



FEDERATED INDIANS OF
GRATON
R A N C H E R I A

Request for Proposals

For Contract Farming Services

Response Due: On or before January 13, 2023, no later than 5:00 PM

Email to: avasquez@gratonrancheria.com

1. Background

The Federated Indians of Graton Rancheria (“FIGR”) seeks an independent contractor (“Contractor”) to provide farm operations management and labor to maximize food crop quantity and quality on FIGR’s Farm & Garden properties.

FIGR currently has just under an acre in row crop production that produces over 12,000 pounds of fruits, vegetables, herbs, and flowers annually for Tribal Citizens according to regenerative organic practices. A small flock of 25 chickens also produces eggs. Produce and eggs are currently distributed to approximately 70 households on a weekly, bi-weekly, or monthly basis, CSA box style through a refrigerated delivery service.

The Farm & Garden program is currently run by a manager and two full time field staff. As FIGR seeks to expand food production to service more Tribal Citizens and the larger community, FIGR requires a Contractor to efficiently manage operations and labor fluctuations. Current Farm & Garden staff would likely transition to more distribution, community outreach, and a limited set of garden activities while the contractor focused on larger scale food production.

2. Scope of Work

The Contractor would be responsible for crop planning, planting, tending, harvesting, washing, and packing food crops, as well as securing the necessary labor to do so.

- Crop planning for year-round food production
- Expanding up to 5 acres in row crop production on two different sites (less than a quarter mile apart)
- Improving soil quality
- Weeding, watering, tending and all other associated activities to maintain row crops
- Harvesting, washing, and packing crops for distribution
- Securing necessary supplies and labor (infrastructure needs and larger equipment can be negotiable in contract)
- Maintain health and food safety standards
- Compliance with tribal, local, state, and federal laws
- Coordination and compliance with the Tribal Heritage Preservation Officer (THPO) for ground disturbing activities and protection of Tribal Cultural Resources
- Supporting current staff in chicken care, egg collection, washing, and packing. Chicken flock may be expanded in the coming year.
- Helping establish and maintain a quarter acre orchard
- A crop list of what is typically grown can be found in Attachment B.

Existing Resources on Property:

- Reliable high production wells on Farm & Garden properties
- Existing drip irrigation infrastructure on existing crop areas
- Existing barn (40’x22’) and additional covered storage areas
- Greenhouse (20’x20’)
- BCS walk behind tractor (additional large-scale equipment can be negotiable in proposal)

3. Contractor Qualifications

Contractor Minimum Qualifications:

1. Contractor should have several years' experience in farm-scale agricultural food production, regenerative organic practices, safe food handling, and managing farm labor.
2. Contractor shall possess all licenses, insurance (\$1,000,000 in coverage required), and professional credentials necessary to perform services as specified under this RFP.

4. Term of Service

The term of service will be a minimum of one year depending on seasonal considerations with automatic extensions unless either party provides written notice of termination at least 90 days prior to the end of the then current term, subject to satisfactory performance of the selected Contractor, and necessity of services provided. Criteria for terminations with or without cause are to be determined and will be provided in the definitive contract to be negotiated between FIGR and Contractor.

5. Instructions for Proposals

- A. All proposals must be submitted by email to: AVasquez@gratonrancheria.com, with Contract Farming Services in the subject line. All attachments should be sent as PDFs.
- B. All proposals must be clearly marked Contract Farming Services RFP. All proposals must be received by 5:00 pm on Friday, January 13, 2023; proposals submitted after that date and time will only be considered if FIGR has not yet identified a suitable contractor. All proposals will be reviewed for completion to make sure they meet the requirements. No telephone quotes will be accepted.
- C. Include an annual budget proposal to farm up to 5 acres including costs of labor, supplies, and anything else necessary to complete the scope of work.
- D. Negotiable points in contract:
 - Large scale equipment and infrastructure costs
 - Billing methods and periods
 - Unforeseen costs
 - Chicken and small-scale orchard care
 - Contributing to distribution and community engagement efforts
- E. FIGR's designated representative will answer any questions and provide opportunities for site visits up to the deadline date of the RFP.
- F. All budget proposals must include the following information:
 1. The contact information of individuals who will be leading this project.
 2. Provide an accurate mailing address of the business/ individual.
 3. Experience/qualifications:
 - a. Provide at least two examples of relevant jobs/projects

- b. Provide 2 – 4 client/work references including information regarding the project and contact information
4. Proposed fees/expenses: Proposal shall clearly state all costs and fees to be charged in the performance of all services outlined in Section 2.
 - a. If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned projects, or each project rate. Or provide a blended rate for the delivery of all services.
 - b. Provide an explanation if fees will be calculated on any other basis (project-based). Itemize the type of expenses (other than fees) for which you would seek reimbursement.

6. Selection Criteria

Each proposal will be independently evaluated to determine selection of the most appropriate proposal to fit the current need, alignment with FIGR's values, and a mutually beneficial working relationship.

7. Terms and Conditions

- A. FIGR reserves the right to reject all proposals and to waive minor irregularities in any proposal.
- B. FIGR reserves the right to request clarification of information submitted and to request additional information from the potential contractor.
- C. FIGR reserves the right to award the contract to an Indian-owned economic enterprise or organization with the lowest responsive quote if it is reasonable and no more than 10% higher than the lowest responsive quote overall.
- D. Any proposal may be withdrawn up to the date and time set in this RFP.
- E. FIGR shall not be responsible for any cost incurred by the Contractor in preparing, submitting, or presenting its response to the RFP.
- F. FIGR reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the FIGR Tribal Council.
- G. All quotes, documents, and forms will become the property of FIGR upon delivery and acceptance of the sealed proposal or email communication.

ATTACHMENT A

RFQ – Information Form



Official Name of Contractor _____

Contact Person _____

Street Address _____

City, State, Zip _____

Email: _____ Website: _____

Type of Entity / Organizational Structure (Check one):

- | | | |
|--|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Partnership | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Other _____ | |

Date of Organization structure: _____

Signature: _____ Date: _____

ATTACHMENT B

Crop List

Artichoke	Leeks
Asparagus	Lettuce
Basil	Melons
Beans	Mint
Beets	Onions
Blackberries	Parsley
Broccoli	Peas
Brussels Sprouts	Peppers
Cabbage	Potatoes
Carrots	Pumpkins
Cauliflower	Radish
Celery	Romanesco
Chard	Rutabaga
Corn	Rosemary
Cucumbers	Spinach
Dill	Squash, summer
Eggplant	Squash, winter
Flowers	Strawberries
Garlic	Thyme
Green Onions	Tomatoes
Kale	Turnips