

Dr. B. Ogletree Richardson  
Chief

Dr. Marvin Richardson  
Vice-Chief

Tribal Council 963  
Gideon Lee, Chair  
Angela Richardson, Vice-Chair  
Karen Lynch Harley, Secretary  
Rev. Micheal Richardson, Treasurer  
Karen Franco  
Montenia Lynch  
Ladonna E. Richardson  
Charles Richardson Jr.  
Tyler Richardson

**Haliwa-Saponi Indian Tribe**  
39021 Hwy 561 • P.O. Box 99  
Hollister, North Carolina 27844  
Phone: (252) 586-4017 • Fax: (252) 586-3918  
Email: info@haliwa-saponi.com



Shalene Kanseah  
Tribal Administrator

**REQUEST FOR PROPOSAL (RFP)**  
**Removal/Replacement of Windows/Doors**

BID NUMBER 240222-A  
1ST Announcement

**PURPOSE/SCOPE OF WORK:** The Haliwa-Saponi Indian Tribe is seeking proposals from qualified, insured, and appropriately licensed contractors to remove and replace windows and doors at the tribal operated apartments.

Tomahawk Meadows Apartments are in Hollister, NC and were built in 1992. There are 15 duplexes consisting of 30 brick exterior units total, 1 handicap unit, 9 two-bedroom units, and 5 three-bedroom units built on raised slabs. There is also an administrative building. Units will be occupied during installation of windows, doors, and storm doors.

*Site Visit: Pre-bid date at Tomahawk Meadows Apartments Administrative Building #162 Monday July 29, 2024, to see the buildings and what will be involved in replacing the doors, the windows, and the storm doors. While attendance is not mandatory, all bidders are strongly urged to attend. A specifications packet will be available at this time. Qualified professionals and firms planning to attend the Pre-proposal meeting are requested to email their name, address, phone, and fax numbers to [glynch@haliwa-saponi.com](mailto:glynch@haliwa-saponi.com)*

**Doors:** pre-hung wood jambs, metal smooth slab, Energy Star with peep hole, 2 peep holes per handicap unit, front entrance doors only. **Windows:** replacement, double hung, Low "E," double pane. **Storm doors:** one half glass with kick panel (1-1/4-In heavy-duty aluminum frame). Exterior caulking to seal all windows and doors, using 100% silicone caulk or better.

All old doors, windows, storm doors, and other debris must be disposed of properly by the contractor.

**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**

1. Public Advertisement	July 16, 2024
2. Prospective respondent's written question deadline (no questions accepted after this date)	July 31, 2024
3. Responses to questions	August 6, 2024
4. <b>Due date for proposals (5:00 p.m.)</b>	<b>August 16, 2024</b>
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](mailto: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 will 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

**SUPPLIES:** Contractor must provide/possess tools and equipment to complete work.

**DISPOSAL OF WASTE MATERIALS:** Removal of demolished and waste materials, including trash and debris, and legally disposed of in matter consistent with type of waste. Minimal residual waste will be permitted to remain and is the responsibility of the contractor.

**TIMELINE OF SERVICES:** As, deemed by awarded contract.

**Additional Requirements: \*\*Must comply with Davis-Bacon Act\*\***

**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.

**AWARD**

The award will be made through the Haliwa-Saponi Indian Tribe using (HUD NAHASDA funds) to the qualified offeror obtaining the highest score combining price, technical qualifications, accurate response, and professionalism.