



Procurement Documentation Form

Select **one** Procurement type:

1. **Small Purchase Procedure** (\$10,001 – \$250,000)

2. **Sealed Bid** (\$250,001 and greater)

Where was the request for bid posted? The Suquamish Tribe Website

Dates the request for bids were posted? From 4/29/2026 to 5/13/2026

3. **Competitive Proposal** (\$250,001 and greater)

4. **Noncompetitive Proposal** (Sole Source \$10,001 and greater)

What requirement do you fulfil for the Noncompetitive proposal procurement ?	Choose an item.
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Have you done the following for the **Noncompetitive proposal**? Yes No

	Yes	No
Documented the justification of the use of a noncompetitive proposal	<input type="checkbox"/>	<input type="checkbox"/>
Performed research on availability from multiple sources	<input type="checkbox"/>	<input type="checkbox"/>
Received written approval from the funding agency (only if spending a federal award)	<input type="checkbox"/>	<input type="checkbox"/>
Documented any initial solicitations from multiple sources that the program concludes are inadequate, and documented the basis for such reasoning	<input type="checkbox"/>	<input type="checkbox"/>

Attention: This form, and the required documentation for each procurement method below must be attached to any relevant Microix request.

Small Purchase Documentation Requirements:

- Price or rate quotes must be obtained from adequate number of sources (at least two)
- Can be informal, e.g., phone call or web search
- All quotes, including phone calls, web searches, etc., must be documented and attached to this form
- Price does not need to be deciding factor, but all quotes need to be kept in procurement records
- Must comply with Section 22, # 16 of the Suquamish Indian Tribe's Procurement Policy in regards to suspended and debarred review and documentation

Sealed Bid Purchase Documentation Requirements

- Used when selection of successful bidder can be made principally on the basis of price
- Bids must be solicited from an adequate number of known suppliers, providing sufficient response time
- Must publicly advertise bids
- Invitation for bids must define the items or services in order for bidders to properly respond
- You must include documentation of your invitations for bid
- All bids will be opened at time and place prescribed in invitation. Bids must be opened publicly.
- Firm fixed price contract made in writing to the lowest responsive and responsible bidder
- Any or all bids may be rejected if there is a sound documented reason

Competitive Proposal Documentation Requirements

- Must be publicized and identify all evaluation factors and their relative importance
- Must be solicited from an adequate number of qualified sources
- Must have a prior written method for conducting technical evaluations of the proposals and selecting recipients
- Contracts must be awarded to the responsible firm whose proposal is most advantageous to the tribal program, with price and other factors considered

Sole Source Proposal Documentation Requirements

- May be used only when the item is available only from a single source, the public exigency or emergency will not permit a delay resulting from competitive solicitation, the federal awarding agency or pass-through entity expressly authorizes its use in response to a written request, or if after solicitation of a number of sources, competition is determined inadequate
- Justification of the use of a noncompetitive proposal must be documented
- Any research on availability from multiple sources must be documented
- Documentation of authorization must be retained
- Any initial solicitations from multiple sources that the program concludes are inadequate, and the basis for such reasoning, must be documented

Request for Proposal (RFP)

Conversion of Single-Family Residence into Adult Family Home

RFP posting location: Suquamish Tribe website: <https://suquamish.nsn.us>

Submission Instructions

Submit proposals by May 13, 2026 by 04:00 pm

Chuck Deam Sr.

Suquamish Tribe

18490 Suquamish Way, Suquamish WA 98392

Cdeam@suquamish.nsn.us and cc Ksagdahl@suquamish.nsn.us

360-394-8420

1. Introduction

The Suquamish Tribe is seeking qualified contractors, architects, and/or development firms to submit proposals for the conversion of an existing single-family home into an adult family home. The selected vendor will be responsible for planning, design, permitting, renovation, and project completion in compliance with all applicable local, state, and federal regulations.

2. Project Overview

Project Location: 6837 NE Kaleetan Lane, Suquamish, WA (Suquamish Tribe)

Current Structure: Single-family home (approximately 2,400 sq. ft.)

Proposed Use: Adult family home (capacity: 5–6 residents)

3. Scope of Work

The selected contractor/vendor will provide all labor, materials, permits, and project management necessary to complete the following:

General & Systems

- Conduct full site assessment and feasibility study (structural, electrical, plumbing, HVAC)
- Provide building condition report with recommendations
- Obtain all required permits and approvals

- Ensure compliance with applicable codes and accessibility requirements
- Upgrade electrical, plumbing, HVAC, and fire/life safety systems as needed
- Replace baseboard heating with ductless mini-split system (heating and cooling)
- Inspect generator and electrical panel; repair or upgrade as needed
- Relocate propane tank to connect to generator (code-compliant installation)
- Replace/install smoke and carbon monoxide detectors (code-compliant)
- In crawl space: replace vapor barrier and insulation
- Replace insulation in attic

Exterior Work

- Install new roof
- Paint exterior
- Construct concrete pathway to front entrance and remove stairs (accessible entry)
- Pressure wash front porch
- Investigate and repair rear deck; install ADA-compliant railing

Interior General

- Paint interior (neutral colors)
- Replace interior flooring throughout with laminate flooring
- Replace interior door knobs (ADA-friendly lever style recommended)

Kitchen & Dining Room

- Install new dishwasher
- Replace countertops
- Paint cabinets
- Install garbage disposal
- Replace overhead lighting
- Remove electric fireplace
- Repair dry rot near sliding glass door

Room-Specific Work

- **Room 1:** Widen doorway for wheelchair access (ADA-compliant clear width)
- **Room 2 (Multi-Purpose Room):** Replace laminate flooring and light fixture
- **Room 3:** Evaluate feasibility of converting (current laundry) to bathroom
 - If feasible: convert to bathroom with ADA-compliant walk-in tub and toilet
- **Room 4:** Remove built-ins and accordion doors; replace with standard door/finishes
- **Room 5 (Bathroom):**
 - Remove existing tub/shower unit
 - Install ADA-compliant door
 - Install walk-in shower with fold-down seat
 - Install ADA-height toilet
- **Room 6 (Closet/Crawlspace Access):** Convert to laundry room with stackable washer/dryer
- **Room 7 (Bedroom & Bath):** Replace tub/shower with ADA-compliant shower
- **Room 8:** Seal hole (location to be verified)
- **Room 9:** Inspect and repair leak above window

4. Deliverables

- Assessment report and recommendations
- Design and construction documents
- Permits and approvals
- Construction schedule
- Completed, ready-for-use facility

5. Timeline

- RFP Release Date: April 29, 2026
- Pre-Bid Walkthrough (optional): TBD
- Proposal Submission Deadline: May 13, 2026

- Vendor Selection: TBD
- Project Start Date: TBD
- Estimated Completion Date: TBD

6. Budget

Provide detailed cost breakdown including:

- Design and planning
- Construction and materials
- Permits and fees
- Contingency
- Total project cost

7. Proposal Requirements

Submissions must include:

- Company qualifications and experience
- Relevant project examples
- Project approach and methodology
- Timeline
- Detailed cost estimate
- References (minimum of three)
- Proof of licensing and insurance

8. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- Understanding of scope
- Compliance with requirements
- Cost effectiveness
- Timeline feasibility

- References

9. Terms and Conditions

The Suquamish Tribe reserves the right to:

- Reject any or all proposals
- Request additional information
- Negotiate with selected vendor
- Modify or cancel this RFP

10. Questions

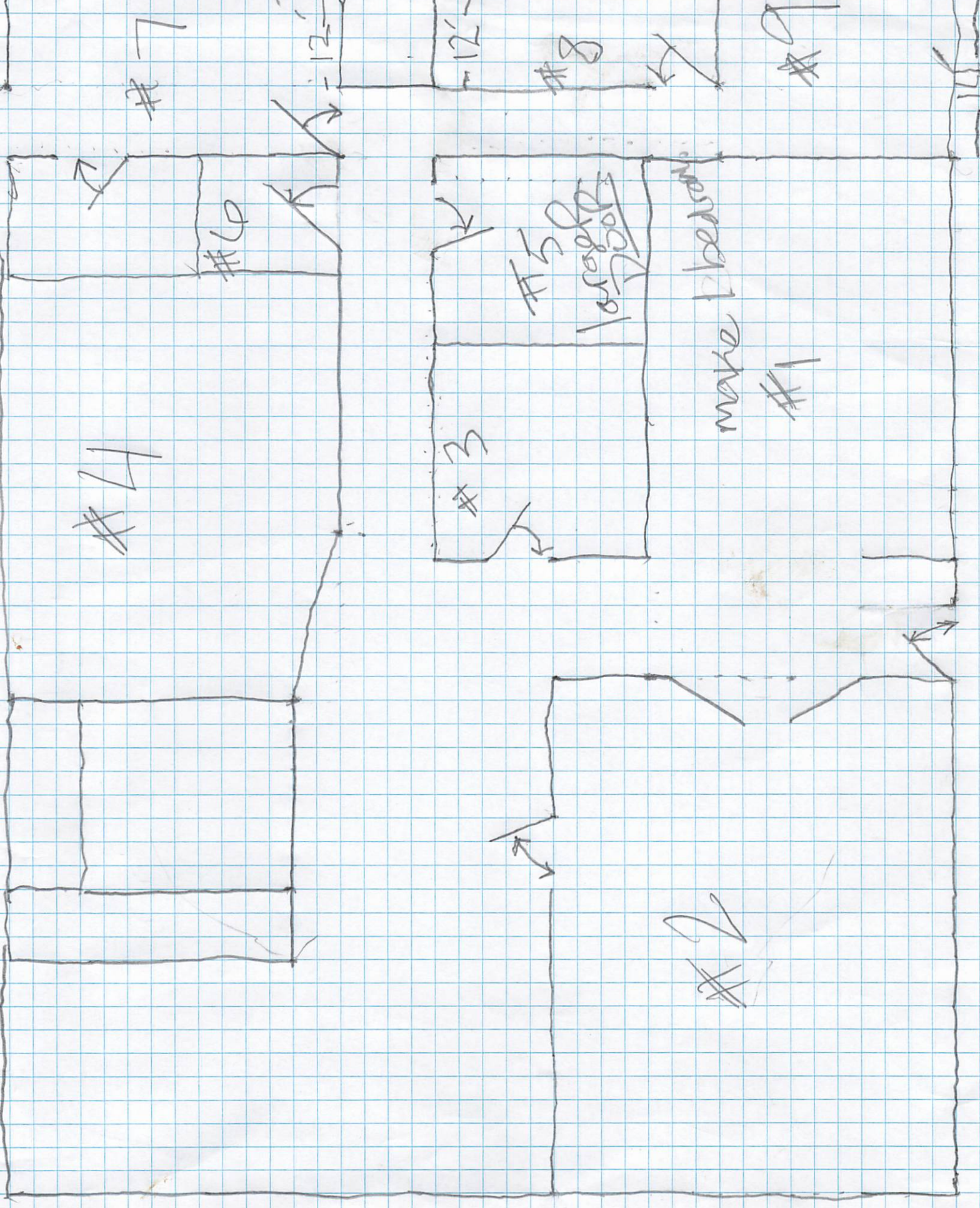
Direct all questions and to inquire coordinating a site visit to:

Chuck Deam Sr.

cdeam@suquamish.nsn.us and cc Ksagdahl@suquamish.nsn.us

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End of RFP



#4

#7

#6

#3

#5

10' x 10' 1/2

#2

make 1 bedroom

#1

#8

#9

12'

12'

