

Housing Authority of the Cherokee Nation  
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## REQUEST FOR BIDS

HACN  
Rebecca Hubbard / Mayes County  
Solicitation # 2013-001- 112



**Bid Due Date: January 14th, 2014 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 the Cherokee Nation is seeking bids from interested parties for the renovation of one (1) home located in Mayes County. Work will be completed according to the work write-up. This job is located in Mayes County and must be completed in 45 days. **TO BE CONSIDERED A RESPONSIVE/RESPONSIBLE BIDDER, THE MANDATORY BID RESPONSE SHEET AND BID BREAKDOWN SHEET MUST BE FULLY COMPLETED. Bids are due no later than 10:00 a.m. January 14th, 2014.**

The lowest most responsive, responsible bid will be the determining factor in awarding this bid based on the Cherokee Nations Policy and Procedure and 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 January 14th, 2014 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](mailto:herman.augerhole@hacn.org) it is the bidder’s responsibility to ensure delivery of bids by January 14th, 2014 by 10:00 a.m. Any bids received after the designated date and time will be ineligible for award.

**Bids 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. Nob bidder may withdraw their bid within 30 days after proposal due date.

Wage Rates #OK 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 inspector Brian Washington at 918-871-9169. All warranties will be presented to the HACN Inspector at the time of the final payment, (appliances, HVAC, hot water heater, etc.) **ALL EQUIPMENT/APPLIANCES MUST HAVE AN ENERGY STAR RATING.**

**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 per non-Indian employee working on this project. Please refer to Legislative Act 30-12, contact TERO office @ 918-453-5000 for further 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 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.

**Method of Payment** – Payments will be made to Contractor in a 2 phase process. First

payment will be made at 50% of completion after inspection, and final payment will be made at after completion of job and approval of final inspection.

**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 Proposal, 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 Proposal/ Request for Bids, 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 subcontractor 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 and write up 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  
CONSTRUCTION INDUSTRIES BOARD (CIB) ROOFING CONTRACTORS  
LICENSE – STATE OF OKLAHOMA

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

**Name – Rebecca Hubbard - S. 442 Rd. Locust Grove, Oklahoma 74352**

**Directions:** 1.5 miles East of Hwy. 412 / 82 Intersection in Locust Grove turn right go 100 yards, house is on the right.

**Housing Authority of the Cherokee Nation**  
**MANDATORY BID RESPONSE SPREADSHEET**

To furnish all labor and materials, administration, services, supplies, equipment, transportation and quality control necessary to provide services as specified.

Bidder also agrees to perform work required within the time specified after receipt of "NOTICE TO PROCEED".

**Name:** Rebecca Hubbard

**GRAND TOTAL** \_\_\_\_\_

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE: (Check One)

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

SUBMITTED:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name & Title