



Squaxin Island Tribe

Little Creek Casino Resort

91 West State Route 108

Shelton, WA 98584

800-667-7711

REQUEST FOR PROPOSALS

For

Intelligent Electronic Key Management System

The Squaxin Island Tribe's Little Creek Casino Resort (LCCR) invites qualified bidders to submit proposals for contract services to:

Little Creek Casino Resort
Renay VanDelden, Procurement & Supply Chain Manager
Renay.VanDelden@LittleCreek.com

Issue/Posting Date: January 10, 2025
Proposals Due: February 21, 2025

Notice of Intent to Participate: Qualified contractors/consultants must email their intent to participate in the bidding process no later than two (2) weeks after RFP's Issue/Posting Date listed above.

1. Background and Scope of Work

The Little Creek Casino Resort invites proposals for the implementation of an advanced intelligent key management system to replace its current solution. The new system should enhance security, streamline operations, and offer robust integration capabilities. This project encompasses the delivery of a modern key management solution that integrates seamlessly with the resort's IT infrastructure and operational needs. It includes the provision, installation, and integration of both hardware and software, as well as training for staff to ensure optimal system utilization and efficiency.

Proposals must also include comprehensive project management services, covering all phases from initial planning to final commissioning. The selected vendor will be responsible for the supply, installation, and integration of the key management system, as outlined in the scope of work, ensuring the system is fully operational and users are effectively trained.

Deliverables:

1. **Hardware:**
 - Two types of intelligent key management cabinets featuring biometric access, touchscreen controls, secure key locking mechanisms, and tamper-evident features.
 - Cabinets should provide clear visibility of key locations and intuitive identification features.
2. **Software:**
 - A robust, browser-based administration platform to manage key cabinets across the enterprise.
 - Support for user management, audit trails, automated reporting, and customizable notifications.
3. **Professional Services:**
 - System design and IT architecture tailored to the resort's needs.
 - On-site installation of hardware and software.
 - Integration with third-party systems, including access control and HR systems.
 - Training for end-users and system administrators.

4. Support Services:

- Initial 24-month warranty for hardware, covering manufacturing defects.
- Technical support for troubleshooting and system optimization.
- Access to updates, including software improvements, bug fixes, and new features.

2. Mandatory Pre-Bid Site Visit

A pre-bid site visit will be held on the date listed below (unless marked as N/A). Bidders are expected to attend and sign in. Any updated/additional bid information will be distributed to those on the list. Those who do not attend will not qualify to submit bids.

The Little Creek Casino Resort will conduct a pre-bid site visit on:

Date	Thursday, January 30, 2025	
Time	10:00 a.m.	<input type="checkbox"/> N/A
Location	Hotel Lobby	

3. Bid Requirements

Interested, qualified contractors or consultants must complete the attached *Bid Form*, which includes space for a firm, fixed price proposal, and a proposed schedule for completion. Bidders must also complete the *Contractor & Consultant Qualifications Form* and provide the requested information. Please see below for the description of a qualified contractor/consultant.

All aspects of the project must comply with the following codes and regulatory guidelines:

- International Building Codes
- Occupational Safety and Health Administration (OSHA)
- Washington Industrial Safety and Health Act (WISHA)

4. Contractor/Consultant Qualifications

In order to bid on the proposed project, contractor/consultant must be considered to be a qualified applicant. Qualification requirements are listed below and referenced in the *Contractor & Consultant Qualifications Form*. The form must be completed along with the bid in order to be considered.

- Contractor/consultant to provide information on related tribal and non-tribal projects completed by your firm within the past 5 years.
- Provide a copy of a current Washington State general contractor/consultant license.
- Contractor/consultant to accommodate and successfully provide required contracted services on a timely basis. Proposed schedule will be a considered part of the *Bid Form*.
- Financial stability and strength of the submitting contractor/consultant will be determined by their bonding capacity. A line item is listed on the form. Proof will be required upon award of bid.
- Positive references from previous clients.

5. Instructions to Prospective Contractors – Submittal Instructions

Renay VanDelden, Procurement & Supply Chain Manager, will receive submittals on behalf of the Little Creek Casino Resort. Please note that the Tribe prefers a digital version of your submission. Bound hard copies are also acceptable, but must be submitted in a sealed envelope clearly marked in the lower left-hand corner with the name of the RFP.

A complete submittal should contain:

- A. Completed *Bid Proposal Form*
- B. Completed *Contractor/Consultant Qualifications Form* and supplemental information
- C. Proof of Indian Ownership (if applicable)

6. Review Process

The Respondent's proposal will be reviewed by the LCCR's RFP Committee with the following criteria in mind:

- A. The Respondent's qualifications, and those of its in-house personnel who will be directly responsible for managing the engagement, will be 40% of the evaluation. This includes the demonstrated capacity and capability of the Respondent to perform work of comparable scope and complexity. The qualification information requested is on the Contractor/Consultant Qualification form and must be fully completed.
- B. The project cost will be 40% of the evaluation. Although selecting the lowest bidder is not the goal, where equally qualified contractors/consultants are being considered, cost will be the determining factor. This amount will be listed on the Bid Form and signed by the Respondent.
- C. Review of the Respondent's proposed schedule will be 20% of the evaluation. The expectation is that this project follow the proposed schedule and that long lead items are taken into consideration.

7. Proposal Due Date and Time

Interested Contractors/Consultants must submit their proposals no later than Friday, February 21, 2025 at 12 p.m.

Deliver to: Renay VanDelden, Procurement & Supply Chain Manager
Renay.VanDelden@LittleCreek.com

Bids will be delivered to the Little Creek Casino Resort and privately opened by The Tribe within 24 hours of the due date. See Notification to Award below for result information.

8. Conflict of Interest

Information regarding possible conflicts of interest should be provided as part of the qualification response. Such information will be taken into consideration in making a decision on the selection of the contractor. Should a conflict arise during preparation for or while undertaking these services, the

contractor must immediately advise Procurement and Supply Chain Manager, Renay VanDelden, of such conflict by email Renay.VanDelden@LittleCreek.com or by phone at 360-432-7030.

9. Davis-Bacon Wages

Davis-Bacon Wages Apply Do Not Apply to this RFP

10. Inquiries

All inquiries concerning this RFP should be directed to Renay VanDelden, Procurement & Supply Chain Manager – Renay.VanDelden@LittleCreek.com or 360-432-7030. Inquires must be submitted at least one (1) week prior to RFP submission deadline. All inquiries and provided answers will be shared anonymously with all competing bidding firms within three (3) business days of inquiry submission.

11. Native American Preference Policy

Applicants may assert a claim for tribal preference on the *Contractor/Consultant Qualifications Form* and provide supporting documentation.

Indian preference may be used in the purchase of goods or services. Indian preference is preferential treatment in securing goods and services from Alaska Natives and Indians, or Indian Owned Enterprises, as provided in Public Law 93-638, Section 7(b) Indian Self Determination and Education Assistance Act, January 1975.

All awarding contracts or subcontracts for supplies, services, labor, or materials in the amount of \$35,000 or more, where the majority of the work on the contract or subcontract will occur on lands subject to the jurisdiction of the Squaxin Island Tribe, shall give preference to Indian Owned Enterprises in the award of such contracts or subcontracts.

Unless federal law or the source of funds requires a different consideration, an Indian Owned Enterprise shall be considered among all preference applicants.

Preference will apply to bids that are within the percentages below of the lowest bid submitted by a qualified bidder not claiming preference, provided that the successful Indian Owned Enterprise agrees to perform the work at the cost of the lowest bid submitted by a qualified bidder not claiming preference.

Bid Preference Table:

Where the lowest responsive bid is:	Bid preference amount:
Less than \$100,000	10%
At least \$100,000 but less than \$500,000	5%
At least \$500,000 but less than \$1,000,000	3%
\$1,000,000 or more	1%

In circumstances where issues in addition to cost form a part of the decision-making, for example, design, experience, and/or timeliness, preference will be considered in the cost element only. In such circumstances, the bid document will identify the relevant elements and the scoring methodology to be used.

12. Tribal Sovereignty

Nothing herein shall be deemed to waive the sovereign immunity of the Tribe, the Squaxin Island Tribe, or the enterprises, agents, or employees of any of them.

13. Right to Reject

The Squaxin Island Tribe and their agents reserve the right to reject any or all bids, or any part thereof, to waive irregularities or informalities in the bid or bidding process.

14. Notification of Award

The Squaxin Island Tribe reserves all rights to award, or not award, any of the individual items listed under the scope of work above upon issuance of an Award of Contract. The Tribe will provide written notice to the successful bidder of actual items awarded.

It is expected that a decision selecting the successful Interested Contractor/Consultant will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Contractors/Consultants submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful firm.