



# TANANA CHIEFS CONFERENCE

## Facilities Department

1717 W. Cowles, St

Fairbanks, AK 99701

(907) 452-8251 Ext. 3926

### **Request for Quote (RFQ) – Facilities Maintenance and Repair Services Agreement**

**Tanana Chiefs Conference (TCC)**

**Housing First/Willow House Complex and Other TCC Facilities**

**RFQ Number: TCC-2025-001**

**Issue Date: July 14, 2025**

**Proposal Due Date: August 08, 2025, 2:00 PM AKDT**

## **1. Introduction**

Tanana Chiefs Conference (TCC), an Alaska Native non-profit corporation serving 42 villages in Interior Alaska, is soliciting quotes from qualified contractors to provide comprehensive facilities maintenance and repair services for TCC-owned facilities, with primary emphasis on the Housing First/Willow House Complex located in Fairbanks, Alaska. This RFQ seeks to establish a one-year term contract with the option to renew annually for up to five additional years, subject to satisfactory performance and mutual agreement.

## **2. Background**

TCC operates multiple facilities in Fairbanks, including the Housing First/Willow House Complex, which serves as a critical supportive housing program for the homeless population and has recently transitioned from a patient hostel to expanded housing units. The Housing First/Willow House Complex requires ongoing maintenance and repairs to ensure safe, functional, and comfortable living conditions for residents. Other TCC facilities, such as the Chief Peter John Tribal Building, may also require periodic maintenance services under this contract.

## **3. Scope of Work**

The selected contractor shall provide labor, materials, equipment, and supervision necessary to perform facilities maintenance and repair services, including but not limited to:

### **3.1 General Maintenance Services**

- **Preventive Maintenance:** Assist TCC Facilities Staff when needed. Any other duties as assigned.
- **Grounds Maintenance:** Maintain exterior areas, including assisting with snow removal, landscaping, and parking lot upkeep, paint touch-up, AC Unit covers, windows and window seals, rain gutters, etc. ensuring accessibility and safety and asset protection. Any other duties as assigned

### **3.2 Repair Services**

- **Emergency Repairs:** Provide 24/7 emergency response for critical issues (e.g., plumbing leaks, electrical failures, or heating system breakdowns) within 4 hours of notification. Coordinate with approved, qualified, licensed Subcontractors
- **General Repairs:** Address non-emergency repairs, including carpentry, drywall, painting, flooring, and fixture replacements, within 24-48 hours of work order issuance.

- **Specialized Repairs:** Coordinate and perform repairs to systems requiring approved, qualified, licensed Subcontractors (e.g., electrical, plumbing, or HVAC) as needed.

### 3.3 Specific Requirements for Housing First/Willow House Complex

- Maintain approximately 76 residential units, common areas, and support spaces in compliance with local building codes and applicable Regulatory standards (AHFC, CARF, NFPA, etc.).
- Ensure functionality of renovated systems, including new paint, flooring, light fixtures, exhaust fans, A/C units, and hotel-grade systems installed during recent upgrades.
- Address wear and tear from high-occupancy use, prioritizing resident safety and comfort.

### 3.4 Other TCC Facilities

The selected contractor shall provide labor, materials, equipment, and supervision necessary to perform facilities maintenance and repair services, on other TCC Facilities in the Fairbanks area, when requested.

## 4. Contract Term

- **Initial Term:** October 1, 2025, through September 30, 2026.
- **Estimated Hours:** It is estimated that this contract may require one thousand (1,000) to fifteen hundred (1,500) hours per year. As this is as needed work, there are no minimum guaranteed hours.
- **Renewal Option:** TCC reserves the right to renew the contract annually for up to five (5) years, contingent upon satisfactory contractor performance, funding availability, and mutual agreement.
- **Price Increase:** A price increase of no more than three percent (3%) may be requested in writing within thirty (30) days of contract renewal. If not requested at time of renewal, an increase may still be requested in writing, if approved this shall be granted thirty (30) days from submitted date, no retroactive price increases shall be allowed.

## 5. Contractor Qualifications

Bidders must demonstrate:

- A valid Alaska Business License and General Contractor License with a Residential Endorsement.
- Minimum of five (5) years' experience providing facilities maintenance and repair services for commercial or residential properties.
- Capability to provide 24/7 emergency response with a local presence in Fairbanks, Alaska.
- Familiarity with Housing First Regulatory standards (AHFC, CARF) and NFPA codes (e.g., NFPA 25 for fire protection systems).
- Proof of insurance, including general liability (\$1,000,000 minimum), workers' compensation, and automobile liability.
- Preference will be given to Alaska Native-owned businesses or firms employing local and tribal members, per TCC's commitment to tribal self-determination.

## 6. Proposal Requirements

Proposals must include the following:

1. **Company Profile:** Overview of the firm, including years in business, relevant experience, and key personnel qualifications.
2. **References:** Contact information for three (3) clients for whom similar services were provided within the last five years.

3. **Approach and Work Plan:** Description of how the contractor will meet the scope of work, including staffing, scheduling, and emergency response procedures.
4. **Pricing:**
  - Hourly rates for emergency and non-emergency repair services, including labor and materials markup.
  - Estimated annual costs
2. **Certifications and Licenses:** Copies of required licenses, insurance certificates, and any relevant certifications.
3. **Registration:** Proposers must register by emailing Tim Troppmann at [Timothy.Troppmann@Tananachiefs.org](mailto:Timothy.Troppmann@Tananachiefs.org) and Daren Schlotfeldt at [daren.schlotfeldt@tananachiefs.org](mailto:daren.schlotfeldt@tananachiefs.org) by July 25, 2025, 3:00 PM AKDT, to receive any addenda or updates.
4. **Questions:** All questions must be submitted via email to Tim Troppmann and Daren Schlotfeldt prior to 3:00 P.M. AKDT on July 31<sup>st</sup>, 2025. The final Addendum responding to questions shall be released no later than August 4th, 2025.

## 7. Submission Instructions

- **Deadline:** Proposals are due by August 08, 2025, 2:00 PM AKDT. Late submissions will not be accepted.
- **Format:** Submit one (1) electronic copy (PDF) via email to [Timothy.troppmann@tananachiefs.org](mailto:Timothy.troppmann@tananachiefs.org) and one (1) hard copy to:  
Tanana Chiefs Conference  
Attn: Tim Troppmann and/or Daren Schlotfeldt, Facilities Department  
122 1st Avenue, Suite 600  
Fairbanks, AK 99701
- TCC is an equal opportunity employer and encourages participation from minority-owned, women-owned, and Alaska Native-owned businesses.
- The contract will include provisions for termination for cause or convenience with 30 days' written notice.

## 8. Contact Information

For additional information or to register for addenda notifications, contact:

Tim Troppmann and/or Daren Schlotfeldt

Facilities Department

Tanana Chiefs Conference

Email: [Timothy.troppmann@tananachiefs.org](mailto:Timothy.troppmann@tananachiefs.org) or [daren.schlotfeldt@tananachiefs.org](mailto:daren.schlotfeldt@tananachiefs.org)

Phone: (907) 452-8251 ext. 3926

## 9. Attachments

- Attachment A: Housing First/Willow House Complex Floor Plan (available upon registration)
- Attachment B: TCC Facilities List (available upon registration)
- Sample Service Agreement (available upon registration)