



# **Picayune Rancheria of the Chukchansi Indians**

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## **Request for Proposal (RFP)**

### **Firewood Supply & Delivery for Tribal Elders**

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**September 11, 2025**

**Request for Proposal:  
Firewood Supply & Delivery for Tribal Elders**

**GENERAL BACKGROUND**

The Tribal Elders Program of the Picayune Rancheria of the Chukchansi Indians is seeking proposals from qualified vendors to supply and deliver firewood to Tribal Elders residing in the rural communities of Madera and Fresno Counties. This program is designed to provide assistance to elders for the upcoming fall and winter seasons.

**SCOPE OF WORK**

- Quantity: 50 cords of seasoned firewood.
- Wood Type: Oak, Cedar, or live Oak (must be split and ready to burn).
- Delivery Locations: Individuals elder residences in the Madera & Fresno Communities.
- Delivery Timeline: All deliveries must be completed no later than November 31, 2025.
- Distribution: Vendor must coordinate with the Tribal Elders Program for delivery scheduling.

**EVALUATION CRITERIA**

Proposals must include the following:

1. Company name, contact information, and business license number.
2. Proof of insurance and bonding.
3. Description of available wood (species, condition, and source).
4. Detailed cost proposal, including:
  - a. Price per cord
  - b. Delivery cost
  - c. Any applicable taxes and fee
5. Timeline and delivery plan.
6. References from at least two past clients.

**Submission Instructions**

Proposal submissions are due by 5:00PM on October 3, 2025 and should be submitted in PDF format via email to [rfp@chukchansi-nsn.gov](mailto:rfp@chukchansi-nsn.gov). Proposals received after this deadline, or in any format other than a PDF transmitted by email, will not be accepted. Please utilize the format below for your submission:

1. Cover letter
2. Company Information: Copy of valid contractor's license and insurance (liability and workers' comp)
3. A statement of qualifications, including relevant project history.
4. Proposed Staffing Plan: Number of officers, supervision structure, shift coverage, and training protocols.
5. Associations: Please provide a description of associations with other firms or sub-consulting planned for the project.
6. Certifications and Licenses: Please include a copy of pertinent licenses or certifications. Bidders must be properly licensed and experienced in providing services similar to those defined.
7. Insurance: Please include a copy of current insurance certificates for Professional Liability Insurance, Commercial/Comprehensive Insurance, Errors and Omissions Insurance and General Liability Automobile Insurance that indicate single limit and aggregate limits. If selected, and as applicable, the successful bidder shall provide certificates of insurance naming PRCI as additionally insured.
8. References: As applicable, please include a minimum of three references, including tribal references, for which you have completed similar services.
9. Disclosure of Claims: Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.
10. Summary of Services: Please provide a summary of services being offered, and utilize the format given as RFP Exhibit for details.
11. Methodology: As applicable, please provide an explanation of methodology for services.
12. Cost Proposal: Please provide details of the costs required to provide the services and required timelines for payments. The proposal should provide a cost for all work associated with the provision of these services. The final cost of services may be negotiated prior to award of the contract.
13. Indian Preference: Please provide the following to qualify for Indian preference:

- a. Evidence to demonstrate that the firm is at least 51% owned by a member of a federally recognized tribe.
- b. Evidence showing that the owners claiming tribal membership are actively involved in the management of the firm and participate proportionately in the firm's profits.
- c. Evidence of structure, management and financing affecting the Indian character of the enterprise, including major subcontracts and purchase agreements; materials or equipment supply arrangements; and management salary or profit-sharing arrangements; and evidence showing the effect of these on the extent of Indian ownership and interest.

### **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.

### **Project Award**

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

- Cost competitiveness
- Quality and durability of proposed materials
- Contractor's experience and references
- Timeline and ability to meet deadlines
- Compliance with Tribal procurement and safety standards

## **Reservation of Rights**

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 proposal, to waive any minor informalities, to solicit further proposals, or to withdraw or cancel this RFP at any time for any reason, at the sole discretion of PRCI.

## **Contract Requirements**

Contracts awarded under this RFP shall include any clauses required by Federal statutes, executive orders, and their implementing regulations, as provided in 2 C.F.R. 200.326 and Appendix II to Part 200. These include provisions addressing the following, where applicable:

1. Administrative, contractual, and legal remedies in the event a contractor violates or breaches the contract;
2. Termination for default and termination for convenience;
3. Equal Employment Opportunity;
4. Davis-Bacon Act and Copeland "Anti-Kickback" Act;
5. Contract Work Hours and Safety Standards Act;
6. Rights to Inventions Made Under a Contract or Agreement;
7. Clean Air Act and Federal Water Pollution Control Act;
8. Debarment and Suspension;
9. Byrd Anti-Lobbying Amendment; and
10. Procurement of recovered materials.

All questions regarding this RFP should be directed to **Sharol McDade, Tribal Administrator**, at **smcdade@chukchansi-nsn.gov** or **Orianna Walker, Interim Deputy TA**, at **(559) 760-0109** or **owalker@chukchansitribe.net**.