

TORRES MARTINEZ DESERT CAHUILLA INDIANS



REQUEST FOR PROPOSALS (RFP)
NUMBER: **RFP 10303 Rev. 1**

FOR

MULTI-PURPOSE MODULAR BUILDING

PROPOSAL DUE DATE
AUGUST 04th, 2021

REQUESTED BY:

TORRES MARTINEZ DESERT CAHUILLA INDIANS
TORRES MARTINEZ TRIBAL TANF
PROCUREMENT DEPARTMENT
P.O. BOX 1160 (mailing address)
66-725 MARTINEZ ROAD (physical address)
THERMAL, CA 92274

Table of Contents

1. Schedule of Events	3
1.1. <i>RFP Timeline Table</i>	3
2. General Information	3
2.1. <i>Definitions</i>	3
2.2. <i>Purpose</i>	4
2.3. <i>Tribal Background</i>	4
2.4. <i>Public Notice and Vendor Invitation</i>	4
2.5. <i>Last Date for Questions or Requests</i>	4
2.6. <i>RFP Contact Information</i>	4
2.7. <i>RFP Amendment</i>	5
2.7. <i>Pre-bid Meeting/Site Visit</i>	5
3. Scope of Work	5
4. Method of Payment	5
4.1. <i>Purchase Order Issuance</i>	5
4.2. <i>Invoicing</i>	6
5. Selected Vendor Requirements	6
5.1. <i>W-9</i>	6
6. Bid Format	6
6.1. <i>Format for Bids</i>	6
7. Method of Evaluation and Award	10
7.1. <i>Evaluation Criteria</i>	10
8. Attachments	11

1. Schedule of Events

1.1. RFP Timeline Table

Event	Date
Needs Assessment	May 27 th , 2021
RFP Draft	June 10 th , 2021
RFP Finalization	June 22 nd , 2021
RFP Web Posting Date	June 23 rd , 2021
RFP Email Invitations	June 24 th , 2021
Last Date for Question and Requests	July 26 th , 2021
Proposal Due Date	August 04th, 2021 by 5:00 PM PST
Proposal Evaluation Start (Evaluators Only)	August 09 th , 2021
Bid Evaluation End	August 12 th , 2021
Notice of Award	August 12 th , 2021
Contract Finalization	To Be Determined

2. General Information

2.1. Definitions

- 2.1.1. **Bidder:** An individual, entity, partnership, firm, corporation, or agency submitting a Proposal in response to this RFP.
- 2.1.2. **Vendor:** an individual, entity, partnership, firm, corporation, or agency awarded an Agreement for Professional Services, Contract, and/or Purchase Order as a result of responding to this RFP.
- 2.1.3. **RFP:** Request for Proposal
- 2.1.4. **PO:** Purchase Order Number
- 2.1.5. **PPPG:** Procurement Policies and Procedures Guide
- 2.1.6. **TMDCI or Tribe:** Torres Martinez Desert Cahuilla Indians, a Domestic Sovereign Entity

2.2. *Purpose*

2.2.1. The Torres Martinez Desert Cahuilla Indians (TMDCI) is seeking competitive proposals for the purchase of a 48x60 modular unit.

2.3. *Tribal Background*

2.3.1. The Torres Martinez Desert Cahuilla Indian Reservation was established by Executive Order on May 15, 1876. It currently consists of 24,822 acres (in a checkerboard pattern), along California State Highways.

2.3.2. The Tribe administers various programs and projects that are funded by Federal, State, and Local Government, including the federal Temporary Assistance to Needy Families Program.

2.4. *Public Notice and Vendor Invitation*

2.4.1. Reference (public notice) to this RFP shall be posted on the following:

2.4.1.1. www.torresmartinez.org RFP available at this site

2.4.1.2. www.desertsun.com

2.4.1.3. www.pe.com

2.4.1.4. www.latimes.com

2.5. *Last Date for Questions or Requests*

2.5.1. The last day to submit a question or request in regards to this RFP is by end of business day (5:00 PM PST) on **July 26th, 2021**. Any questions or request asked after this date and time will not be addressed.

2.5.2. Bidders are required to submit all questions or requests **in writing**.

2.5.2.1. Questions shall be responded to within three working days.

2.5.3. Oral responses by the Tribe or its representatives are to be considered tentative. Official Tribal response, in writing, will be supplied to Bidder.

2.5.3.1. All questions and responses will be made public to all bidders.

2.5.3.2. The source of the question (Bidder) will be excluded.

2.6. *RFP Contact Information*

2.6.1. Restrictions on Communications

2.6.1.1. From the issue date of the RFP until a contractor is selected and the award is announced, Proposers are not allowed to communicate **for any reason** with any Torres Martinez staff or Tribal member except: 1) through the RFP Administrator named herein or the Procurement Director, 2) at the Pre-Proposal Conference, if applicable, or 3) as provide by existing work agreement(s). The Tribe reserves the right to reject the submittal of any proposal violating this provision.

RFP Administrator: Mary Avila, Contracts Coordinator

Email: mnichols@tmdci-nsn.gov

Telephone: (760) 397-0300 x12375

Fax: (760) 397-0071

Mail: TMDCI – Procurement Department
P.O. Box 1160, Thermal, CA 92274

Attn: Mary Avila – **RFP # 10303 Rev. 1**

2.7. **RFP Amendment**

2.7.1. The Tribe reserves the right to allow for an amendment to the contract. However, this contract may be amended only upon written agreement between TMDCI and the Vendor, however, any amendment of the contract that conflicts with the agreements of the TMTANF Program shall be void ab initio.

2.8. **Pre-Bid Meeting / Site Visit**

2.8.1. Participation is recommended but is not required.

2.8.1.1. Pre-Bid meeting / Site Visit will be held at:

Torres Martinez Desert Cahuilla Indians
66-725 Martinez Road, Thermal, CA 92274
Wednesday, July 21st, 2021 at 9:00 AM PST

2.8.1.2. All questions regarding this RFP must be submitted in writing to:

Mary Avila, Contracts Coordinator

via email: mnichols@tmdci-nsn.gov

via mail: Torres Martinez Desert Cahuilla Indians
Attn: Mary Avila, Contract Coordinator – RFP # 10303
P.O. Box 1160, Thermal, CA 92274

2.8.1.2.1. Oral responses by the Tribe are to be considered tentative. Official Tribal response, in writing, will be supplied to Applicants.

3. **Scope of Work**

3.1.1. **Provide, deliver, and install new 48 x 60 modular building**

3.1.1.1. **Offices (3)**

3.1.1.2. **Conference Room (1)**

3.1.1.3. **Reception Area**

3.1.1.4. **Storage Room**

- 3.1.1.5. **File Room**
- 3.1.1.6. **Printer Room**
- 3.1.1.7. **Break Area**
- 3.1.1.8. **Server Room**
- 3.1.1.9. Restrooms (2)
- 3.1.1.10. ADA Ramp
- 3.1.1.11. Skirting
- 3.1.1.12. Transport/Delivery/Set-up
- 3.1.1.13. Block/Level

4. Method of Payment

4.1. Purchase Order Issuance

4.1.1. Upon award of this RFP, Vendor shall be issued a Purchase Order (PO) number for the entire RFP.

4.2. Invoicing

4.2.1. Invoice to be reviewed by the Project Manager.

4.2.2. Vendor shall be paid within 30 days (Net 30) of Tribe's receipt of invoice.

4.2.3. Remit to Address:

TMDCI – Finance Department
PO Box 1069
Thermal, CA 92274
Attn: Accounts Payable – (SA # / PO #)

4.2.4. Invoice Format:

4.2.4.1. Project Name: Multi-Purpose Modular Building

4.2.4.2. Purchase Order Number: [To Be Issued Upon Award of **RFP # 10303 Rev. 1**]

4.2.4.3. RFP Number and Contract Number Must Be on Invoices

5. Selected Vendor Requirements

5.1. W-9

5.1.1. W-9 – Form may be down loaded and printed from the IRS web site: www.irs.gov or may be provided by TMDCI Procurement Office upon request.

6. Bid Format

6.1. Format for Bids

6.1.1. Methods of Delivery

6.1.1.1. **By Mail or Hand Delivery** – Six individually sealed copies of the Proposal must be mailed or hand delivered to the Procurement Department:

US Mail: Mary Avila, Contracts Coordinator
TMDCI - Procurement Department
P.O. Box 1160
Thermal, CA 92274
RE: **RFP 10303 Rev. 1** – Multi-Purpose Modular Building

**Express Mail /
Hand Delivery:** Mary Avila, Contracts Coordinator
TMDCI - Procurement Department
66725 Martinez Rd.
Thermal, CA 92274
RE: **RFP 10303 Rev. 1** – Multi-Purpose Modular Building

Any submission received after the due date and time will not be accepted.

6.1.2. Bid Sheet Requirement

6.1.2.1. Bid Sheet – All bids regardless how their delivery method, must be submitted with a Bid Sheet (cover page) listing the following information below.

6.1.2.1.1. Vendor Information:

6.1.2.1.1.1. Vendor Name

6.1.2.1.1.2. Billing Address

6.1.2.1.1.3. Contact Person

6.1.2.1.1.4. Contact Phone

6.1.2.1.2. RFP Number: **RFP 10303 Rev. 1**

6.1.2.1.3. RFP Title: Multi-Purpose Modular Building

6.1.2.2. Sample Envelope:

Company
Name and
Address

[Recipient Name] – (see section 2.8)

Torres Martinez Desert Cahuilla Indians

P.O. Box 1160, Thermal, CA 92274

Attention:

RFP#: *10303 Rev. 1*

RFP Name: *Multi-Purpose Modular Building*

RFP Due: *August 4th, 2021*

Example of Bid Sheet

(2” Space – from top of sheet)

Dealership Name: ABC Equipment
Dealership Address: P.O. Box 1234, Thermal, CA 92274
Contact Person: John Smith
Contact Title: Sales Manager
Contact Phone: (800) 123-4567 ext. 8910
Contact Email: JSmith@abcequipment.com

(Space)
(Space)
(Space)

RFP Number: **RFP 10303 Rev. 1**
RFP Title: Multi-Purpose Modular Building

(Space)
(Space)
(Space)
(Space)
(Space)
(Space)
(Space)

Bid Total: \$\$\$\$\$

(Space)
(Space)
(Space)
(Space)

<Signe Here> _____
<Name and Title> _____ Date _____

- 6.1.2.3. Bid Sheet cannot be printed on letterhead, plain paper only.
- 6.1.2.4. Text should be in Times Roman or Arial, at 12 points.
- 6.1.2.5. Cost Proposal must be inclusive of any and all fees, including but not limited to: equipment pricing, discounts, freight, tax, recycle fees, any/all related fees, etc.
 - 6.1.2.5.1. Cost proposal must be itemized and list included warranties.
- 6.1.2.6. Include equipment specifications of what is included for the proposal price.

7. Method of Evaluation and Award

7.1. Evaluation Criteria

7.1.1. **Evaluation Team** – An evaluation team shall be composed of representatives from the Tribe, including the Project Manager, Finance Department, and the Procurement Department. The evaluation team shall be charge to review the proposals and select a vendor for this RFP. The evaluation team may require Applicant to make an on-site presentation or expound on details.

7.1.2. Award

7.1.2.1. Conditional Ward – An award will be made on a competitive basis base on a 200-point distribution system.

7.1.2.1.1. The 200 Point Award System for this RFP:

Grading Criteria	Points	Point Value
Cost / Price	130	65%
Modular Specifications	60	30%
Indian Preference	10	5%
TOTAL	200	100%

7.1.3. Indian Preference and Employment Training

7.1.3.1. This RFP is open to all qualified Applicants

7.1.3.2. Attachment A refers to Indian Preference – that Applicant is a Tribal organization or an Indian-owned Economic Enterprise with not less than fifty-one percent (51%) Native American ownership.

7.1.4. Tribal Employment Rights Ordinance (TERO)

7.1.4.1. This RFP is subject to TERO Fees.

7.1.4.1.1. Awarded Vendor shall be required to pay a 5% TERO fee of the contract total.

7.1.5. Discussions and Best and Final Offer

7.1.5.1. Acceptance of Proposal – TMDCI may, at its sole discretion, either accept an Applicant’s initial proposal by award of an Agreement for Professional Services or a Contract or enter into discussion with any Applicant(s) whose proposals are deemed to be reasonable and capable of being considered for award. After discussions are concluded, an Applicant may be allowed to submit a “Best and Final Offer” for consideration.

7.1.5.1.1. If a bid is received from at least one qualified and registered Indian-owned organization or Indian-owned economic enterprise, in which the Native American ownership is at least fifty-one percent (51%), and it is within five percent (5%) of the bid of the lowest qualified bidder, the Contract will be awarded to the qualified registered Indian-owned organization or the qualified registered Indian-owned economic enterprise. The Agreement or Contract will be awarded to the best-qualified bidder whose proposal does not exceed the amount of funds estimated by TMTT to be available for the project. TMTT reserves the right to reject any and all bids. The decision of TMTT shall be final and not subject to appeal.

7.1.6. Negotiations

7.1.6.1. Disclaimer – Provisions not addressed by this RFP will be negotiated with the Vendor once an award has been made.

8. Attachments

8.1.1. Remarks on Attachments – The attachments are hereby made a part of this RFP:

8.1.1.1. Attachment A - Native American Enterprises Qualification Statement – is located on our website at www.torresmartinez.org

8.1.1.1.1. Required if vendor is claiming Indian Preference.

8.1.1.2. **Attachment B – Revised Modular Building Layout**

Attachment B – REVISED Building Layout

