



2872 Mission Drive, Shelbyville, MI 49344 | {p} 269.397.1780 | glt-nsn.gov

Request for Proposals Gun Lake Tribe Recycling Center Project

Located in Allegan County, MI

**Issued on: March 17, 2026
RFP Due Date: April 3, 2026**

Administered by: Gun Lake Tribe Environmental Department



PROJECT SUMMARY

This project will address current and future waste streams for the Gun Lake Tribe.

Section 1 – INTRODUCTION, INTENT AND PURPOSE OF RFP

1.1 Notice

Gun Lake Tribe (hereinafter the “Tribe”) is seeking bids for a consultant to assist in assessing and planning for a future Recycling Center (located at 3138 10th Street, Wayland, MI). The successful bidder will need to provide an assessment of the existing footprint, infrastructure needs, equipment size needs (compactors, bailers), transportation needs, employee needs and final destinations of all waste streams from the proposed Recycling Center.

The Tribe’s current waste streams include:

- Cardboard (corrugated)
- Paper board, paper (office paper, newspaper)
- Glass (clear or colored)
- Metal (aluminum cans, tin cans)
- Plastics
- Expanded Polystyrene (EPS) foam
- Wood pallets
- Construction materials
- E-waste materials
- Tires (vehicle only)

1.2 Purpose

The purpose of this project is to provide the Tribe with a final plan for its future Recycling Center.

Section 2 - REQUEST FOR PROPOSALS

2.1 Issuing Office and Inquiries

This Request for proposals (RFP) is issued by the Gun Lake Tribe Environmental Department. Any inquiries, clarifications, or interpretations regarding this RFP should be emailed to: Shawn McKenney, shawn.mckenney@glt-nsn.gov.

Responses to inquiries that pertain to the content of this RFP will be provided in writing to all recipients of the RFP through an addendum. All questions should be submitted by March 30, 2026. It is the responsibility of each contractor to inquire about any aspect of the RFP that is not fully understood or is believed to be susceptible to more than one interpretation.



2.2 Submission of Bids

Bids can be submitted via email or mail to the addresses below. All bids must be submitted by April 3, 2026 at 5:00pm ET.

Email:

GLT Environmental Department

Subject: Recycling Center Project RFP

elizabeth.binoniemi-smith@glt-nsn.gov

shawn.mckennedy@glt-nsn.gov

Mail:

Gun Lake Tribe Environmental Department

Recycling Center Project

2872 Mission Drive

Shelbyville, MI 49344

Contractors must submit one (1) complete copy of each bid. No responsibility shall be attached to the Tribe for the premature opening of any bid proposal not properly addressed or identified. In order to be considered for selection, bids must be received by the date, time, and place previously outlined. The bidding process will be considered closed on April 3, 2026 at 5:00pm. Failure to meet this deadline will disqualify the bidder.

2.3 Addenda

No oral statements, explanations, or commitments by anyone shall be of any effect unless incorporated in writing into the addenda. It is the responsibility of the contractor to periodically check with the Tribe's representative before submitting a bid to obtain any addenda that have been issued.

2.4 Content of Bid

Contractors shall not be allowed to submit additional documentation once bids are opened. Care should be taken to ensure that information provided is accurate, complete, and consistent. Omission of any of the required information may subject the contractor to disqualification.

2.5 Bid Pricing

Bid prices shall be valid for 180 days from the date of the Bid Opening.

2.6 Exceptions to the RFP

Any exceptions to these specifications indicated must be clearly listed and explained, otherwise, it will be considered that the items offered are in strict compliance with these specifications and the successful bidder will be held responsible for meeting these specifications.



2.7 Bid Withdrawal

If the contractor desires to withdraw their bid, a request must be submitted before the bid opening, in writing to explain the purpose for withdrawal.

2.8 Bids Property of the Gun Lake Tribe

All bids submitted in response to this RFP become the property of the Tribe once they are opened. All submitted proposals and supporting material are a matter of public record.

2.9 Rejection of Bid

The Tribe reserves the right to reject any or all bids, with or without cause, and to waive informalities when such rejection is in the best interest of the Tribe. The Tribe also reserves the right to reject the bid of a contractor who has previously failed to perform properly or complete on-time a contract of similar nature.

2.10 Disqualification of Contractors

More than one bid from an individual, firm, partnership, corporation, or association under a different name or names shall not be considered. Any or all bids shall be rejected if there is reason to believe that collusion exists among the Contractors. In this situation all participants in such collusion shall not be considered for the current or future bids for the same work. No contract shall be awarded except to competent contractors capable of performing the class of work contemplated.

2.11 Intent of this RFP

This Request for Proposal (RFP) is intended to provide contractors with a common, uniform set of specifications to assist them in the development of their bids and to provide a uniform method for the Tribe to fairly evaluate bids and subsequently select a contractor. The Tribe assumes no responsibility for conclusions or interpretations derived from the information presented in this RFP, or otherwise distributed or made available during this bidding process. In addition, the Tribe will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFP or any documents provided other than those given in writing by the Tribe through the issuance of addenda. In no event may a contractor rely on any oral statement by the Tribe or its' agents, advisors or consultants. It is the full responsibility of the contractor to thoroughly investigate the needs/requirements of the Tribe not necessarily assumed in this RF

All proposals must include the following information about your company:

- a. Brief history of company.
- b. Resumes of key personnel assigned to project.
- c. Identification of subcontractors (if applicable).
- d. Project Experience: List up to five (5) projects completed with similar scope of work to this project.



- e. Legal Processing: Identify any ongoing legal proceeding or pending legal proceeding, i.e., arbitration, compliant or court action, filed against your company or any individual related to the work of your company for any project within the last five (5) years.

2.12 Award

The award of this bid will not be based solely on lowest price. The award will be based and granted on “BEST VALUE”. “BEST VALUE” will consider factors beyond pricing such as whether the responsible vender is able to meet and/or exceed the required specifications.

Reasonable preference shall be given to Certified Native American Owned Businesses. Any bidder seeking Indian Preference, must be at least 51% Indian-owned and must contact the Chairperson of the Indian Preference Committee, Amanda Sprague Amanda.Sprague@glt-nsn.gov or 269.397.1630 to receive a prequalification packet.

Gun Lake Tribe reserves the right, in its own discretion, to accept or reject any and all responses, to waive any irregularity and/or informality in any response and to request and receive additional information from any contractor when such acceptance, rejection, waiver or request is in the best interest of the Tribe.

Gun Lake Tribe reserves the right to decline to select a contractor for this project.

Gun Lake Tribe will enter into a contract with the contractor that preserves the sovereign immunity of the Tribe.

The contract will not create an employment relationship. The contractor performing work under the contract will not be employees of the Environmental Department or the Tribe.

2.13 Notification of Award

After all prerequisites and specifications have been met by the bidder and the award for this bid is made, the successful bidder will be notified within five (5) working days after April 8, 2026 The Tribe will notify the successful bidder.

2.14 Contractor’s Guarantee

By submitting a bid on these specifications, the contractor binds themselves to all conditions in these specifications. Any variance with the specifications must be stated with the submitted bid and may, after review of all consequences of the variance, disqualify the bid.

2.15 Completion Requirement

A guaranteed completion date may be considered in making the award. Any contractor who submits a bid on these specifications agrees to complete the project by the date in the specifications. If contractor feels the requested completion date cannot be met, the contractor shall so state and give revised date with the bid. The



completion schedules that are submitted by the Contractor and agreed upon by the Tribe shall automatically become binding upon the successful Contractor.

2.16 Inspections

The successful contractor acknowledges and understands that the design of the project must meet all applicable federal, state, and Tribal laws and regulations. A final review of the survey and engineering document will be completed prior to final payment.

2.17 Non-Collusion

By executing and submitting this bid, the bidder certifies that his bid is made without reference to any other bid and without any agreement, understanding, collusion or combination with any other person in reference to such bidding.

2.18 Taxes

Taxes should not be included in the bid. Any sales tax items should be listed as a separate item and explained at time of invoicing.

2.19 Payment

It is the desire of the Tribe to pay promptly. It is the contractor's responsibility to submit invoices to the Tribe at: Gun Lake Tribe Environmental Department, Recycling Center Project, 2872 Mission Drive, Shelbyville, MI 49344 or emailed to elizabeth.binoniemi-smith@glt-nsn.gov. Contractors must provide tax information to include contractor's full business name, address, "remit to" address, and federal tax identification number, through submission of a completed W-9. Payments will be executed by the Tribe within 14 days of posted invoices.

2.20 Indemnification

The successful bidder must be willing to execute an agreement that contains an indemnification clause that would hold the Tribe, to include all employees, harmless from all liabilities, obligations, losses, claims, damages, actions, suits, proceedings, costs, expenses, including attorneys' fees, that: a) Arise out of, are connected with, or result directly or indirectly from the successful bidder's failure to perform any of its obligations under a contract; or b) Are a result, of a breach of any of the successful bidder's warranties. No indemnification responsibilities created by this section, notwithstanding any warranties, shall survive and be enforceable after the contract between the Tribe and the successful bidder terminates or expires, and they shall be terminated only by written agreement of the successful bidder and the Tribe.

2.21 Insurance

To submit a proposal, the applicant and key staff assigned to the project must be licensed and insured, if applicable, under all applicable laws in the State of Michigan. Applicants must have demonstrated prior experience in work of a similar scope. Applicant will be required to provide a certificate of insurance.



The applicant must possess and maintain insurance coverage with the minimum amounts stated below:

- \$1,000,000 Professional Liability Insurance
- \$1,000,000 General Liability Insurance
- \$1,000,000 Error and Omissions Liability Insurance

2.22 Ranking Criteria

Award of the contract resulting from this RFP will be based upon the most responsive and responsible company whose offer will be the most advantageous to the Tribe in terms of cost, functionality and other factors as specified below. This evaluation will be calculated in accordance with the following evaluation criteria and the respective point values assigned with 1 being low and 100 being high. Consideration of the award will be determined based on the accumulation of points.

Evaluation Criteria	Points
1. Cost	25
2. Similar Project Experience	10
3. Staff Qualifications	20
4. Work Plan and Procedures	20
5. Proposal Conforms with RFP	15
6. Indian preference	10
Total	100

Section 3 – SPECIFICATIONS

3.1 General Site Information

The Recycling Center is planned to be located at 3138 10th Street Wayland, MI. The existing building will need to retro-fitted for use as the Recycling Center.

Current Building specifications:

- 150'x90' 13,500sq'
- No HVAC system
- Uninsulated
- Sand floor

3.2 Project Objectives

The successful bidder will act as a consultant to assist in assessing and planning for a future Recycling Center (located at 3138 10th Street, Wayland, MI). The successful bidder will need to provide an assessment of the



footprint, infrastructure needs, equipment size needs (compactors, bailers), transportation needs, employment needs and final destinations of all waste streams from the proposed Recycling Center.

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The Tribe has estimates for all waste streams.

Please review the following appendices for more information:

- See Appendix I for Gun Lake Tribe Integrated Solid Waste Management Plan
- See Appendix II for Recycling Center Options
- See Appendix III for the 2024 Gun Lake Casino and Resort Waste Audit

3.3 Timing

The assessment document should be completed by May 22, 2026. The Tribe expects regular coordination regarding details of the project and to be updated at least bi-weekly on project status.



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Project Location

Recycling Center Site Location 3138 10th Street Wayland, MI

