



Prairie Band Potawatomi Nation  
16281 Q Road, Mayetta, KS 66509  
Phone: (785)966.4000 • Fax: (785)966.3062

---

## **PRAIRIE BAND POTAWATOMI NATION**

**16281 Q ROAD**

**MAYETTA, KS 66509**

### **REQUEST FOR QUOTE/INFORMATION ONLY**

**RFQ 2024-CM007**

**Residential House Cleaning – 10960 166 Road**

### **QUOTE SUBMISSION DEADLINE:**

**08 / 30 / 2024@ 3:00 PM (CST)**

Late submissions will not be considered.

### **SUBMIT TO:**

**PBPN Procurement Office**

**Michael Tamez**

**[michaeltamez@pbpnation.org](mailto:michaeltamez@pbpnation.org)**

## **REQUEST FOR QUOTE (RFQ)**

### **PART I: GENERAL INFORMATION AND RFQ PROCESS**

#### **1. PURPOSE**

PBPN Construction Management is looking to contract with a vendor to remove all trash and debris as well as clean the interior of the home located at 10960 166 Road. **Project is to be completed by 12/01/2024.**

#### **2. PROJECT AND LOCATION**

The residence is located at 10960 166 Road, Mayetta, KS 66509.

#### **3. SCOPE OF WORK**

The project Scope of Work is attachment "A"

#### **4. DUTY TO EXAMINE:**

It is the responsibility of each Offeror to examine the entire Solicitation, seek clarification in writing (inquiries) and examine its Offer for accuracy before submitting an Offer. Lack of care in preparing an Offer shall not be grounds for modifying or withdrawing after the due date and time.

#### **5. INSTRUCTIONS:**

- 1. No Bid conference is scheduled for any RFQ solicitations. If the contractor desires a meeting, please coordinate an onsite meeting with the Construction Management Department (785)966-4031.**
2. This Request for Quote and/or Information is NOT a contract or a binding document.
3. The quote must be submitted by a person or officer who is authorized to submit such proposal on behalf of the responding entity.
4. Any changes to the quote, after submission, must be made by the respondent in writing and must be received by the Procurement Office prior to the closing date.
5. The PBPN reserves the right to reject all quote proposals. Responding to this request does not guarantee any bidder of revenue in regards to this Request for Quote.
6. Mathematical extensions and totals shall be indicated where required. In cases of errors in extension or totals, the unit price(s) shall govern.

7. It is the intent of this bid request to obtain competitive quotations. When brand names or trade names and model numbers followed by the words “or equivalent” or “other approved equal” are used in this request, it is for the purpose of establishing the required level of quality, style and features.
8. Bids for comparable merchandise will be considered unless the specifications indicate “no substitution.” Bidder must specify exceptions to any requirement or specification in the bid and include complete specifications and/or descriptive literature to facilitate consideration. Bids on equivalent items of comparable quality, style, and features are invited. To be considered, equivalent bids must be accompanied by descriptive literature and/or specifications sufficient to identify the item(s) and to provide for competitive evaluation of the characteristics and performance of the item(s) quoted.
9. As a federally recognized sovereign Indian Tribe, the Nation qualifies for GSA contract pricing and is eligible for discounts offered by US Communities™ and H-GAC.
10. All prices, terms and conditions must be shown, including all costs for delivery. Additions or conditions not shown on this bid will not be considered.
11. Successful bidder must honor the original manufacturer’s warranty.
12. The Nation may award the contract(s) by item, by group, or by lot, whichever is deemed to be in the Nation’s best interest.
13. Unless stated otherwise in the Solicitation, all prices shall be F.O.B. Destination and shall include all freight, delivery and unloading at the destination(s).
14. This Project DOES require the contractor to satisfy the requirement of the Davis Bacon Act of 1931, a federal law that establishes the requirement of paying the local prevailing wages with respect to the employees working in connection with the project.
15. The Contract will be the PBPN Goods and Service Contract.
16. Tribal Business Licensing (Applicable)

Contractors conducting business within the PBPN Tribal community must obtain a business license. The cost of an annual license is approximately fifty dollars (\$50.00). The Contractor shall comply with the PBPN Tribal community business registration, licensing, and other applicable tribal regulatory laws, and shall pay any applicable licensing fees. A copy of a current business license must be provided to PBPN Tribe and be maintained for the duration of the contract.

**17. MINIMUM CONTRACTING STANDARDS - Insurance**

**17.1. Hold Harmless**

- 17.1.1. For bidding vendors not able to provide minimum Insurance requirements in RFP section 17.2; the contractor assumes all risks to themselves and their employees or subcontractors, and third parties (trespassers, children, treasure seekers) during the performance of the work; agree they have inspected the premises and accept the land and building(s) conditions as is on the date of inspection and thereafter; and understand the Nation does not warrant the condition and safety of the premises.

## **17.2. Insurance Requirements**

17.2.1. Contractor and subcontractors shall procure and maintain, until all their obligations have been discharged, including and warranty periods under this Contract, insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the work hereunder by the Contractor, its agents, representative, employees or subcontractors.

17.2.2. The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The PBPB in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that arise out of the performance of the work under this Contract by the Contractor, its agents, representative, employees or subcontractors, and the Contractor is free to purchase additional insurance.

17.2.3. Proof of Insurance shall not be terminated or expire within thirty (30) days written notice and are required to be maintained in force until completion of this contract.

17.2.4. The Contractor and sub-contractors shall use in the performance of this contract to name the PBPB Tribe as an additional insurer with the following standard types and minimum amounts.

### **17.2.5. Commercial General Liability (CGL): \$2,000,000.00**

17.2.5.1. Policy shall include bodily injury, property damage, and broad form contractual liability coverage.

17.2.5.2. The policy shall be endorsed, as required by this written agreement, to include the Prairie Band Potawatomi Nation and its departments as additional insurers with respect to liability arising out of the activities performed by or on behalf of the Contractor.

17.2.5.3. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the Prairie Band Potawatomi Nation and its department for losses arising from work performed by or on behalf of the Contractor.

### **17.2.6. Comprehensive Automobile Liability: \$1,000,000.00**

17.2.6.1. Bodily injury and Property damage for any owned, hired and/or non-owned automobiles used in the performance of this contract.

17.2.6.2. The policy shall be endorsed, as required by this written agreement, to include the Prairie Band Potawatomi Nation and its departments as additional insurers with respect to liability arising out of the activities performed by or on behalf of the Contractor.

17.2.6.3. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the Prairie Band Potawatomi Nation and its department for losses arising from work performed by or on behalf of the Contractor

17.2.7. Worker's Compensation:

Statutory limits

**17.2.8. Employer’s Liability: Each accident \$1,000,000**

17.2.8.1. 100% of insurable value of the work. Builder’s Risk, Extended coverage for Vandalism, and Malicious Mischief, if required.

17.2.8.2. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the PBPN and its department and employees for losses arising from work performed by or on behalf of the Contractor.

**17.2.9. Professional Liability (Error and Omissions Liability)**

17.2.9.1. Each Claim \$2,000,000

17.2.9.2. Annual Aggregate \$2,000,000

17.2.10. In the event that the Professional Liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract and other continuous coverage will be maintained or an extended discovery well be exercised, for a period of two (2) years beginning at the time work under this Contract is completed.

17.2.11. The policy shall cover professional misconduct or negligent acts for those positions defined in the Scope of Work of this Contract.

17.2.12. Failure to provide proof or failure to maintain insurance as required in this bid, or by law, are grounds for immediate termination of this contract.

17.2.13. In the event of termination of contract, the awarded bidder shall be liable for all procurement costs and any other remedies under PBPN Procurement policies.

17.2.14. Insurance provided by the Contractor shall not limit the Contractor’s liability assumed under the indemnification provisions of this Contract.

**6. SCORING AND EVALUATION**

1. All quotes received by the submission deadline will be evaluated and scored by **the Construction Management Department** according to price and criteria cited.
2. The PBPN Construction Management office may validate any information by using outside sources or materials.
3. All quotes must be emailed to **procurement@pbpnation.org** no later than **08/30/2024 @ 3:00 pm**. Bids received after the closing date will not be considered.
4. The bidder selected will be notified by phone or email after the review process is completed.
5. Any and all questions regarding this quote request shall be directed to the email address listed above not the department requesting the quote.

**CERTIFICATION:**

By signing below, I certify that I am authorized to offer the items quoted at these prices, that the items comply with the specifications and requirements listed, or are insubstantial compliance thereto, and that I accept these terms and conditions.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

Company Name

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email

# **ATTACHMENT "A"**

## **SCOPE OF WORK**

### **1. NARRATIVE**

This project consists of removing all trash and debris within the confines of the home & garage located at 10960 166 Road.

### **2. OWNERS OBJECTIVES**

PBPN Construction Management is looking to contract with a vendor to remove all trash and debris as well as clean the interior of the home located at 10960 166 Road. Project is to be completed by 12/01/2024.

Access to the site will be required to be scheduled through the PBPN Construction Management Department. Contacts are as follows:

Construction Management Office  
Shawna Williams  
(785)966-4031

Construction Management – Project Manager  
Bradley Wood  
(785)966-4068

### **3. DELIVERABLES:**

#### **3.1. Cleanup of 10960 166 Road residence:**

The cleaning of the interior of the home & garage includes the following: Reference pictures below.

**3.1.1.1.** Removal of all trash and debris within the home that is not part of an installed component (kitchen cabinets, bathroom tubs, etc.).

**3.1.1.2.** Removal of all trash, clothing, furniture, mattresses, various appliances, broken glass, loose wood trim, broken pieces of toilet and loose bathroom vanity countertops.

**3.1.1.3.** Cut Carpet / Pad and dispose.

**3.1.1.4.** Sweep all open floors for dust/debris after removal of all carpeting and debris.

**3.1.1.5.** Any items secured to the floor and walls such as kitchen cabinetry are to remain.

#### **3.2. Vendor Responsibilities:**

**3.2.1.** The contractor assumes all risks to themselves and their employees or subcontractors, and third parties (trespassers, children, treasure seekers) during the performance of the work; agree they have inspected the premises and accept the land and building(s) conditions as is on the date of inspection and thereafter; and understand the Nation does not warrant the condition and safety of the premises.

**3.2.2.** All debris removal is the responsibility of approved vendor. Any dumpsters, dumping fees or

other required equipment for removal is all the responsibility of the vendor.

- 3.2.3.** All trash and debris is required to be removed and disposed of in a proper manner with disposing at a licensed and certified landfill. Copies of dumping fees will be required as proof of proper disposal.
- 3.2.4.** Vendor must be able to meet the insurance requirements as listed in the RFP document.
- 3.2.5.** Vendor must be able to meet the business license requirements as listed in the RFQ.



# ATTACHMENT "B"

## BUDGET SHEET

PBPN - Residential House Cleaning - 10960 166th Road							
Contractor Name			Company Address				
Contractor Email Address			Contractor Phone Number		Date Submitted		
PBPN Department Lead							
Shawn Kelly, Construction Manager							
DESCRIPTION OF SERVICES / PERSONNEL ITEMS					ESTIMATED UNITS	TOTAL ESTIMATED FEE	
<u>As Applicable per the Project.</u>							
1							
2	Labor						
3	Debris removal (dumpsters, hauling, dumping fees)						
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30					<b>Estimated Total:</b>	\$0.00	
31	<i>enter total amount of any discounts applied</i>				<b>Discounts:</b>		
32	<i>Enter Current tax Rate:</i>				<b>Sales Tax Rate:</b>		
33					<b>Tax Total:</b>		
34					<b>Total:</b>		

## ATTACHMENT "C"

### DRUG FREE WORKPLACE CERTIFICATION

The undersigned hereby certifies to the Prairie Band Potawatomi Nation, subject to penalty for perjury pursuant to the laws of the Prairie Band Tribal Court, that the following is true and correct:

1. The undersigned is a duly-authorized representative of the Contractor and, in that capacity, has executed this certification on behalf of the Contractor.
2. The Contractor, in accordance with Government Code Section 41 U.S.C. Code §8102, the Drug-Free Workplace Act of 1988, shall provide a drug-free workplace by doing all of the following:
  - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition.
3. Establishing a drug-free awareness program to inform employees about all of the following:
  - a) The dangers of drug abuse in the workplace;
  - b) The person's or organization's policy of maintaining a drug-free workplace;
  - c) The availability of drug counseling, rehabilitation and employee-assistance programs; and
  - d) The penalties that may be imposed upon employees for drug abuse violations.
4. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision
  - a) Above and that, as a condition of employment on the Project, the employee agrees to abide by the terms of the statement.
5. The Contractor hereby acknowledges and agrees that, if the District determines that the certification given herein is false or that the Contractor violated this certification by failing to implement the requirements of Government Code Section 41 U.S.C. Code §8102, the Contract shall be subject to termination, suspension of payments, or both, and the Contractor shall be subject to debarment in accordance with the requirements of Code Section 8102.

\_\_\_\_\_  
Signature Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

# ATTACHMENT "D"

## DISBARMENT DISCLOSURE

---

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

---

This certification is required by the regulations implementing Executive Order 1249, Debarment and Suspension, 13 CFR part 145. The regulations were published as Part VII of the May 26, 1988 Federal register (Pages 1916-19211). Copies of the regulations are available for the local offices of the U.S. Small Business Administration.

1. The Prospective participant certifies to the best of its knowledge and belief that it and its principles:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - d) Have not within a three (3) year period preceding this application Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification such prospective primary shall attach an explanation to this proposal.
3. I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Firm Name and Address

\_\_\_\_\_  
Date

