



Confederated Tribes of Siletz Indians
201 SW Swan Avenue
P.O. Box 549
Siletz, Oregon 97380

REQUEST FOR PROPOSALS

Tenas Illahee Child Care Center

EXTERIOR BUILDING PAINTING & GUTTER

REPLACEMENT

ISSUED: October 7, 2026

DUE: October 28, 2026

PART I: PROJECT AND STIPULATIONS

Project

The Confederated Tribes of Siletz Indians (“CTSI”) is seeking proposals from qualified vendors to assist with repainting the exterior of the main building and replacing the gutters for main building.

Scope of Work

Painting of exterior main building. Pressure wash main building. Remove and replace damaged or rotten T-111 siding and replace with Hardi trim and z flashing where required. Repair any caulking at seams or joints where sealant has begun to fail. Repaint entire main building with top quality Sherwin Williams paint. 1 body color, 1 trim color, 1 color for basket weave design in concrete wall. Prime and paint 7 metal posts (2 at front entrance, 1 at each of the side entry doors, 3 at the back of the main building). Remove and dispose of all debris and the job site should be left clean and free of debris for safe use of property by CTSI Staff, children being cared for and their parents.

Installation of new gutters. Remove and dispose of old gutters. Replace damaged or rotten fascia boards. Replace gutters with painted one-piece aluminum gutters and downspouts. All gutters and down spouts will be firmly attached to building per state and local government building codes, with a minimum of gaps between roof and gutter. Gutters shall not leak at miters, corners, or joints. All gutters shall be installed with the correct slope for drainage. Water shall not stand in gutters more than ½ inch in any area. All downspouts shall be firmly attached to the building with adequate straps to ensure no bows or gaps between wall and downspout. Downspouts shall be located approximately every 30 feet or as required by roof design. Downspouts will not terminate in such a manner as to cause water flow problems or drainage issues on the property. Downspouts shall be continuous as much as possible with a minimum of piecing and joining. Splashguards shall be installed as necessary. Splashguards shall be installed at all valleys. Splashguards shall be installed at each downspout. All debris shall be removed and disposed of and the job site shall be left clean and free of debris.

Contact Person

Submitter may direct questions regarding this RFP to:

Tenas Illahee Child Care Center
Attn: DeAnn Brown, Head Start Director
P.O. Box 549
930 W. Buford Avenue
Siletz, OR 97380
Phone: (541) 444-2450
Email: deannb@ctsi.nsn.us

Timeline to Completion

Within 60 days after the acceptance of the proposal, and contract execution.

Proposal Tenure

All proposals shall include a statement that the proposal is valid for ninety (90) days after the deadline for submission of proposals.

Incurred Expenses

CTSI shall not be responsible for any expenses incurred by Submitter in responding to this RFP. All costs incurred by Submitter in the preparation, transmittal or presentation of any proposal or material submitted in response to this RFP will be borne solely by the Submitter.

Cancellation of Requests for Proposals or Rejection of Proposals

While it intends to award a successful bidder, CTSI is under no obligation to award a contract to any Submitter. Within CTSI's sole discretion, pursuant to applicable law, CTSI may cancel this RFP and may reject any proposal or other material submitted in response to this RFP.

Evaluation of Proposals. Negotiation

Responses will be evaluated using the criteria listed in Parts II and III below. Responses may be evaluated by an internal review committee of the CTSI Public Works Department, with final selection to be made by the CEO and/or Tribal Council.

CTSI shall award the contract to the Submitter whose proposal is deemed to be most advantageous to CTSI. CTSI may provide any Submitter whose proposal is reasonably likely to be selected, in CTSI's discretion, an opportunity to discuss and revise their proposals prior to award for the purpose of obtaining final and best offers.

Award Notice

CTSI shall provide written notice of selection or non-selection to all Submitters within ten (10) business days of the date of the award. CTSI reserves the right to negotiate minor modifications to the proposal with selected awardee. The award shall be contingent upon successful negotiation of a final contract between CTSI and the Submitter whose proposal is awarded.

Contract Term

The successful Submitter will enter into a mutually agreeable contract with CTSI for services to be performed. The term of the contract shall begin as soon as the Proposal is awarded and a contract is fully executed. The Submitter must clearly define the proposed project completion date in their Proposal.

Contract Fee

Sufficient information will be provided in the Proposal and contract to define and justify all fees to be charged as well as any other, anticipated or not anticipated, costs such as materials, mileage, etc.

Proposal Confidentiality

Except in response to inquiries from the Contact Person as part of the evaluation process, until the award is made and notice is given to all Submitters, no employee, agent, or representative of a Submitter shall make available or discuss its proposal with any officer, Board member, employee, agent or representative of CTSI other than the Contact Person.

Except for proprietary information, as identified in the Proposal, procurement information shall be a matter of public record and available pursuant to the CTSI Public Records Ordinance § 2.900.

Code of Conduct

No employee, officer, or agent of CTSI shall participate directly or indirectly in the selection of in the award of administration of any contract, if a conflict, real or apparent, would be involved. Such conflict exists when a financial or other property interest in a firm selected for award is held by the individuals or entities listed in STC § 2.026(a).

Any violation of this provision will render the contract void, unless CTSI Tribal Council approves it after full disclosure.

Submitter shall warrant that it has no interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this contract. In the proposal, Submitter shall disclose any pertinent information relating to conflicts or potential conflicts of interest.

Certification of Compliance with Equal Employment Law

Successful Submitter will be required to comply with applicable tribal and federal laws, regulations, and executive orders relating to equal employment opportunity and non-discrimination.

PART II: MINIMUM QUALIFICATIONS AND SERVICES TO BE PERFORMED

All submitters shall, at a minimum, include the following in their proposal pursuant to this RFP:

1. Submitter must explain their proven experience in exterior painting and gutter replacement.
2. The proposal must clearly detail the costs associated with the services being proposed.
3. Submitter must summarize its understanding of the scope of services being requested by the CTSI. Submitter shall describe its approach to meeting CTSI's deliverables and objectives in a cost-effective manner.

4. Submitter shall provide proof of Indian preference should it apply to the business entity or individual who will be providing the services proposed in this RFP. Indian preference is provided in accordance with Siletz Tribal Code §2.025. Indian preference applies to a qualified entity meeting the following criteria: (1) an Indian or Indians owns 51% or more of the entity, and such ownership is stated in the entity's organic documents; (2) the Indian owners will receive 51% or more of all profits; (3) the Indian owners or other Indians engage in significant management and control of the entity. STC § 2.025(a)(3).

PART III: EVALUATION FACTORS

CTSI shall award the contract to the Submitter(s) whose proposal is most advantageous to CTSI, as based on the criteria below:

Proposals meeting minimum qualifications shall be evaluated on the four criteria listed below. Each proposal shall be scored based on the points allotted to each category, 100 combined points maximum. The number of points assigned to a proposal does not necessarily determine the award of a contract; rather it establishes benchmarks to assist in the overall evaluation of the proposal.

Experience and Capability

Maximum Points: 50

Submitter's skill, knowledge and experience advising on Tribal healthcare matters as outlined in this proposal. Relevant experience and qualifications of person(s) who will perform the actual work will be considered under this evaluation factor. If applicable, this rating will focus on those persons assigned to the CTSI contract, rather than the characteristics of the Submitter firm.

Proposal Format and Criteria

Maximum Points: 5

Submitter's proposal must be professional, readable, and meet the minimum criteria as listed in Part III and Part V of this document.

Indian Preference

Maximum Points: 15

CTSI welcomes proposals from all interested persons and businesses. However, in evaluating the relative merit of each proposal and ultimately awarding the contract, CTSI will give an Indian Preference according to the Siletz Tribal Code § 2.025. Fifteen points to businesses documenting that they meet the definition of Indian-owned outline in STC § 2.025(a)..

Fees

Maximum Points: 30

Overall projected costs will be evaluated under this category. Submitter's proposal should include a detailed list of fees, fee structures and/or fee schedules.

PART IV: PROPOSAL FORMAT AND INSTRUCTIONS TO SUBMITTER

Proposals submitted to CTSI must, at a minimum, contain the following information and shall be organized as follows:

- A. Letter of Transmittal to include the following information:
 - a. Name, address and telephone number of Submitter and/or Submitting Firm;
 - b. A signature of the Submitter or of any partner, officer or employee who certifies that he or she has the authority to bind the Submitter;
 - c. Date of Proposal;
 - d. A statement that the Submitter's proposal is valid for ninety (90) days after the deadline for submission of proposals.
- B. Names and resumes of the key personnel including support staff to be assigned to the account. Resumes describing the qualifications of personnel to be utilized in the performance of this contract must show, at a minimum, the person's name, education, position, and total years and types of experience relevant to the performance of the contract.
- C. References. Submitter shall include two references, preferably of clients who have worked directly with the primary personnel that will be assigned to CTSI.
- D. Submitter's proposal for delivering services that will be provided, including organization of responsibilities, approach, and the availability of personnel for consultation and discussion as necessary to serve the needs of CTSI.
- E. Detailed cost breakdown. Fee schedule for services and expenses must be included in the proposal. Rates for added alternatives and additional scope of work shall be negotiated at the same rate schedule.
- F. Conflict of Interest Disclosure. Please provide a statement disclosing any current or proposed business transaction between Submitter and any CTSI member, officer, employee or any other potential conflict which may give rise to a claim of conflict of interest. Submitter shall warrant that it has no interest, direct or indirect, which would conflict in any manner or degree with the performance of services under this contract.
- G. Litigation disclosure. Describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of your firm.
- H. CTSI requires that Submitter be an Equal Opportunity Employer. Provide a statement that Submitter complies fully with all government regulations regarding nondiscriminatory employment practices and provide a copy of any written EEO, ADA or non-discrimination policies presently followed by Submitter.
- I. Proof of Indian Preference, if applicable. Preference will be provided in accordance with the methods set forth in Siletz Tribal Code §2.025. To the greatest extent feasible,

preference shall be given to a qualified entity meeting the definition set out in STC § 2.025(a).

PART V: SUBMISSION PROCEDURES

Proposal Submission

- A. One **original** of the proposal must be received by the Contact Person as stated below no later than **October 28, 2026 at 4:00 pm** Pacific Time.
- B. Proposal must be delivered to:

Tenas Illahee Child Care Center
Attention: DeAnn Brown, Acting Director
PO Box 209
930 W. Buford Avenue
Siletz, Oregon 97380
or
By Email @ deannb@ctsi.nsn.us

- C. Incomplete proposals shall not be considered.
- D. Discussion may be conducted with Submitter(s) to provide clarification before award of contract. Any and/or all proposals may be selected and/or rejected with or without such discussions.