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Shalene Kanseah
Tribal Administrator

REQUEST FOR PROPOSAL (RFP)
TIMBER SITE CLEARING OF +/- 15 ACRES!
BID NUMBER 240220-A
1ST Announcement

PURPOSE: The Haliwa-Saponi Indian Tribe is seeking proposals from qualified, insured, and appropriately licensed contractors to clear, incorporate best management practices, measures to control storm water runoff and soil erosion for +/- 15 Acres of property at 130 Haliwa-Saponi Trl., Hollister, NC 27844.

SCOPE: This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

SCHEDULE OF ACTIVITIES

DEADLINE

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| 1. Public Advertisement | July 9, 2024 |
| 2. Prospective respondent's written question deadline
(no questions accepted after this date) | July 23, 2024 |
| 3. Responses to questions | August 6, 2024 |
| 4. <i>Due date for proposals (5:00 p.m.)</i> | August 16, 2024 |
| 5. Opening of proposals and evaluation by Review Team | August 23, 2024 |
| 6. Award date for contract | August 30, 2024 |

INQUIRIES: Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through Email: Shalene Kanseah, Tribal Administrator at (252) 586-4017 and/or skanseah@haliwa-saponi.org. No inquiries will be accepted after the inquiry deadline listed above.

PROPOSAL SUBMISSION: Proposal must be received on/before 5:00 p.m., Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. No electronic submittals. Late proposals will not be accepted. Four (4) sets of proposals are required.

COST PROPOSAL: Cost proposals shall be **sealed separately**. Only when the bidders have met the minimum qualifications will the cost proposals be opened. If the bidder fails to submit cost separately from proposal, the package will be deemed non-responsive and disqualified.

REJECTION OF PROPOSALS: The Haliwa-Saponi Indian Tribe (HSIT) reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the HSIT determines it is in the best interest of the Tribe. All material submitted regarding this RFP shall become the property of the HSIT and will not be returned to the bidder.

EVALUATION PROCEDURES AND CRITERIA

1. An evaluation team will judge the proposals received in accordance with the general criteria used herein. Each bidder should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.

2. Failure of a bidder to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the bidder to the execution of a contract.
3. The sole objective of the review team will be to select the bidder who is most responsive to the needs of the HSIT.
4. Evaluation Criteria: The following be used by the Review Committee in the selection process for the contract award.

a. Company Credential & qualifications in performing services	0-10
b. Resume or other description of qualifications or relevant experience & knowledge.....	0-15
c. Responsiveness to Scope of Work	0-25
d. List of similar services provided to other clients in the last five (5) years.....	0-10
e. Registered Sam.gov Contractor.....	0-10
f. Haliwa-Saponi owned vendor.....	0-10
g. Tribal owned vendor	0-10
h. Minority owned vendor.....	0-10
i. Woman owned vendor	0-10

POSSIBLE TOTAL: 110*

*Vendor must obtain a minimum score of 80 points to qualify for opening of cost proposal. Otherwise, the bidder is disqualified.

h. Delivery of all services at a reasonable cost.....	0-30
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SCOPE OF WORK: Contractor will provide all labor, materials, and equipment necessary to clear timber and areas +/- 15 Acres of property. The area will be cleared of all surface trash, debris, deadfall, live trees, less than 5 inches in diameter standing at breast height, best management practices, will be incorporated to insure effective storm water runoff and erosion control on all parcels.

SUPPLIES: Must provide/possess supplies to complete work.

TIMELINE OF SERVICES: As, deemed by awarded contract.

Additional Requirements:

Minimum Insurance Coverage: Contractor will be required to maintain in force a policy or policies of insurance written by one or more responsible insurance carriers.

Hold Harmless and Indemnification: Contractor agrees to indemnify, defend, and hold the Tribe, its officers, employees, agents, and assigns harmless any judgement, liabilities and associated costs for bodily injury, death, or damage to property resulting, in whole or part, from any and all acts or omissions of Contractor, its officers, employees, agents and assigns.

License Requirement: Contractor must have, and provide, a current North Carolina Contractors License.

Fee Basis: This project will be paid for on a lump sum basis. The payment will be made in accordance with the terms and conditions of the contract at the end of the project once all work has been completed by the Contractor and approved by the Tribe.