



HOH INDIAN TRIBE

P.O. Box 2196, Forks, WA 98331
(360) 374-6582 • hohtribe-nsn.org

Darlene Hollum CHAIRWOMAN
Maria Lopez VICE CHAIRWOMAN
Tahnee Hudson SECRETARY
Josephine Ward TREASURER
Rosetta Leitka MEMBER
Walter Ward-Bos V MEMBER
Cynthia Sheriff MEMBER

Request for Proposals (RFP) for Finance Conference Room Remodel

Date Issued: 10/15/2026

Response Due Date: 11/14/2026

1. Introduction

The Hoh Indian Tribe is seeking proposals from qualified contractors for remodel of an office space. This will include drywall repair, ceiling tile repair, flooring and baseboard replacement, kitchen installation and some electrical and plumbing work.

2. Location of Project:

The Hoh Indian Finance Office is located at 31 E. A St Forks, WA 98331

3. Scope of Work

The selected contractor will be responsible for the following tasks:

- Drywall repair
- Ceiling Tile repair
- Painting
- Kitchen assembly and installation
- Backsplash installation
- Replace carpet with vinyl plank flooring
- Replace baseboards
- Removal of electrical components
- Installation of electrical outlets
- Plan for existing Sewer access
- Plumbing pertaining to sink installation

4. Proposal Requirements

Interested contractors are invited to submit proposals. Proposals should include the following components:

- **Company Profile:** Overview of the firm, including years of business and location of



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office/offices. Include relevant licenses and liability insurance if applicable to project.

- **Experience:** Overview of similar projects completed previously by company.
- **Project Team:** Identification of key personnel and their qualifications, as well as who the primary contact is.
- **Approach:** Outline of firm's strategy for executing the project. Please include specific information on the following:
 - a. **Technical specifications:** Detailed technical specifications of how work will be performed.
 - b. **Timeline:** Proposed timeline for completing the project.
 - c. **Budget:** Detailed cost proposal, including a breakdown of fees, expenses, and wages. All prices quoted by the vendor must be fully itemized in whole US dollars and inclusive of all taxes and expenses.

5. Timeline

- a. RFP Issuance Date: 10/15/2026
- b. Deadline for Proposal Submission: 11/14/2026 4:00PM PST
- c. Evaluation of Proposals: 10/15/2026-11/17/2026
- d. Notification to applicants: by 11/17/2026

6. Period of Performance:

All work must be completed within 30 days following the contract being awarded.

7. Indian preference

- a. To the greatest extent permissible and feasible, the Tribe shall give preference in the award to qualified businesses at least 51% owned by individual Indians and businesses owned by Tribal governments.
- b. Cultural sensitivity: Contractor must respect Tribal sovereignty, traditions, and community engagement protocols.

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- a. Relevant experience and qualifications of the contractor
- b. Cost-effectiveness of the proposal
- c. Ability to meet the proposed timeline
- d. Quality of references
- e. Indian preference criteria



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9. Submission Instructions

Proposals must be submitted electronically in PDF format to melissa.hoban@hohtribe-nsn.org by 11/14/2026 4:00 PM PST. Late submissions will not be considered.

10. Additional Information

All questions regarding this RFP should be directed to Melissa Hoban at melissa.hoban@hohtribe-nsn.org or (360)808-9680. If you wish to view the project area please reach out to Melissa Hoban to make an appointment. The Hoh Tribe reserves the right to accept or reject any submission and to waive any irregularities or informalities in the submissions received.

Thank you for your interest. We look forward to receiving your proposals.