OWENS VALLEY CAREER DEVELOPMENT CENTER

Tuniwa Nobi Family Literacy • NüüMü Yadoha Language Program • Afterschool Program
Tribal TANF • Career Education • Early Head Start • Kern Indian Education Center

REQUEST FOR PROPOSALS

RFP NO.: 26-27-33

DATE: August 17, 2026

PROJECT TITLE: Early Head Start (EHS) Plumbing, Construction & Facility Improvement Projects – Contractor Services

PROPOSAL DUE DATE	9/1/2026 on going projects
SUBMISSION METHOD	Electronic submission by email preferred; hard copy may be submitted as specified below.
ANTICIPATED AGREEMENT	Contractor/Construction Services Agreement with individual project/task authorizations as applicable.

1. PURPOSE OF THE RFP

Owens Valley Career Development Center (OVCDC) is a Tribal Consortium located in California and organized under the Indian Self-Determination and Education framework. OVCDC administers Federal and State grant-funded programs, including Early Head Start (EHS), for the benefit of Tribes and communities in its service area.

OVCDC is soliciting proposals from qualified, licensed and properly insured contractors to provide plumbing, construction, repair, renovation, maintenance, facility improvement and related services for EHS facilities and other OVCDC facilities/projects as identified by OVCDC. The intent of this RFP is to establish a qualified contractor relationship that may be used for individual projects or task orders during the Agreement period.

This RFP is intended to provide OVCDC flexibility to identify and authorize specific projects based on need, available funding, site conditions, project priorities and applicable grant requirements. Examples of work are listed below but are not intended to limit the types of eligible facility improvements that may be requested.

2. PROJECT / TASK-ORDER STRUCTURE

OVCDC may issue one or more individual project authorizations, work orders, task orders, or scopes of work under the resulting Agreement. Each project may identify the location, detailed scope, plans/specifications, schedule, required permits, materials, deliverables and maximum authorized cost.

- The resulting Agreement does not guarantee a minimum number or dollar value of projects.
- OVCDC may solicit project-specific pricing from one or more awarded/qualified contractors when permitted by OVCDC procurement procedures and applicable funding requirements.
- OVCDC may award individual projects separately and may make multiple awards when doing so is in OVCDC's best interest.
- No work may begin until the applicable Agreement and project authorization have been fully executed/approved by OVCDC.
- Contractor shall not perform additional work or incur costs outside an approved scope without prior written authorization and, when required, an executed change order.
- OVCDC may reject any or all project-specific quotes and may determine not to proceed with a project.

3. GENERAL SCOPE OF WORK

The selected contractor(s) shall provide all qualified personnel, supervision, tools, equipment, materials as needed, transportation, subcontractors, permits, testing, disposal, cleanup and other resources necessary to

complete authorized projects in a safe, professional and workmanlike manner, unless a project-specific scope states otherwise.

Potential services may include, but are not limited to:

- Plumbing repairs, replacement and installation, including water supply, drainage, waste, sewer, fixtures, faucets, toilets, sinks, valves, shutoffs, piping and related components.
- Repair or replacement of damaged, deteriorated or non-functioning building components.
- Facility renovations and improvements, including walls, doors, ceilings, flooring, finishes, cabinetry and other interior improvements.
- Site improvements, accessibility improvements, ramps, walkways, drainage and related exterior improvements.
- Bathroom, kitchen, classroom, office and common-area improvements.
- Repair or replacement of fixtures, equipment or building systems directly related to the authorized project.
- Minor construction, demolition, removal, disposal and reconstruction necessary to complete an authorized improvement.
- Concrete, framing, drywall, painting, finish work and other trades reasonably necessary to complete a project.
- Coordination of licensed specialty subcontractors where required.
- Inspection, testing, commissioning and correction of deficiencies.
- Emergency or priority repairs when separately authorized by OVCDC.
- Other related construction, plumbing, repair or facility-improvement work specifically identified by OVCDC in an individual project scope.

4. EARLY HEAD START / EHS FACILITY REQUIREMENTS

Because certain work may occur at or support Early Head Start facilities, the contractor must plan and perform work in a manner that protects children, families, staff and visitors and maintains the safe operation of the facility. OVCDC will require background checks for any subcontractors, contractors or personnel if work is performed during normal operational hours (7am-5pm) Monday through Friday

- Coordinate work schedules with the EHS Director/site representative and OVCDC Purchasing/Contracts Administrator or designee.
- Maintain safe separation between construction activities and children, families and staff.
- Use appropriate barriers, signage, containment and access controls whenever construction activities could create a hazard.
- Control dust, debris, fumes, noise and other construction-related hazards.
- Keep work areas clean and secure at the end of each workday unless otherwise approved.
- Do not leave tools, materials, chemicals, debris or hazardous conditions accessible to children or unauthorized persons.
- Immediately report unsafe conditions, incidents, property damage or unexpected site conditions to OVCDC.
- Comply with applicable building, plumbing, fire/life-safety, accessibility, environmental, occupational safety and other requirements applicable to the work.

5. SITE REVIEW AND PRE-CONSTRUCTION

Before submitting a project-specific price, the contractor may be required to inspect the site and verify existing conditions. Contractors are responsible for identifying reasonably observable site conditions that affect the proposed work.

- OVCDC may conduct a pre-bid or pre-construction site meeting.
- Contractor shall identify questions, conflicts, omissions or conditions affecting the scope before work begins.
- Contractor shall protect existing facilities, furnishings, equipment and grounds.

- Existing conditions that materially differ from the approved scope shall be documented and submitted to OVCDC before additional work is performed.

6. PLANS, SPECIFICATIONS AND CONTRACTOR RESPONSIBILITIES

For each authorized project, OVCDC may provide drawings, photographs, specifications, measurements, project narratives or other information. Where design services are required, the contractor shall provide plans or specifications prepared by appropriately qualified professionals and obtain OVCDC approval before proceeding with construction when required.

- Contractor is responsible for workmanship and installation in accordance with approved plans/specifications and applicable codes.
- Contractor shall obtain and maintain required licenses and permits unless the project authorization states that OVCDC will obtain a specific permit.
- All work shall be performed in accordance with manufacturer's installation requirements and applicable industry standards.
- Contractor shall provide documentation of inspections, testing, permits, warranties and closeout requirements when applicable.

7. LICENSES, INSURANCE AND QUALIFICATIONS

Proposers must demonstrate that they are qualified and legally authorized to perform the proposed work. At a minimum, proposals should identify:

- If applicable a contractor license classification(s) and license number(s).
- Years in business and relevant construction/plumbing experience.
- References for past work performed within the scope of work
- Experience with government, Tribal, Head Start/Early Head Start, educational, childcare or occupied facilities, if applicable.
- General liability, workers' compensation, automobile and other insurance required by OVCDC.
- Key personnel, supervisors and subcontractors.(background clearance)
- Ability to respond to routine, priority and emergency work when requested.

8. SUBCONTRACTORS

Any subcontractor proposed for use must be identified in the proposal and in the applicable project authorization when known. Contractor remains responsible for the performance, licensing, insurance, safety and compliance of its subcontractors. OVCDC may require prior written approval of subcontractors.

9. SAFETY, SITE PROTECTION AND CLEANUP

- Contractor shall maintain a safe work environment and comply with applicable safety requirements.
- Contractor shall provide appropriate personal protective equipment and safety controls for its employees and subcontractors.
- Construction areas shall be secured from unauthorized access.
- Contractor shall protect occupied portions of the facility from dust, debris, water intrusion and other impacts.
- Contractor shall remove construction debris and dispose of materials in accordance with applicable requirements.
- Upon completion, contractor shall leave the work area broom-clean and in a condition acceptable to OVCDC unless the project scope states otherwise.

10. PROJECT SCHEDULE

Each proposal shall identify the contractor's anticipated start date, duration and completion date. Project-specific schedules shall account for procurement lead times, inspections, permits, facility operating schedules and any required coordination with EHS.

OVCDC may establish mandatory completion dates for individual projects. The contractor shall promptly notify OVCDC of any anticipated delay and provide a written recovery plan when requested.

11. CHANGE ORDERS AND UNFORESEEN CONDITIONS

No change to the approved scope, price or schedule shall be performed without prior written authorization from an authorized OVCDC representative. If concealed, unforeseen or materially different conditions are discovered, the contractor shall stop the affected portion of work when necessary to prevent damage and notify OVCDC before proceeding with additional work.

Change-order requests shall include a description of the condition, proposed corrective work, itemized cost impact and schedule impact.

12. PROJECT CLOSEOUT

At completion of each authorized project, the contractor shall provide, as applicable:

- Final inspection and correction of punch-list items.
- Manufacturer warranties and contractor warranty information.
- Operation, maintenance or product information.
- Photos or other documentation requested by OVCDC.
- Final invoice consistent with the approved project authorization.
- Written confirmation that the authorized work is complete.

13. REPORTS AND COMMUNICATION

If required by the Agreement or project authorization, the contractor shall provide progress reports, schedules, inspection documentation, photographs, project status updates and other records requested by OVCDC.

Reports and project correspondence shall be submitted to:

Owens Valley Career Development Center
Attn: Purchasing/Contracts Administrator
P.O. Box 847 (93515)
2574 Diaz Lane (93514)
Bishop, California

14. PROPOSAL

To facilitate evaluation and comparison, proposals should be organized in the following order. OVCDC may deem a proposal nonresponsive if required information is omitted.

- RFP number, project title, business name, address, telephone, email, contact person, authorized signer and date.
- Licenses and Certifications – if applicable contractor licenses and other relevant certifications.
- Approach – Description of how the contractor will receive, estimate, schedule and complete individual project/task-order assignments.
- Organization and Management – Key personnel and responsibilities; identify proposed subcontractors.

- Schedule and Response Capability – Typical mobilization time and ability to meet project deadlines.
- Additional Data – Any information the proposer believes is important to OVCDC.

15. COST PROPOSAL/QUOTE

The proposer shall provide a clear pricing structure that allows OVCDC to obtain project-specific pricing. The proposal should include, as applicable:

- Hourly labor rates .
- Equipment rates.
- Material markups.
- Subcontractor markups.
- Disposal and hauling costs.
- Administrative or other fees.
- Any other anticipated charges.

For each individual project, OVCDC may request an itemized fixed-price or not-to-exceed proposal. The project authorization will establish the maximum amount payable for that project. No payment will be made for unauthorized work.

16. EVALUATION CRITERIA

Proposals may be evaluated using the following criteria:

Criterion	Weight	Points
Qualifications, licensing, experience and past performance	20%	20
Approach, project management and ability to complete work	15%	15
Safety, quality control and protection of occupied EHS facilities	15%	15
Schedule, responsiveness and capacity	10%	10
Cost/pricing structure and overall value	25%	25
Warranties, service and responsiveness to deficiencies	5%	5
Indian/Tribal, local and other applicable preference considerations	10%	10

Total: 100 points.

17. INDIAN AND OTHER FEDERAL PREFERENCE

OVCDC will apply its procurement policies and applicable Federal requirements concerning Indian preference, minority and women-owned businesses, labor surplus area firms and other applicable socioeconomic considerations. For American Indian-owned businesses to receive any applicable preference, the proposer may be required to provide documentation of Tribal enrollment and ownership consistent with OVCDC policy.

Preferences may also be given where permitted for environmentally preferable products, recycled materials, energy-saving technology and other ecologically beneficial practices.

Where applicable, purchases funded by Federal awards shall comply with the procurement requirements applicable to OVCDC and the funding source.

18. TERO REQUIREMENTS

For contracts or project work performed within Tribal territory where a Tribal Employment Rights Ordinance (TERO) applies, the contractor must comply with all applicable TERO requirements, including submission of a compliance plan and payment of the applicable TERO fee based on covered on-reservation labor, as required by the applicable Tribe.

Contractors shall identify TERO costs in project-specific pricing when applicable. Other project costs, including equipment, materials, travel and other charges, must be fully disclosed and may be subject to applicable Tribal taxes or requirements.

The applicable TERO requirements for a specific project will be identified by OVCDC based on the project location.

19. TYPE OF AGREEMENT

A standard OVCDC Contractor/Construction Services Agreement is anticipated. The Agreement may establish the general terms and conditions under which individual project/task-order authorizations will be issued. The Agreement itself does not authorize construction work unless a specific project authorization is approved.

20. TECHNICAL DIRECTION

The OVCDC Purchasing/Contracts Administrator or designee will serve as the primary administrative contact. Technical direction may be coordinated with the EHS Director, Facilities representative, site representative or other OVCDC designee.

No OVCDC employee is authorized to approve a change that increases the Agreement or project amount, materially changes the scope or extends the period of performance unless the change is approved in writing by an authorized OVCDC representative.

21. PAYMENT AND INVOICING

Payment for work performed will not exceed the approved project amount unless additional payment is approved in advance and in writing by OVCDC.

Invoices may be submitted no more frequently than monthly unless otherwise authorized. Each invoice shall include the Agreement/project authorization number, project location, description of work completed, period of performance, applicable itemization, approved change orders and total amount due.

OVCDC may withhold payment for incomplete, defective or unauthorized work until the matter is resolved.

22. RIGHTS RESERVED BY OVCDC

- Reject any or all proposals, in whole or in part.
- Request clarification or additional information.
- Conduct interviews or site visits.
- Negotiate with one or more proposers.
- Make an award to one contractor or multiple contractors.
- Award different projects to different contractors.
- Cancel or modify this RFP.
- Issue future solicitations for similar services.
- Determine that no award is in the best interest of OVCDC.

This RFP is not an agreement or obligation to purchase services and does not obligate OVCDC to award any minimum amount of work. OVCDC is not responsible for proposal preparation costs.

23. AGREEMENT TERMS AND CONDITIONS

Services will be provided under the terms and conditions of the OVCDC Standard Agreement and any applicable project authorization. The Agreement contains standard and special provisions applicable to the anticipated services. Proposers shall identify any requested exceptions to the Agreement and provide proposed alternate language with an explanation. OVCDC is not obligated to accept proposed alternate terms.

24. AGREEMENT EXECUTION

OVCDC will make a reasonable effort to execute an Agreement following selection of the proposal that best meets OVCDC's needs. The Agreement will not be effective, and work shall not begin, until all required approvals and signatures have been obtained. Failure of a selected proposer to execute the Agreement may result in award to another qualified proposer.

25. INTERVIEWS / PRESENTATIONS

OVCDC may invite finalists to participate in an interview or presentation to clarify qualifications, pricing, approach, schedule or other aspects of the proposal.

26. OVCDC SOVEREIGNTY

Any agreement awarded will contain the following language or substantially similar language:

“SOVEREIGN IMMUNITY WAIVER LIMITATIONS: Contractor acknowledges that OVCDC, including its TANF and other programs, is a tribal consortium, without authority to waive the sovereign immunity of any consortium member Tribe. Any waiver of the sovereign immunity of a consortium member Tribe can only be provided by the written consent of that consortium member Tribe’s governing body. Any waiver of the sovereign immunity of OVCDC can only be provided by the written consent of the OVCDC Board of Trustees. No such waiver has been provided by the terms of this Agreement, and Contractor agrees that nothing contained in this Agreement is or shall be construed as a waiver of the sovereign immunity of OVCDC or any consortium member Tribe.”

27. AWARD

Following evaluation and any requested Best and Final Offers, the award may be made to the most responsive and responsible proposer whose proposal is determined to be most advantageous to OVCDC. OVCDC reserves the right to make multiple awards or no award.

28. SUBMISSION OF PROPOSALS / QUESTIONS

Questions regarding this RFP should be directed to:

Purchasing/Contracts Administrator
Owens Valley Career Development Center
Telephone: 760-873-5107 Ext. 271
Fax: 760-873-3231
Email: contracts@ovcdc.com

Proposals should be submitted to:

Owens Valley Career Development Center
Purchasing/Contracts Administrator
P.O. Box 847 (93515)
2574 Diaz Lane (93514)

Bishop, CA
Email: contracts@ovcdc.com

The proposal must clearly identify the RFP number and project title. Electronic submissions by email are preferred unless otherwise stated in the final solicitation notice.

29. PROPOSAL CERTIFICATION

By submitting a proposal, the proposer certifies that the information provided is true and complete to the best of its knowledge; that the proposer has reviewed the requirements of this RFP; that the proposer is authorized to submit the proposal; and that the proposer understands that no work may begin until an Agreement and applicable project authorization are fully approved.

AUTHORIZED REPRESENTATIVE

Business Name	
Authorized Representative	
Title	
Signature	
Date	