



SAGINAW CHIPPEWA HOUSING

2451 NISH-NA-BE-ANONG

MT. PLEASANT, MI 48858

(989) 775-4595
FAX (989) 775-4580

RE: HVAC Inspection and Preventive Maintenance

REQUEST FOR PROPOSAL

The Saginaw Chippewa Indian Tribe, through its Housing Office, is requesting proposals from licensed HVAC contractors for inspections and preventive maintenance at **Isabella Indian Reservation and Saganing Reservation in Standish (see attached list of addresses)**. This project will also include the **Housing Office, Maintenance Warehouses**.

Concluding each inspection, a detailed report by unit on the condition, repairs conducted, and future repairs needed on each unit inspected shall be provided to the Housing Office.

The project is expected to commence approximately October 19, 2015 and run through September 30, 2016. HUD rules and regulations will apply. The Saginaw Chippewa Housing Department will monitor the repair/replacement of HVAC fixtures, and reserves the right to inspect at any stage of completion. The proposal must include inspection of all HVAC fixtures. All work must be performed to state and International Building Codes. Copies of license and insurance for yourself shall be submitted with the proposed bids. Prevailing wages approved by the Department of Labor via HUD form 52158 for the Saginaw Chippewa Indian Tribe will be enforced effective October 1, 2015 (residential HVAC Isabella County www.wdol.gov.) The Saginaw Chippewa Housing Office is a tax- exempt, non-profit entity. Please review the detailed "Residential Specifications Scope of Work" following the initial scope of work. Specifications are available at the Housing office.

Please be aware that all invoices submitted for completed work, should you be awarded the bid, must be detailed as to work performed. This detail must include hours, materials, address where work was performed, etc. Any invoice lacking this important information will be rejected and must be resubmitted with the correct information.

Scope of Work

Upon successful award of the proposal:

1. Meet with the Housing Manager and Development Coordinator of this project, along with all proposed subcontractors.
2. Coordinating with local and outside utility organizations to properly arrange for any necessary turn off of utilities in a safe manner.
3. Scope is to include any and all permits required to carry out and fulfill this project to its entirety.
4. The Tribe will require proper insurance coverage and licensing for any and all contracting and/or employees.
5. Listing of all subcontractors that you will require on this project for the completion through its entirety.
6. Prevailing wages will be applicable.
7. All labor and materials for the project shall be in accordance with the most current and updated edition of the International Building Code as adopted by the Saginaw Chippewa Tribe 7/16/01.
8. Copies of code information are available upon request from the planning department.
9. Obtain all required permits as necessary, including sub-trades before any work begins.
10. Must be available for emergency work.

Residential Specifications Scope of Work

Site Work:

- **Check operation and condition of all equipment.**
- **Check and clean and/or adjust all capacity, temperature, and safety devices.**
- **Adjust and functionally clean system components where deemed necessary.**
- **Lubricate all moving parts.**
- **Check all bearings and belts (oil bearings are field oilable)**
- **Clean condensation drains if necessary.**
- **Inspect, adjust, and clean air dampers and damper motors as needed.**
- **Check heat exchangers for deterioration and wear.**
- **Examine safety devices for proper operation.**
- **Check furnace burners for proper operation and clean if necessary.**
- **Replace all filters.**
- **Clean and inspect all A/C condensing units.**
- **Any abnormal conditions shall immediately be brought to the attention of the Maintenance Supervisor at the Housing Office.**
- **An inspection report will be submitted for each unit.**
- **Check and replace filters in all furnaces every three months and perform a visual inspection. (Filters supplied by the Housing Department)**
- **Available for emergency calls.**

All labor costs for repairs of the furnace/air conditioners in the rental units and Housing Office shall be included in the contract price commencing on the date of signing of the contract. Replacement parts shall be provided from the Housing maintenance inventory. All work following the inspections will be done on an hourly basis and should be reflected in the proposal pricing.

Proposals may be submitted by mail or delivered in person to:

**April L. Borton, Housing Manager or
Lionel Endres, Maintenance Supervisor/Project Coordinator**

**Saginaw Chippewa Housing
2451 Nish Na Be Anong
Mt. Pleasant, MI 48858**

on or before Thursday September 24, 2015 at 4:00 p.m. Proposals must be marked clearly **“Proposal for Furnace/Air Conditioning Maintenance– Do Not Open”**.

The method of ranking proposals shall be as follows:

Price	45 points
Indian Preference	10 points
Past experience	10 points
References from three (3) persons who have utilized your services	15 points
Time frame for completion of work	10 points
Hourly Rate	10 points
TOTAL POINTS AVAILABLE	100 POINTS

Should you have questions you may contact the Housing Department Maintenance Supervisor at 989-775-4586.

April L Borton, Housing Manager
Saginaw Chippewa Housing
2451 Nish Na Be Anong
Mt. Pleasant, MI 48858

Date:_____

Project 001

2451 NNBA (office and pole barn)

Project 002 (which includes Pole Barn on south side of Broadway)

7057 E. Broadway	7067 E. Broadway	7077 E. Broadway
7087 E. Broadway	7290 E. Broadway	7291 E. Broadway
7300 E. Broadway	7301 E. Broadway	7310 E. Broadway
7313 E. Broadway	7321 E. Broadway	7490 E. Broadway

Project 003

2385 Ojibway	2388 Ojibway	2395 Ojibway
2398 Ojibway	2405 Ojibway	2408 Ojibway
2415 Ojibway	2418 Ojibway	2424 Ojibway
2425 Ojibway	2432 Ojibway	2435 Ojibway
2442 Ojibway	2445 Ojibway	2448 Ojibway

Project 003 Five Plex

2461 Sowmick Dr., Apt. A	2461 Sowmick Dr., Apt. B
2461 Sowmick Dr., Apt. C	2461 Sowmick Dr., Apt. D
2461 Sowmick Dr., Apt. E	

Project 004

2823 S. Leaton	2825 S. Leaton	2915 S. Leaton	2917 S. Leaton
2965 S. Leaton	2967 S. Leaton	7091 E. Remus	7093 E. Remus

Project 008

3252 S. Shepherd	3272 S. Shepherd	3285 S. Shepherd
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Project 007 (Standish, MI)

4502 Cedar Tr. (warehouse)	4522 Cedar Tr.	4542 Cedar Tr.
4545 Cedar Tr.	4256 Cedar Tr.	4259 Cedar Tr.
4268 Cedar Tr.	4271 Cedar Tr.	4272 Cedar Tr.
4283 Cedar Tr.		