

**REQUEST FOR BIDS**  
**Renovation #190-2 Apartment**  
**At**  
**Ross Swimmer Addition**  
Tahlequah, OK



**Bid Solicitation:**  
**2017-001-41**

**Bids Due: January 25<sup>th</sup>, 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 demo/rehab, interior due to **(unlawful drug use)** on **#190-2 (Obr) apartment (McSpadden Court)** located at **“Ross Swimmer Addition” Tahlequah, Oklahoma**. This job is to be performed from **8am to 5pm, 5 days week M-Fr, or Housing Authority of Cherokee Nation work hours**, and must be completed in **20 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 25, 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](mailto:duane.white@hacn.org)**. It is the bidder’s responsibility to ensure delivery of bids by **January 25, 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:

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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: \_\_\_\_\_

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**Signature**

**Date**

## SCOPE OF WORK

- 1) This project consists of demo/rehab, interior due to **(unlawful drug use)** on **#190-2 (0br) apartment (McSpadden Court)** located at *Ross Swimmer Addition 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 **20 working days**. All warranty information pertaining to this project shall be submitted with final invoice.
- 2) The contractor shall bid to furnish all necessary labor, licenses, material, equipment, tools, permits and insurance necessary for a *turnkey* job.

**DEMO:**

- 3) The contractor shall bid to demo the following: (wall/ceiling sheetrock, wall/ceiling insulation, interior trim, cabinets, duct pipe, and existing floor covering) of the interior of the apartment and to remove all debris and dispose of at an approved dump site.

**ELECTRIC:**

- 4) The contractor shall bid to remove all switches, outlets and covers.
- 5) The contractor shall bid to install new ivory switches, (2) pulled chain emergency switches, outlets, ground fault outlets and covers.
- 6) The contractor shall bid to remove existing light fixtures and install with new. (Match existing light fixtures and install new light bulbs)

**HAVC / WATER HEATER:**

- 7) The contractor shall bid to remove Furnace, A-Coil and Duct system.
- 8) The contractor shall bid to install new 80% (70,000 BTU) up-flow furnace and a 410-A Coil to match the existing condenser. (With triple wall flue to be installed)
- 9) The contractor shall bid to install new metal insulation plenum.
- 10) The contractor shall bid to install new steel duct pipe with 3" vinyl wrap insulation. (Installed to Housing Rehab specifications)
- 11) The contractor shall bid to install new heat & cool thermostat. (Match existing)
- 12) The contractor shall bid to install a new filter grill. (Match existing size)
- 13) The contractor shall bid to install new ceiling air register/grills.
- 14) The contractor shall bid to install (2) fresh air ducts in furnace. (High & Low)
- 15) The contractor shall bid to install a new 19 gallon electric water heater with new copper flex lines and flex electric line.

**INTERIOR:**

- 19) The contractor shall bid to insulate exterior and parties walls at R-19.
- 20) The contractor shall bid BLOWN- IN fiberglass attic insulation, *CERTAIN-TEED*, *OWENS CORNING* (or equal to) to R-38.
- 21) The contractor shall bid to install 5/8" sheetrock on all ceilings. To be installed with 1-1/4" drywall screws according to manufacturer's specification.

- 22) The contractor shall bid to install 5/8" fire rock sheetrock. To be taped, bedded and painted in the mechanical closet before new equipment to be installed. The platform will be (2) 5/8" plywood with support legs.
- 23) The contractor shall bid to install ½" water board (sheetrock) in all bathrooms and behind the kitchen cabinet.
- 24) The contractor shall bid to install ½" sheetrock on exterior walls, interior walls, and window casings. To be installed with 1" drywall screws according to manufacturer's specification.
- 25) The contractor shall bid to install sheetrock metal corners on outside corners and windows.
- 26) The contractor shall bid to tape/bed and finish all sheetrock (3 coats), with a medium knock down on ceiling and walls.
- 27) The contractor shall bid to paint all ceilings and walls with (1) coat primer paint and (2) coats of interior paint. (*GLIDDEN PROMASTER GL-8050-1002 WHITE INTERIOR LATEX SEMI-GLOSS WALL AND TRIM PAINT*).
- 28) The contractor shall bid to replace all interior wood doors units and install new (6) panel door units. These doors will be painted with (1) coat primer paint and (2) coats of interior paint. (*GLIDDEN PROMASTER GL-8050-1002 WHITE INTERIOR LATEX SEMI-GLOSS WALL AND TRIM PAINT*).
- 29) The contractor shall bid to install 2-1/4" K-trim for door units and floor base trim. With (1) coat primer paint and (2) coats of interior paint and to be caulked to the floor. (25yr. white caulk) (*GLIDDEN PROMASTER GL-8050-1002 WHITE INTERIOR LATEX SEMI-GLOSS WALL AND TRIM PAINT*).
- 30) The contractor shall bid to install #2 white pine closet shelves with 1"x 4" cleat to be mounted on the walls, a metal closet rod and brackets to support closet shelves. Theses shelves will be painted with (1) coat primer paint and (2) coats of interior paint. (*GLIDDEN PROMASTER GL-8050-1002 WHITE INTERIOR LATEX SEMI-GLOSS WALL AND TRIM PAINT*).
- 31) The contractor shall bid to install #2 white pine window stools. These window stools will be routed on the front edge and ends. All window stools will have (1) coat primer paint and (2) coats of interior paint. (*GLIDDEN PROMASTER GL-8050-1002 WHITE INTERIOR LATEX SEMI-GLOSS WALL AND TRIM PAINT*).
- 32) The contractor shall bid to install new interior door knobs and wall door stops.
- 33) The contractor shall bid to remove/install new kitchen cabinets and dispose at approved dump site.
- 34) The contractor shall bid all wood cabinets. (**Particle board/press-board will not be allowed on this job**)

- 35) The contractor shall bid to measure apartment and build cabinets for an exact fit. Cabinet arrangements will remain the same. **(Filler will not be allowed)** All cabinet styles must be uniform in width.
- 36) The contractor shall bid to install minimum 3/4" lumber core red oak plywood on all exposed upper and lowers cabinet ends. **Exposed raw edges will not be allowed.**
- 37) The contractor shall bid to install minimum 3/4" A-B Fir plywood or lumber core plywood on unexposed surfaces.
- 38) The contractor shall bid to install 3/8" A-B Oak plywood backing in **(Uppers and Lowers)** cabinets.
- 39) The contractor shall bid to install minimum 3/4" A-B Fir or lumber core shelving with solid 3/4" Red Oak edging.
  - a) Middle styles shall have a solid Red Oak block fastened behind styles between shelves. (Double styled)
  - b) All shelves shall have a 1"x 2" nailer attached to the bottom of each shelf, the full length of the shelf. Nailer is to be #2 white pine.
  - c) **Adjustable shelves are not permitted.**
- 40) The contractor shall bid 2-3/8" solid 3/4" Red Oak styles, rails for face of cabinets.
- 41) The contractor shall bid to install 5" drawer openings with 6" Oak drawer back beveled face **(Finger pulls)**. All Drawers shall have a minimum depth of 3-1/4" inside drawer from top to bottom.
- 42) The contractor shall bid to install all drawer sides, fronts and backs constructed of 3/4" #2 white pine lumber. Bottoms will be 3/8" A-B Oak plywood.
- 43) The contractor shall bid all drawers with #2 white pine backing with two side mounted drawer guides (model number K.V. 1284) attached to #2 (1"x 4") white pine backing.
- 44) The contractor shall bid all drawer facings be constructed using 3/4" solid Red Oak stock with edges routed smooth, drawer facing shall be back bevel for finger pulls. All drawers shall have screws attached from dummy face to finish Red Oak drawer facing.
- 45) The contractor shall bid all cabinets doors with 2-1/2" solid Red Oak rail and style with 1/4" Oak veneer plywood panel. Edges back beveled for finger pulls. **(Flat panel door)**
- 46) The contractor shall bid antique brass variable overlay hinges.
- 47) The contractor shall install trim for sides and tops of cabinets where cabinets abut walls and fir downs. Trim shall be 3/4" Oak cove molding and will require the same stain color and finish as cabinets.
- 48) The contractor shall bid to stain inside and outside of cabinets with LT. Oak. The finish shall be (2) coats of sand and sealer and (2) coats of premium quality polyurethane high gloss varnish. (Inside and exterior of cabinet and drawers)

- 49) The contractor shall bid to match existing kitchen cabinets, and wall back (***behind ranges***) splashes *to be ALMOND, WILSONART (equal to)*
- 50) The contractor shall bid to install cabinets with 3" screws to the walls, floor cleats and to cut all plumbing holes to proper size in the back of the new cabinets.
- 51) The contractor shall bid to install new floor base and stain 3/4" wood base shoe (if needed) around cabinet area.
- 52) The contractor shall bid to install new ***ALMOND, WILSONART (or equal to) Formica*** on 3/4" A-B Fir plywood counters tops and 5" back, end splash boards for these kitchen cabinets, bathroom cabinet or a pre-fab at a shop with a 3/4" solid oak band with 5" side, back splash.
- 53) The contractor shall bid to install 3/4" Oak end caps on all exposed countertop ends. (Next to stove and refrigerator)
- 54) The contractor shall bid to caulk kitchen cabinet, and counter top with a 25 year caulk to match walls and countertop.
- 55) The contractor shall bid to install new sinks, PVC traps, faucets (delta #100 single handle faucet), rope water supply lines, new angle stops or straight stops with trim collars by a licensed plumber.
- 56) The contractor shall bid to install new kitchen cabinets and wall back splashes (*to be almond with aluminum trim on all edges and inside corners*).
- 57) The contractor shall bid to install new almond Formica counters tops with 4" end splash boards for these kitchen cabinets or a pre-fab at a shop with a 3/4" solid oak band with side back splash.
- 58) The contractor shall bid to install a new vent/light range hood. (*With bulb*)
- 59) The contractor shall bid not to install any filler strips on the upper and lower cabinets.
- 60) The contractor shall install oak cabinet trim on the upper cabinets.
- 61) The contractor shall bid to match existing bathroom cabinets. **(Water heater will be install in the cabinet)**
- 62) The contractor shall bid to install the lavatories (to be centered with the medicine cabinet with a delta 520 faucet).
- 63) The contractor shall bid to install a chrome flush mount paper holder on the side of the cabinet.
- 64) The contractor shall bid to install medicine cabinets in bathroom. (14"x 18")
- 65) The contractor shall bid to install (2) 2' chrome flush mount towel bars in bathroom.

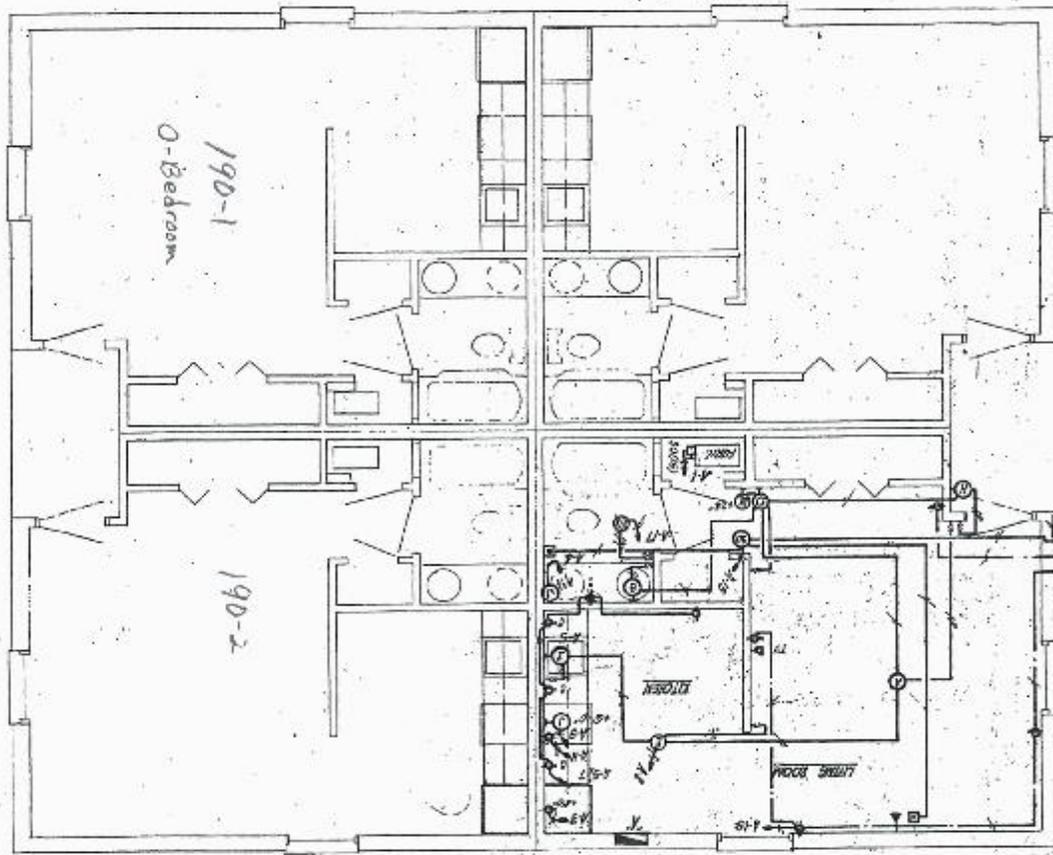
- 66) The contractor shall bid to remove existing combo tub/shower and install new 3'x 5' fiberglass tub/shower comb.
- 67) The contractor shall bid to remove existing shower valve / shower head, and install new (Single Handle Combo with shower head)
- 68) The contractor shall bid to install chrome shower rod in shower unit.
- 69) The contractor shall bid to install new bathroom handicap stool and seat. (Water Saver)

**FLOOR COVERING:**

- 70) The contractor shall bid to remove/ install 1/8" vinyl composition floor tile in "All Rooms" (HA Inspector will select the color of the floor tile to match this project.)
- 71) The contractor shall bid to clean all windows and clean floor (mop).
- 72) The contractor shall bid to clean up any debris around these units, at all times).
- 73) The contractor shall bid to install all materials to the *Manufacturer's Specifications*.
- 74) The specifications are provided in the "*Housing Authority General Specifications for New Construction Book 4/18/02* supersedes any specifications not covered in the "*Scope of Work*".
- 75) Bidder can visit the job site and acquaint themselves with the exact nature of work to be performed. Contact William Hooper @ 918-458-1387 to schedule a site visit.
- 76) The submission of a bid shall indicate the bidder thoroughly understands the *specifications, conditions, and scope of work*.
- 77) Bidder shall be responsible for *determining the amount of labor and materials needed to complete the project being bid*.
- 78) 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.
- 79) All work must be performed in a workmanlike manner.
- 80) Contractor shall at all times keep the work area clean, including storage areas, free from accumulations of waste materials. Also contractor shall place a Portable/Johnny and post all proper documents 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 the 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.

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- 81) The contractor shall furnish a one (1) year written warranty on workmanship and materials on this project. The (1) year written warranty will be delivered to (William Hooper) at Cherokee Nation Low Rent Housing Authority office, located at 1300 Nola Street Tahlequah, OK. *“No payment will be issued until (1) year written warranty has been delivered.”*
- 82) Payments: One at 100% Completion. Payment will be paid upon acceptance of work and approved by the Inspector of the Housing Authority of Cherokee Nation.



*DIRECTION: 45/30 ROSS SWIMMER ADDITION*

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

