Skokomish Indian Tribe
Health Services Department
Office (360) 426-5755
100 North Tribal Center Road Skokomish Nation, WA 98584
Fax (360) 877-2399

REQUEST FOR QUOTATION (RFQ)

Gazebo Roof Repair

Issuing Organization: Skokomish Wellness Center / Skokomish Health Department
Project: Gazebo Roof Repair
Project Location: 100 N Tribal Center Rd. Skokomish Nation, WA

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1. PURPOSE

The Skokomish Wellness Center is requesting qualified contractors to provide a quotation for the **inspection, repair, and restoration of the existing gazebo roof** located at the project site.
The selected contractor shall provide all labor, materials, equipment, tools, transportation, disposal, and supervision necessary to complete the work safely and professionally.

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2. SCOPE OF WORK

The contractor shall inspect the existing gazebo roof and provide all necessary repairs, including but not limited to:

- Inspect the entire gazebo roof for damage, deterioration, leaks, and structural concerns.
- Identify the source and extent of any roof leaks.
- Remove damaged or deteriorated roofing materials as necessary.
- Repair or replace damaged roof decking, sheathing, or supporting components as needed.
- Repair or replace damaged roofing materials.
- Repair flashing, trim, edges, and roof penetrations as necessary.
- Repair or replace damaged or deteriorated fascia or related roof components.
- Install appropriate weatherproofing materials.
- Seal all areas necessary to prevent future water intrusion.
- Ensure proper drainage and water runoff.
- Replace damaged fasteners and other necessary hardware.
- Clean and remove all construction debris from the work area upon completion.
- Perform a final inspection to ensure the roof is watertight and properly completed.

Note: Contractor shall notify the Wellness Center of any structural damage or additional repairs identified during the inspection before proceeding with work outside the approved scope.

3. MATERIALS

All materials shall be:

- New and of professional/commercial quality.
- Appropriate for the existing gazebo structure.
- Suitable for local weather conditions.
- Installed according to manufacturer specifications and applicable building requirements.
- Compatible with existing roofing materials where portions of the existing roof are retained.

Contractors shall identify the proposed roofing materials and provide manufacturer information where applicable.

4. CONTRACTOR RESPONSIBILITIES

The contractor shall:

1. Provide all labor, materials, equipment, tools, and supervision.
2. Protect the existing gazebo and surrounding property during construction.
3. Maintain a safe and orderly work area.
4. Comply with all applicable federal, state, local, and Tribal requirements.
5. Obtain permits, if required.
6. Properly dispose of all removed roofing and construction materials.
7. Repair any damage caused by the contractor during the project.
8. Maintain appropriate insurance and licensing required for the work.
9. Coordinate the work schedule with the Skokomish Wellness Center.
10. Leave the project area clean and free of construction debris upon completion.

4. SITE INSPECTION

Contractors are encouraged to inspect the gazebo prior to submitting a quotation.

Contractors shall verify existing conditions and dimensions before submitting their quote.

Any questions regarding site conditions should be submitted to:

Contact: Denese LaClair, Health Director

Email: dlaclair@skokwellness.gov

5. QUOTATION REQUIREMENTS

The quotation shall include:

- Contractor/business name and contact information.
- Contractor license number, if applicable.
- Proof of insurance, if requested.
- Detailed description of proposed repairs.
- Itemized labor costs.
- Itemized material costs.
- Equipment costs, if applicable.
- Disposal costs.
- Permit costs, if applicable.
- Total project cost.
- Estimated start date.
- Estimated completion date.
- Warranty information.
- Any exclusions or assumptions.
- Proposed payment terms.

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6. SUBMISSION

Submit completed quotations to:

Skokomish Wellness Center / Skokomish Health Department

Attention: Denese LaClair

Email: dlaclair@skokwellness.gov

Phone: 360-426-5755

Quote Due Date: 9/14/26

Late quotations may be rejected at the discretion of the Skokomish Wellness Center.

RIGHT TO REJECT

The Skokomish Wellness Center reserves the right to reject any or all quotations, waive minor irregularities, request clarification, and select the contractor determined to be in the best interest of the Skokomish Wellness Center.