



**PROJECT DESCRIPTION:
CHEROKEE NATION ENTERTAINMENT
MULTI-SURFACE WRAPS**

Proposals are being solicited by Cherokee Nation Entertainment, L.L.C. for a **3M certified graphics installation company to develop, design, produce, and install wrap material on floors, walls, tables, vehicles, and other surfaces as described in this document.** Contact the Buyer, **Amy Bailey**, to answer any questions regarding the bid.

I. INTRODUCTION:

Cherokee Nation Entertainment is searching for an experienced 3M certified graphics installation company for production and installation of wrap material on multiple surfaces across various properties as needed.

Awarded vendor(s) will be responsible for working with the Casino Marketing and Procurement teams to develop, design, print, and install wraps on surfaces including but not limited to floors, walls, tables, and vehicles.

II. OBJECTIVES:

Cherokee Nation Entertainment will have one or more graphics installation companies to call upon for development, design, print, production, and installation of wrap material on multiple surfaces across various properties.

III. SCOPE OF SERVICE:

a) Length of Contract:

It is anticipated the Cherokee Nation Entertainment will enter into a two year agreement, with the potential of annual renewals with the selected vendor(s).

b) Description of Program and General Services:

- 1.** The vendor(s) will work with the Marketing and Procurement team to obtain, develop, or design artwork to fit general requests for wrap of any particular

object. Deadlines will be relayed by the Marketing and Procurement team at the beginning of each new project request and will vary according to priority.

2. The vendor(s) will provide proofs to the Marketing and Procurement team for approval prior to production of the wrap.
 - a. This phase includes the vendor previews of the area and/or object to be wrapped. The vendor is responsible for obtaining the measurements and any other vital information regarding the area or object that is needed to produce and install the wrap material successfully.
 - b. The vendor(s) will print the wrap on the material requested in this bid. Adjustments to artwork may be done as needed in regards to the object that is being wrapped in a way that will best suit the object. The final product should be high quality with all colors and logos to be displayed accurately and in proper proportion.
3. The vendor(s) will either schedule the wrap installation to occur on property or will schedule pick up and drop off of the object that will be wrapped with the Marketing and Procurement team as well as the Fleet and/or Hotel Valet department as necessary.

c) Bid Packages must include the following:

1. Complete and submit attached bid sheets, one for multi-surface wraps and one for vehicles.
2. Front and back copy of TERO certificate, if applicable.
3. A copy of 3M certification.
4. Proof of liability insurance.
5. A list of at least 3 past wrap clients for reference purposes.

IV. SUBMISSION REQUIREMENTS:

All proposals shall be clearly marked as follows: "Proposals for the CNE Multi-Surface Wrap Bid" and must be received (not postmarked) by 12:00 p.m. (CST), on Wednesday, September 3, 2014. Must be delivered via certified mail, UPS, Fed-Ex or hand delivered to:

Amy Bailey

Cherokee Nation Entertainment, Building 3

1102 N. 193rd E. Ave

Catoosa, OK 74015

Late proposals will not be accepted, and will be returned unopened, regardless of postmark.

Prospective Proposers are responsible for having proposals deposited on time at the place specified and assume all risk of late delivery, including any delay in the mail or handling of the mail by the U.S. Postal Services or City employees. Electronic proposals (i.e. telephone, fax, e-mail, etc.) are not acceptable.

V. EVALUATION AND SELECTION CRITERIA:

- a) Selection of the vendor(s) will be based upon TERO preference in addition to, but not limited to, CNGC licensing restrictions, minority owned businesses, proof of insurance, and professional display of previous works. A list of at least 3 previous clients will be required with all proposals for reference check purposes.
- b) At the time of award, the successful bidder will be required to work with CNE Accounting to discuss account coding for invoices.
- c) CNE reserves the right to issue one award, multiple awards, or reject all bids. All quotes are subject to negotiation prior to award. Awards may be issued without discussion of quote received, and quotes should initially be submitted on the most favorable terms from a price and technical standpoint.
- d) Any award resulting from this RFP will be subject to CNE Terms and Conditions (copy available upon request)
- e) At its sole discretion, Cherokee Nation Entertainment reserves the right to (1) withdraw this Request for Proposal (RFP) without notice, (2) accept or reject any or all submittals, and (3) accept submittals which deviate from the RFP as Cherokee Nation Entertainment deems appropriate and in its best interest.
- f) Cherokee Nation Entertainment reserves the right to negotiate with any, all, or none of the applicants responding to the RFP. Following submission, the applicant agrees to deliver such further details, information, and assurances relating to the purpose of the production and installation of all wrap material. Presentations regarding submissions may be required at the sole discretion of Cherokee Nation Entertainment and may include a review of past services offered at other locations. Any and all costs and expenses associated with the preparation of any report or statement in response to the RFP shall be borne by the applicant.
- g) This project is also subject to Cherokee Nation Tribal Employment Rights Office regulations that include a fee of ½ of 1% of total contract award, if applicable, and the completion of a TERO Labor Agreement and payment of associated fees. The successful bidder's performance will also be measured, recorded, and reported to the Cherokee Nation. Please refer to Cherokee Nation Legislative Act 38-05 dated 11-14-06 repealing and superseding Cherokee Nation law regarding Labor and the Employment Rights Ordinance and Declaring an Emergency. The complete Act is available at our website or by contacting the TERO OFFICE at Tahlequah 918-453-5000. TERO bidders are required to provide a copy, front and back, of their TERO certificate with return bid(s) and failure to do so will result in such bidders not receiving the TERO preferences afforded TERO bidders under the CNE procurement and contracting policies and procedures.

VI. SCHEDULE:

a) Requests for Information:

Any additional requests for information should be submitted to Amy Bailey via email at Amy.Bailey@cnet.com. Your questions will be directed to the correct contact from there. Inquires received via telephone, fax, or in-person will not receive a response. Information requests and questions will be accepted no later than September 2, 2014 at 12:00 P.M. (CST).

b) Schedule:

The anticipated schedule for selecting vendor(s) is shown below:

<u>Proposal Phase</u>	<u>Date</u>
Request for Proposal Release	<u>Tuesday, August 26, 2014</u>
Request for Additional Information Deadline	<u>12:00 PM - Tuesday, September 2, 2014</u>
Proposals Due	<u>12:00PM-Wednesday,September3, 2014</u>
Anticipated Commencement Date of Contract	<u>Date of award</u>

VII. ADDITIONAL REQUIREMENTS:

All vendors must be able to acquire and maintain a CNGC license for the duration of the contract. If license is revoked for any reason the contract will be terminated without prior notice and the designer shall be paid only for the services provided, less any damages or costs incurred by Cherokee Nation Entertainment.

VIII. TERMS AND CONDITIONS OF THE CONTRACT:

The term of this contract will be for twenty-four (24) months from contract execution. Thereafter, Cherokee Nation Entertainment will have the option to renew said contract for a period of one (1) extenuating year. Cherokee Nation Entertainment may terminate the contract without penalty at any time, with or without cause, by giving the vendor thirty (30) days prior written notice of its election to terminate. In the event the vendor fails to perform services or is in default under the terms of the contract, Cherokee Nation Entertainment may terminate the contract immediately and the vendor shall be paid only for the services provided, less any damages or costs incurred by Cherokee Nation Entertainment in the termination of the contract.