

FDPIR REQUEST FOR PROPOSAL (RFP)

Exterior Sign for USDA Food Distribution Program

Bid Release Date: 3/20/2024

Questions Submission Due Date: 4/8/2024 by 4:00pm

Bid Opening Date: 4/19/2024 at 3:00pm

Sault Tribe Purchasing Department
2186 Shunk Road
Sault Ste. Marie, MI 49783
(906) 635-7035



DATE: March 20, 2024

TO: New Exterior USDA Food Distribution Program Sign

RE: Request for Proposal (RFP) Due TBA, to Provide A New Exterior USDA Food Distribution Program Sign

RFP Synopsis

Attached is a Request for Proposal (RFP) to provide A New Exterior USDA Food Distribution Program Sign.

- Questions regarding the New Exterior USDA Food Distribution Program Sign RFP **must be emailed** to the Sault Tribe Purchasing Department to Domine King at dking@saulttribe.net. Responses will be sent electronically to all bidders. The deadline for questions regarding the New Exterior USDA Food Distribution Program Sign is **Monday, April 8, 2024 by 4:00pm**.
- Sealed bid envelopes must be labeled with the words:
SEALED BID ENCLOSED—Outside USDA Program Sign Project #24-053
- Sealed and labeled bid packages **must be mailed or delivered in person** to the address below:
**Sault Tribe Purchasing Department
ATTN: Domine King Project #24-053
2186 Shunk Road
Sault Ste. Marie, MI 49783**

Bid packages submitted by facsimile or email will not be considered.

- **Bids must be received** at the Sault Tribe Purchasing Department no later than **Friday, April 19, 2024 by 3:00pm**. Bids must be complete at time of submission prior to bidding deadline to be considered a responsive bid. Incomplete or late proposals will not be considered.
- **Public video recorded bid opening** will be conducted at **3:00pm on Friday, April 19, 2024** at the Sault Tribe Purchasing Department, 2186 Shunk Road, Sault Ste. Marie, MI 49783.
- *The Sault Ste. Marie Tribe of Chippewa Indians reserves the right to accept and / or reject any or all bid proposals for any reason whatsoever it deems appropriate.* A bid shall constitute an irrevocable offer for a period of one-hundred twenty (120) days from the bid opening date or until date of award, whichever is earlier. In the event that an award is not made by the Sault Tribe within one-hundred twenty (120) days from the bid opening date, the bidder may withdraw the bid or provide a written extension of the bid.

Sault Tribe Purchasing Department
2186 Shunk Road
Sault Ste. Marie, MI 49783
(906) 635-7035



DATE: March 20, 2024

TO: New Exterior USDA Food Distribution Program Sign

RE: Request for Proposal (RFP) Due **Friday, April 19, 2024 at 3:00pm** for New Exterior USDA Food Distribution Program Sign

REQUEST FOR PROPOSALS

The Sault Ste. Marie Tribe of Chippewa Indians is a federally recognized Indian Tribe located in the Eastern Upper Peninsula of Michigan. It is the mission of the Purchasing Department to acquire goods and services for the Sault Ste. Marie Tribe of Chippewa Indians and its entities at the lowest possible cost consistent with the quality required. Service requirements, delivery schedules and payment terms play a crucial role in the decision of the vendor chosen.

PROFESSIONAL SERVICES: New Exterior USDA Food Distribution Program Sign

PROJECT DESCRIPTION: The Sault Ste. Marie Tribe of Chippewa Indians invites all interested and qualified persons or firms capable of providing bids for a project that includes creating design, planning, fabrication, and installation of exterior monument signage at the USDA Food Distribution Building located at 3601 South Mackinac Trail, Sault Ste. Marie, Michigan. The Sault Ste. Marie Tribe of Chippewa Indians FDPIR/USDA per Board of Directors Resolution # 2024-49 to honor Anthony "Tony" Nertoli, "M'Kogiimaa" will be naming the Food Distribution Program Building after Mr. Nertoli and erecting a new Program Sign reflecting this change.

SCOPE OF WORK: Provide services, as outlined below:

SERVICES REQUIRED

- One exterior Monument style sign
- Create a Design using the elements submitted by the USDA Food program.
 - ** Use coloring for tribal logo as seen on current sign
 - ** Use bear claw design from business card design
 - ** Use new name Anthony "Tony" Nertoli, M'Kogiimaa Food Distribution Program Building & Store
 - ** Use address 3601 South Mackinac Trail, Sault Ste. Marie, MI 49783
 - ** Use phone #'s (906) 635-6076 or (888) 448-8732
- Double-sided
- The current sign is 6 ft wide and 4 ft in height
- Bids to include installation
- Bids to include disposal of the old sign
- Must keep the area free of debris because the program will remain open during installation and removing the old sign.
- The type and size of the sign are subject to change based on the recommendation of the awarded contractor

- The sign will be reviewed and approved by the USDA Food Distribution Program Director before full fabrication of the sign shall commence
- Sign Materials proposed should be made of durable, fade-resistant materials.
- All materials, services, and/or work not specifically mentioned that are necessary to provide a complete project shall be included in the proposal.

Minimum Qualifications

- Firms/Individuals must provide a concise description of their qualifications and capabilities for delivering a New Exterior USDA Program sign.
- References should be provided for at least three (3) public facilities. References should be similar to this project.

Proposal Content

At a minimum, the proposal must include the following information to be considered for the engagement. For ease of review, each requirement should be addressed separately.

Cover Letter

A cover letter, which will be considered an integral part of the proposal package, in the form of a standard business letter, must be signed by an individual authorized to bind the proposer contractually. This cover letter must indicate the signer is so authorized and must indicate the signer's title or position. An unsigned proposal will be rejected.

The cover letter must also include:

- a. A statement that the proposal meets all requirements of this RFP, and that the offer tendered by the proposal will remain in full force and effect until and may be accepted by the Sault Tribe FDPIR at any time prior to 30 days beyond the deadline for submittal.
- b. A disclosure of any current business relationship or any current negotiations for prospective business with the Sault Tribe FDPIR.
- c. Reference checks will be conducted for each finalist.

Proposal Evaluation

All proposals received by the Sault Tribe FDPIR representative on or before the deadline listed above will be reviewed to determine whether they meet the minimum requirements of this RFP. They will be reviewed to determine whether they meet the requirements of this RFP. The FDPIR will consider the following factors in the evaluation process, ranked in no specific order, and will render a decision based on the perceived best fit and best value for the engagement. Fees will be one of the determining factors in this decision but will not be the primary determinative.

Proposals will be evaluated based on criteria including:

- Understanding of the services requested
- Proposed deliverables
- Relevant knowledge, experience and qualification of firm and team members including established record of success in similar work
- Commitment to diversity
- Willingness to negotiate contract terms
- Cost

- References - Proposals that contain false or misleading statements or that provide references that do not support an attribute or condition claimed by the proposer will be rejected.

Issuance of the Request for Proposal creates no obligation to award a contract or to pay any costs incurred in the preparation of a proposal. Nothing in this RFP or any resulting contract shall preclude the Sault Tribe FDPIR from procuring services similar to those described herein from other sources. During the evaluation process, proposers may be requested to provide additional information and/or clarify contents of their proposal. Other than information requested by the Sault Tribe FDPIR, no proposer will be allowed to alter the proposal or add new information after the filing date.

- Native Preference Policy: As per the Sault Ste. Marie Tribe of Chippewa Indians Purchasing Policy, effective June 12, 2018, all proposals received for the Project Management will be subject to the Native Preference Policy, as described below:

- **“Indian Economic Enterprise”** means any business entity which is at least 51 percent owned by one or more members of a federally recognized Indian Tribe; and has one or more of the tribe members involved in the daily business management of the economic enterprise; and a majority of the earnings from said Economic Enterprise benefits said member or members.
- **Eligibility/Certification.** The vendor claiming to be an Indian Economic Enterprise must have satisfied the requirements of eligibility/certification. Eligibility would include proof that a member/vendor is an Enrolled Tribal Member of a Federally Recognized Indian Tribe. Certification of eligibility for native preference could include: Bureau of Indian Affairs Certification, Michigan Minority Business Development Council, Small Business Administration, and Certification of membership from another Tribe. Eligibility/Certification shall be submitted with the bid response.
- **Qualification Statement.** A prospective vendor seeking to qualify for preference shall evidence showing extent of Indian ownership and interest. Evidence of structure, management and financing affecting the Indian character of the enterprise, including major subcontractors and purchase agreements; materials or equipment supply arrangement; and management salary or profit-sharing arrangements; and evidence showing the effect of these on the extent of Indian ownership and interest. Evidence to demonstrate that the contractor has the technical, administrative, and financial capability to perform work of the size and type involved. The Indian Economic Enterprise must submit a letter as evidence of Indian ownership and control certifying that the enterprise will continue to meet requirements necessary to sustain Indian ownership and control throughout the period of service.
- **General.** All purchases covered under this policy shall be subject to the native preference found in Section IV. Any qualified vendor who qualifies as an Indian Economic Enterprise under Section IV shall be given a preference as found in the table below, if the Indian Economic Enterprise submits the lowest responsive bid, not exceeding the lowest bid submitted by any other responsible vendor by more than the percentage described below. (Preference percentages are applied to **actual** cost, not **apparent** cost.).

Total Actual Purchase Cost Preference

- At least \$1 but less than \$3,000 5%
- At least \$3,000 but less than \$10,000 4.5%
- At least \$10,000 but less than \$25,000 4%
- At least \$25,000 but less than \$50,000 3.5%
- At least \$50,000 but less than \$100,000 3%
- At least \$100,000 but less than \$150,000 2%
- Over \$150,000 1%

Notice of Award: The Sault Tribe Purchasing Department will notify in writing the successful bidder of the acceptance of their bid.

- Contract: Prior to any services being performed by the awarded contractor, the Tribe and awarded contractor shall enter into a separate signed Agreement which sets forth the obligations of the parties for the project. Such Agreement will be a separate document, which will be negotiated and executed after bid has been awarded. Moreover, such Agreement will include all provisions and requirements as set forth in this RFP and any other required provisions agreed to between the parties.
- Governing Law: This RFP and/or any Agreement entered into between the Tribe and the Awarded Contractor for services will be governed by the laws of the Sault Ste. Marie Tribe of Chippewa Indians. Contractor agrees that all disputes, actions and claims arising from said Agreement shall be subject to the exclusive jurisdiction of the Sault Ste. Marie Tribe of Chippewa Indians Tribal Court and Contractor consents to the personal jurisdiction of said Tribal Court. Contractor further consents to enforcement of any judgment of said Tribal Court in any state court of applicable jurisdiction.
- Notice to Proceed: The Sault Tribe FDPIR Director will contact the awarded contractor prior to commencement of work.
- Requests for Payment: The awarded contractor shall submit itemized monthly Requests for Payment to Sault Tribe.