

HOUSING AUTHORITY OF THE CHEROKEE NATION

Desktop Scanner

Request for Bids

RFB 2015-001-016

Compiled by Zak Farris

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October 2014

ALL BIDS MUST BE RECEIVED BY EMAIL (zak.farris@hacn.org)

NO LATER THAN MIDNIGHT SUNDAY, November 2nd, 2014.

The Housing Authority of the Cherokee Nation is accepting bids from interested parties for fifty (50) desktop scanners. Interested parties are to provide a bid to furnish product equal to or better than specifications provided.

The lowest most responsive, responsible bid will be the determining factor in awarding this bid taking Indian Preference into consideration. The successful bidder will be issued an agreement and a purchase order incorporating the bid response.

Specifications

At least a 10-page Automatic Document Feeder

Automatic paper size detection

Scan to JPEG, PDF and multi-page PDF

Duplex Scanning

Scanning modes: Color/Grayscale/Monochrome

Optical Resolution of at least 300 dpi

Non-flatbed model

ID card scanning capability

ISIS and TWAIN capability

Request for Bids

General Information/Requirements

Questions must be submitted by e-mail to zak.farris@hacn.org. Questions must be submitted no later than Midnight on Wednesday, October 29th, 2014. Responses to questions will be returned to interested parties no later than noon on Thursday, October 30th, 2014. **ALL BIDS MUST BE RECEIVED BY EMAIL (zak.farris@hacn.org) NO LATER THAN MIDNIGHT SUNDAY, November 2nd, 2014.** Late bids or incomplete bids will NOT BE ACCEPTED or considered.

The Housing Authority of the Cherokee Nation reserves the right to accept or reject any and all bids received and to negotiate with bidders regarding the terms of their proposals or parts thereof. The Housing Authority of the Cherokee Nation reserves the right to award a contract in the best interests of the Housing Authority. 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.

TERO Certification

Bids & Proposals will be accepted from Cherokee, Tribal, Indian and Non-Indian bidders. Tribal and Indian preference will be given only to the bidders who provide proof of certification through the Cherokee Nation Tribal Employment Rights Office (TERO) located in Tahlequah, Oklahoma 74465 (918) 453-5000. **Proof of TERO certification must accompany and be included in submittal.** Failure to submit

the TERO certification with the bid, or within three (3) days of deadline may result in denial of Indian Preference. The HACN has determined this contract is subject to Section 7 (b) of the Indian Self-Determination and Education Assistance Act, which require 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 stipulated date and time will be returned unopened. No bidder may withdraw their bid within 30 days after proposal due date.

Responsibility Matters

Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters - The bidder certifies to the best of its knowledge and belief that the bidder, 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 bidder 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 bidder shall provide immediate written notice to the Housing Authority of the Cherokee Nation if, at any time prior to contract award, the bidder learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making award. If it is later determined the bidder knowingly rendered an erroneous certification, in addition to other remedies available to the housing Authority of the Cherokee Nation; the Housing Authority of the Cherokee Nation may terminate the contract resulting from this Request for bid for default.

Confidentiality

It is understood any information submitted to the bidder by the Housing Authority of the Cherokee Nation in respect to this Request for Bid embodies certain proprietary information and is loaned to the bidder on a confidential basis. Any information acquired at the Housing Authority of the Cherokee Nation or otherwise relating to processes belonging to the Housing Authority of the Cherokee Nation incorporated into this project shall be kept confidential. The bidder agrees not to use in any unauthorized manner or communicate to others any such confidential items without the prior written consent of the Housing Authority of the Cherokee Nation and will undertake such measures as are necessary to require its employees and all approved subcontractors to maintain complete confidentiality.

Conditions of Work

Each bidder must inform themselves fully of the scope of work of this Request for Bid. Failure to do so will not relieve a successful bidder of his obligation to carry out the provisions of a contract resulting from this bid. Insofar as possible, the bidder, in performing work under this contract, will employ such methods or means as will not cause any interruption of or interference with the work of the Housing Authority of the Cherokee Nation.