

Request for Proposal

Date: September 19, 2017

Description: Production of Players Club Rewards Cards for Cherokee Casino and Hard Rock Hotel and Casino Tulsa

Scope of work

- **Cherokee Casino and Hard Rock Hotel and Casino Tulsa Players Club Rewards Cards:**
 - Vinyl Cards = 4/1 process litho colors; Satin Finish; text “ONE STAR” hot stamp silver foil (NOT the star, only the text); Bright silver spot at bottom right corner to top right corner only with spot gloss. Rounded corners with oblong hole punched in one end. Hi-Co magstrip.
 - Estimated Annual Quantity for Cherokee Casino: 934 sleeves
 - Estimated Annual Quantity for Hard Rock: 785 sleeves
 - Gold Cards = 4/1 process litho colors; Satin Finish; text “ONE STAR” hot stamp silver foil (NOT the star, only the text); Bright silver spot at bottom right corner to top right corner only with spot gloss. Rounded corners with oblong hole punched in one end. Hi-Co magstrip.
 - Estimated Annual Quantity for Cherokee Casino: 838 sleeves
 - Estimated Annual Quantity for Hard Rock: 423 sleeves
 - Platinum Cards = 4/1 process litho colors; Satin Finish; text “ONE STAR” hot stamp silver foil (NOT the star, only the text); Bright silver spot at bottom right corner to top right corner only with spot gloss. Rounded corners with oblong hole punched in one end. Hi-Co magstrip.
 - Estimated Annual Quantity for Cherokee Casino: 306 sleeves
 - Estimated Annual Quantity for Hard Rock: 240 sleeves
 - Multi-Platinum Cards = 4/1 process litho colors; Satin Finish; text “ONE STAR” hot stamp silver foil (NOT the star, only the text); hot stamp foil at bottom right corner to top right corner only (this

card should stand out from the others). Rounded corners with oblong hole punched in one end. Hi-Co magstrip.

- Estimated Annual Quantity for Cherokee Casino: 106 sleeves
- Estimated Annual Quantity for Hard Rock: 50 sleeves

- Your bid should be itemized and include the following:
 - Quote for mandatory pre-production samples.
 - Quote for printing all quantities up front and shipping complete to the Hard Rock Hotel and Casino Tulsa property. Provide estimated shipping costs, turn time (from proof approval), and in-hands date.
 - Quote for printing all quantities up front and holding stock to release quarterly to the Hard Rock Hotel and Casino Tulsa property. Provide estimated shipping costs, turn time (from proof approval), and in-hands date.
 - Quote for printing quantities quarterly and shipping to the Hard Rock Hotel and Casino Tulsa property as printed. Provide estimated shipping costs, turn time (from proof approval), and in-hands date.
 - List any other fees or costs that may occur with this project.
 - To obtain a mock-up of the design for bidding purposes, you must complete the attached NDA and send to amy.bailey@cnet.com.
 - Physical samples may or may not be requested by CNE prior to award

- Timeline:
 - Bid posted: 9/20/17
 - A MANDATORY pre-bid conference call will be held on 9/27/17
 - All bids will be due by 12:00 noon CST on 10/06/17
 - Mail bids to the attention of Amy Bailey at 777 West Cherokee St. Catoosa, OK 74015 or email to amy.bailey@cnet.com. Proposals MUST include a copy of your TERO Certification, front and back, to qualify for TERO preference.
 - Award will be made within approximately one week of bid closing

Terms and conditions

- The cards MUST be produced IN HOUSE. If you are outsourcing, you MUST provide the company name of your supplier, along with contact information.
- The awarded vendor shall be Class A licensed by the Cherokee Nation Gaming Commission (CNGC).
- The vendor shall provide a certificate of liability insurance upon award. Vendor insurance has to meet our standard requirements (attached for review).

- CHEROKEE NATION GAMING COMMISSION (CNGC) - This requirement may be subject to CNGC policies and procedures. Licensing requirements may be required of the successful vendor(s) to be coordinated with the CNGC. These requirements may include licensing fees as well security and background checks of vendor(s) employees. Current policies and procedures can be found on the Cherokee Nation website or by contacting the CNGC office at 918-207-3834.
- Please note that winning bid(s) will be published. Cherokee Nation Businesses, LLC ("CNB") reserves the right to issue one award, multiple awards, or reject all bids; any award is subject to the approval of the required funds. Responding bidders are not allowed to withdraw their bid for a period of 90 days after submittal. At the time of award, the successful bidder(s) will be required to work with the Cherokee Nation Businesses, LLC Accounting department to discuss account coding for invoices. All bids are subject to negotiation prior to award. Awards may be issued without discussion of bid received, and bids should initially be submitted on the most favorable terms from a price and technical standpoint. Any award resulting from this RFP will be subject to CNB Terms and Conditions. Your bid should indicate hourly (\$) rate (when applicable), individual work effort, delivery schedule or time of completion. Any item(s) with exceptions, substitutions, exclusions, additions or qualifications must be noted and clearly indicated on return bid. Any request for information concerning bid posting is to be submitted in writing via email to Buyer listed; no verbal communication is to be initiated.
- In accordance with Cherokee Nation Law, 28 C.N.C.A. §20 no contractors or subcontractors of any Cherokee Nation entity may contract with any business owned by a first degree relative of any elected official of the Cherokee Nation.
- TRIBAL EMPLOYMENT RIGHTS OFFICE - This procurement is subject to Cherokee Nation Tribal Employment Rights Office ("TERO") regulations that include a fee of ½ of 1% of total contract award and, if applicable, the completion of a TERO Labor Agreement and payment of associated fees. The successful bidder's award will be published on the Cherokee Nation's procurement website and their performance will also be measured, recorded, and reported to the Cherokee Nation. The complete Act is available by contacting the TERO OFFICE at Tahlequah 918-453-5000. TERO bidders are required to provide a copy, front and back, of their TERO certificate with return bid(s) and failure to do so will result in such bidders not receiving the TERO preferences afforded TERO bidders under the CNE procurement and contracting policies and procedures.
- CHEROKEE NATION GAMING COMMISSION (CNGC) - This requirement may be subject to CNGC policies and procedures. Licensing requirements may be required of the successful vendor(s) to be coordinated with the CNGC. These requirements may include licensing fees as well security and background checks of vendor(s) employees. Current policies and procedures can be found on the Cherokee Nation website or by contacting the CNGC office at 918-207-3834.
- BONDING NOTICE - CNB generally requires payment and performance bonds for all construction contracts in excess of \$100,000. However, qualified TERO-certified firms are encouraged to bid, regardless of bonding capability.
- INSURANCE - CNB generally requires Worker's Compensation, Commercial and/or Comprehensive General Liability, and Automobile insurance for all awarded bids. Please refer to the Bid Documents for the specific coverages required for this bid.
- DEBARMENT - By submitting a response to this Request for Proposal, the Contractor certifies to the best of their knowledge and belief that the Subcontractor, the firm, or any of its principals are not presently debarred, suspended, or proposed for debarment by any federal, state, local or tribal entity. This certification is a material representation of fact upon which reliance was placed when making award. If it is later determined the Subcontractor rendered an erroneous certification, in addition to other remedies available to CNB or its entities, CNB may terminate the contract resulting from this Request for Proposal for default.