



# **Picayune Rancheria of the Chukchansi Indians**

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## **Request for Proposal (RFP) Professional Office Cleaning Services**

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**July 29rd, 2024**

## **Request for Proposal**

### **General Background**

The Picayune Rancheria of the Chukchansi Indians (PRCI), a federally recognized sovereign Indian tribe, seeks proposals from qualified vendors for professional cleaning services for the Tribal Government Office, substation, and, social services building in Oakhurst, California.

### **Project Scope**

The scope of work includes, but is not limited to, the following tasks:

- Conduct an initial assessment of properties listed to determine for an accurate cost proposal.
- Develop a comprehensive plan including daily, weekly, monthly, and quarterly, cleaning services that will be provided.
- Provide all necessary equipment needed to complete cleaning services.
- Ensure all cleaning practices comply with health and safety regulations to maintain a sanitary environment.
- Use environmentally friendly and non-toxic cleaning products wherever possible.
- Implement quality control measures to ensure high standards of cleanliness are consistently met.

### **Project Schedule**

A mandatory job walk will be held August 12th, 2024, at 9:00 am at the site:  
PRCI Government Office, 49260 Chapel Hill Dr, Oakhurst, CA 93644

Requests for Information (RFI) are due on or before August 08th, 2024, at 5:00 pm.

Proposals are due on or before August 19, 2024, at 5:00 pm. All proposals must be submitted electronically to [cmartinez@chukchansi-nsn.gov](mailto:cmartinez@chukchansi-nsn.gov).

Selection of the Contractor will occur on or before August 22nd, 2024. Negotiation and execution of a contract is expected to be completed by August 23rd, 2024.

Notice to Proceed will be issued by PRCI on or before August 26, 2024.

## **Required RFP Response Information**

All RFP responses must be signed by the responding bidder, and must include the following:

1. A summary of the bidder's qualifications; must have minimum of 5 years of experience in office cleaning.
2. Copy of a valid business license;
3. Three professional reference letters;
4. Two (2) examples of successful completion of a similar project;
5. A description of any bankruptcies or legal claims against the responding bidder or any planned subcontractors;
6. A cost proposal that includes everything required to complete the Project, cost must be broken down according to respective sites;
7. A detailed list of all services provided including exclusions;
8. A summary of the bidder's experience working with Tribal Governments.

PRCI exercises Tribal Preference and Native American Preference in contracting. Bidders are encouraged to include any information in the RFP response that would qualify the bidder for Tribal or Native American Preference.

## **Tribal and Native American Preference**

PRCI exercises Tribal and Native American Preference as follows:

1. First preference is given to enrolled Tribal Members of the Picayune Rancheria of the Chukchansi Indians, and to responsive bids from firms in which an enrolled PRCI Tribal Member is a sole or majority owner.
2. Preference is next given to any responsive bids from firms in which an enrolled member of any federally recognized Indian tribe is a sole or majority owner.
3. Bidders claiming Tribal or Native American Preference must submit the following with the response to this RFP:
  - a. Evidence that the majority ownership of the firm consists of one or more persons who are enrolled members of PRCI or another federally recognized Tribe; and
  - b. Evidence that the persons claiming Tribal or Native American Preference are actively involved in the management and operation of the firm.

**Contractor Selection:**

The selected contractor will be expected to sign a contract that recognizes the sovereignty of the Picayune Rancheria of the Chukchansi Indians along with recognizing the tax-exempt status of the Tribe. Please submit all questions, RFIs, and/or responses to the RFP electronically to: rfp@chukchansi-nsn.gov

**Project Award**

The rating factors to be used in the award of this contract are as follows:

<i>Criteria</i>	<i>Points</i>
<b>Relevant Experience:</b>	
Demonstrated experience with office cleaning and similar projects.	<b>30 Points</b>
Quality of reference letters provided.	<b>15 Points</b>
<b>Cost of Project</b>	<b>15 Points</b>
<b>Qualifications</b>	<b>20 Points</b>
<b>Proposed Schedule</b>	<b>10 Points</b>
<b>Indian Preference</b>	<b>10 Points</b>
	<b>Total Possible: 100 Points</b>

**Reservation of Rights**

The Picayune Rancheria of the Chukchansi Indians reserves the right to award or reject any bid, response, or proposal for any reason, to request additional information, to request a modification of any bid or proposal, to waive any minor informalities, to solicit further proposals, or to withdraw or cancel this RFP or to cancel the project, at any time for any reason, at the sole discretion of PRCI.