



*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**  
**Sequoyah and Muskogee Counties**  
**May 13, 2015 @ 11:00 A.M.**

**Eligible Companies to Bid & Attendees:**

- Harris Contractors - Cody Deatherage
- TTA Construction – Tyler Choate
- Regency Properties – A. Proctor

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

- Mitchell Dodd – HACN Inspector Supervisor
- Michael Killer – HACN Inspector
- Carla Henson – Contracts/Procurement
- Tracie Cochran – Contracts/Procurement
- **Delana Kimble – Contracts/Procurement**

**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 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. TERO Cert – Drug Free Workplace – if you have your own drug free policy, sign & date your own forms but, if you do not have one you will need to sign and date the HACN Drug Free Policy, 1% of grand total amount turnkey bid bond should be an actual bid bond or a cashier's check. On page 10,

interpretations of bid docs – pertinent and answer forms – 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) 431-1071. Questions regarding the Scope of Work and Specifications – Mitchell Dodd, Inspector Supervisor 918-316-0039 and Inspector Michael Killer 918-316-3831. All questions must be submitted by May 20, 2015 @ 5:00 p.m.

**Questions/Requests for Clarification Received by Deadline from potential bidders:**

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

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

3 BEDROOM UNITS – GARAGE FLOOR WILL HAVE A STEP DOWN AND BE IN COMPLIANCE WITH THE STATE BUILDING CODE.

Paint Clarification –

Walls and Ceilings - OFF –WHITE

Doors, Trim and Window Stools – BRIGHT WHITE

HVAC – will remain the same as item #29 in the original scope of work. 1 TON UNIT PER 400 SQUARE FT. OF HEATED SPACE.

Item # 45 – Driveways – Driveways will be built from the **house** to the county road, Bidder should visit site to verify distance and building material availability and if tin horns/fill are needed) all homes must contain crusher run limestone gravel so that the parking area will not become a mud hole or the ground fall out from under it. Should be built solid and long lasting. Contact Mitchell Dodd with questions 918-316-0039.

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

Item # 50 of the original scope of work - Wells – drilling of the wells, will be deleted from the scope of work – HACN will take care of the drilling internally – CONTRACTOR WILL BE RESPONSIBLE FOR THE SERVICE LINE FROM THE HOME TO THE WELL and cost should be calculated in your bid.



-Delana – Welcome

- Introduced all HACN Staff in attendance
- Read the detailed announcement – The Housing Authority of the Cherokee nation is seeking sealed bids from qualified contractors for the completion of Seven (7) – three and four bedroom detached single family units divided into 3 bedroom homes with attached garage and 4 bedroom homes. 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 with in the time specified after receipt of “Notice to Proceed.” The entire project must be fully completed within 180 consecutive calendar days. The scope of work and specifications are available in the bid packet, along with all information and all necessary form documents. Interested parties may visit the job site and acquaint themselves with the exact nature of work to be performed following the mandatory pre-bid conference. LeRoy Cowart is the inspector and you can set up a site visit with him. The entire project must be completed within 180 consecutive calendar days.

-Information for Bidders

- Bids must be received on or before May 27, 2015 at 10:00 am to be considered. Bids must be clearly marked “Sealed Bid, Do Not Open, Turnkey Construction RFSB #2015-001-065.” A public bid opening will be held on May 27, 2015 at 10:01 am in the HACN Office located at 4986 S. Muskogee Avenue, Tahlequah, Oklahoma.
- Qualifications for Bidders was discussed and explained
- Insurance Requirements: (For Successful Bidder Only)
- Drug Free and Tobacco Free policy discussed.
- Interpretation of the Bid Documents – Every request for interpretation of the meaning of the plans, specifications, or other pre-bid documents must be submitted in written format to Housing Authority of the Cherokee Nation. Request may be e-mailed to [Carla.henson@hacn.org](mailto:Carla.henson@hacn.org). May also be faxed to (918) 431-9306, Attention: Carla Henson. To be given consideration, the interpretation request must be received by May 20, 2015 at 5:00 pm. 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 on the CHEROKEE NATION PROCUREMENT WEBSITE, [www.cherokeebids.org](http://www.cherokeebids.org) under HACN Procurements with bid announcement. Due Date for interpretations for this bid shall be May 22, 2015 at 5:00 pm.
- Bonding Requirements – Minimum requirement for bonding and insurance – A bid bond equal to one percent (1%) of grand total bid amount. A “bid bond” is one executed in connection with a bid offer to guarantee the contractor will enter into a contract if given the award. The only documents accepted will be an actual bid bond or cashier’s check. 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.
- Mandatory Bid Documents discussed – A.) Preparation Outline B.) Mandatory Bid Response Sheet C.) Non-Collusive Affidavit D.) Previous Work History Form E.) TERO Certification F.) Statement on providing Cherokee (Tribal) and Indian Preference in Employment and Training Opportunities G.) Statement on providing Cherokee (Tribal) and Indian Preference in the award of Subcontracts H.) Contractors Drug Free Workplace Statement or Agreement to follow HACN Drug Free Workplace statement I.) Bid Bond – 1% of Grand Total amount for Turnkey Construction of Six (6) 3 and 4 Bedroom homes located in any part of Rogers, Tulsa, and Wagoner counties, as noted on the Mandatory Bid Response Sheet.

**Mitch**

- Read spec book and scope of work – One well needs to be drilled. Drill well – stop @ 100ft – Drill well prior to construction.
  
- Don Greenfeather  
Explained Indian Preference  
Turn in payrolls weekly  
Before you start work – Contact TERO
- Any Questions? None were asked
  
- Delana – Any questions? None
  
- Conclusion