



INVITATION FOR BID
October 2025 Healthy Home Intervention & Rehab Project- FH25-06 (Lame Deer)
October 3, 2025

DESCRIPTION OF SERVICES

The Northern Cheyenne Tribal Housing Authority (NCTHA) is now accepting **LABOR ONLY** for the October 2025 Healthy Home Intervention & Rehab Project- HH25-06 (Lame Deer). Please see the Scope of Work for the housing unit project attached to this *Invitation For Bids*. Each unit has its unique specs which bidders must evaluate and incorporate into their bid to complete the intervention and renovation work. Work to be performed at:

729 S. Cheyenne Ave. Lame Deer Mt. (FH25-06)

This Invitation for Bid is the complete offer. All pertinent information is attached hereto including Scope of Work, Materials list, Mold Remediation Standard Work Plan, and Worker Health and Safety Protocol.

The successful bidder shall provide all labor, tools, equipment, supervision and all related items required to complete the project pursuant to the Invitation for Bids, Scope of Work and Bid Specifications. **The contract work must be completed within 30 calendar days of the NCTHA's issuance of the Notice to Proceed to the Successful Bidder.**

Please submit your bid to the NCTHA office, which must be stamped in as "received" by NCTHA on or before **October 31, 2025, prior to 4:59 p.m.** Bids may be hand delivered to the NCTHA office and submitted with the company name and marked "**October 2025 HHIR Project – FH25-06.**" The subject line should include the company name and "**October 2025 HHIR Project – FH25-06.**" Please note that faxed or emailed bids will not be accepted.

All bids will be opened and reviewed at the NCTHA office in the **week of November 3, 2025.** Only **responsive and responsible bids** that meet all requirements will be considered. NCTHA reserves the right to reissue this bid invitation if an insufficient number of bids are received. To encourage the maximum number of contractors working on Healthy Homes projects, bidders with more than 60 contract days outstanding may be disqualified from consideration, unless acceptable documentation is submitted to establish that the bidder's capacity has been increased sufficiently to allow bidder to perform the additional work; including the hiring of additional laborers, skilled laborers and supervisory resources, as deemed appropriate by the Healthy Homes Program Manager and NCTHA Executive Director.

SITE VISIT: It is recommended that bidders visit each house and visually inspect and assess the conditions of the units to better understand the details of the Scope of Work; identify any challenges to completing the major tasks or Scope of Work. Provide written recommendations for any

additional work or changes to the present Scope of Work. Acceptance of any such recommendations and incorporation into Scope of Work is at the discretion of the Healthy Homes Program Manager and Executive Director.

GENERAL REQUIREMENTS:

Work Included: The Successful Bidder shall provide all labor and equipment necessary to clean and repair the units and provide complete and occupancy ready residential units which meet the minimum standards set forth in the Scope of Work. All expenses towards mobilization at site and demobilization including bringing in equipment, travel expenses, workforce and materials, dismantling the equipment, clearing/cleanup of the site etc. shall be deemed to be included in the rates quoted by the bidder and no additional payment for such expenses will be entertained. The contractor shall always keep the site clean and accessible to NCTHA staff and home owners.

Major project steps: The attached Scope of Work specifies each major project step necessary to complete the work.

Building Standards: All work shall be performed in accordance with **NCTHA Housing Quality Standards {2021}** and **International Building Code (IBC)**. All materials shall be installed according to the manufacturer's instructions.

Contract Completion Time: Successful Bidder shall complete all work and cleanup within the specified time limits established in the Invitation for Bids, Scope of Work, and Contract. The duration of the project shall be 30 days from the date that the Notice to Proceed is issued to the Successful Bidder.

Coordination: The Successful Bidder shall coordinate with the Program Manager to ensure that the Contract's Materials List is complete prior to the issuance of a "Notice to Proceed". The Successful Bidder shall submit to daily quality assurance visits by the Healthy Homes Program or as often as he deems necessary, during each phase of construction to ensure this Scope of Work is being followed; healthy home renovation practices are in use; and that proper safety protocols for workers and residents are followed for the duration of the project.

Workmanship: Work must be performed in a Workmanship manner. Deficiencies identified by the Program Manager or NCTHA Inspector shall be corrected by Successful Bidder at no additional cost to NCTHA.

Firm Line-Item Bid: Please price each major project line item separately, as listed in the attached Scope of Work. Unit price per hour/total hours shall be shown and a firm total price entered for each task. The bid shall include all work described in the attached Scope of Work. Any additional work needed that may be hidden damage that is not foreseen in the original Scope of Work is required for the Contractor and the Healthy Homes Program Manager for an approval of a Change Order. The total contract bid amount price shall be fixed and no add Ons considered without prior written consent of a Change Order signed by NCTHA Contracting Officer and the Successful Bidder.

Health and Safety Policy: Successful Bidder is responsible for the safety of their staff and the occupants and therefore shall implement the *NCHHPG Worker Health and Safety Protocol* throughout construction. The NCHHPG Program Manager reserves the right to suspend work when and where Successful Bidder is operating in an inadequate or non-complying manner with the guidelines.

Indian Preference: Indian Preference will be applied to the greatest extent feasible. Responsive bids will be accepted from interested bidders. ***Proof of Tribal enrollment must be submitted with the bid, if claiming Indian preference.***

Payment: Upon satisfactory completion of approximately 50% of the Contract Scope of Work for a unit, Successful Bidder may submit an invoice for labor not exceeding 25% of the total contract amount, unless a written Change Order is issued by the NCTHA Contracting Officer.

Products: Any materials purchased or used by the Successful Bidder must be in new, unused condition, of "builder quality" or better for the purpose intended; and shall be manufactured by

by the Contractor must have a Change Order agreed and signed by both the Contractor and the NCTHA Contracting Officer prior to the purchase of any materials.

Time: Due to the nature of renovation-type work, Successful Bidders should include a line item for "time," as an hourly rate for any additional work that may be authorized as necessary and documented by a change order signed by the Contracting Officer.

Tribal Employment Rights Office Requirements: This project is located within the interior boundaries of the Northern Cheyenne Indian Reservation. The work performed under this contract is subject to all T.E.R.O. fees and regulations. **A current T.E.R.O. certification is required to be submitted by the Successful Bidder with their price quote for this Invitation for Bids.** Contact the T.E.R.O. Office at (406) 477-6287 for additional information.

Warranty: Successful Bidder shall guarantee the Workmanship of all work performed under this contract for a period of one (1) year from the date of Final Inspection and Acceptance.

Working Hours: Shall be 7:00 a.m. to 6:00 p.m., and is negotiable with the tenant and Contractor, Monday-Saturday. Work is not allowed outside these hours or on Sundays/federal holidays, without the Healthy Homes Program Manager's prior written approval. There may be unforeseen circumstances of tribal holidays that occur beyond Contractor's control, which would make the end date negotiable as a Change Order would be required and approved by the NCTHA Contracting Officer and the Contractor.

Workers' Compensation, Bid Security, and Insurance: The Successful Bidder must submit with the bid packet,

1. **Workers' Compensation coverage (or state exemption) issued from an NCTHA approved carrier.**
2. **Commercial General Liability insurance with a combined single limit for bodily injury and property of at least \$100,000.00.**
3. **NCTHA will not require any Bid Security or Performance Bond.**
4. **The Independent Contractor's Exemption is acceptable for work that will be performed by an Owner/Contractor. If the Successful Bidder claiming Independent Contractor Exemption is found to have employees not covered by Workers Compensation, work will be halted until acceptable proof of Workers Compensation coverage is submitted.**

This Invitation for Bids (IFB) does not obligate NCTHA to award a contract nor pay any costs incurred by bidders in the preparation of their bid(s). NCTHA reserves the right to reject any and all bids and re advertise the IFB; and to waive any irregularities and informalities in the bid process. NCTHA reserves the right to negotiate changes in the IFB Scope Of Work with the lowest priced responsible/responsive bidder to keep the total contract price within the financial constraints of the funding grant.

Contact Francis Limpy, Healthy Homes Program Manager, at 406-477-6419 or 406-969-8216; or by email at flimpy@nctha.net, with questions or to schedule a walkthrough of the units.



Ernest Robinson, NCTHA Interim Executive Director
P.O. Box 327 | Lame Deer, Montana 59043

FH25-06 Scope of Work & Specifications

729 S. Cheyenne Ave., Lame Deer Mt.

MOLD & MILDEW

Many of the homes enrolled in the NCTHA Program will include a scope of work that includes the remediation of mold and the underlying moisture issue. Mold spores by the millions exist in every home. Symptoms from exposure to mold can vary greatly depending upon the many factors including the sensitivity of the person, the level of spores in the home or the type of mold. Symptoms that may be associated with the project will most likely resemble flu-like indicators; however, once exposed to mold, serious sometimes difficult to diagnose conditions may develop.

Replace Wood Stove

- 1. Remove old wood stove, stove pipe, ceiling box, hearth and roof jack. Clean all old sealant from under the roof jack. Inspect for any serious water damage to roof decking. If there is damage, report it to the Healthy Homes Project Manager. Mold renovation needs to be completed in all areas affected by the Scope of Work, in which a Change Order may occur.**
- 2. Remove water damaged ceiling drywall and damaged insulation.**
- 3. Install new insulation. Install new ceiling drywall and ceiling box. Finish ceiling drywall to match existing ceiling.**
- 4. Install new fire protective panels in the corner behind where the wood stove will be replaced. Put the new hearth in place.**
- 5. Put the new wood stove in place.**
- 6. Install new stove pipe roof jack. Make sure the roof jack is well sealed with sealant to prevent any leaks.**
- 7. Install new triple wall stove pipe through the roof jack and down to the ceiling box. Make sure there is 3 to 4 foot of stove pipe above the roof.**
- 8. Install new single wall stove pipe from the wood stove into the triple wall stove pipe at the ceiling box.**
- 9. Make sure everything is secured and sealed. Install a new stove pipe cap.**
- 10. Start a small fire in the wood stove to insure that it works properly, with no smoke leakage.**
- 11. Clean up all debris from the wood stove installation project.**