

**REQUEST FOR LUMP SUM FIXED-PRICE QUOTATIONS  
BY FAX OR MAIL**

**SOLICITATION FOR LUMP SUM FIXED-PRICE QUOTATIONS BASED ON PRICE ONLY  
(Small Purchases less than \$250,000)**

Date of this Solicitation: \_\_\_\_\_

**IDENTIFY SERVICES BEING SOUGHT:** \_\_\_\_\_

**FIRM CONTACTED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**FAX NO.:** \_\_\_\_\_

**DATE REQUEST FOR QUOTATION FAXED BY TDHE:** \_\_\_\_\_

1. The TDHE is soliciting requests for lump sum fixed-price quotations for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ under its small purchase procedures. This is a more informal and simplified process and will help us to expedite our selection. Because the TDHE is following this process, we will not be able to accept quotations that are more than \$250,000.
2. Quotations are invited from non-Indian as well as Indian-owned economic enterprises or organizations. Indian preference will be given in this award as set forth herein.
3. We are making this solicitation by fax or mail. All quotations must be submitted to the TDHE in writing and can be faxed or mailed but must be received at the TDHE's office by **5:00 p.m. on** \_\_\_\_\_, **20**\_\_\_\_. The TDHE's fax number is \_\_\_\_\_ and the mailing address is \_\_\_\_\_. For all quotations that are faxed to the TDHE, you are required to make a follow-up call to the TDHE at \_\_\_\_\_ to confirm that the faxed quotation has been received by the TDHE.
4. The scope of the work is as set forth on Appendix A Scope of Work (consisting of \_\_\_\_\_ pages) attached to this Solicitation. Anyone submitting a quotation for this work is required to visit the job site(s) prior to bidding to ascertain the nature and location of work and to satisfy itself as to the general and local conditions which can affect the work and to independently verify for itself all measurements pertaining to the project. Site visits must be scheduled by appointment only and must be scheduled at least two (2) working days prior to visit by contacting \_\_\_\_\_ at the Housing TDHE office at \_\_\_\_\_.
5. Indian Preference. Any firm seeking Indian preference in this award must provide evidence that it is not less than 51% Indian owned and controlled. Do you seek this preference? \_\_\_\_\_. If so, please contact us immediately so that we can fax you a prequalification statement that you must fill out and return within two days of your receipt. We will then review it and determine if you are eligible for preference. If a prequalification form has been submitted to us in the last six months, then fax or mail to us today a written statement identifying changes in your organization and we will determine if you are eligible for preference.

6. Award. The contract will only be awarded to a responsive and responsible individual or firm. The contract will be awarded to a qualified Indian enterprise submitting the lowest responsive quotation if such quotation is within budgeting limits established for this solicitation and is within ten percent (10%) of the lowest responsive quotation from any qualified individual or firm..

*If no responsive quotation by a qualified Indian enterprise is within the above-stated limits, then award will be made to the individual or firm with the lowest responsive quotation.*

7. All quotations must contain a commitment to provide Indian preference in 1) subcontracting, 2) training, and 3) employment, and must contain a statement describing the methods that will be used to provide such preferences. This statement is part of Appendix C Lump Sum Fixed-Price Quotation, which is the prescribed form for submission of quotations. This statement will be evaluated as part of the submitted quotation, and any quotation failing to contain such preference statement or failing to adequately address such preference requirements shall be deemed non-responsive.

*If you believe it is infeasible to provide Indian preference in subcontracting, training or employment, you must include in your quotation a certification as to the reasons why.*

8. Appendix B is the form of Contract which contains terms and provisions of the contract agreement of the TDHE and the individual or firm selected for this work. By submitting a quotation, you hereby agree that if selected, you shall deliver to the TDHE, within the time later designated by the TDHE, a properly executed Appendix B and to be bound by all terms and conditions set forth therein, including but not limited to assurance of performance, completion dates, prevailing wage rates, warranties, other federal requirements, and other terms and provisions as set forth therein. Appendix B should be consulted for all such terms and conditions, and by this reference is made a part of this Solicitation.

9. All quotations must commit to remaining open for at least 45 days.

10. The selected contractor will be responsible for paying all Tribal license fees and taxes, as well as permits that may be required, if any.

11. All quotations must be submitted using Appendix C "Lump Sum Fixed-Price Quotation", attached hereto. No other form is acceptable. Attachments to Appendix C are permitted if needed to provide complete information. This Solicitation requires a quotation for all work described in the Scope of Work Appendix A.

12. The successful individual or firm on this solicitation must comply with the Tribe's TERO Ordinance, including any licensing requirements, except Tribal minimum wage rates shall not apply. A copy of the Tribe's TERO Ordinance may be obtained from the Indian Tribal Office, Tele: \_\_\_\_\_.

13. *This solicitation does not commit the TDHE to award a contract or to pay any costs incurred in the preparation of quotations or the procurement of supplies. The TDHE reserves the right to reject any and all quotations or to re-solicit when it is deemed by the TDHE to be in its best interests to do so.*

14. *If there are any questions, please contact \_\_\_\_\_  
at \_\_\_\_\_. The TDHE will let you know the decision on the awards.*

*DATE PREPARED BY TDHE: \_\_\_\_\_*

*PREPARED BY: \_\_\_\_\_*

*TITLE: \_\_\_\_\_*