

Housing Authority of the Cherokee Nation
www.cherokee.org

REQUEST FOR BIDS

Solicitation #2013-001-059
MH Renovation – Barbara Rackliff
Rogers County



Bid Due Date: Wednesday, June 12, 2013 at 2:00 P.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 mutual help home located in Rogers County. Work will be completed according to the work write-up. This job is located in Rogers 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 Wednesday, June 12, 2013 AT 2:00 P.M..**

The lowest most responsive, responsible bid will be the determining factor in awarding this bid based on Cherokee Nations Policy and Procedures 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 Wednesday, June 12, 2013 at 2:00 p.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. 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 william-augerhole@cherokee.org **it is the bidder's responsibility to ensure delivery of bids** by Wednesday, **June 12, 2013** by 2:00 P.M. Any bids received after the designated date and time will be ineligible for award.

Bid Acceptance: Bids will be accepted from Indian and Non-Indian bidders. 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 stipulated date and time will be returned unopened. No bidder may withdraw their bid within 30 days after proposal due date.

Wage Rates **#OK130005** is applicable to this project. The successful bidder must submit weekly payrolls;"No Work" week payrolls are required.

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, David Sevier at 918-453-7932. (RECOMMENDED)

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) 453-5000. **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, 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 Housing Authority of the Cherokee Nation to accept in accordance with Cherokee Nation Acquisition Management Policy & Procedure, and the housing Authority of the Cherokee Nation Policy and 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 - payment will be made to Contractor at 100% Completion of job and Final Inspection and Acceptance of HACN Inspector.

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, 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 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 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

REQUEST FOR ACCEPTANCE OF SUBCONTRACTOR/ and all attachments

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

The Successful bidder must compete and submit a Request for Acceptance of Subcontractor for prior approval and subcontractor's proof of Indian Ownership. The successful bidder must also submit; Core Crew List, Insurance Certificate, copies of CDIB Cards, Proposed subcontractors agreement and Indian Preference clause (if applicable)

To the greatest extent practicable American made Products will be used.
HUD 5370 EZ - General Contract Conditions for Small Construction/ Development that is a part of this solicitation and is available upon request.

Name –Barbara Rackliff – 524 Chief Stan Watie Lane, Catoosa, Oklahoma

Directions:

Take Hwy. 412 to Catoosa, Exit on 193RD Street, Go North 2 Miles to Rollins Street, Turn Right go Approximately 1/10 mile, project is on the North Side (Left)

WorkWrite-Up and Bid Document

Barbara Rackliff
 524 Chief Stan Watie Lane
 Catoosa, OK
 74015-
 (918) 537-9392

Contractor Name
Contractor Signature

Bid Due Date:

Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
<i>Appliances</i>						
KITCHEN						
1		Range Oven/30"/Free Standing/Replace. Replace existing free standing range oven with new 30" range oven.		10.F	1	EA <input type="text"/>
2		Refrigerator/18.3 C.F./Replace. Replace existing refrigerator with new refrigerator/18.3 C.F.		10.F	1	EA <input type="text"/>
3		Vent-A-Hood/30"/Ext.Vented/Replace. Replace existing vent-a-hood with new kitchen vent-a-hood (ext.vent)/30"		10.D.3.D	1	EA <input type="text"/>
UTILITY ROOM #1						
4		Dryer Vent/Replace. Replace existing dryer vent with new louvered dryer vent and ducting.		10.D.2.D.	1	EA <input type="text"/>

Carpentry

Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
<i>Carpentry</i>						
5	BATHROOM #1	Countertop/Replace. Remove existing countertop and replace with new countertop and backsplash.	Replace both bath countertops, backsplash & end caps.	6.O.4	8 LF	<input type="text"/>
6		Medicine Cabinet/Steel. Replace existing medicine cabinet with new medicine cabinet/steel frame w/mirror-16"x 22".	Replace both med cabinets.	11.2.Z	2 EA	<input type="text"/>
7		Paper Holder/Replace paper holder	Replace both paper holders.	10.E.2.	2 EA	<input type="text"/>
8		Towel Bar/Install new towel bar/24".	Replace all towel bars.	10.E.2.	4 EA	<input type="text"/>
9		Vanity Base Cabinet/Replace existing vanity with new vanity. Match existing size.	Replace both bath vanities.	6.O	2 EA	<input type="text"/>
10	EXTERIOR	Door/Exterior/6-Panel Steel/Pre-Hung/Replace. Replace exterior entrance door with new pre-hung-steel six panel. Use Stanley #13757 or written approved equal. Work shall include lockset keyed alike & paint-both sides.	Replace all exterior doors. Match existing size & swing.	8.A.	3 EA	<input type="text"/>

<i>Trade</i>	<i>Area</i>	<i>Description</i>	<i>Comments</i>	<i>Manual Spec</i>	<i>Quantity</i>	<i>Enter Bid</i>
<i>Carpentry</i>						
11	EXTERIOR	Screen/Aluminum Frame/Install new screen/Aluminum.	Replace missing screen.	8.V	1 EA	<input type="text"/>
12		Storm Door/Vinyl Clad/Replace storm/screen door with new self storing storm door/Vinyl Clad/Use Larson model 298-SS or written approved equal.	Replace storm doors.	8.B	2 EA	<input type="text"/>
13	GARAGE	Garage Vehicle Door/9' x 7'/Install new overhead garage vehicle door--9' X 7'.	Replace garage door. Keyed lock & seals included.	8.C	1 EA	<input type="text"/>
14	INTERIOR	Base Trim/Pine Colonial 2-1/4" Fingerprint/Replace. Replace base trim, colonial, fingerprint, 2-1/4" pine.	Replace all trim. Paint white.	6.N	450 LF	<input type="text"/>
15		Closet Shelf/Wood. Install new closet shelf/ 1" x 12".	Replace all closet shelves.	6.Z.	50 LF	<input type="text"/>
16		Clothes Rod/Install. Install new closet clothes rod.	Replace all clothes rods.	6.Z.	20 LF	<input type="text"/>

<i>Trade</i>	<i>Area</i>	<i>Description</i>	<i>Comments</i>	<i>Manual Spec</i>	<i>Quantity</i>	<i>Enter Bid</i>
<i>Carpentry</i>						
17	INTERIOR	Passage Door/Pre-Hung/6-Panel/Replace passage door & lockset with new pre-hung 6-Panel. Work shall include paint both sides & door stops.	Replace all interior doors. Match existing size & swing. Paint white.	8.A	12 EA	<input type="text"/>
18		Window Stool/Replace window stool.	Replace all window stools. Paint white.	8.R	30 LF	<input type="text"/>
19	KITCHEN	Base Cabinets/Replace/Oak. Replace base cabinets with new cabinets. Use Mill's Pride "York" or written approved equal.	Replace all lower cabinets.	6.O.2	15 LF	<input type="text"/>
20		Countertop/Replace. Remove existing countertop and replace with new countertop and backsplash.	Replace all countertops, backsplash, greaseguard & end caps.	6.O.4	15 LF	<input type="text"/>
21		Wall Hung Cabinets/Replace/Oak. Replace all wall hung cabinets with new cabinets. Use Mill's Pride "York" or written approved equal.	Replace all upper cabinets.	6.O.2	25 LF	<input type="text"/>

Drywall & Finish

INTERIOR

<i>Trade</i>	<i>Area</i>	<i>Description</i>	<i>Comments</i>	<i>Manual Spec</i>	<i>Quantity</i>	<i>Enter Bid</i>
<i>Drywall & Finish</i>						
22	INTERIOR	Texture/Ceiling/Repair ceiling texture and re-apply new texture-match existing.	Repair tape & texture in garage & dining area. Match existing.	9.F	40 SF	<input type="text"/>
DINING ROOM #2						
23		Outlet/110v Duplex/20 Amp/Grounded/Replace 110 duplex outlet and cover/20 amp., grounded.	Replace all outlets & covers.	13.D.	30 EA	<input type="text"/>
ELECTRICAL						
24		Ceiling Fan & Light Kit/52"/Install ceiling fan (52") with light kit, switch, cover plate and wiring/Use Hunter "Greenwich" or written approved equal (lifetime warranty).	Install ceiling fans.	13.D.9.B	5 EA	<input type="text"/>
25		Door Bell System/Install new door bell system with bell chime, transformer, one button and bellwire.	Replace door bell system.	13.D.	1 EA	<input type="text"/>
26		Light Fixture/Heat-Vent-Light/Install new bathroom light (100 watt), heater (1450 watt), vent fan (70 CFM) and switch. Use Broan model 655 or written approved equal.	Replace both heat-vent-lights.	13.D.16	2 EA	<input type="text"/>

<i>Trade</i>	<i>Area</i>	<i>Description</i>	<i>Comments</i>	<i>Manual Spec</i>	<i>Quantity</i>	<i>Enter Bid</i>
<i>Electrical</i>						
27	ELECTRICAL	Light Fixture/Porch/Replace exterior porch light.	Replace porch lights.	13.D.9	2 EA	<input type="text"/>
28		Light Fixture/Room/Replace. Replace existing light fixture with new semi-flush mount ceiling style light fixture. Use Angelo model 66201.	Replace all lights.	13.D.9	10 EA	<input type="text"/>
29		Smoke Detector/Hard Wired with Battery Back-Up/Install new smoke detector, hard wired with battery backup. All bedrooms and hallways adjacent to bedrooms. Use Firex #045186 or written approved equal.	Replace smoke alarm & install carbon monoxide detector.	13.D.11	2 EA	<input type="text"/>
30		Switch & Cover Plate/20 Amp/Replace switch and cover/20 amp.	Replace all switches & covers.	13.D.	20 EA	<input type="text"/>
31	HALLWAY #1	Circuit/Disconnect existing circuit.	Remove alarm system & related. Repair all affected area.	13.D.15	1 EA	<input type="text"/>

Flooring

INTERIOR

Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
<i>Flooring</i>						
32	INTERIOR	Carpet & Pad/Nylon/25 oz./Install new carpet (25 oz. face weight/nylon with 5 year wear and stain warranty) and pad (7/16"- 6 lb.). Use Beaulieu "Prairie" 25 oz. Face weight or written approved equal.	Replace all carpet.	9.M	105 SY	<input type="text"/>
33		Vinyl Floor Tile/Install new vinyl floor tile/12" x 12" x 1/8".	Replace all tile. Wax when complete.	9.L	450 SF	<input type="text"/>
<i>HVAC</i>						
34	HVAC	Central Air (13 SEER) & Heat/1,001 to 1,600sf/Install central air (13 SEER) and heat (gas-80% AFUE)/Complete system including ductwork/Building sizes between 1,001 and 1,600sf.	Replace HVAC system. 3 ton. Filter, grill & thermostat included. Replace register in master bath.	12	1200 SF	<input type="text"/>
<i>Paint & Finish</i>						
35	EXTERIOR	Exterior Surfaces/Paint entire exterior/siding, trim, soffit and fascia/Two Coats. Include minor repairs to all surfaces. NOTE:SF=FLOOR AREA/BID TO PAINT ALL EXTERIOR SURFACES.	Caulk & paint all exterior surfaces.	9.N.4	900 SF	<input type="text"/>
INTERIOR						

Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
<i>Paint & Finish</i>						
36	INTERIOR	Interior Surfaces/Paint all interior surfaces of structure - Two Coats. Entire interior excluding kitchen and bath cabinets. Work shall include minor repairs to all surfaces. SF=FLOOR AREA OF ENTIRE STRUCTURE.	Paint entire interior of home including garage & closets. Off white.	9.N.	1500 SF	<input type="text"/>
<i>Plumbing</i>						
37	KITCHEN	Sink & Faucet/Kitchen. Install new kitchen sink (33" x 22") & Faucet (Use Delta single-handle model100-WF or written approved equal). Work shall include new drain lines and trap.	Replace sink & faucet.	11.A	1 EA	<input type="text"/>
38	PLUMBING	Commode & Seat/Install new commode, seat, supply line, shutoff and wax seal. Use American Standard Cadet or written approved equal.	Replace both toilets.	11.A	2 EA	<input type="text"/>
39	PLUMBING	Shower Faucet & Diverter/Install new bath/shower faucet with diverter. Use Delta model N1348 or written approved equal.	Replace both bath shower valves, heads, handles & drain stops.	11.A	2 EA	<input type="text"/>

Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
<i>Plumbing</i>						
40	PLUMBING	Sillcock. Install exterior sillcock.	Replace sillcocks.	11.A	2 EA	<input type="text"/>
41		Sink & Faucet-Install new vanity sink & faucet, supply lines & shutoffs. Use Moen one handle # P84521 or written approved equal.	Replace both bath sinks & faucets.	11.A	2 EA	<input type="text"/>
42		Water Heater/Gas/40 Gallon/Install new 40 gal. gas water heater. Work shall include elevating to 18" (if in garage), replacement of TPR, all combustion air and gas & electrical hook-ups for code legal installation.	Replace HWT.	11.A	1 EA	<input type="text"/>
UTILITY ROOM #1						
43		Washer Box, Valves & Drain. Install new washer box, valves and drain line.	Replace washer box.	11.A	1 EA	<input type="text"/>
<i>Site Work</i>						
44	EXTERIOR	Cleanup/Final. Final cleanup of entire Project.	Remove all trash & debris. Mow & weed-eat yard.		1 SF	<input type="text"/>
INTERIOR						

<i>Trade</i>	<i>Area</i>	<i>Description</i>	<i>Comments</i>	<i>Manual Spec</i>	<i>Quantity</i>	<i>Enter Bid</i>
<i>Site Work</i>						
45	INTERIOR	Cleanup/Final. Final cleanup of entire Project.	Clean all countertops, floors, windows, tub, etc.		1 SF	<input type="text"/>
TOTAL						<input type="text"/>