

MESCALERO APACHE TRIBE



REQUEST FOR BIDS (RFB) SAFETY/RISK OFFICE DEPARTMENT OF HUMAN RESOURCE

ADMINISTRATIVE INFORMATION

All questions must be submitted via email, with the bid title subject heading:

“RFP –Mescalero Apache Tribal Store- Store Front Re-construction and Repairs Services

DUE DATE:

Bids must be received no later than April 12, 2019 at 12:00 p.m. Attention to:

Duane Enjady and Carol J. Woods

Department of Human Resource, Risk/Safety,

PO Box 227, 108 Central Ave.,

Mescalero, NM 88340.

Questions and inquires can be made to Deenjady@mescaleroapachetribe.com and Cwoods@mescaleroapachetribe.org. All questions submitted will be answered by the Office of Human Resource Risk/Safety Manager in a timely manner.

SCHEDULE OF RFB EVENTS

DUE DATE

Bids must be received no later than April 19, at 2:00 p.m. - Please refer to the Submissions Requirements section of this document for details.

<input type="checkbox"/> Invitation for Bid	April 1, 2019
<input type="checkbox"/> Site Visit for Building damage Estimates	April 1 st through April 5 th , 2019
<input type="checkbox"/> Bids Due *	April 12, 2019 at 12:00 p.m.

Attending the site visit to determine damaged estimates is mandatory.
 Attending bid opening is not mandatory.

For both the Site Visit and Bid Opening, interested parties can meet at Office of Human Resource Safety/Risk office at: PO Box 227, 108 Central Ave, Mescalero, NM 88340 with Mr. Duane Enjady.

In order to be considered for the award, all information must be received by the required date and time. Any bid not received on time may be rejected.

REQUIRED DOCUMENTS

The documents below are documents mandated by State and Tribal regulations. All documents as listed must be included with your submission package in order for your proposal to be deemed responsible for this offering.

Proposal Page	Must be Included or Submission Will be Rejected
Copy of Contractor Certification/License	Must be Included or Submission Will be Rejected
New Mexico Business Registration Certificate (if applicable)	Must be registered with the State of NM at the time of bid opening or submission will be rejected
Taxpayer Identification Request (W-9 Form)	Must be Included or Submission May be Rejected
Copy of Contractor General Liability Insurance	Must be Included or Submission May be Rejected

Notes:
 Please Direct any questions you have on the above information.

PROJECT OVERVIEW

Mescalero Apache Tribe invites BID’s from qualified, license contractors to provide all services related to the re-construct and repairs of the Mescalero Apache Tribal Store.

I. BACKGROUND

The Mescalero Apache Tribal Store is a small grocery/convenience store located at 190 Chiricahua Plaza, Mescalero, NM. The Store serves the Tribal community and the general public. The Store offers grocery and convenience items, cigarettes, butcher meats, souvenirs and hot foods. The exterior front lobby of the Store’s building was damaged in a motor vehicle accident. The damage impedes access to the Store and must be repaired as soon as possible

II. PROJECT GOALS

- A.** Make repairs necessary: properly remove damaged material in the exterior lobby, reinforce all metal bars that were affected by the accident to ensure safety and security, repair ceiling tiles, replace several large windows, and any and all other repairs necessary to ensure entrance into the store will be secured after repairs are completed.
- B.** Store needs to remain open while under construction so it will be the responsibility of the contractor to ensure that a section is cordoned off if necessary to keep the store operating and will not affect patrons in/out of the store.
- C.** Provide onsite observation to ensure that all repairs are done correctly, in a timely manner and as outlined in Section II, A, above.