



## REQUEST FOR PROPOSALS

### Law Enforcement Service Expansion

#### 1. INTRODUCTION

The Island Mountain Development Group (“IMDG”) is requesting proposals from interested companies with the capability of providing Electrical, Plumbing and HVAC services for the Law Enforcement Services Expansion, located at 656 Agency Main St., Fort Belknap, MT 59526. The interested companies may choose to bid on one, two and/or all three services. The interested companies must meet the requirements set forth in this RFP.

**2. BACKGROUND** IMDG is a wholly owned economic development entity of the Fort Belknap Indian Community, which is a Tribal Government. The Fort Belknap Indian Community Council is elected to administer the affairs of the community and to represent the Assiniboine and the Gros Ventre Tribes of the Fort Belknap Indian Reservation.

#### 3. OVERVIEW

IMDG seeks proposals from interested companies that have proven experience in implementing electrical, plumbing and HVAC to support the Law Enforcement Services Expansion in a building approximately 1750 sq ft. in size. System functions should include: See attachment (FBIC Law Enforcement Service Expansion \_ Project Manual), which can also be provided by Garrett MacKay ([garrett.mackay@islandmtn.com](mailto:garrett.mackay@islandmtn.com)).

#### 4. Qualification and Experience

The ideal contractor will have five (5) year minimum experience with providing electrical, plumbing and HVAC services.

#### 5. Proposals

Proposals shall include the following:

##### 1. Cover Letter

The cover letter must contain the following:

- The Contractor’s legal name, address, e-mail, telephone, and facsimile number. \
- Number of years the Contractor has been in business.
- A statement that the submission is a firm and irrevocable offer, good for 60 days.
- A statement expressing the Contractor’s willingness to perform the services as described in this RFP.
- A statement expressing the Contractor’s availability of staff and other required resources to perform all services and provide all deliverables described in the RFP.
- The name, title or position, and telephone number of the individual signing the cover letter.
- The name, title or position, and telephone number of the primary contact and/or account administrator, if different from the individual signing the cover letter.

##### 2. Project Experience

Provide descriptions of recent projects Contractor has completed which are similar to this RFP project. Provide at a minimum three (3) recent projects, with all projects being within the last ten (10) years. The format of this section is at the discretion of the respondent, however at a minimum response must



contain items below:

- Name, location, and owner of project
- Services duration
- Description of services provided
- Contact information for owner's who were involved with the project
- Project value and fee

## **6. Other Information**

All questions regarding the RFP should be directed to: Attn: Garrett MacKay (garrett.mackay@islandmtn.com)

Questions will be accepted until 4:00 PM Central Time on August 10, 2023. Questions that IMDG feels need a response will be answered in the form of addendum and sent to all potential bidders who have sent their acknowledgement of receipt of the RFP.

IMDG reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal.

This RFP should not be construed as an agreement to procure goods or services by IMDG. IMDG reserves the right to change the RFP schedule or issue amendments to the RFP at any time. IMDG also reserves the right to cancel or reissue the RFP at any time in its sole discretion.

Costs for developing proposal in response to this RFP are solely the obligation of the respondent and are not reimbursable by IMDG. All proposals and accompanying documentation will become the property of IMDG and will not be returned.

This solicitation is subject to the Indian Preference procedures set forth in 24 C.F.R. §1000.52, the provisions of 2 C.F.R. pt 200 Methods of Procurement, and the Fort Belknap Tribal Employment Rights Ordinance (TERO). Bids will be accepted from both Indian and Non-Indian owned bidders.

**Tribal Employment Rights Office Requirements:** The work performed under the RFP and subsequent Contract is subject to all Tribal Employment Rights Office (TERO) fees and regulations. Bidders seeking Indian Preference or local Indian Preference must be certified by Ms. Nancy Boushie at the FBIC TERO office. Only certified bidders will be awarded Indian Preference or Local Indian Preference.

Final TERO certification and proof of payment of appropriate TERO fees is required to be submitted by the Successful Bidder within 7-business days of the Notice of Award of Contract; and prior to the execution of Contract and issuance of a Notice To Proceed by FBTHA. Failure of the Successful Bidder to obtain said TERO certification with this timeline will result in a daily fine of \$300.00, which will be deducted from the first Contract installment payment.

**TERO FEES:** The successful contractor must comply with all aspects of the Fort Belknap Tribal Employment Rights Ordinance regarding compliance, certified payroll reporting and all other requirements, including payment of TERO fee in the amount of 4% of the Contract Award. This fee should be included in the contractor's Bid amount.

Bidders may contact the TERO Office at (406) 353-8454 or (406) 399-1438 on M-F 8AM-5PM for additional information.

Unless specifically excluded in writing, all the terms and conditions of this RFP are accepted by the respondent and incorporated in its proposal.



Sub-Contracting – using a sub-contractor (who should be clearly identified in the proposal) is acceptable.

Form of Contract – by submission of a proposal, the respondent agrees that, should it be identified as the preferred contractor, it is willing to enter into a contract with IMDG, subject to successful negotiations by both parties, in writing.

No Liability for Errors – while IMDG has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for respondents. The information is not guaranteed or warranted to be accurate by IMDG, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Late responses will not be accepted. At the conclusion of the RFP process, all respondents will be notified of the outcome.

### **Submission of Proposals**

Please remit an electronic version of the consultant's proposal no later than 4PM Central Time on August 10th, 2023 to: Garrett MacKay ([garrett.mackay@islandmtn.com](mailto:garrett.mackay@islandmtn.com))