

# REQUEST FOR BIDS IT EQUIPMENT



**Bids Due: December 14th, 2016 at 10:00 A.M.**

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

**Housing Authority of the Cherokee Nation  
BID REQUEST**

The Housing Authority of the Cherokee Nation is seeking bids for IT Equipment delivered to 1500 Hensley Drive Tahlequah, Oklahoma. Please see attached mandatory bid response form for items requested. Bids are due no later than December 14th, 2016 at 10:00 A.M.

A purchase order will be issued to the responsible party who provides the lowest, most responsive bid in accordance with the HACN Procurement Policy.

**MANDATORY SUBMITTAL INFORMATION:** Bids may be mailed to the Housing Authority of the Cherokee Nation, Attn: Herman Augerhole, P.O. Box 1007, Tahlequah, OK 74465. Bids may also be faxed to the attention of Herman Augerhole at 918-458-5637 or e-mailed to herman.augerhole@hacn.org. It is the bidder's responsibility to ensure delivery of bids by December 14<sup>th</sup>, 2016 at 10:00 A.M. Bids received after the deadline will not be considered.

**Bid Acceptance:** Bids will be accepted from Indian and Non-Indian bidders. HACN 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 any and all costs associated with the preparation and submission of bids. To be considered, bids must be received by the deadline; any late bids will be returned unopened. No bidder may withdraw their bid within 30 days after the due date. HACN reserves the right to reject any and all bids.

**Bidders can direct questions to Charles Stamps at 918-316-3674.**

**Tribal and Indian Preference:** Indian preference will be given only to bidders who provide proof of current certification (front & back) from the Cherokee Nation Tribal Employments Office (TERO) located in Tahlequah, OK. Proof of TERO certification must be included with the bid or provided within three (3) days.

**Method of Award:** After reviewing all bids received, the purchase order will be awarded to the responsible bidder whose bid is determined to be the lowest and most responsive in accordance with the HACN Procurement Policy.

## MANDATORY BID RESPONSE FORM

**No substitutions or refurbish units will be accepted due to matching up with existing system. Please quote the following items:**

2 - Each Cisco WS-C3850-48F Switch \$ \_\_\_\_\_

2 – Each Cisco C3850-4-1G One Gigabyte SFP Modules \$ \_\_\_\_\_

GRAND TOTAL OF BID \$ \_\_\_\_\_

(CHEROKEE) TRIBAL OR INDIAN PREFERENCE: (Check One)

TERO Certified Contractor: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Proof of Certification (front & back) must accompany all bids)

SUBMITTED:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title