

REQUEST FOR QUOTES: Roof Replacements

Project overview:

The Saginaw Chippewa Housing Department is requesting quotes for re-roofing five (5) structures with a new metal roof. The Department is seeking a reputable firm to provide the following services and products only: two (2) residential units, Broadway Park small pavilion and the Little Elk baseball dugouts. Work will include all steps necessary to reroof each structure as well as any cleanup. Service areas will include four (4) separate addresses as listed below. Contractor must provide owner with the warranty information for each metal roof.



Company background:

The Saginaw Chippewa Indian Tribe of MI (SCIT) is a federally recognized tribal government. The Saginaw Chippewa Housing Department (SCHD) is wholly owned and operated by the SCIT located on the Isabella reservation in Isabella County, MI. SCHD has been operating a low-income rental housing program for over 30 years, with funding from the Indian Housing Block Grant awarded through HUD and the NAHASDA legislation. The SCIT Housing Department is the owner of this project.

Project goals:

- Install metal roof in a safe, timely, and professional manner.
- Removal of debris and clean up at each of the 4 sites.
- Communicate with the owner in a timely and professional manner.

Project scope of work:

Scope of work will include all four (4) locations as listed. Companies are encouraged to visit the locations to assess the areas to be covered. All required permits are the responsibility of the contractor. Permits can be obtained at the SCIT Planning Department (989) 775-4014, <https://www.sagchip.org/Planning/Services.aspx/>. Please call Housing's front office reception at (989) 775-4595 to inform us when you plan to be on site.

1. 7773 Little Elk Dugouts (two)
2. 3282 S. Shepherd, Mount Pleasant, MI, 48858
3. 2385 Ojibway Dr., Mount Pleasant, MI, 48858
4. 2451 Nish Na Be Anong Dr., Mount Pleasant, MI, 48858 (Broadway park- Small Pavilion)

Submission procedures:

- Submit information on sheets no larger than an 8½" x 11", clear and legible lettering.
- Quotes should be legibly printed on company letterhead.
- Email the requested information to: RoMaloney@sagchip.org and MiPelcher@sagchip.org or
- Send via US Mail or
- In-person delivery to the Saginaw Chippewa Housing Department:
2451 Nishnabeanong Drive, Mt. Pleasant, MI 48858. Business hours are M-F, 8 a.m. - 5 p.m.
- Submissions must be received by the deadline listed below.
- Submissions received later than the deadline will not be considered.

Provide the following information:

- The principal address of the firm
- Contact information of key personnel, phone number(s), email
- An itemized cost estimate for all services and materials requested in this RFQ (Labor and Materials quoted separate)
- A copy of current business license
- Copy of the firm's certificate of insurance (indicate level of professional and general liability coverage)
- Signed statement indicating the firm is not on the federal government's debarred list of entities debarred from doing business with the federal government of the United States. For more information visit the official website of the US Government - System for Award Management at <https://sam.gov/content/home>
- Must use prevailing wages and fringe as determined by the U.S. Department of Labor (www.SAM.gov). See General Decision Number: MI20250008 dated 3/14/2025

Submission deadline:

July 24, 2025 by 5 p.m.

Proposals must be dropped off or mailed to:

SCHD
2451 Nish-Na-Be-Anong Drive
Mount Pleasant, MI 48858

Or emailed to:

- RoMaloney@sagchip.org
- MiPelcher@sagchip.org

Contact:

• Rosalie Maloney

SCIT Housing Manager

RoMaloney@sagchip.org
989.775.4581

• Miranda Pelcher

Regulatory Compliance Specialist

MiPelcher@sagchip.org
989.775.4586

Evaluation metrics:

Evaluation metrics; a points system will be used to compile a total score for each submission based on the following:

- Total cost for services
- Better Business Bureau Rating, if available
- Must be willing to enter into a service agreement with the SCIT
- Native Preference shall be a consideration
- Small, woman, minority and service disabled veteran-owned business, if yes, provide documentation.

The SCHD will evaluate those companies that provides all the requested information listed above in this RFQ. The company with the highest rating will be notified via email.



Saginaw Chippewa Indian Tribe of Michigan

"Working Together for Our Future"

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