**Organized Village of Kasaan**

**Request for Proposal:**

**Repair Bay Door**

**PROJECT NAME: Recycle Building 2**

**Organized Village of Kasaan**

**P.O. Box 26-KXA
Kasaan, AK 99950-0340**

**PHONE: 360-815-4147**

**EMAIL:** **carol@kasaan.org**

**Posting Date: November 18, 2020**

**REQUEST FOR PROPOSAL**

**Recycle Building**

**Kasaan, Alaska**

**ARTICLE I. INTRODUCTION**

The Organized Village of Kasaan requests that your company make a proposal for your services. The following proposal request will outline the project goals and detail the format you should submit your proposal in. Please read the timeline carefully. In order for your proposal to be considered your proposal must meet our deadlines included in the timeline under Section 2.04.

Section 1.01 Location and Sponsor

Your bid is for repair on Recycle Building located at 101 Kasaan Road, Kasaan, Alaska 99950-0340

Section 1.02 Management

Carol Fletcher will be managing this project. She will be on location during the project. Carol Fletcher will be responsible for the project’s timely completion.

Section 1.03 Contact Information

Please contact Carol Fletcher for questions about the proposal submission details:

 Phone: 360-815-4147
 Email: carol@kasaan.org

Section 1.04 Native Preference

Pursuant to Public Law 93-638, Native Preference will apply.

**Article II. THE PROJECT**

Section 2.01 Mission

By the end of this project we will achieve the following:
Complete repair of Kasaan Recycle Center Bay Door

Section 2.02 Project Specifications

1. Repair of the Recycle Center Bay Door

 Replace bay door panels (2)

Repair/replace spring on bay door

Repair/replace cables connected to bay door

Repair/replace hardware on bay door as needed

Provide proper tools/equipment needed for working safely

Ensure door opens and closes properly

Section 2.03 Contractor Requirements

Should your proposal be accepted, you shall contribute the following to the project:

Kasaan Recycle Center Bay Door Repair – Proper tools and safety equipment. Safety glasses and gloves must be worn at all times, work boots recommended. Possess a reasonable amount of mechanical aptitude and experience. Physically able to complete the task (climbing ladders/using wrenches/installing springs, etc.). Clean up all scraps, debris and any garbage created from the project.

Section 2.04 Timeline

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the manager of this project.

 *Milestone Date - January 29, 2021*

*Requests for proposals sent out - November 18, 2020*

*Letter of intent or No-Bid letters sent in - December 08, 2020*

*Deadline for proposals - December 11, 2020*

*Project start date - January 12, 2021*

*Project Completion Date - January 15, 2021*

**ARTICLE III. The Proposal**

Section 3.01 Summary of Proposal

1. Expectations

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. The Organized Village of Kasaan reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract without obligation to the Organized Village of Kasaan or to the company offering the proposal.

1. Response Deadline

PA letter of intent must be submitted by December 8, 2020 if you intend to submit a proposal. Likewise, if you do not intend to make a proposal, please forward a no-bid letter by the same date.

1. Proposal Deadline

All proposals must be submitted to the Organized Village of Kasaan by December 11, 2020 to be considered for their contribution to the Recycle Building.

Section 3.02 Proposal Details

1. Contractor Summary

Include a brief history of your company including your past experience in dealing with similar projects. Also include the owners’ name of those persons authorized to sign contracts for your business.

1. Capabilities and Methodology

Detail your company’s capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving your goal. This should include a detailed timeline of the milestones for completing the projects.

1. Expected Results

Use this section to summarize the expected results of your methodology listed above. This should include a summary of your timeline for completing the project.

1. Executives, Staffing and Management

List the high-level executives or officers in charge of completing the project and a summary of their background. You should also use this section to list the projected staffing and management necessities and their estimated cost. Specify how you will obtain the staff to complete the project.

1. Communication

Explain how you intend to communicate between executives, management and staff in addition to how you will communicate with the project manager to ensure the project stays on schedule.

1. Equipment

Detail the equipment necessities as well as their estimated cost. If you will need additional services or space from the Organized Village of Kasaan you should list those requirements here with a brief explanation.

1. Expense Breakdown

Build a detailed list of all expected expenses.

1. Expense Summary

Give a brief summary of the total costs for your proposed contract. You may also include a brief explanation of the contributing costs to the total cost.

1. Licensing and Bonding

If applicable, include the details of your licenses and bonds for the services you are proposing. If possible, enclose proof of your licenses and bonds.

1. Insurance

If applicable, provide the details of insurance your company will provide for your staff and the project.