MAKAH TRIBE
P.O. BOX 115 • NEAH BAY, WA 98357 • 360-645-2201
The Makah Tribe is an equal opportunity employer.

REQUEST FOR PROPOSAL (RFP)

Neah Bay Post Office – Roof Replacement and Exterior Renovations

Project Location:
Neah Bay Post Office
130 Buchanan Street
Neah Bay, WA 98357

Issuing Organization: Makah Business Enterprises

1. Project Overview

Makah Business Enterprises is soliciting proposals from qualified, licensed, and bonded contractors to complete roof replacement and exterior renovations at the Neah Bay Post Office, located at 130 Buchanan Street, Neah Bay, Washington.

The selected contractor will be responsible for providing all necessary labor, materials, equipment, and services required to complete the project in a professional and workmanlike manner.

2. Scope of Work

The project shall include, but is not limited to, the following:

- **Roof Replacement:** Remove and prepare the existing roofing as necessary and install a new roofing system.
- **HVAC Equipment:** Coordinate the safe lifting and temporary positioning of the existing HVAC unit to allow installation of the new roofing beneath the equipment. Properly reinstall and secure the unit upon completion.
- **Trim Replacement:** Remove and replace exterior trim boards.
- **Siding Replacement:** Remove and replace siding on the whole building, ensuring a consistent, professional finish.
- **Beams:** Replace horizontal beams supporting the covered porches and if needed, the vertical beams and facia.

- **Weatherproofing:** Ensure all roofing, flashing, trim, siding, vents, and penetrations are properly sealed to prevent water intrusion and protect the building envelope.
- **Site Cleanup:** Remove construction debris and leave the project site clean and orderly upon completion.

3. Material and Installation Requirements

All proposed materials and installation methods must be suitable for the coastal environment of Neah Bay, including harsh winter weather, heavy rainfall, moisture, wind exposure, and corrosive salt air.

The contractor shall identify the proposed roofing system, siding, trim materials, flashing, fasteners, sealants, and other relevant products in the proposal. Materials must be durable, corrosion-resistant where appropriate, and installed in accordance with manufacturer specifications and applicable building codes.

4. Contractor Qualifications

Interested contractors must provide the following:

- Proof of current Washington State contractor registration, applicable licensing, and bonding.
- Proof of general liability insurance and workers' compensation coverage, as applicable.
- A description of relevant experience with roofing replacement and exterior renovation projects.
- At least three professional references for similar projects.
- Identification of any subcontractors proposed for the work.
- Confirmation that all work will comply with applicable building codes, safety requirements, and manufacturer installation specifications.

5. Warranty Requirements

The successful contractor must provide a signed written warranty upon project completion. The proposal shall clearly identify:

- The contractor's workmanship warranty and its duration.
- The manufacturer's roofing material warranty and its duration, if applicable.
- Coverage limitations, exclusions, and maintenance requirements.
- The process for reporting and addressing warranty claims.
- Include a suggested maintenance plan.

6. Proposal Requirements

Proposals should include the following information:

1. Contractor name, address, contact information, and registration number.
2. A detailed description of the proposed work and installation methods.
3. An itemized cost estimate for labor, materials, equipment, HVAC lifting, disposal, and any other project expenses.
4. Proposed materials and product specifications.
5. Estimated project start date and completion timeline.
6. Warranty information.
7. Proof of insurance, licensing, and bonding.
8. References for comparable completed projects.
9. Any exclusions, assumptions, or anticipated additional costs.
10. Include T.E.R.O. Fees as they apply.

Contractors are required to inspect the property and verify existing conditions and size before submitting a proposal.

7. Proposal Evaluation

Makah Business Enterprises will evaluate proposals based on the following considerations:

- Contractor qualifications and relevant experience.
- Quality, durability, and suitability of proposed materials for the coastal environment.
- Completeness and clarity of the proposed scope of work.
- Overall project cost and value.
- Proposed schedule and ability to complete the work.
- Warranty coverage and references.

SELECTION PROCESS

- An evaluation panel designated by the Business Enterprises, will review all proposals.
- The selection panel will choose the artist, which, in its opinion, best meets the requirements set forth in this RFP.
- Makah Business Enterprises will then generate a contractual agreement for the selected bidder.
- Makah Business Enterprises reserves the right to:
- Amend, modify, or withdraw this RFP;

- Require supplemental statements or information from Proposers;
- Extend the deadline for responses to this RFP;
- Accept or reject any and all proposals pursuant to this RFP, in whole or part;
- Waive or correct any irregularities in proposals after prior notice to the Proposers;
- Negotiate or refuse any proposed contract; and
- Negotiate with alternative Proposers if a contract proposal that the Tribe concurs with cannot be reached in a reasonable amount of time
- Makah Business Enterprises shall incur no liability or obligation to any Proposer except pursuant to a written contract of services, duly executed by the Proposer and an authorized signatory for the Tribe.

REQUESTS FOR INFORMATION

- Questions concerning this Request for Proposals and the Scope of Work described herein may be submitted by prospective firms in writing as a Request for Information (RFI).
- All RFIs shall be received no later than two weeks before the proposal submission deadline.

PROPOSAL DEADLINE AND SUBMISSION INSTRUCTIONS

Responsive firms will provide one (1) hard copy Proposal, along with the cost estimate.

Responsive firms will submit their proposals by mail on or before October 28th, 2026 at 4:00pm in a sealed envelope addressed to the ***Makah Tribe: C/o Laurette Venske, at P.O. Box 115,Neah Bay, WA. 98357***. Or ***Makah Tribe: C/o Laurette Venske, at 161 Resort Drive, Neah Bay, WA 98357*** for in-person submissions, FedEx or UPS. Emailed proposals will not be accepted. Technical or general questions should be emailed directly to joy.cooke@makah.com.

POINT OF CONTACT INFORMATION

Makah Business Enterprises

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