

Housing Authority of the Cherokee Nation

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REQUEST FOR BIDS

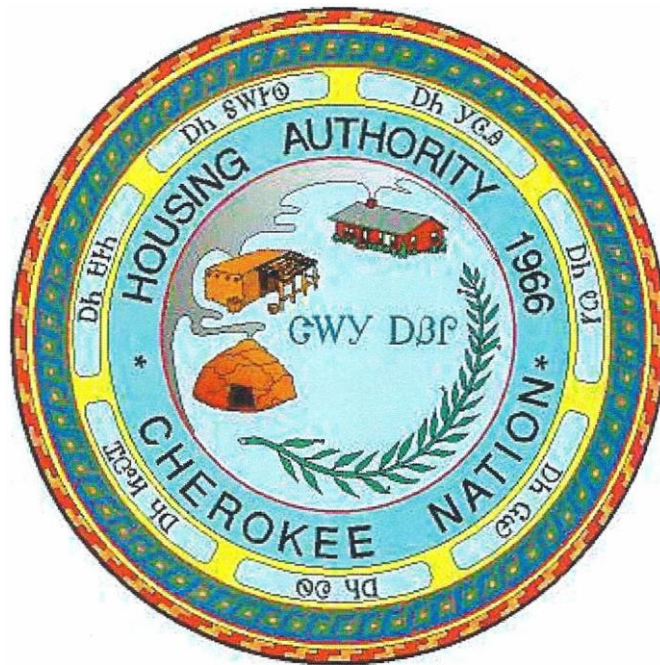
HACN

Housing Development Project

Materials Only/Sub Contract - Brick

11 New Construction Units located in Vinita Oklahoma

Solicitation # 2018-001-004



Bid Due Date: October 6, 2017 at 5.00 P.M.

Housing Authority of the Cherokee Nation

P.O. Box 1007

Tahlequah, OK 74465-1007

(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 supply **of Materials Only! Sub- Contracts - BRICK** for Eleven (11) 3 Bedroom homes with attached garages located in Vinita, Oklahoma. This is a New Construction Housing Development Project and delivery of all materials will be to the job site. TO BE CONSIDERED A RESPONSIVE/RESPONSIBLE BIDDER, THE BID SHEET MUST BE FULLY COMPLETED. **Bids are due no later than 5:00 P.M. October 6,2017.**

The lowest most responsive, responsible bid will be the determining factor in awarding this bid based on the Housing Authority of the Cherokee Nation Policy and Procedure. The successful bidder will be issued a purchase order incorporating the bid response. Payments will be paid upon delivery and acceptance of all materials. Delivery schedules will be negotiated at contract award; however, all potential bidders should be aware that the completion date for the entire project is expected to be no longer than 120 days from the date of the first award. Bidder agrees to complete the HACN Development project in a timely manner in order not to hold up the entire project, Failure to comply and HACN reserves the right to award to the next lowest bidder anytime the need arises.

MANDATORY SUBMITTAL INFORMATION: Bid submittal requirements must be followed. Each bid must be submitted on the prescribed, required form with all areas completed. If forwarded by mail, the envelope containing the bid and all other required, completed documents must be received on or before due date listed and **must be clearly identified "Bid Enclosed" Attn: Delana Kimble.** Bids may be mailed to the Housing Authority of the Cherokee Nation, Attn: Delana Kimble, P.O. Box 1007, Tahlequah, OK 74465. Bids may be hand delivered to Delana Kimble, 5000 S. Muskogee Ave., (Hopkins Building) Tahlequah, Oklahoma 74464 or e-mailed to delana.kimble@hacn.org **It is the bidder's responsibility to ensure delivery of bids by October 6,2017 by 5:00 P.M. Any bids received after the designated date and time will be ineligible for award.**

Bid Acceptance: Bids will be accepted from Cherokee Tribal, Indian and Non-Indian bidders. Tribal and Indian preference will be given ONLY to bidders who provide current certification from the Tribal Employment Rights Office (TERO) located at the Cherokee Nation of Oklahoma, P.O. Box 948, Tahlequah, Oklahoma, 74465, telephone number (918) 453-5000. Failure to submit the TERO certification with the bid, or within three (3) days of deadline may result in denial of Indian preference. 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. Housing Authority of the Cherokee Nation reserves the right to reject any and all bids. Housing Authority of the Cherokee Nation 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 Housing Authority of the Cherokee Nation 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 specified date and time; any bid received after the stipulated date and time will be returned unopened. No bidder may withdraw their bid within 30 days after proposal due date.

Questions concerning this bid should be directed to, **Construction Supervisor, Jimmy Hullinger at 918-772-8075**. At the time of the bid opening each bidder will be presumed to have inspected the bid documents and fully understand the materials required to complete the job. There will be no change orders to process based on mistaken quantity count, measurements or dimensions. **PLANS ARE INCLUDED FOR YOUR REVIEW.**

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, Oklahoma, telephone number (918) 453-5334. Proof of TERO certification (Copy of TERO Certificate (front & back) must accompany and be included in bid submittal.)

TERO requirements apply including fee of % of 1 % of contract award. Successful bidder must complete TERO Labor Agreement and pay all applicable fees, including \$25 per day for every non-Indian employee working on this project in accordance with Legislative Act 01-14, contact TERO office @ 918-453-5334 with any questions.

The housing Authority of the Cherokee Nation reserves the right to reject any or all bids.

Method of Award Lowest Bid That Contains Lowest Most

Responsive/Reasonable Offer from Qualified Bidder: After consideration of price and other factors, the purchase order will be awarded to the bidder whose bid is determined to be the lowest most responsive/reasonable offer and in the best interest of the HACN to accept in accordance with HACN Policy & Procedure. HACN reserves the right to reject all bid and to award to multiple bidders for the project. Bidder agrees to complete the HACN project in a timely manner to not hold up the entire project. Failure to comply and HACN reserves the right to award to the next lowest bidder anytime the need arises. Award shall be made under unrestricted solicitations to the lowest, most responsive/reasonable bid from a qualified economic enterprise or organization

within the maximum total budget price established for the specific project or activity being solicited. TERO Preference will be given only to bidders who provide proof of current TERO certification from the Cherokee Nation Tribal Employments Office (TERO). **Proof of TERO certification must accompany and be included in bid submittal.**

Method of Payment - The successful bidder will be issued a purchase order incorporating the bid response. Payments will be paid upon delivery and acceptance of all materials. HACN will not assume liability for materials that are not delivered and verified by our staff.

General Information: Housing Authority of the Cherokee Nation reserves the right to waive any informalities or to reject all bids. Award of purchase order will be to the lowest most responsible responsive bidder and will be subject to availability of funds. Indian preference will be given to Contractors certified as an Indian-Owned firm by the Cherokee Nation Tribal Employment Rights Office (T.E.R.O.). **Proof of certification must accompany all bids.** No bidder may withdraw their bid within thirty (30) days after bid opening date.

A prospective contractor seeking to receive Indian Preference under this contract must be certified as an Indian-owned firm by the Cherokee Nation Tribal Employment Rights Office (TERO) and submit proof of that certification with their bid.

Drug Free and Tobacco Free Workplace:

- a) Any Contractor performing work for the Housing Authority of the Cherokee Nation 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 Housing Authority of the Cherokee Nation 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 Nation.
- e) The Contractor understands and recognizes that all Housing Authority of the Cherokee Nation buildings, whether leased or owned, and the grounds surrounding those facilities are considered by the Nation to be a tobacco free workplace. The Contractor will ensure all employees, subcontractors, and other workers will abide by this policy.

Certification of Policy:

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

Or

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

_____ Date _____

Signature of Bidder

Housing Authority of the Cherokee Nation
MANDATORY BID RESPONSE SPREADSHEET
Solicitation 2018-001-004

Brick Material Packag

QTY	UM	DESCRIPTION	COST	TOTAL
5824	EA	STANDARD BRICK; MINIMUM OF THREE COLOR CHOICES		
		<i>(To construct Eleven (11) single family homes)</i>		
		FINAL DECISION ON COLOR WILL BE MADE BY HACN PRIOR TO		
		BID AWARD. ROUND NUMBER OF BRICK UP TO NEAREST CUBE.		
		BRICK DELIVERED TO JOBSITE:		

BID SUBTOTAL:

DELIVERY CHARGE:

TOTAL BID:

TOTAL FOR ALL 11 UNITS ~\$_____

The Bidder has examined copies of all the Bidding Documents and understands that payment is to be made upon delivery and acceptance of all materials.

Bidder furthers agrees to complete HACN Development Project in a timely manner to not hold up the entire Project. Failure to comply and HACN reserves the right to award to the next lowest bidder anytime the need arises.

(Cherokee) Tribal or Indian Preference: (Check one)

TERO Certified Contractor: Yes No

(Proof of certification must accompany all bids)

SUBMITTED:

Company Name/Address/Title

Authorized Signature