

## **Request for Proposals:**

The Sisseton Wahpeton Oyate solicits Proposals for “split unit installed for the Post Office in Sisseton, SD. Units will be installed in the lobby area and on the third floor.

### **Scope of work:**

- Four Units to be installed
- Two– 2 ton mini split heat pump in mail sorting room – heats to -22f
- One - 3 - ton mini split in front lobby – heats to 22f
- One – 2 ton mini split for front entryway – heats to 22f
- Wire 200a panel upstairs

### **Evaluation Process will be conducted using the following criteria:**

1. Price (30 points)
2. Qualifications and Experience (30 points)
3. Capacity to Perform (30 points)
4. Indian Preference (10 points)

### **Required Documentation:**

1. Copy of SWO Business License
2. Completed W-9 Form and other IRS documentation
3. TERO and Tribal Tax
  - a. TERO Tax – 4.00 %
  - b. SWO Tribal Use Tax – 5.50%
  - c. SWO Tribal Excise Tax – 2.00%
4. Liability Insurance
5. Workman’s Comp (if required)

Any questions regarding TERO and SWO Tribal Tax please contact the SWO TERO office or the SWO Tribal Tax Office at (605) 698-3911.

All acceptable bids received by May 15 2024 will be opened in the Administrative Office by the Procurement Officer with the Program representative in attendance.

Submit proposals to: **SWO Procurement Office**  
**Attn: Vern Vallie**  
**PO Box 509**  
**Agency Village, SD 57262**

**Please submit project name clearly visible.**

All interested parties acknowledge that any Agreement executed and performed within the Tribe's exclusive jurisdiction is subject to the exclusive jurisdiction of the Tribal Court of Sisseton-Wahpeton Oyate of the Lake Traverse Reservation. All interested parties acknowledge that they must comply with the Sisseton-Wahpeton Oyate Ordinances: TERO Chapter 59 Requirements, Wage Rates & Compliance Plan; Business License Ordinance Chapter 53 and Tax Ordinance.