



**Yakama Nation Fisheries
Winthrop Field Office
Cleaning Services**

Request for Proposals

Columbia River
Honor. Protect. Restore.

June 23, 2025

OFFICE
P.O. Box 151
401 Fort Road
Toppenish, WA 98948

PHONE
(509) 865-5121

FAX
(509) 865-6293

EMAIL
smih@yakamafish-nsn.gov

WEB
Yakamafish-nsn.gov

Yakama Nation Fisheries (YNF) is seeking proposals to award a cleaning services contract for weekly cleaning services of the YNF Upper Columbia Habitat Restoration Project field office at 2 Johnson Lane in Winthrop, WA.

Based upon the proposals received under this solicitation the Confederated Tribes and Bands of the Yakama Nation will award a one year contract to the best quality bidder, with an option to renew for two additional years if funding is available.

The Winthrop Field Office is a 4,500 square foot building used daily by six full time employees. The premise includes a kitchen space and two separate bathrooms. Floors are concrete.

The proposed Scope of Work for cleaning services consists of:

FLOORS	<ul style="list-style-type: none"> • Weekly <ul style="list-style-type: none"> ○ Sweep and mop hard surface floors ○ Vacuum throw rugs
BATHROOMS	<ul style="list-style-type: none"> • Weekly <ul style="list-style-type: none"> ○ Clean mirrors ○ Clean and sanitize sinks, toilets, tub, shower and floors
OFFICES, KITCHEN, AND COPIER ROOM	<ul style="list-style-type: none"> • Weekly <ul style="list-style-type: none"> ○ Empty garbage cans in every room and replace liners ○ Clean exterior of refrigerator ○ Clean and sanitize the counters, sink, and cooking appliances ○ Clean and put away dishes ○ Spot clean cabinets ○ Dust furniture, window sills, and ledges ○ Remove cob webs ○ Spot clean doors, walls, baseboards and switches throughout the building ○ Spot clean interior glass, removing fingerprints and smudges • Semi-Annually <ul style="list-style-type: none"> ○ Intensive cleaning of inner office space, including dusting of light fixtures and full interior window cleaning
EXTERIOR	<ul style="list-style-type: none"> • Semi-Annually <ul style="list-style-type: none"> ○ Intensive cleaning of exterior office, including full exterior window cleaning and light pressure washing of the entryway concrete and deck.

The contractor shall furnish all supervision, labor, equipment and tools necessary to complete the scope of work. Contractor shall clean Fridays through Sundays with a set schedule TBD.

Bid Directions

Each company seeking to be eligible for a contract award under this Request for Proposals must submit a hardcopy of their proposal in writing to:

Yakama Nation Fisheries
Attn: Annet Dilman
RE: Winthrop Office Cleaning Services
PO Box 151
401 Fort Road (if using a shipping service)
Toppenish, WA 98948

Proposals must be received in Toppenish by Close of Business, **Thursday, July 10, 2025**. We strongly encourage all contractors submitting bids to get their hardcopy packages in the mail one week prior to the deadline listed above to ensure delivery. It is also recommended that you email Annet Dillman (dila@yakamafish-nsn.gov) a digital copy of the bid you have submitted as well as a copy of your certified mail certificate for proof of submission.

Each proposal must include a Statement of Qualifications pertaining to the bidder's qualifications to produce the Scope of Work items listed in this Request for Proposals. Please note that proposals dependent upon subcontracting will not be preferred.

Please provide a detailed schedule of fees detailing your company's invoicing rates for all personnel and items necessary to complete the proposed Scope of Work.

Please include a signed cover letter on company letterhead that provides assurances that the submitted proposal will be valid for 180 days.

Please review the attached Consultant Services Agreement template for typical Yakama Nation contracting terms and conditions including reporting/invoicing requirements.

Bid Scoring Categories and Weighting

The following categories will be used to evaluate the competitiveness of bids received.

- Demonstrated experience with this type of work – 15%
- Demonstrated quality of work – 15%
- Cost – 15%
- Schedule – 15%
- Company integrity/references – 10%
- Adequacy/quality of staff and equipment proposed –15%
- Completeness of Proposal (Based on RFP Submission Requirements) –15%

Project related questions should be directed to:

Hans Smith, UC Habitat Coordinator

Phone: 509-449-2750

E-mail: smih@yakamafish-nsn.gov

Limitations

The Yakama Nation reserves the right to accept or reject any and all of the proposals received as a result of this request, or to cancel in part or entirely this request if it is in the best interest of the Yakama Nation to do so. This request does not commit the Yakama Nation to pay any costs incurred in the preparation of a proposal.

Agreement for Contractual Services

THIS AGREEMENT is entered into between the Yakama Nation and:

ENTER CONTRACTOR TITLE

TERMS AND CONDITIONS

1. Contract Period

The period of this contract shall be from June 1, 2025 to May 31, 2025.

2. Services to be Provided

The contractor agrees to perform the services set forth in the scope of work, "exhibit A." In consideration of such services, the Yakama Nation agrees to compensate contractor as set forth below.

3. Payment

Payment for services provided shall be made upon completion of services performed in accordance with this contract. Upon termination of this contract payments made under this paragraph shall cease. In the event a prepayment is made, and the work is not completed satisfactory to the Program Manager or designated official then the Yakama Nation may pursue remedies Pursuant to section 14 paragraph 4.

4. Compensation

The overall amount of this contract shall not exceed \$XXXX.00, which includes compensation for all services and direct expenses, as set forth in detail in the budget, "exhibit B."

The reasonableness and allowability of travel expenses shall be determined in accordance with 41 CFR Chapter 301.

For disbursements the contractor shall submit an invoice and supporting documentation

summarizing contractor's daily activities and shall use the standard contractual services billing form attached hereto. Such invoice shall be submitted within fifteen (15) working days after the end of the month in which the services were provided or expenses incurred. Upon the request of the Yakama Nation, contractor will provide oral or written reports on the status of the work.

5. Auditable Records

Contractor shall maintain auditable records during the period of this agreement and for a period of three (3) years following expiration or termination of the agreement. The Yakama Nation, the United States, or their authorized governmental representative shall have access to books or records of the contractor relating to the subject matter of this agreement for audit purposes.

6. Financial Management for Accounting and Audits

Any and all of contractor's records shall be subject to audit and shall be maintained to comply with the Single Audit Act of 1984, P.L. 98-502 (31 United States Code sec. 7501, et seq.) and Office of the Management & Budget's Uniform Guidance requirements set forth at, 2 C.F.R. Part 200, Subpart F, as amended.

Consultant shall adhere to a systematic accounting method in performing the Work to ensure timely and appropriate resolution of audit findings and recommendations, and

compliance with the Office of Management and Budget's Uniform Guidance requirements set forth at, 2 C.F.R. Part 200, Subpart F, as amended.

7. Confidentiality

Contractor recognized that the Yakama Nation has and will have the following information: products, prices, costs, business affairs, process information technical information, copyrights and other proprietary information (collectively, "Information") which are valuable, special and unique assets of the Yakama Nation. Contractor agrees that he will not at any time or in any manner, either directly or indirectly, use any Information for Contractor's own benefit, or divulge, disclose, or communicate in any manner any Information to any third party without the prior written consent of the Yakama Nation. Contractor will protect the Information and treat it as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement.

8. Property

Upon termination of this Agreement, Contractor shall deliver all records, notes, data, memoranda, models, and equipment of any nature that are in Contractor's possession or under Contractor's control and that are Yakama Nation's property or relate to Yakama Nation's business.

The dissemination or publication of documents, information, material or other property developed by contractor to any person or entity not a party to this agreement shall require written approval of the Yakama Nation.

9. Access to Program

Contractor must receive prior approval from Program Manager or Designated Representative before receiving access to Program. This includes its personnel, facilities, and records necessary to perform this agreement.

10. Independent Contractor

The contractor shall be considered an independent contractor and shall not receive benefits to which employees of the Yakama Nation are entitled. Unless expressly agreed otherwise, the Yakama Nation shall not be liable for the payment of any taxes, permits, licenses or other expenses incurred by contractor under this agreement.

11. Subcontracting

Contractor shall not be permitted to subcontract the services contemplated by this agreement without the prior written approval of the Yakama Nation. Where such subcontracting is authorized, contractor shall utilize Indian Preference in the selection of subcontractors.

12. Assignability

This contract is not assignable.

13. Indemnification

Contractor shall hold harmless and indemnify the Yakama Nation and its officers and employees against any and all losses, costs, damages, expenses or other liabilities whatsoever, arising out of or connected with, directly or indirectly, contractor's performance of its duties under this agreement, including, but not limited to, accidents or injuries to persons or property.

14. Termination

Upon termination, the liability of the parties for further performance of this agreement shall cease, but the parties shall not be relieved of the duty to perform their obligations up to the date of termination.

This Agreement shall terminate automatically upon completion by Contractor of the Services required by this agreement.

The Yakama Nation may terminate this agreement, without cause, upon 30 days written notice or may terminate this agreement at any time in event of

nonperformance of contract, breach or violation of any of the terms and provisions of this agreement.

Upon breach, violation or termination of this agreement, the Yakama Nation shall be entitled to enforce its rights under this agreement and recover costs and reasonable attorney's fees. The foregoing shall not in any way limit or restrict any right or remedy at law or equity which would otherwise be available to the Yakama Nation, including, but not limited to, the right to contract with other qualified persons or entities to complete their performance of services identified in or contemplated by this agreement. Termination or expiration of this agreement shall not relieve any party of the obligation of paragraphs 4, 5, 6, 8 and 11 above. This contract shall automatically terminate upon completion of requirement by Contractor.

15. Force Majeure

This agreement is subject to force majeure, and is contingent on strikes, accidents, acts of God, weather conditions, fire regulations, the actions of any government and other circumstances beyond the control of the parties. If this contract cannot be performed as the result of force majeure, the agreement shall be void, without penalty to any party for nonperformance. Such an event shall not relieve any party of its obligations set forth in paragraphs 4, 5, 6, 8 and 11 above.

This contract is contingent upon the availability of funds by the Yakama Nation.

16. Severability

If any term or provision of this agreement is held invalid, the remaining provisions shall not be affected and shall remain in full force and effect.

17. Notice

Notice to contractor shall consist of a letter, delivered postage prepaid to:

Gerald Lewis, Chairman

**Yakama Nation
P.O. Box 151
Toppenish, WA 98948**

18. Contract Supervisor

Contractor shall act under supervision of the following designated representative(s) of the Yakama Nation in performing services under this agreement:

Jarred Johnson, Senior Habitat Specialist, johj@yakamafish-nsn.gov, (509) 881-1462.

19. [Purposefully Left Blank]

20. Entire Agreement

This agreement incorporates all agreements, covenants and understandings between the parties. No agreement or understanding, verbal or otherwise, shall be valid or enforceable unless contained in this agreement.

21. Dispute Resolution

In the event a dispute arises during the contractual period of this agreement relating to performance or interpretation of this agreement, the aggrieved party shall submit the matter in writing to the Chairman of the Yakama Tribal Council or a designated member of the Tribal Council Executive Board within ten days. A copy shall also be served upon the other party within 10 days. The Chairman shall convene a meeting of the parties, which shall be held in the Yakama Nation Tribal Council chamber, Toppenish, Washington, to resolve the matter. The decision of the Chairman or designated official shall be final and binding upon both parties.

Nothing herein shall operate to prohibit the Yakama Nation from enforcing its rights under any other paragraph of this agreement.

22. Sovereign Immunity

The Yakama Nation, by entering into this agreement, does not waive its sovereign immunity from suit. This agreement shall be

governed by the laws of the Yakama Nation and all applicable federal laws and regulations, and shall become effective on the first day written above.

23. Additional Services

except as otherwise provided in this contract, no payment for additional services shall be made unless such services and the price therefore have been requested and authorized in advance by the Yakama Nation.

24. Special Provisions

In addition to the foregoing, the following special requirements are agreed to and shall apply to this contract: N/A

25. Modification

This contract may not be modified or amended except in writing signed by both parties and sufficient justification is provided with request.

IN WITNESS WHEREOF, we have signed below.

Gerald Lewis, Chairman DATE
Yakama Tribal Council

INSERT CONTRACTOR DATE

EIN#

EXHIBIT “A” SCOPE OF WORK

The contractor will provide four times a month cleaning service for the Yakama Nation Fisheries Resource Management - Winthrop Field Office located at 2 Johnson Lane, Winthrop, WA 98862.

The Contractor will conduct the following activities under the direction of Yakama Nation Fisheries Staff:

FLOORS	<ul style="list-style-type: none">• Four Times a Month<ul style="list-style-type: none">○ Sweep and mop hard surface floors○ Vacuum throw rugs
BATHROOMS	<ul style="list-style-type: none">• Four Times a Month<ul style="list-style-type: none">○ Clean mirrors○ Clean and sanitize sinks, toilets, tub, shower and floors
OFFICES, KITCHEN, AND COPIER ROOM	<ul style="list-style-type: none">• Four Times a Month<ul style="list-style-type: none">○ Empty garbage cans in every room and replace liners○ Clean exterior of refrigerator○ Clean and sanitize the counters, sink, and cooking appliances○ Clean and put away dishes○ Spot clean cabinets○ Dust furniture, window sills, and ledges○ Remove cob webs○ Spot clean doors, walls, baseboards and switches throughout the building○ Spot clean interior glass, removing fingerprints and smudges• Semi-Annually<ul style="list-style-type: none">○ Intensive cleaning of inner office space, including dusting of light fixtures and full interior window cleaning
EXTERIOR	<ul style="list-style-type: none">• Semi-Annually<ul style="list-style-type: none">○ Intensive cleaning of exterior office, including full exterior window cleaning and light pressure washing of the entryway concrete and deck.

Contractor’s team member shall clean Fridays thru Sundays at the office with a set schedule TBD.
Personal items will be put away prior to arrival of cleaning team member.

Advance notice of 48 hours must be given when changing the scheduled cleaning. The Contractor will contact Yakama Nation Fisheries prior to nationally and Tribal recognized holidays to arrange for changing scheduled cleaning if need.

Contractors Obligations

The contractor shall furnish all supervision, labor, equipment and tools necessary to complete the work as outlined in the Scope of Work.

EXHIBIT "B"
BUDGET

Number of Months	Cleaning Times	Rate	Total
12 (June 2025 –May 2025)	4 times per month		
Additional Clean Twice/Year	2 Times Annually (Per Request)		

TOTAL
\$.00

PER 2025 CONTRACT YEAR