

Apache Tribe of Oklahoma
Solicitation & Request for Proposal
Roof Leak Repair – Apache Tribal Community Center



RFP-ATO-26-003



REQUEST FOR PROPOSALS (RFP)

Roof Leak Repair – Apache Tribal Community Center

Issued By:

Dustin Cozad, Culture as Prevention Initiative Coordinator

Proposal Due Date:

October 30, 2026

1. Purpose

The Apache Tribe of Oklahoma is seeking qualified, licensed roofing contractors to assess, repair, and ensure long-term remediation of active roof leaks at the **Apache Tribal Community Center**. The selected contractor will provide all labor, materials, equipment, and expertise necessary to complete the repairs in accordance with industry standards and applicable tribal and federal requirements.

2. Project Location

Apache Tribal Community Center 620 E. Colorado St., Anadarko, OK 73005

3. Scope of Work

Contractors shall provide a comprehensive proposal addressing the following:

- **Inspection & Assessment**
 - Conduct a full roof inspection to identify all sources of leaks.
 - Provide a written assessment with photographs documenting findings.
- **Repair Services**
 - Seal and repair all identified leaks.
 - Replace damaged roofing materials as needed.
 - Ensure compatibility with existing roofing system.
 - Address any underlying structural or moisture-related issues contributing to leaks.
- **Materials & Standards**
 - Use commercial-grade, **warranted** roofing materials.
 - All work must comply with:

- Tribal facility standards
 - Applicable building codes
 - OSHA safety requirements
- **Cleanup & Disposal**
 - Remove all debris and dispose of materials in accordance with environmental regulations.
- **Warranty**
 - Provide a minimum **2-year workmanship warranty** and **manufacturer warranty** on materials.

4. Contractor Qualifications

Contractors must demonstrate:

- Valid Oklahoma roofing contractor license.
- Qualified in commercial roof repair.
- Experience working with tribal governments preferred.
- Proof of insurance:
 - General liability (minimum \$1,000,000)
 - Workers' compensation
- Ability to comply with tribal procurement policies and federal requirements, including:
 - **NAHASDA regulations** (24 CFR Part 1000)
 - Indian preference in contracting (HUD Section 7(b))

5. Proposal Requirements

Proposals must include:

- Company information, point of contact, and business license.
- Detailed project approach and timeline.
- Itemized cost estimate (labor, materials, equipment, contingencies).
- Description of past performance on similar projects.
- Proof of insurance and bonding capacity.
- Indian Preference documentation (if applicable).
- At least **three (3) references** for comparable work.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience and qualifications.
- Quality and clarity of project approach.
- Cost competitiveness and completeness of bid.
- Ability to meet timeline and warranty requirements.
- Compliance with NAHASDA and tribal procurement policies.
- Indian Preference (per HUD Section 7(b)).

7. Timeline

- **RFP Release:** October 23, 2026
- **Deadline for Questions:** October 30, 2026
- **Proposal Submission Deadline:** October 30, 2026
- **Selection & Notification:** November 3, 2026
- **Project Start Date:** ASAP
- **Expected Completion:** December 1, 2026

8. Submission Instructions

Proposals may be submitted by email, mail, or hand-delivery.

Email: Kacie Pahcuddy, Procurement Director, kacie.pahcuddy@apachetribe.org

Dustin Cozad, Coordinator, dustin.cozad@apachetribe.org

Mail: P.O. Box 1330, Anadarko, OK 73005

Hand Delivery: Tribal Administration Office during business hours.

All proposals must be **received by the deadline**. Late submissions will not be considered.

9. Tribal Rights & Conditions

The Apache Tribe of Oklahoma reserves the right to:

- Reject any or all proposals.
- Waive informalities or minor irregularities.
- Request additional information from any contractor.
- Award the contract in the best interest of the Tribe.
- Apply Indian Preference in accordance with NAHASDA and HUD regulations.

10. Contact for Questions

For inquiries regarding this RFP, contact: Dustin Cozad, Coordinator, dustin.cozad@apachetribe.org or Kacie Pahcuddy, Procurement Director, kacie.pahcuddy@apachetribe.org

Mail: P.O. Box 1330, Anadarko, OK 73005