



*Housing Authority of the Cherokee Nation  
1500 Hensley Drive  
P.O. Box 1007  
Tahlequah, OK 74465-1007  
Phone 918-456-5482*



**MANDATORY PRE-BID MEETING**  
**Solicitation 2016-001-023 – Washington, Rogers & Tulsa Counties**  
**December 3, 2015 @10:00 A.M.**

**Eligible Companies to Bid & Attendees:**

- Strong Builders – Chad Strong
- Arrowhead Contracting – Matt Littleton
- Myles Thomas Construction– Myles Thomas
- MacHill Tribal – John Mitchell Sanders
- Harris Contractors - Cody Deatherage
- Bear Claw Construction – Tony Jemes/Jamie Sindo
- Kelley Construction Co. – Ryan Kelley
- Hicks Floor Covering – Kenny Logsdon

**Housing Authority of the Cherokee Nation Attendees:**

- Joe Leach – HACN Inspector Supervisor
- David Linch – HACN Inspector Supervisor
- Carla Henson – Contracts
- Tracie Cochran – Contracts
- **Delana Kimble – Contracts**

**Cherokee Nation Attendees:**

- Don Greenfeather – TERO

**Points of Discussion During Meeting:**

A handout was provided to all parties covering pertinent dates, bonding requirements, mandatory bid documents including additional single close documents that will be required to be submitted if the winning bidder and sealed bid submittals instructions. Delana Kimble, Housing Authority of the Cherokee Nation Contracts Manager, covered handout in detail and also provided information on TERO Fees and (Cherokee) Tribal Indian preference being applicable to project. Don Greenfeather, Cherokee Nation TERO office also provided information on TERO fees, project labor agreements, fee for non-Indian workers and the new legislative act.

Bid Bond required to be submitted with bid and will be - 1% of grand total amount. Bid bond should be an actual bid bond or a cashier's check. Any questions should be put in written format and emailed to [carla.henson@hacn.org](mailto:carla.henson@hacn.org) or faxed to HACN – Attn: Carla Henson at (918) 431-9306. Questions regarding the Scope of Work and Specifications – Joe Leach, Inspector Supervisor at 918-316-2493. All questions must be submitted by December 9, 2015 @ 5:00 p.m.

**Questions/Requests for Clarification Received by Deadline:**

**No questions/request for clarification were received.**

**Clarifications to the scope of work by HACN:**

December 3, 2015

Pre-bid

10:09 am

(7) Muskogee and Sequoyah Counties – (9) Washington, Rogers, and Tulsa Counties

Delana – Welcome

-explained that since posting – one family has withdrew from the program in Rogers/Tulsa county which the total number is now (8)

-Introduced the employees present – Carla Henson, Tracie Cochran, Linda Christie, David Linch, Joe Leach, and Don Greenfeather (TERO).

-Went over the detailed announcement –Interested parties are to provide bids to furnish all necessary labor, quality control, licenses, material, equipment, tools, supplies, permits, insurance and supervision to complete the entire project and to perform the work required thereof within the time specified after receipt of “Notice to Proceed.” The entire project must be fully completed within 180 consecutive calendar days. A bid bond or cashier’s check equal to one (1%) of total bid must be included with the bid submittal. Bid will be awarded to the lowest, most responsive/responsible bidder. The deadline for bids is December 18, 2015 at 10:00 a.m. The envelope containing the bids must be sealed and addressed to the Housing Authority of the Cherokee Nation, Attn: Carla Henson, P.O. Box 1007, Tahlequah, Oklahoma 74465. Bids may also be hand delivered to Carla Henson, 4986 S. Muskogee Avenue, Tahlequah, OK 74464. Bids must be received on or before the deadline to be considered. Bids must be clearly marked “Sealed Bid, Do not open, Turnkey construction RFSB #2016-001-022” or “Sealed Bid, Do not open, Turnkey construction RFSB #2016-001-023” A public bid opening will be held on December 18, 2015 at 10:01 a.m. in the HACN office located at 4986 S. Muskogee Avenue, Tahlequah, OK.

-Interpretations – No interpretation of the meaning of the plans, specifications, or other pre-bid documents will be made to any bidder orally. To be given consideration, interpretation request must be received by December 9, 2015 at 5:00 p.m. Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the Specifications which, if issued, will be posted with bid announcement on the Cherokee Nation Procurement Website, under HACN Procurements. Interpretations for bids shall be posted by December 11, 2015 at 5:00 p.m.

-Went over the bonding requirements – The only documents accepted will be an actual bid bond or cashier’s check. Went over the acceptable methods to provide performance and payment and assurances A – E. The payment and performance and maintenance bonds will only be required of the successful contractor, but must be in full effect before any work is done.

- Went through and explained each form from the preparation outline: A-I

-Went through the bid response sheet and all the names of units. Explanation of bid sheet. City? Rock Clause should be added along with driveways etc.

Aerobic system line, Perc test at own expense, Turn key – Additional cost – indicates nitrogen reduction system-

Single Close – if you are the winning contractor – you will come in and fill out the bank forms

-Scope of Work –Perc tests are required

-Delana

Bid form – Name bedroom size – look at the site directions. Example – Rogers Co. all information on cover page – contact owner – gate could always be locked – LOOK AT THE INFORMATION PROVIDED! – include in line 1 of your bid. Gray area – that’s where the interpretations come in.

- No questions – Contractors have problems once the contract is executed.
- Explained the changes made on the Scope of work
  - Item 5 – Contact inspector before installing system
  - Item 6 – Payments – 30% slab/ 30% Dry In/40% New Home paid per draw. Keep work area clean - as well as subs
  - Item 21 – All pins must be found before you pour the slab
  - Item 2 – Pre-treat and slab – Turn in termite certificate
  - Item 37 – Paint color – Any color but white – not purple – give us a wall color – there has to be floor covering in the home.
  - Item 52 – All material hardware must be approved by David and Joe.
- Floor – All houses same color? Floor? – Minimum of 3 choices – give us 3 samples of brick, tile, vinyl.
- Layout – Will they all have the same entry? These are not custom homes
- Under as-builts – must be submitted -
- No change orders – go to the inspector
- 1 year walk through and maintenance bonds will be released. Can allow a retainage to be held.

Any questions?

- Delana – Single close are in red – cannot start until it is closed. 180 days will start from that day of notice to proceed
- What unit was withdrawn? The unit has been taken off of the bid sheet.

Don (TERO) – Explanation of TERO.

- Any non Indians working the fee is \$25/day. Fees will be paid before you start project. TERO has a work bank – plumbers, drivers, roofers, etc. Try to hire Cherokee tribal members.

Any questions?

Delana - Thank you for attending!