

Housing Authority of the Cherokee Nation  
www.cherokee.org

## REQUEST FOR BIDS

**Solicitation #2015-001- 039**

**New Nitrogen Aerobic System Installed**



**Bid Due Date: Wednesday, February 4th, 2015 at 10:00 A.M.**

**Housing Authority of the Cherokee Nation**  
P.O. Box 1007  
Tahlequah, OK 74465-1007  
(918) 456-5482

## **REQUEST FOR BIDS**

The Housing Authority of the Cherokee Nation is seeking bids from interested parties for the completion of Labor and Materials Sub-Contracting work for the installation of (1) One New Nitrogen Aerobic Septic System including electric to system. Work will be completed according to the Work Write Up including disconnecting of existing sewer line at main and cap. Work must be completed within 10 working days. This job is located in the Town of Marble City, Sequoyah County. **TO BE CONSIDERED A RESPONSIVE/RESPONSIBLE BIDDER THE MANDATORY BID RESPONSE SHEET MUST BE FULLY COMPLETED. Bids are due no later than Wednesday, February 4th, 2015 at 10:00 A.M.**

Submit bids on Bid Form (provided). All Bid Forms must be signed and dated by contractor. **Contractor must self-perform any and all labor required, no subcontracting of labor will be allowed.**

Bids will be awarded according to the lowest most responsive, responsible bids 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.

**Payments will be paid upon the completion and acceptance of all work approved by a State DEQ Inspector, the HACN Construction Manager and the submission of all warranties to the HACN Development office.**

Contractor shall bid to furnish all permits, materials, labor, equipment, tools, and insurance needed to perform the work required. Time schedules will be negotiated prior to contract award, however, all potential bidders should be aware that the completion date for this project phase is expected to be no longer than 10 days from date of award. **If rock clause is required must contact inspector for approval.**

**Contracts must be executed within (10) ten days of award or the bid will become null and void, and the next lowest most responsive bid will be considered.**

Specifications together with all necessary form documents are available to all qualified contractors, may be picked up or requested at the Housing Authority of the Cherokee Nation Offices located at 1300 Nola Street, Tahlequah, Oklahoma, or online at [www.cherokeebids.org](http://www.cherokeebids.org).

**Bids may be hand delivered to the Housing Authority of the Cherokee Nation - Mod Office, 1300 Nola Street, Tahlequah, Oklahoma 74464, faxed to (918) 458-5637 or e-mailed to [herman.augerhole@hacn.org](mailto:herman.augerhole@hacn.org).**

**Attn: Herman Augerhole, Procurement.**

**ALL BIDS MUST BE RECEIVED NO LATER THAN WEDNESDAY, FEBRUARY 4TH, 2015 AT 10:00 A.M. Late bids or incomplete bids will not be accepted or considered.**

Questions concerning this bid should be directed to David Sevier Inspector @ Cell Phone (918) 453-7932 or by fax at (918) 458-5637, or by e-mail at: [david.sevier@hacn.org](mailto:david.sevier@hacn.org). Should a potential bidder wish to schedule a site visit, please contact David Sevier @ 918-453-

7932 (Cell phone) Or David Linch, Construction Manager at 918-458-1453.

Bids will be accepted from Cherokee, Tribal, Indian and Non-Indian offerors. Tribal and Indian Preference will be given ONLY to offerors 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 proposal, or within three (3) days of the 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 required 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 HACN including but not limited to the total cost and capability of the bidder. Bidders are responsible for all costs associated with the preparation and submission of bids. To be considered, bids must be received by the specified date and time; any bids received after stipulated date and time will be returned unopened. No bidder may withdraw their bid within 30 days after due date.

Wage Rates #OK150005 is applicable to this project.

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. TERO Requirements apply to award of contract. Successful bidder must complete TERO paperwork and pay applicable fees in accordance with Legislative Act 01-14 for this project. Please contact Cherokee Nation Tribal Employment Rights Office (TERO) at 918-453-5000 with any questions. The bidder will be required to submit to the HACN a Core Crew list for the project, prior to any contract award.

Method of Award – Lowest Bid that contains the 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 HACN to accept in accordance with the Housing Authority 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 Employment Rights Office (TERO)

The following Factors will be given consideration:

Number of Current Pending Projects

Percentage of projects completed on time from previous awards

Quality of work on previous projects

The Housing Authority of the Cherokee Nation reserves the right to reject any and all bids.

Contracts shall not be awarded to debarred, suspended, or ineligible contractors, under executive order 12549 (Debarment and Suspension). Contractors may be suspended, debarred, or determined ineligible by HUD in accordance with HUD regulations (24 CFR Part 24) or by other Federal agencies (e.g., Department of Labor, for violations of Secretary of Labor Regulations) when necessary to protect the Housing Authority of the Cherokee Nation in

its business dealings. The Housing Authority of the Cherokee Nation may suspend or debar a contractor under state, local or tribal laws, as applicable.

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.

Any bid received after the time stated above will not be considered for award. Housing Authority of the Cherokee Nation reserves the right to waive any informality or to reject any and all bids. Award of contract 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.

**All warranties will be presented to the Housing Authority of the Cherokee Nation Housing Inspector at the time of final payment. Contractor shall provide a one (1) year warranty for any and all work performed. And comply with all DEQ Requirements.**

**PLEASE ATTACH A COPY OF YOUR CURRENT TERO CERTIFICATE TO YOUR BID.**

# BID FORM

DATE: \_\_\_\_\_

BID #: \_\_\_\_\_

DESCRIPTION: 1 (ONE) New Nitrogen Aerobic System – Sequoyah County, Oklahoma.

The undersigned hereby proposes and agrees, if this bid be accepted, to furnish all permits, labor, equipment, tools, and insurance and to perform the work required thereof within the time specified after receipt of "NOTICE TO PROCEED" or "PURCHASE ORDER",

**ONE NITROGEN AEROBIC SYSTEM (INSTALLED)** \$ \_\_\_\_\_  
**DISMANTLE EXISTING SYSTEM AS NEEDED** \$ \_\_\_\_\_  
**ROCK CLAUSE (IF APPLICABLE PRICE PER HOUR)** \$ \_\_\_\_\_

**INSERT TOTAL FOR PROJECT BELOW:**

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

**For the complete project in strict compliance with the Bid Documents and specifications.**

The Bidder has examined copies of all the Bidding Documents and understands that payment is to be made upon completion and acceptance of the contract work.

DATE: \_\_\_\_\_

BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

BY: \_\_\_\_\_

(SIGNATURE OF PERSON AUTHORIZED TO SIGN BID)

TITLE: \_\_\_\_\_

# INSURANCE

A. All contractors must be able to be insured. Before a contract or purchase order, that includes labor, will be signed a certificate of liability insurance, automobile insurance and worker's compensation insurance must be provided to the Housing Authority of the Cherokee Nation. A contractor shall purchase and maintain for the duration of the contract, insurance with the following requirements or better:

1. Oklahoma Statute requires worker's compensation coverage for anyone with one or more employees.

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

2. Comprehensive general liability with the Housing Authority named therein as an Additional insured. Limits of general liability shall be no less than \$100,000.00.

3. Comprehensive Automobile Liability Insurance including owned and non-owned vehicle coverage with the Housing Authority of the Cherokee Nation named therein as an Additional insured. Automobile liability limits shall be no less than \$300,000.00, for bodily injury and property damage combined.

B. All policies of insurance required herein shall contain a clause to the effect that the policy shall not, at any time, be canceled or reduced, restricted or limited without ten (10) days prior written notice of such change to the Housing Authority.

C. Contractors must provide certificates of workmen's compensation, general liability and automobile insurance for all contracts involving labor and material. Worker's compensation insurance must be provided for all labor, and labor and material contracts.

Awarded contractor must submit required documentation within (30 days of notification of award to the HACN Procurement Dept.

- Insurance Certificates (HACN as additional insured) (General Liability, Auto, Workman's Comp.)
- Core Crew List and copies of CDIB or Tribal Membership cards for each employee listed on core crew list that will be working on project.
- License ( specific to jobs)

**Failure to submit all paperwork by deadline will result in award being revoked.**

## **SCOPE OF WORK**

Sub-contract for (1) **ONE NITROGEN AEROBIC SEPTIC SYSTEM LOCATED IN SEQUOYAH COUNTY, OKLAHOMA.**

One sub-contract award (Purchase Order) will be issued for the item bid below. All contracts must be self-performed, **cannot be sub-contracted out to another contractor.** Must be A STATE Licensed Installer and a copy of the license must accompany your bid. Must comply with all DEQ Requirements.

### **SEPTIC SYSTEM**

Complete installation of (1) ONE Nitrogen Aerobic Septic System  
**(All permits, materials, tools, equipment, and labor)**