

REQUEST FOR PROPOSAL FOR Painting Services

The South Puget Intertribal Planning Agency (SPIPA), is a nonprofit organization under IRS Code 501(c)3. SPIPA was chartered in 1976 through a Tribal intergovernmental compact. The SPIPA organization currently provides services to the Chehalis, Nisqually, Shoalwater Bay, Skokomish and Squaxin Island Tribes. SPIPA looks to support each of its member Tribes' vision of success and wellness for their community members.

One of SPIPA's fiscal administrative requirements is to obtain competitive bids for contractual services.

SPIPA is soliciting proposals from entities that have the capability to paint the interior, walls and ceilings included, of a 16,000 square foot professional office located at 3104 SE Old Olympic Hwy, Shelton, WA.

A two-page **Proposal Form** is provided with this announcement (see Attachment A). **All bidders are asked to use this form. All bids should be for a dollar amount for the one time painting services be performed on the interior of the SPIPA professional offices in Shelton.**

A. BIDDING SCHEDULE

August 15 th , 2022	Request for Proposal issued
August 26 th , 2022	Deadline for submission of proposals
August 27 th -Sept. 9 th , 2022	Proposal evaluation
TBD Depending on budget	Award vendor contract
TBD Depending on budget	Painting services commence

B. RIGHT TO REJECT

This RFP does not commit SPIPA to accept any proposal submitted, nor is SPIPA responsible for any costs incurred in the preparation of responses to this RFP. SPIPA reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, **and/or** to award the contract in whole or in part as is deemed to be in the best interest of SPIPA. SPIPA reserves the right to cancel, delay, amend or reissue the RFP at any time.

C. AWARD OF CONTRACT

Each respondent submitting a proposal will be notified in writing or via e-mail of SPIPA's decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:

- Receipt of funds from federal and state administering agencies, and
- Results of negotiations between selected vendor and SPIPA administrative fiscal staff, and
- Continued availability of SPIPA funds, and
- Approval by the SPIPA Board of Directors.

The final award of contract will be made to the vendor, which in the opinion of SPIPA is best qualified based on the content of the proposal, experience of the vendor providing painting services for tribal entities and fees.

Indian Preference shall be given as follows:

- Whenever financially and/or programmatically feasible, Native American vendors shall be sought for provision of goods and services through the publication of notices.
- SPIPA shall assure selection of Native American vendors as a preference whenever an Indian vendor(s) meets the requirements as published.
- When multiple applicants meet the Indian Preference guidelines, the vendor that best fills the needs of the Agency shall be selected.

D. TERM OF SERVICES

The term of the awarded contract shall be until completion of the project. Any contract extension shall be based on the contractor's prior performance. Work to be performed under the contract shall not be assigned to another vendor or individual without the prior written consent of SPIPA.

E. TERMINATION OF SERVICES

Either party upon a thirty (30) day written notice may terminate the service contract for any noted reason.

F. EQUAL OPPORTUNITY

Minority- and women-owned businesses will be afforded full opportunity to submit quotes in response to this RFP and will not be discriminated against in the awarding of any contract resulting from this solicitation.

G. GRIEVANCE PROCESS

Any prospective respondent or actual bidder or contractor who is allegedly aggrieved in connection with the solicitation of a bid or award of a contract shall have the right to protest. The aggrieved must define, in writing, the reason(s) for the protest and forward the letter of protest to the office of SPIPA's Executive Director. The time limit for such action is five (5) calendar days after the contract award has been announced by the SPIPA Board.

H. PROPOSAL DEADLINE

In order to be considered, a written Proposal Form (See Attachment A to this Request for Proposal) must be received by Ryan Haas, SPIPA Administrative and Program Support Assistant, by:

Date: August 26th, 2022
Time: 4:00 pm PST
Mail: SPIPA
3104 SE Old Olympic Hwy
Shelton, WA 98584
Email: rhaas@spipa.org

No proposal will be accepted after this date and time. Proposals received after this deadline shall not be considered for evaluation or award.

Proposals can be e-mailed to rhaas@spipa.org Put "PAINTING PROPOSAL FORM" in the subject line.

I. SOLICITATION QUESTIONS

All questions regarding this RFP shall be submitted in writing via e-mail to: rhaas@spipa.org

PROPOSAL FORM

- Name of the Proposing service provider: _____
- Local Address: _____
- Telephone Number: _____ Fax Number: _____
- E-mail Address: _____
- Name of Contact Person: _____
- Telephone No. of Contact Person: _____ Email: _____
- Current Local/State Business License Number: _____
- Federal Tax ID Number: _____

• **Affirmation:**

I affirm that the following information provided within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to submit this proposal on behalf of this organization. I also understand that my organization will be responsible for meeting all service requirements as set forth in this RFP. I fully affirm and understand that failure to meet these requirements may result in my organization's proposal not being considered.

Name (print) _____ Title: _____

Organization: _____

Authorized Signature: _____ Date: _____

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Proposed Scope of Work: Description of painting services to be provided by contractor. Items listed below are a minimum or baseline for services:

Services to be provided at the SPIPA IPC, Shelton, WA.	
Mask and protect all areas not being painted.	
Repair and patch all cracks and nail holes as needed throughout the interior.	
Paint all walls throughout the interior to match existing color (one coat)	
CEILINGS OPTION – Repair cracks as needed throughout Paint all ceiling throughout the interior	

Bid amount for project completion of these painting services,

\$_____

*Bid amount for project completion of these painting services with **optional***

***ceiling** painting, **\$**_____*

Submitted by Authorized Contact: (print name)

Print name

Signature