

REQUEST FOR BIDS

**Install H.V.A.C and Water Heaters
Labor Only**

At

Ross Swimmer Addition

Tahlequah, OK



Keys to a brighter future

Bid Solicitation:

2017-001-40

Bids Due: January 24th, 2017 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 from interested parties for the Installation of HVAC and Water heaters for **(19 apartments)** at the “**Ross Swimmer Addition**” in Tahlequah, Oklahoma. Work will be completed according to the scope of work. This job is to be performed from **8:00 a.m. to 4:30 p.m. Monday through Friday** and must be completed in **18 working days**. To be considered a responsive/responsible bidder, the mandatory bid response sheet must be fully completed. Bids are due no later than **January 24, 2017** at 10:00 A.M.

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

MANDATORY SUBMITTAL INFORMATION: Bids may be mailed to the Housing Authority of the Cherokee Nation, Attn: **Duane White, P.O. Box 1007, Tahlequah, OK 74465** or **hand delivered to Duane White at 5000 S. Muskogee Ave, Tahlequah, Ok (White Metal Building)**. Bids may also be faxed to the attention of **Duane White at 918-458-5637** or **e-mailed to duane.white@hacn.org**. It is the bidder’s responsibility to ensure delivery of bids by **January 24, 2017 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 **William Hooper at 918-458-1387**.

Tribal and Indian Preference: Indian preference will be given only to bidders who provide proof of current certification 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. TERO requirements apply, including the fee of ½ of 1% of contract award. The successful bidder must complete the TERO Labor Agreement and pay all applicable fees, including \$25 per day per non-Indian employee working on this project. Please refer to Legislative Act 01-14 or contact the TERO office at (918) 453-5334 with any questions.

This contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act, which requires in part that to the greatest extent feasible, preference in the award of contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises.

Wage Rate **#OK170005** applies to this project. Any state or Tribal law requiring the payment of wage rates that exceed the corresponding Federal rate is inapplicable and shall not be enforced.

Bidders can visit the job site and acquaint themselves with the exact nature of work to be performed. To schedule a site visit contact Willie Hooper @ 918-458-1387.

The Contractor shall verify all quantities, measurements or dimensions, conditions, plans, scope of work, and write up before submitting a bid. Change Orders will not be approved based on mistaken quantity count, measurements or dimensions.

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

THE FOLLOWING FACTORS WILL BE GIVEN CONSIDERATION:

Number of Current, Pending Projects
Previous Projects Completed on Time
Quality of Work on Previous Projects

Method of Payment: Payments will be made at 100% completion after final inspection and approval by HACN Inspector.

Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters:

No Contracts/Purchase Orders shall 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 regulations (24 CFR Part 24) or by other Federal agencies (e.g., Department of Labor, for violations of Labor Regulations) when necessary to protect the Housing Authority of the Cherokee Nation in its business dealings. The HACN may suspend or debar a contractor under state, local or tribal laws as applicable.

The responding party certifies to the best of its knowledge and belief that the person, the firm, or any of its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency or Indian Tribe. The bidder will also certify they have not, within a three-year period preceding this Request for Bid:

- Been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) contract or subcontract; violation of Federal or State anti-trust statutes relating to the submission of offers; or commissions of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, and are not presently indicted for, or otherwise criminally or civilly

charged by governmental entity with, commission of any of the offenses enumerated in this provision, or

- Had one or more contracts terminated for default by a Federal, State, Local or Tribal agency.

The responding party shall provide immediate written notice to the HACN 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.

Insurance Requirements (For Successful Bidder Only): Before performing contractual services on the behalf of or for the HACN, compliance with the following insurance requirements must be verified. Provide an original Certificate of Insurance naming the **Housing Authority of the Cherokee Nation of Oklahoma** as a certificate holder.

The certificate should contain the following information:

- 1) Type of insurance
- 2) Policy number
- 3) Effective date
- 4) Expiration date
- 5) Limits of Liability (this amount is usually stated in thousands)
- 6) Ten-day cancellation clause

****Required Coverage:**

- 1) Worker's Compensation and Employer's Liability:
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
Oklahoma Statute requires Worker's Compensation coverage for anyone with one (1) or more employees.
- 2) General Liability:
Coverage:
Comprehensive (including products/completed operations)
Limits of Liability:
Bodily Injury and Property Damage Combined: \$100,000.00
(each occurrence)
- 3) Automobile Coverage:
Vehicles Covered:
All Autos
Bodily Injury and Property Damage Combined: \$100,000
Hired Autos

Non-owned Autos

Limits of Liability:

Note: the Contractor shall either: (1) during the life of his subcontract, require each of his subcontractors to procure and to maintain Subcontractor's Public Liability and Property Damage Coverage or the same types of coverage in the same amounts as specified above, or (2) insure the activities of this subcontractors in his own policy.

Subcontracts:

The successful bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be approved by the HACN, and the TERO office must be consulted prior to any subcontractor being on site to ensure all appropriate forms, paperwork and approvals are in place. The successful bidder will be required to complete the Request for Acceptance of Subcontractor at the time of the contract signing if a subcontractor is to be utilized. All sums due to any suppliers or subcontractors must be paid and Lien Waivers submitted to HACN prior to any draw being released to Contractor.

AWARDED CONTRACTOR MUST SUBMIT TO THE HOUSING AUTHORITY OF THE CHEROKEE NATION ALL REQUIRED DOCUMENTATION WITHIN THREE (3) DAYS OF NOTIFICATION OF AWARD:

- Insurance Certificates
- Core Crew List
- Special Trade Licenses (as applicable)

****FAILURE TO SUBMIT ALL PAPERWORK BY DEADLINE WILL RESULT IN AWARD BEING REVOKED****

Drug Free and Tobacco Free Workplace:

- a) Any contractor performing work for the HACN agrees to publish a statement notifying all employees, subcontractors and other workers that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against violators of such prohibition.
- b) The HACN will consider lack of enforcement or lax enforcement of the statement by the Contractor a default of the contract.
- c) The Contractor further agrees to provide all persons engaged in performance of the contract with a copy of the statement.
- d) A copy of the Contractor's Drug Free Workplace Statement shall be included with any bid submitted or the Contractor will be deemed to accept and agree to use the statement provided by the HACN.
- e) The Contractor understands and recognizes that all HACN buildings, whether leased or owned, and the grounds surrounding those facilities are considered by the HACN to be a tobacco free workplace. The Contractor will ensure all employees, subcontractors, and other workers abide by this policy.

Please mark one and sign:

I have my own (Contractor's) Drug/Tobacco Free Policy/Statement _____
(Attach your policy/statement and sign and date bottom)

I agree to the HACN's Drug/Tobacco Free Policy/Statement: _____

Signature **Date**

SCOPE OF WORK

This scope of work consist for the **(Labor Only) installation of new H.V.A.C and Water Heaters at Ross Swimmer Additions at (McSpadden Court) Phase I, Phase II** in Tahlequah, Oklahoma.

The contractor shall bid to furnish the following: labor, licenses, equipment, tools, permits and insurance necessary to complete these projects. **(Contractor is responsible for his own measurements)**

- (a) The contractor shall bid work hours from 7:30 am to 4:30 pm, 5 days week, M-Fr., or Housing Authority of Cherokee Nation work hours.
- (b) The submission of a bid shall indicate the bidder thoroughly understands the specifications, conditions, and scope of work.
- (c) Bidder shall be responsible for ***determining the amount of labor and materials needed to complete these projects being bid.***
- (d) All equipment, material, and articles furnished under this contract shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in this contract.
- (e) The specifications in the “*General Specifications For New Construction*” in Division 7 and the “*General Specifications for Rehabilitation*” in Division 7 supersedes any specifications not covered in the “*Scope of Work*”.
- (f) All work must be performed in a workmanlike manner.
- (g) Contractor shall at all times keep the work area clean, including storage areas, free from accumulations of waste materials. Also contractor shall post all properly document for this project. After completing the work and before final inspection, the Contractor shall (1) remove from the premises all scaffolding, equipment, tools, and materials (including rejected materials) that are not the property of the “Housing Authority of Cherokee Nation” and all rubbish caused by its work; (2) leave the work area in a clean, neat and orderly condition satisfactory to the Contracting Inspector; (3) perform all specified tests.
- (h) The contractor shall furnish a one (1) year written warranty to the Low Rent Housing Authority office at 1300 Nola St. Tahlequah, Oklahoma on workmanship and materials.
- (i) One payment will be at **100%** completion of this project, with the approval inspection done by the Housing Authority of Cherokee Nation Inspector. Final payment at 100% completion of this project. Estimated time of completion is **18 working days**. All warranty information pertaining to this project shall be submitted with final invoice.

SCOPE OF WORK

Phase I

Remove/Install New H.V.A.C and Water Heaters (Labor Only)

In the following Apartments: #140-1, 2, 3, 4, #150-2, 3, #160-1, 2, 3, #170-2, 3, 4, #180-1, 2, 3, 4

- 1) The contractor shall bid to removed exists equipment's (Refrigeration Copper, Water Tank, Furnace, and Condensers units) shall be disposed at a proper dump site.
- 2) The contractor shall bid to (provide paint brush and rollers) for this project.
- 3) The contractor shall bid to paint (2) coat to HVAC closets and Water Heaters closets. (H.A. will furnish paint)
- 4) The contractor shall bid to install new 3/8"~3/4" refrigeration copper lines with wrap insulation and new thermostat wire for the new units.
- 5) The contractor shall bid to adopt existing plenum to new a-coil and furnaces' to manufacturer's specifications.
- 6) The contractor bid to furnish and install new screws, 2 mil foil tape around new coil/furnaces'.
- 7) The contractor shall bid to install new flue pipe from furnace's to the existing flue pipe. (Wrap around flue pipe with 2 mil foil tape)
- 8) The contractor shall bid to install new thermostat where existing was mounted on the wall.
- 9) The contractor shall bid to install new flex gas line to the furnaces'.
- 10) The contractor shall bid to install 410 refrigeration if needed. (Contractor will furnish extra 410 if needed)
- 11) The contractor shall remove existing water heater and disposed at a proper dump site.
- 12) The contractor shall bid to install new water heaters to manufacturer's specifications.
- 13) The contractor shall bid to install new 3/4"/FIP X 3/4" FIP X 18" flexible corrugated tubing with (***BUILT-IN UNION***) for water supply for water heaters.
- 14) The contractor shall bid to install new flex piping from existing gas valve to the new water heater.

- 15) The Contractor shall bid to install new vent pipe from water heater to existing flue.

Phase II

Remove/Install New H.V.A.C (Labor Only)

In the following Apartments: #190-1, 200-3, and 200-4

- 1) The contractor shall bid to removed exists equipment's (Refrigeration Copper, Furnace, and Condensers units) shall be disposed at a proper dump site.
- 2) The contractor shall bid to (provide paint brush and rollers) for this project.
- 3) The contractor shall bid to paint (2) coat to HVAC closets and Water Heaters closets. (H.A. will furnish paint)
- 4) The contractor shall bid to install new 3/8"~3/4" refrigeration copper lines with wrap insulation and new thermostat wire for the new units.
- 5) The contractor shall bid to adopt existing plenum to new a-coil and furnaces' to manufacturer's specifications.
- 6) The contractor bid to furnish and install new screws, 2 mil foil tape around new coil/furnaces'.
- 7) The contractor shall bid to install new flue pipe from furnace's to the existing flue pipe. (Wrap around flue pipe with 2 mil foil tape)
- 8) The contractor shall bid to install new thermostat where existing was mounted on the wall.
- 9) The contractor shall bid to install new flex gas line to the furnaces'.
- 10) The contractor shall bid to install 410 refrigeration if needed. (Contractor will furnish extra 410 if needed)

Clean Up:

- 1) The contractor shall bid to clean apartments after equipment been installed.

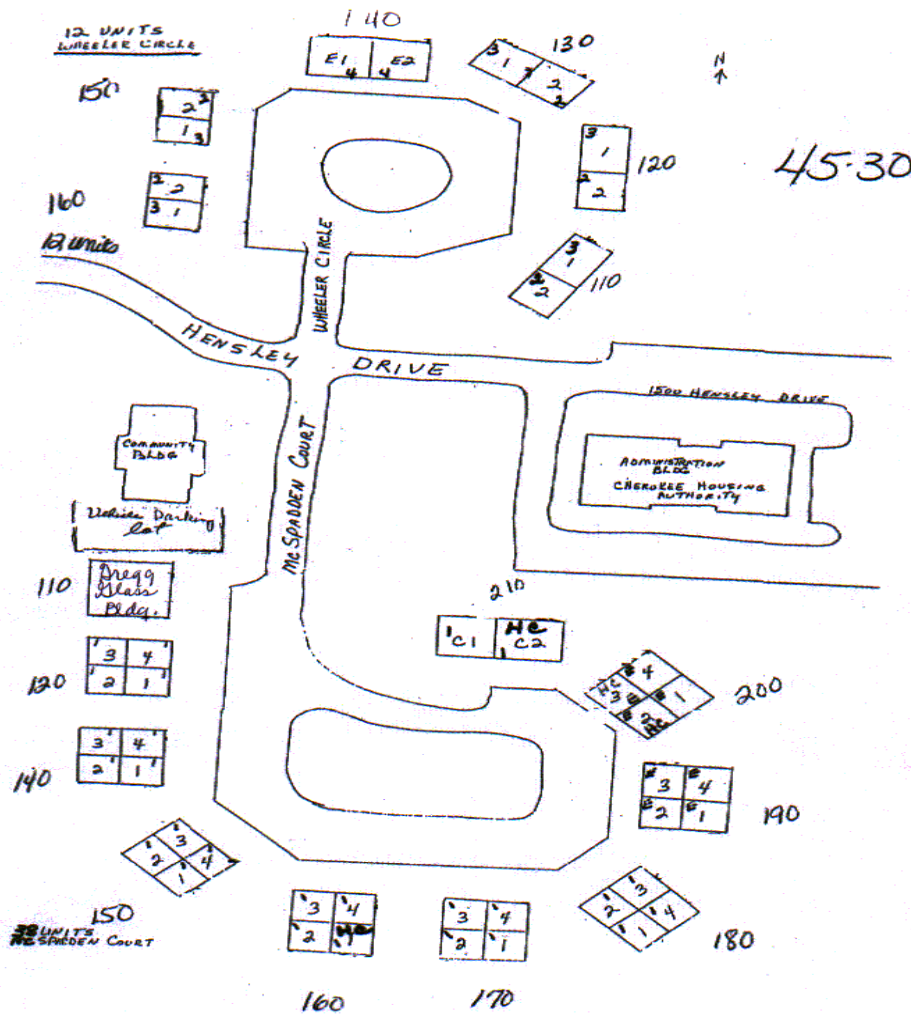
Over All:

- 1) The contractor shall bid to furnish all necessary labor, equipment, tools, permits and insurance necessary for this project.
- 2) Bidder can visit the job site and acquaint them with the exact nature of work to be performed. Contact ***William Hooper @ 918-458-1387*** to schedule a site visit.
- 3) The submission of a bid shall indicate the bidder thoroughly understands the specifications, conditions, and scope of work.

- 5) All equipment, material, and articles furnished under this contract shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in this contract.
- 6) All work must be performed in a workmanlike manner.
- 7) ***Payments:***
One payments will be at 100% completion of this project, with the approval and final inspection done by the Housing Authority of Cherokee Nation Inspector. Estimated time of completion is ***18 working days***. All warranty (1yr.) information pertaining to this project shall be submitted with final invoice.

DIRECTION: 45/30 ROSS SWIMMER ADDITION

IN TAHLEQUAH, AT THE STOPLIGHT OF 4th AND MUSKOGEE TURN WEST ON 4th STREET, GO 3/10 MILES TO HENSLEY DR. TURN SOUTH, ON HENSLEY DR. PROJECT IS LOCATED ON BOTH SIDE OF HENSLEY DR.



BASE BID:

PROJECTS: This scope of work consist for the (Labor Only) installation of new H.V.A.C and Water Heaters at *Ross Swimmer Additions at (McSpadden Court) Phase I, Phase II* in Tahlequah, Oklahoma.

The General Contractor, as Bidder, agrees to perform all work as shown and called for in the Plans and Specifications for the Housing Authority of Cherokee Nation, that is shown to be the Base Bid. The Work will be completed within **18 working days** of acceptance of this proposal, a fully executed contract, and receipt of a Notice to Proceed. The Bidder agrees to furnish all labor, licenses and materials, administration, services, supplies, equipment, transportation and quality control **necessary to provide labor** for the following consist for the (Labor Only) installation of new H.V.A.C and Water Heaters at *Ross Swimmer Additions at (McSpadden Court) Phase I, Phase II* in Tahlequah, Oklahoma.

One payment at 100% completion of the project, with the approval and final inspection done by the Low Rent Housing Authority of Cherokee Nation Inspector. Warranty information pertaining to this project must be submitted with final invoice.

Phase I:

Remove/Install New H.V.A.C and Water Heaters (Labor Only)

In the following Apartments: #140-1, 2, 3, 4, #150-2, 3, #160-1, 2, 3, #170-2, 3, 4, #180-1, 2, 3, 4

MANDATORY BID RESPONSE FORM

The General Contractor, as Bidder, agrees to perform all work as described in the Scope of Work

Phase I:

Remove/Install New H.V.A.C and Water Heaters (Labor Only)

In the following Apartments: #140-1, 2, 3, 4, #150-2, 3, #160-1, 2, 3, #170-2, 3, 4, #180-1, 2, 3, 4

Each: \$ _____

TOTAL BID: \$ _____

Phase II:

Remove/Install New H.V.A.C (Labor Only)

In the following Apartments: #190-1, 200-3, 200-4

Each: \$ _____

TOTAL BID: \$ _____

TOTAL BID for PHASES I & II \$ _____

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE

TERO Certified Contractor: ____ Yes ____ No

(Proof of certification Front/back must accompany all bids, front and back)

SUBMITTED:

Company Name

Company Address

Authorized Signature

Print Name & Title

Phone Number