and Repair  
for Spokane Tribal Fisheries Fleet Services

Enter Prices on the Bid Price Tables:

**A) Light Trucks and Sport Utility Vehicles**

Routine maintenance services on vehicles listed:

<b>Item</b>	<b>Description</b>	<b>Bid Price</b>
1	Oil change, filter replacement with fluid check	
2	Chassis lube service with fluid check	
3	Transmission fluid and filter change service	
4	Coolant flushes and refills	
5	Air conditioning system check up	
6	Safety inspection and annual vehicle inspection	
7	Tire rotations	
8	Winter Tire Mounting and balancing	

**B) 3/4-Ton Trucks**

Routine maintenance services on vehicles listed:

<b>Item</b>	<b>Description</b>	<b>Bid Price</b>
1	Oil change, filter replacement with fluid check	
2	Chassis lube service with fluid check	
3	Transmission fluid and filter change service	
4	Coolant flushes and refills	
5	Air conditioning system check up	
6	Safety inspection and annual vehicle inspection	
7	Tire rotations	
8	Winter Tire Mounting and balancing	

**C) 1-Ton Trucks**

Routine Maintenance services on vehicles listed:

<b>Item</b>	<b>Description</b>	<b>Bid Price</b>
1	Oil change, filter replacement with fluid check	
2	Chassis lube service with fluid check	
3	Transmission fluid and filter change service	
4	Coolant flushes and refills	
5	Air conditioning system check up	
6	Safety inspection and annual vehicle inspection	
7	Tire rotations	
8	Winter Tire Mounting and balancing	

**D) Non-Routine Repair Services**

<b>Item</b>	<b>Description</b>	<b>Bid Price</b>
1	Non-Routine Mechanical Repairs (Provide Hourly Rate)	\$ /hr.
2	Provide markup rate on repair parts for non-routine repairs (if any)	%
3	Provide discount rate on repair parts for non-routine repairs (if any)	%
4	Will you provide priority accommodations (move to the front of the line) for non-routine repairs?	Yes or No