

REQUEST FOR QUOTES

CONFEDERATED TRIBES OF COOS, LOWER UMPQUA AND
SIUSLAW INDIANS

Membrane Roof Repair/Replacement
149 W 12th Ave Eugene, Oregon

Submission Deadline:
June 3, 2026, at 2:00 p.m. PST



PURPOSE

The Confederated Tribes are requesting written quotes from qualified and licensed roofing contractors to remove and replace the existing membrane roofing system at 149 W 12th Ave, Eugene, Oregon

This procurement is conducted in accordance with applicable Tribal procurement policies.

SCOPE OF WORK

The selected contractor shall provide all labor, materials, equipment, and supervision necessary to complete the project, including but not limited to:

- Removal and lawful disposal of existing membrane roofing system
- Inspection of roof decking and structural components
- Repair and/or replacement of damaged substrate (if identified)
- Installation of new commercial-grade membrane roofing system (TPO, EPDM, or equivalent)
- Installation of insulation meeting current energy code requirements
- Flashing, edge metal, and drainage improvements
- Sealing of all penetrations and rooftop equipment interfaces
- Site cleanup and debris removal
- Final inspection and warranty documentation

All work must comply with:

- Oregon State Building Codes
- OSHA safety standards
- Manufacturer installation specifications

CONTRACTOR QUALIFICATIONS

Vendors must:

- Be licensed in the State of Oregon (CCB required)
- Carry general liability and workers compensation insurance
- Demonstrate experience with commercial membrane roofing systems
- Provide at least three (3) references for similar projects
- Be in good standing and not debarred or suspended from federal or Tribal contracting

MANDATORY SITE VISIT

A **mandatory** site visit will be scheduled to assess existing conditions. Site visit will be scheduled **May 20th from 1- 3PM**

SUBMISSION REQUIREMENTS

Quotes must include:

- Company name, address, and contact information
- Detailed cost breakdown (labor, materials, disposal, etc.)
- Proposed project timeline
- Description of roofing system proposed (manufacturer/specs)
- Warranty information (materials and workmanship)
- Proof of licensing and insurance
- References
- Signed Debarment and Suspension Certification Form

EVALUATION CRITERIA

Award will be given to the **responsive and responsible vendor** whose quote is most advantageous to the Tribe, based on:

Criteria	Weight
Cost	40%
Experience & Qualifications	25%
Technical Approach	20%
Timeline	10%
References	5%

Gratuities and Kickbacks

- It shall be a breach of ethical standards for any person, business or Organization to offer, give or agree to give any current or former officer, agent, or employee, or for any current or former officer, agent, or employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any

specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, or any other particular matter, pertaining to any program requirement, contract, subcontract, or to any solicitation or proposal for a contract or subcontract.

- It shall be a breach of ethical standards for any payment, gratuity or offer of employment (kickback) to be made by or on behalf of a vendor, contractor or subcontractor to a higher level of contractor as an inducement for the award of a subcontract or order for procurement.

TERMS AND CONDITIONS

- This is a Request for Quotes, not a contract
- The Tribe reserves the right to reject any or all quotes
- Contract terms will be negotiated upon selection
- The Tribe is not liable for any costs incurred in preparing responses
- Award is contingent upon funding availability
- Contractor must comply with all applicable federal, Tribal, and state insurance requirements and regulations

SUBMISSION INSTRUCTIONS

Submit questions by **May 26, 2026, 2 PM PST** via email to:

Sean Eastham
Maintenance Director
seastham@ctclusi.org

Submit bid quotes by **June 3, 2026, 2 PM PST** via email to:

Sean Eastham
Maintenance Director
seastham@ctclusi.org and procurement@ctclusi.org
Subject Line: RFQ – Eugene Membrane Roof Replacement

PERFORMANCE BOND REQUIREMENT

Bond Requirement - The successful Contractor shall furnish a Performance Bond in the amount of one hundred percent (100%) of the total contract price.

The Performance Bond must:

- Be issued by a surety company authorized to do business in the State of Oregon
- Guarantee the faithful performance of all work under the contract
- Remain in effect until final completion and acceptance of the project
- All costs associated with obtaining the Performance Bond shall be included in the Contractor's quoted price and not separately reimbursed.
- Within **ten (10) calendar days** of Notice of Award and prior to execution of the contract.
- Failure to provide the required bond within the specified timeframe may result in withdrawal of award.

Additional Bonding

The Contractor may also be required to provide:

- Payment Bond (100%) – to ensure payment to subcontractors and suppliers
- Maintenance/Warranty Bond

ATTACHMENTS

- Photos of existing roof
- Insurance Requirements
- Sample CTCLUSI Contract
- Debarment & Suspension Certificate