

# REQUEST FOR PROPOSAL

## Radio Station Building Maintenance

The Hualapai Tribe Radio Station Department, KWLP 100.9 FM, ([www.kwlpradio.com](http://www.kwlpradio.com)) is accepting proposals for a contract to provide building maintenance services. The services needed include the following:

- Sealing the radio station's flat roof;
- Installing lit fire exit signage;
- Repairing existing, and installing missing flooring;
- Replacing a faulty beam on the radio station building's front porch awning;
- Securing and weatherproofing the building' front deck and stairway;
- Finishing exterior painting;
- Other minor repairs for aesthetic and fire safety purposes.

(See attached appendix A and B for lists and photos.)

All tasks would be performed under the direction of the Station Department Director (general manager) and in collaboration with Operations staff with some oversight and assistance from the pertinent Hualapai Tribe Public Works Department staff.

The person(s) submitting the proposal must have the demonstrated skills, experience and equipment (if applicable) necessary to complete the proposed services. The Proposal should include desired price and list of needed materials and supplies and if those materials and supplies are included in the total bid or additional. Proposal should include any other reimbursements or consideration requested and anticipated. Proposals will be evaluated based upon the proposer's past experience and qualifications and cost effectiveness of the proposal.

The person (s) submitting the proposal may call to inquire regarding specifics at (928) 769-1110.

The most qualified proponent will be contacted to enter negotiations. Related degree is preferred. Previous sales experience is required. The selected proponent will be an Independent Contractor and as such must abide by any applicable requirements of the Hualapai Tribe, including submitting a current and complete W-9.

In accordance to Ordinance 01-80 of the Hualapai Tribe, Indian Preference in Contracting & Employment is required related to this proposal. For information contact; Tribal Employment Rights Office at: 928-769-2216 X 108.

Proposals should be submitted in writing to Terri Hutchens, PO Box 353, Peach Springs, AZ 86434, emailed to [terri.kwlp@gmail.com](mailto:terri.kwlp@gmail.com) or delivered to the radio station at 480B Hualapai Way, Peach Springs, AZ 86434 **on or before January 27, 2023 at 5:00 p.m.** For more information, contact Terri Hutchens at (928) 769-1110.