

Housing Authority of the Cherokee Nation

www.cherokee.org

REQUEST FOR BIDS

For

Replacement on (15) Bathroom Cabinets and
Plumbing Accessories

At

Robert Swimmer Addition

Jay, OK

Solicitation # 2013-001-107



Bid Due Date: November 1st, 2013 at 10:00 A.M.

Housing Authority of the Cherokee Nation

P.O. Box 1007

Tahlequah, OK 74465-1007

(918) 456-5482

Housing Authority of the Cherokee Nation
BID REQUEST

The Housing Authority of Cherokee Nation (Low Rent Dept.) is accepting bids from interested parties for the replacement of *(15) Bathroom Cabinets and Plumbing Accessories*. These apartments are located at **Robert Swimmer Addition (45-47) in Jay, Oklahoma.**

The scope of work and specifications are included in this bid packet.
TO BE CONSIDERED A RESPONSIVE/RESPONSIBLE BIDDER, THE MANDATORY BID RESPONSE SHEET MUST BE FULLY COMPLETED Bids are due no later than 10:00 a.m. November 1st, 2013.

The lowest most responsive, responsible bid will be the determining factor in awarding this bid based on The Housing Authority of the Cherokee Nation Policy and Procedure. The successful bidder will be issued a purchase order incorporating the bid response.

Bids are due November 1st, 2013 by 10:00 a.m.

MANDATORY SUBMITTAL INFORMATION: Bid submittal requirements must be followed. Each bid must be submitted on the prescribed, required form with all areas completed. If forwarded by mail, the envelope containing the bid and all other required, completed documents must be received on or before due date listed and **must be clearly identified “Bid Enclosed” Attn: Herman Augerhole,** Bids may be mailed to the Housing Authority of the Cherokee Nation, Attn: Herman Augerhole, P.O. Box 1007, Tahlequah, OK 74465. Bids may be faxed to the attention of Herman Augerhole at (918) 458-5637 or e-mailed to herman.augerhole@hacn.org it is the bidder’s responsibility to ensure delivery of bids by Friday November 1st, 2013 by 10:00 a.m. Any bids received after the designated date and time will be ineligible for award.

Bid Acceptance: Bids will be accepted from Cherokee, Indian and Non-Indian bidders. Tribal and Indian preference will be given ONLY to bidders who provide current certification from the Tribal Employment Rights Office (TERO) located at the Cherokee Nation of Oklahoma, P.O. Box 948, Tahlequah, Oklahoma, 74465, telephone number (918) 453-5000. Failure to submit the TERO certification with the bid, or within three (3) days of deadline may result in denial of Indian preference. This contract is subject to section 7 (b) of the Indian Self-Determination and Education Assistance Act which requires in part that to the greatest extent feasible, preference in the award of contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises. Housing Authority of the Cherokee Nation reserves the right to reject any and all bids. Housing Authority of the Cherokee Nation reserves the right to determine if a bid meets stated requirements, and to award a purchase order for the bid that is in the best interest of the Housing Authority of the Cherokee Nation including but not limited to

the total cost and capability of the bidder. Bidders are responsible for any and all costs associated with the preparation and submission of bids. To be considered, bids must be received by the specified date and time; any bid received after the stipulated date and time will be returned unopened. No bidder may withdraw their bid within 30 days after proposal due date.

Wage Rates # 130005 is applicable to this project.

Bidder can visit the job site and acquaint themselves with the exact nature of work to be performed. To schedule a site visit contact William Hooper at 918-458-1387. (Site Visit is encouraged)

TERO Certification: Indian preference will be given only to bidders who provide proof of current certification from the Cherokee Nation Tribal Employments Office (TERO) located in Tahlequah, Oklahoma, telephone number (918) 456-0671. **Proof of TERO certification must accompany and be included in bid submittal.**

TERO requirements apply including fee of ½ of 1% of contract award. Successful bidder must complete TERO Labor Agreement and pay all applicable fees, including \$25 per day for each non-Indian employee working on this project. Please contact Cherokee Nation Tribal Employment Rights Office (T.E.R.O.) at (918) 453-5000 with any questions.

Method of Award – Lowest Bid That Contains Lowest Most Responsive/Reasonable Offer From Qualified Bidder: After consideration of price and other factors, the purchase order will be awarded to the bidder whose bid is determined to be the lowest most responsive/reasonable offer and in the best interest of the Nation to accept in accordance with the HACN and the Cherokee Nation Acquisition Management Policy & Procedure. Award shall be made under unrestricted solicitations to the lowest, most responsive/reasonable bid from a qualified economic enterprise or organization within the maximum total budget price established for the specific project or activity being solicited. **TERO Preference will be given only to bidders who provide proof of current TERO certification from the Cherokee Nation Tribal Employments Office (TERO). Proof of TERO certification must accompany and be included in bid submittal.**

THE FOLLOWING FACTORS WILL BE GIVEN CONSIDERATION:

NUMBER OF CURRENT, PENDING PROJECT;
PERCENTAGE OF PROJECTS COMPLETED ON TIME FROM PREVIOUS AWARDS;
QUALITY OF WORK ON PREVIOUS PROJECTS.

Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters: The responding party certifies to the best of its knowledge and belief that the person, the firm, or any of its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency or

Indian tribe. The bidder will also certify they have not, within a three-year period preceding this Request for Bid, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commissions of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision. The responding party certifies they have not, within a three-year period preceding this Request for Bid, had one or more contracts terminated for default by a Federal, State, Local or Tribal agency. The responding party shall provide immediate written notice to the Housing Authority of the Cherokee Nation if, at any time prior to contract award, the person learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

General Information: Housing Authority of the Cherokee Nation reserves the right to waive any informalities or to reject any and all bids. Award of purchase order will be to the lowest most responsible responsive bidder and will be subject to availability of funds. Indian preference will be given to Contractors certified as an Indian-Owned firm by the Cherokee Nation Tribal Employment Rights Office (T.E.R.O.). Proof of certification must accompany all bids. No bidder may withdraw their bid within thirty (30) days after bid opening date.

A prospective contractor seeking to receive Indian Preference under this contract must be certified as an Indian-owned firm by the Cherokee Nation Tribal Employment Rights Office (TERO) and submit proof of that certification with their bid.

Insurance Requirements – before performing contractual services on the behalf of or for the Housing Authority of the Cherokee Nation, compliance with the following insurance requirements must be verified. Provide an original Certificate of Insurance naming the Housing Authority of the Cherokee Nation of Oklahoma as a certificate holder.

The certificate should contain the following information:

- 1) Type of insurance
- 2) Policy number
- 3) Effective date
- 4) Expiration date
- 5) Limits of Liability (this amount is usually stated in thousands)
- 6) Ten-day cancellation clause

****Required Coverage:**

- 1) Worker's Compensation and Employer's Liability:
Limits of Liability:
Bodily Injury by Accident: \$100,000 each accident

Bodily Injury by Disease: \$500,000 policy limit
Bodily Injury by Disease: \$100,000 each employee
Oklahoma Statute requires Worker's Compensation coverage for anyone with one (1) or more employees.

- 2) General Liability:
Coverage:
Comprehensive (including products/completed operations)
Limits of Liability:
Bodily Injury and Property Damage Combined: \$100,000.00
(each occurrence)

- 3) Automobile Coverage:
Vehicles Covered:
All Autos
Bodily Injury and Property Damage Combined: \$100,000
Hired Autos
Non-owned Autos
Limits of Liability:

NOTE: The Contractor shall either: (1) require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractor's Public Liability and Property Damage or the type and in the same amounts as specified above, or (2) insure the activities of this subcontractors in his own policy

Drug Free and Tobacco Free Workplace:

- a) Any Contractor performing work for the Housing Authority of the Cherokee Nation agrees to publish a statement notifying all employees, subcontractors, and other workers that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against violators of such prohibition.
- b) The Housing Authority of the Cherokee Nation will consider lack of enforcement or lax enforcement of the statement by the Contractor a default of the contract.
- c) The Contractor further agrees to provide all persons engaged in performance of the contract with a copy of the statement.
- d) A copy of the Contractor's Drug Free Workplace statement shall be included with any bid submitted or the Contractor will be deemed to accept and agree to use the statement provided by the Nation.
- e) The Contractor understands and recognizes that all Housing Authority of the Cherokee Nation buildings, whether leased or owned, and the grounds surrounding those facilities are considered by the Nation to be a tobacco free

workplace. The Contractor will ensure all employees, subcontractors, and other workers will abide by this policy.

The Contractor shall verify, on job site, all quantities, measurements or dimensions, conditions, plans, scope of work before submitting this bid. There will be no Change Order to prices based on mistaken quantity count, measurements or dimensions.

AWARDED CONTRACTOR MUST SUBMIT REQUIRED DOCUMENTATION WITHIN THREE (3) DAYS OF NOTIFICATION OF AWARD TO THE HOUSING AUTHORITY OF THE CHEROKEE NATION DEPARTMENT, AS APPLICABLE TO PROJECT

INSURANCE CERTIFICATES
CORE CREW LIST

****FAILURE TO SUBMIT ALL PAPERWORK BY DEADLINE WILL RESULT IN AWARD BEING REVOKED**

SCOPE OF WORK

- 1) This project consists of the complete replacement of *(15) Bathroom Cabinets and Plumbing Accessories*. These units are located at **Robert Swimmer Addition (45-47)** in **Jay, Oklahoma**.
- 2) The contractor shall bid to ***MATCH EXISTING BATHROOM CABINETS, Plumbing Accessories***, and furnish the following labor, licenses, material, equipment, tools, permits and insurance necessary to complete this project. ***(Contractor is responsible for his own measurements)***
- 3) These units are occupied.
- 4) The contractor shall bid work hours from 8 am to 5 pm, 5 days week, M-Fr., or Housing Authority of Cherokee Nation work hours.
- 5) The contractor shall bid to remove bathroom cabinet and dispose at approved dump site.
- 6) The contractor shall bid all wood cabinets. ***(Particle board/press-board will not be allowed on this job)***
- 7) The contractor shall bid to measure every apartment and build cabinet for an exact fit. Cabinet arrangements' will remain the same. ***(Filler will not be allowed)*** All cabinets' styles must be uniform in width.
- 8) The contractor shall bid to install minimum 3/4" lumber core red oak plywood on all exposed cabinet ends. ***Exposed raw edges will not be allowed.***
- 9) The contractor shall bid to install minimum 3/4" A-B Fir plywood or lumber core plywood on unexposed surfaces.
- 10) The contractor shall bid to install 3/8" A-B Oak plywood backing in cabinets.
- 11) The contractor shall bid 2-3/8" solid 3/4" Red Oak styles, rails for face of cabinets.
- 12) The contractor shall bid all cabinets doors with 2-1/2" solid Red Oak rail and style with 1/4" Oak veneer plywood panel. Edges back beveled for finger pulls. ***(Flat panel door)***
- 13) The contractor shall bid antique brass variable overlay hinges.

- 14) The contractor shall install trim for sides of cabinets where cabinets abut walls, trim shall be 3/4" Oak cove molding. Trim will require the same stain color and finish as cabinets.
- 15) The contractor shall bid to stain inside and outside of cabinet with LT. Oak. The finish shall be (2) coats of sand and sealer and (2) coats of premium quality polyurethane high gloss varnish. (Inside and exterior of cabinet and drawers)
- 16) The contractor shall bid to install cabinets with a 3" screws to the walls, floor cleats and to cut all plumbing holes to proper size in the back of the new cabinets.
- 17) The contractor shall repair any damage due to installation of the new bathroom cabinet (sheetrock repair and touch up paint on walls, and floor tile, floor trim, stain 3/4" wood base shoe.)
- 18) The contractor shall bid to install new floor base and stain 3/4" wood base shoe (if needed) around cabinet area.
- 19) The contractor shall bid to install new *ALMOND, WILSONART (equal too)* Formica on 3/4" A-B Fir plywood counters tops and 5" back, end splash boards for these bathroom cabinet or a pre-fab at a shop with a 3/4" solid oak band with 5" side, back splash.
- 20) The contractor shall bid to install 3/4" Oak end caps on all exposed countertop ends.
- 21) The contractor shall bid to caulk bathroom cabinet and counter top with a 25 yr caulking to match walls and countertop.
- 22) The contractor shall bid to install new sinks, pvc traps, faucets, rope water supply lines, new angle stops or straight stops with trim collars by a licensed plumber.
- 23) The contractor shall submit a **sample** of the **bathroom cabinet and countertop with bid.**
- 24) The contractor shall bid to install all materials to the Manufacturer's Specifications.
- 25) Bidder can visit the job site and acquaint them with the exact nature of work to be performed. Contact William Hooper @ 918-458-1387 or Larry Sloan @ 918-720-3146 to schedule a site visit.
- 26) The submission of a bid shall indicate the bidder thoroughly understands the specifications, conditions and scope of work.

- 27) Bidder shall be responsible for ***determining the amount of labor and materials needed to complete the project being bid.***
- 28) All equipment, material, and articles furnished under this contract shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in this contract.
- 29) All work must be performed in a workmanlike manner.
- 30) Contractor shall at all times keep the work area clean, including storage areas, free from accumulations of waste materials. Also contractor shall place a ***Portable/Johnny*** and post all proper documents for this project. After completing the work and before final inspection, the Contractor shall (1) remove from the premises all scaffolding, equipment, tools, and materials (including rejected materials) that are not the property of the Housing Authority of the Cherokee Nation and all rubbish caused by its work; (2) leave the work area in a clean, neat and orderly condition satisfactory to the Contracting Inspector; (3) perform all specified tests.
- 31) The contractor shall furnish a one (1) year written warranty to the Housing Authority Cherokee Nation Low Rent Department at 1300 Nola Street Tahlequah OK., on workmanship and materials.
- 32) One payment will be made at ***100% completion of the project on (15) Bathroom Cabinets and Plumbing Accessories***, with the approval and inspection done by the Inspector of the Housing Authority of the Cherokee Nation (Low Rent Dept.). Estimated time of completion is 7 working days

SPECIFICATIONS FOR BATHROOM CABINETS

1) CABINET MATERIAL: Shop manufactured OAK Bathroom cabinets: Must meet or exceed the following specifications:

- A. **Doors:** Flat panel type made from 1/4" thick oak hardwood center veneer plywood. Side and top rail shall be 2-1/2" X 3/4" solid oak wood. The edges shall be routed. Door pulls will be **routed**. (**Spiece door unit**)*
- B. **Stiles and rails:** 2 3/8" X 3/4" thick solid oak hardwood.*
- C. **Cabinet Hinges:** Contractor shall furnish hinges, catches, **routed pulls** ect. Hinges shall be adjustment spring type, hinges shall be antique finish.*
- D. **Cabinet's backs:** shall have a 3/8" A-B Oak plywood wood back.*
- E. **Toe Kick:** Cabinet shall have a toe space with 1/4" kickboard and back with 1/4" oak plywood.*
- F. **Stain:** Shall be **LT. OAK**.(**Inside and exterior of cabinet**)*
- G. **Finish:** two coat sand and sealer and apply two coats of premium quality polyurethane high gloss varnish. .(**Inside, exterior of cabinet**)*
- H. **Countertops:** shall bid to install new **ALMOND, WILSONART (equal too)** Formica on 3/4" A-B Fir plywood counters tops and 5" back, end splash boards for these kitchen cabinets, bathroom cabinet or a pre-fab at a shop with a 3/4" solid oak band with 5" side, back splash*

*I **BATHROOM PLUMBING:***

- 1) **Countertop A self-rimming Lavatory Sink, shall be 18" round 4" cc, vitreous china or enameled cast, as manufactured by AMERICAN STANDARD, KOHLER or VALLEY or equal to.***
- 2) **Lever Handle Faucet (Delta #520 MPU Chrome) with a CPB pop-up waste or equal to.***
- 3) **Tailpiece and p-trap shall be pvc with new escutcheons'.***

4). *Water stops shall be wheel handle chrome plated brass stops with new escutcheons'.*

5) *Water supply line, shall be Braided Polymer Coated*

J. WARRANTY: *(1) year workmanship and materials.*

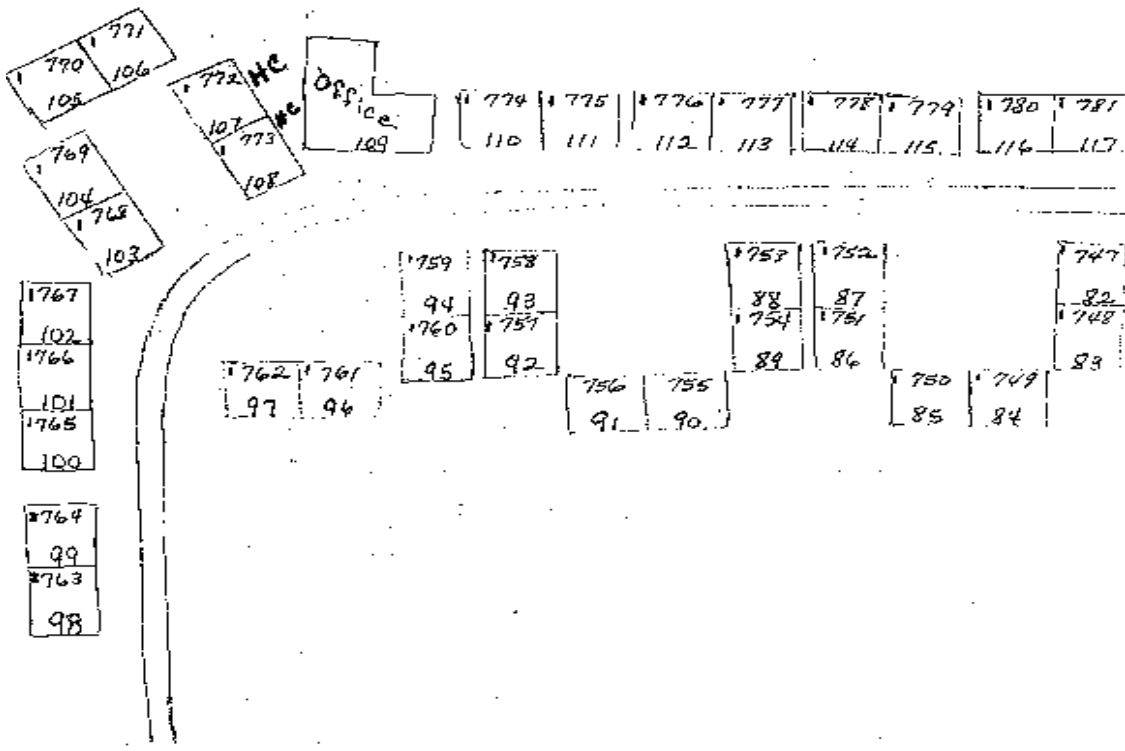
DIRECTION: 45/47 ROBERT SWIMMER ADDITION
13th STREET JAY OK.

AT JCT. HWY. 20 & 59/10 AT JAY OK. GO EAST ON HWY 59/10 GO TO 14TH STREET TURN LEFT GO .05 MI. PROJECT ON THE LEFT.

(15 BATHROOM CABINET TO BE REPLACED)
APPT #85, 86, 87, 88, 89, 91, 92, 93, 94, 95, 96, 97, 98, 99 and 114

45-47 Robert Swimmer Addition

33 - 1 Bdrms
 2 - 2 "



BASE BID:

PROJECT: Robert Swimmer Addition (45-47) in Jay, Oklahoma.

The General Contractor, as Bidder, agrees to perform all work as shown and called for in the Plans and Specifications for the Housing Authority of Cherokee Nation, that is shown to be the Base Bid. The Work will be completed within **7 working days** of acceptance of this proposal, a fully executed contract, and receipt of a Notice to Proceed. The Bidder agrees to furnish all labor, licenses and materials, administration, services, supplies, equipment, transportation and quality control necessary to provide and install **(15) Bathroom Cabinets and Plumbing Accessories** for the Base Bid sum of:

Contractor shall **submit a sample of the bathroom cabinet and countertop with bid.**

Robert Swimmer Addition (45-47) in Jay OK

Remove/Install (15 apt.) 1-br Bathrooms Cabinet @ Plumbing Accessories \$ _____
APPT #85, 86, 87, 88, 89, 91, 92, 93, 94, 95, 96, 97, 98, 99 and 114

TOTAL BID: \$ _____

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE:

TERO Certified Contractor: _____ Yes _____ No
(Proof of certification must accompany all bids)

SUBMITTED:

Company Name

Company Address

Authorized Signature

Print Name & Title