

# Siletz Tribal Business Corporation



2120 NW 44<sup>th</sup> Street, Suite D  
Lincoln City, OR 97367  
541-994-2142 • 877-564-7298  
[www.stbcorp.net](http://www.stbcorp.net)

EXHIBIT A

## Lincoln Shores Building Roof and Gutter Replacement RFP No. 2017-01

Request For Proposal  
February 1, 2017

2120 NW 44<sup>th</sup> Street, Suite D  
Lincoln City, OR 97367

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## Purpose of the Request For Proposal

The Siletz Tribal Business Corporation's (STBC) purpose is to generate and sustain economic activity for the prosperity of the Confederated Tribes of Siletz Indians (CTSI). To fulfill that purpose, STBC manages several properties and buildings owned by CTSI.

The Siletz Tribal Business Corporation (STBC) is seeking a contractor to replace the roof and gutters for Lincoln Shores Office building located at 2120 NW 44<sup>th</sup> Street, Lincoln City, OR 97367.

### Section A:

- Replace roof and evaluate/recommend gutter repair/replacement dependent on impacts on building soffit and siding.

STBC is seeking to identify and select a suitable contractor to produce the results characterized above. The balance of this document provides additional information that will allow a potential contractor to understand the scope of the effort and develop a proposal in a format suitable for STBC to make its decision.

In addition, STBC welcomes questions and discussion with potential contractors as they prepare their proposal.

## Contractual Contact

Michael Phillips

Senior Business Development Officer – Siletz Tribal Business Corporation

2120 NW 44<sup>th</sup> Street, Suite D

Lincoln City, OR 97367

541-994-2142 (Office) 541-992-5354 (Cell)

[mphillips@stbcorp.net](mailto:mphillips@stbcorp.net)    [www.stbcorp.net](http://www.stbcorp.net)

## Due Dates For Proposal Submission

A confirmation of the Contractor's intent to respond to this Request for Proposal (RFP) is due by: March 1, 2017

All proposals are due by: March 15, 2017

## Budget

The Contractor will provide total cost to complete project to the STBC.

# Deliverables Schedule

Siletz Tribal Business Corporation is targeting that the project will be completed no more than eight weeks after award of contract.

In addition, all other deliverables are also due at this time.

## Statement of Work (SOW) and Deliverables

The duration of this project is targeted at a maximum of eight weeks from the time the contract is awarded. During this time frame, the work will include:

- Contractor interaction with STBC Property Management and/or STBC designated architect to refine requirements and contents.
  - Minimum requirements of roof replacement.
    - Building coverage 9,900 square feet (contractor must verify).
    - Remove and dispose of existing tile roof.
    - Install Malarkey Highlander 30 or 50YR shingle over SafeGuard 30 Hybrid felt (or equivalent).
    - Hand Nail and use stainless steel nails where exposed.
  - Minimum requirements of gutter replacement/evaluation.
    - Evaluation
      - Evaluate soffit around and behind existing gutters for any damage and determine life expectancy. If determined life expectancy of soffit under the overhang is short-term create recommendation and price out repair of existing gutters until such time as siding and soffit can be replaced.
    - Replacement
      - Remove and dispose existing gutters if determined soffit and future building siding replacement will not create need to remove new gutters for installation over next three years.
      - Replace with 6-inch aluminum (.032-gauge thickness recommended or make recommendation for other material/size).
      - Utilize white color.
- Development of schedule for replacement of roof and gutter around weather conditions.
- Acceptance of completed work by STBC Property Management and/or STBC designated architect.

The deliverables include:

- Fully replaced roof and full evaluation of existing soffit and gutters with recommendation to repair/replace based upon condition of future siding replacement impact on new gutters.

## Proposal Submission

The Contractor will provide sufficient materials and information to define its proposal and to provide an adequate basis for STBC to evaluate the Contractor's proposal. This will include, but is not limited to:

- Description of Approach and Methodology
- Project Deliverables
- Detailed and Itemized Pricing
- Contractor's License and all other applicable insurance, certifications etc.

## Proposal Award Criteria

Award of the contract resulting from this RFP will be based upon the most responsive Contractor whose offer will be the most advantageous to the Siletz Tribal Business Corporation in terms of cost, functionality and other factors as specified elsewhere in this RFP. Additional factors to be considered are:

- Completion of all required responses
- An assessment of the Contractor's ability to complete the project
- The Contractor's record of past performance on similar projects

STBC reserves the right to:

- Reject any and all offers and discontinue this RFP process without obligation or liability to any potential Contractor financial or otherwise
- Accept other than the lowest priced offer
- Not proceed through contract negotiation or any other stage, or to undertake other duties. STBC (and any of its employees or agents) does not guarantee that the RFP process will continue, or that this RFP Process will result in a contract with STBC

## Tribal Preference

- In considering proposals and awarding the contract, STBC will give a tribal preference as follows: first to enrolled Siletz tribal members; and secondly to enrolled members of other federally recognized Indian Tribes

## STBC Background

The balance of this document is designed to provide the Contractor with the information needed to provide a creative response to this RFP.

## About The Siletz Tribal Business Corporation

The Siletz Tribal Business Corporation was chartered by the CTSI in 2000 to conduct economic and business activities for them. STBC currently owns or manages three Enterprises, ten properties, serves as the credit administrator for the Siletz Tribe Revolving Credit Program and performs other accounting activities for tribal entities. Its mission is to serve CTSI by identifying, attracting and supporting business expansion and employment activities.

The Lincoln Shores Office Building is an 8,100 square-foot two-story structure with a 1,800 square foot covered porch up the hill from Chinook Winds Casino Resort and north of Safeway Grocery store at 2120 NW 44<sup>th</sup> Street, Lincoln City, OR 97367. Current tenants include Siletz Tribal Gaming Commission, Siletz Tribal Business Corporation, Chinook Winds Casino Resort Human Resources and Confederated Tribes of Siletz Indians Hearing and Appeals and Internal Audit.

## Lincoln Shores Building Roof/Gutter Objectives

STBC seeks to maintain the usability of the Lincoln Shores Office Building by the Confederated Tribes of Siletz Indians (building owner) through ongoing and proactive long-term maintenance of the building.

To this end, the general objectives of the Roof Replacement & Gutter Replacement/Repair include:

- Eliminating possible roof leaks and perform general long-term lifecycle asset management.
- Eliminating gutter leaks and ensure soffit and underlying building structure remains dry and sound through repair or replacement.

## Additional Photos

Following is a building picture and few roof photos taken to help the contractors understand the scope of the project involved. The Contractor is encouraged to visit on-site and contact STBC with any questions or concerns during the RFP process.

Additional photos from the site are available upon request but the contractor is encouraged to visit the site in determining quote.



Example of Moss Issues and Age of Tiles





Exhibit A: Overhead Aerial for total Property including Project Area.

