



# REQUEST FOR PROPOSALS (RFP)

## Tribal Administration Building HVAC Modernization & BMS Integration

RFP ID: SIT-ADMIN-2026-002

Date of Issue: May 5, 2026

Issued By: Squaxin Island Tribe

Planning & Community Development Department

Location: 10 SE Squaxin Ln, Shelton, WA 98501

Submission Deadline: **May 26, 2026, no later than 4:00 PM PST**

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### 1. INTRODUCTION & PROJECT OVERVIEW

The Squaxin Island Tribe (“Tribe”) is soliciting proposals from qualified HVAC contractors to design, procure, and install high-efficiency HVAC equipment and a comprehensive Building Management System (BMS) at the Tribal Administration Building. This project is 100% funded by the Washington State Department of Commerce Tribal Climate Resilience Grant Program (Agreement No. 26-96331-025).

Estimated Project Cost Range: \$410,000 – \$510,000

### 1.1 Point of Contact (POC)

All communications regarding this RFP must be directed to:

- Contact Name: Leonard Ludi, Assistant Director/Construction Manager
  - Email: lludi@squaxin.us
  - Phone: (360) 545-0263
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## 2. SCOPE OF WORK

The Contractor shall provide a turnkey installation for the following systems using Paragon and Bosch equipment or approved "or equal" high-efficiency alternatives.

### 2.1 Equipment & BMS Installation

- RTU Replacements: (4) total rooftop units. (2) 10-Ton and (2) 7.5-Ton units with inverter compressors and economizers.
- Council Chambers: (2) 5-Ton heat pump systems twinned with UV-C air purification.
- BMS: Web-enabled Building Controller with BACnet IP, floor plan graphics, and 5-minute point trending.

### 2.2 Demolition, Disposal, and Salvage

- Standard Demolition: Removal and proper disposal of all existing HVAC equipment not designated for salvage.
- Salvage Protocol: Two (2) specific rooftop units are being retired prior to their end-of-life. The Contractor must exercise extreme care during removal to ensure these units remain in working order for future salvage or resale by the Tribe.
- Debris: Contractor is responsible for the removal of all project-related debris from the site.
- Cleaning: Provide duct work cleaning as required to complete installation of the new system.

### 2.3 Working Hours & Scheduling

- Active Office Environment: Installation will occur in a building with active administrative staff and tribal governance operations.

- Impact Mitigation: To minimize disruption, the Contractor should propose a schedule that utilizes swing shifts or night shifts for high-impact activities (e.g., crane picks, loud interior drilling, or system shutdowns).
- Coordination: Final work schedules must be approved by the Construction Manager prior to mobilization.

#### 2.4 Testing, Balancing, and Closeout

- Air Balancing: Complete whole-building air rebalance (TAB) to ensure optimal flow and efficiency.
- Commissioning: Full system startup, testing, and commissioning to ensure 100% functionality and local code compliance.
- Closeout Documents: Provision of final documentation as detailed in Section 2.5.

#### 2.5 Recommended Closeout Documentation List

To ensure the Tribe has everything needed for the long-term management of this new high-efficiency system, the following documents should be required from the winning bidder:

- Operation & Maintenance (O&M) Manuals: Detailed manuals for all RTUs, heat pumps, and BMS controllers.
- Manufacturer Warranty Certificates: Formal documentation of the 5-year parts warranty (or equivalent) for all major equipment.
- Contractor Craftsmanship Warranty: Minimum 1-year guarantee on all labor and installation work.
- BMS "As-Built" Drawings: Physical and digital wiring diagrams and control logic layouts.
- Software Maintenance Agreement (SMA): Documentation for the 5-year software license and access credentials.
- Certified TAB Report: Final air balance report verified by a NEBB or AABC certified engineer.
- Training Verification: A sign-off sheet confirming Tribal staff have received the required on-site system training.
- Commissioning Report: A step-by-step log of the system startup and validation tests.

### 3. PROJECT SCHEDULE

Milestone	Date
RFP Issued	May 5, 2026
Mandatory Facility Walkthrough	May 12, 2026, at 1:00 PM PST
Deadline for Questions	May 19, 2026
Proposals Due	May 26, 2026, at 4:00 PM PST
Contract Award (Expected)	June 26, 2026

*The walkthrough will meet at the main entrance of the Squaxin Island Tribe Administration Building (10 SE Squaxin Ln, Shelton, WA 98584).*

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### 4. STATE & TRIBAL REQUIREMENTS

#### 4.1 Grant Funding & Branding

This project is supported with funding from Washington’s Climate Commitment Act (CCA). The Contractor must comply with all CCA branding requirements, including the use of the CCA logo on project-related public materials.

"The WA Department of Commerce Tribal Climate Resilience Grant program is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-invest dollars to work reducing climate pollution, creating jobs, and improving public health."

#### 4.2 Prevailing Wage & Labor

- Prevailing Wage: This project is subject to Washington State Prevailing Wages (Chapter 39.12 RCW).
- Prevailing Wage Filings: The contractor is responsible for filing Statement of Intent to Pay Prevailing Wages and Affidavit of Wages Paid with the WA Department of Labor & Industries (L&I).
- Nondiscrimination: Contractors must comply with RCW 49.60.530(3) regarding nondiscrimination in hiring and subcontracting.
- Workers' Rights Certification: Bidders should certify that they do not require

employees or independent contractors to sign mandatory individual arbitration agreements as a condition of employment.

- Buy American/Washington: Preference is given to materials and equipment manufactured in Washington State or the USA.

#### 4.3 Tax Exemptions for Work on Tribal Trust Land

- Retail Sales Tax Exemption: Under WAC 458-20-192, retail sales tax does not apply to construction charges of a prime contractor to a tribe when the work is performed in "Indian Country" (Trust Land).
- Exemption Documentation: The contractor shall use the "Tax Exemption for Sales to Tribes" form to document these transactions for the Department of Revenue.

#### 4.4 Insurance Requirements

The successful bidder must maintain the following minimum insurance limits:

- Commercial General Liability: \$2,000,000 per occurrence.
- Automobile Liability: \$1,000,000 per occurrence.
- Professional Liability: \$1,000,000 per occurrence.
- Fidelity Insurance: \$100,000.

#### 4.5 Contract Retainage (RCW 60.28.011)

In accordance with Washington State law, the Squaxin Island Tribe will withhold a contract retainage of five percent (5%) from every progress payment made to the Contractor.

- Purpose: These funds are held in trust for the protection and payment of any person or entity arising under the contract and for the payment of all taxes, increases, and penalties due to the State.
- Release of Funds: Retainage will be released only after final acceptance of the project and receipt of all necessary releases from the WA Department of Revenue, the Department of Labor & Industries, and the Employment Security Department.

#### 4.6 Performance and Payment Bonds (RCW 39.08.010)

As this project is a public work exceeding \$150,000, the following bonding requirements are mandatory and cannot be waived or replaced by cash deposits:

- **Bond Requirement:** The successful bidder shall provide a Performance Bond and a Payment Bond, each for 100% of the contract price.
- **Surety Requirements:** Bonds must be issued by a surety company authorized to do business in the State of Washington with an A.M. Best rating of A- or better.
- **Eligibility Letter:** Bidders must submit a letter from their surety company with their proposal certifying that the bidder is eligible for bonding in the full amount of their bid.

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### 5. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted scale:

Criteria	Weight
Cost Effectiveness	30%
Technical Approach & Equipment Quality (Daikin or Equal)	25%
Firm Experience & Past Performance	20%
Indian Preference (Verified Tribal-owned firms)	10%
Project Schedule & Readiness	15%

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### 6. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically in PDF format to Leonard Ludi at lludi@squaxin.us. Please use the subject line: "Proposal - HVAC Modernization & BMS Integration".

# EXHIBIT A

## Existing HVAC Asset Data