

Cover Letter

ISWA Development Corporation, Tribal Housing Authority for the Catawba Indian Nation

Request for Proposal (RFP) for Roof Replacement Green Earth Project

To Whom it May Concern:

You are invited to submit a proposal for Roof Replacement in Green Earth for the Housing Property managed by ISWA Development Corporation (IDC) in accordance with the requirements set forth in the attached request for proposal (RFP).

The deadline for RFP's is November 11th, 2024 12pm EST. I anticipate that the provider whose proposal is the best solution for our project will be selected by November 14th, 2024. IDC would expect work to begin the week of November 19th, 2024. We will notify all providers, whether they are disqualified, rejected or unsuccessful although responsive.

Indian Preference will be used for this RFP and all RFP's requested by ISWA Development Corporation.

I will be the single point of contact for all inquiries and correspondence. I thank you for your time and interest in our corporation.

Sincerely,

Dylan Guinn
Director of Housing
2919 Sturgis Road
Rock Hill, SC 29730
P: (803) 366-2750
Email:

ISWA Development Corporation
RFP for Roof Replacement in Green Earth
October 2024

Contact Information

Please direct all submissions, inquiries and correspondence to:

ISWA Development Corporation
Attn: Rick Martin, Maintenance Coordinator
2919 Sturgis Road
Rock Hill, SC 29730
Phone: (803) 366-2750
Email: Rick.martin@catawba.com

Attn: Brooke Wright, Executive Assistant of Tribal Resources
2919 Sturgis Rd
Rock Hill, SC 29730
Phone: (803) 322-9810
Email: Stephanie.wright@catawba.com

My preferred method of contact is via email. I will do my best to respond promptly.

Delivery Format

The Vendors standard proposal format will be acceptable provided that it addresses all request below.

Please deliver two hard copy proposals to:

ISWA Development Corporation
Attn: Rick Martin, Maintenance Coordinator
2919 Sturgis Road
Rock Hill, SC 29730

Attn: Brooke Wright, Executive Assistant of Tribal Resources
2919 Sturgis Rd
Rock Hill, SC 29730
Phone: (803) 322-9810
Email: Stephanie.wright@catawba.com

Along with an electronic proposal in PDF format to: Rick.Martin@catawba.com
Stephanie.wright@catawba.com

Critical Dates

All the following dates are target estimates and subject to change.

- Proposals will be accepted until November 11th,2024 at 12pm EST.
- Proposals will be reviewed the week of November 14th,2024 by the Executive and

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Assistant Directors of ISWA Development Corporation.

- The contract will be awarded by November 16th, 2024.
- Services to begin the week of November 19th, 2024.

General Background Information

ISWA Development Corporation is a Tribally Designated Housing Entity under the federally recognized Catawba Indian Nation in Rock Hill, SC. ISWA Development Corporation operates under NAHASDA and HUD funding and manages a combination 200 low-rent and lease-to-own dwellings on the trust lands of the Catawba Indian Nation.

/SWA Development Corporation uses Quickbooks Accounting Software.

Contract Time Length

Apartments- Contract will begin November 19th, 2024 through November 29th, 2024. Final billing and work will end by November 29, 2024.(Pending Weather)

Green Earth Houses- Contract will begin November 19th, 2024 through January 27th, 2025. Final billing and work will end by January 27th, 2025.(Pending Weather)

Billing Submission

Billing will be divided up by property. Apartments will be billed and assessed first, then we will start assessments on the 90 individual units.

Description of Property

A. Green Earth: Buildings located at Green Earth are Apartments and Houses.

B. Yesebeheha: Homes located in Yesebeheha are half Rental and Half Ownership. ISWA will disclose the address of the homes to the contractor that will need to be assessed.

Equipment and Material

Vendor will supply all equipment and material needed to perform requested services.

Description of Work Requested

Roof Replacements

1. We are looking for all the roofs that is being replaced on the Apartments to be installed with a neutral color.
2. We would like to have all Roof Replacements that is being installed on the 90 individual units to be black.
3. Architectural Shingles is preferred
4. Warranty provided with estimate
5. Please submit all licensing , W9, COI with proposals.
6. ISWA will give new vendor forms for the contractor that has been awarded.

Background Information

1. Vendors should send references
2. Vendors must have workman compensation and general liability
3. **Vendors should specify Indian Preference and show proof of Native American Owned Company.**

Conclusion

Please submit your proposal to ISWA Development Corporation, Attn Rick Martin, Maintenance Coordinator, 2919 Sturgis Road Rock Hill, SC 29730. All Proposals must be submitted no later than 12:00pm EST November 11th, 2024.

ISWA Development Corporation reserves the right to reject any or all proposals. ISWA Development Corporation is looking for responsible and responsive proposals.

I thank you for your time and interest in the ISWA Development Corporation RFP. We look forward to hearing from you.

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October 2024