

Cherokee Nation Entertainment, LLC, (CNE), a wholly owned tribal company of the Cherokee Nation, is seeking qualified bids for a **3M certified graphics installation company to develop, design, produce, and install wrap material on various and multiple surfaces including but not limited to floors, walls, tables, vehicles, and other surfaces as described in this document.**

I. SCOPE OF SERVICE:

a. Length of contract:

- i. It is anticipated that CNE will enter into a two year agreement, with the potential of annual renewals with the selected vendor(s).
- ii. The term of this contract will be for twenty-four (24) months from contract execution. Thereafter, Cherokee Nation Entertainment will have the option to renew said contract for a period of one (1) extenuating year. Cherokee Nation Entertainment may terminate the contract without penalty at any time, with or without cause, by giving the vendor thirty (30) days prior written notice of its election to terminate. In the event the vendor fails to perform services or is in default under the terms of the contract, Cherokee Nation Entertainment may terminate the contract immediately and the vendor shall be paid only for the services provided, less any damages or costs incurred by Cherokee Nation Entertainment in the termination of the contract.

b. Description of Program and General Services:

- i. The vendor(s) will work with Purchasing and Marketing teams to obtain, develop, and/or design artwork to fit general requests for wrap of any particular object.
- ii. The vendor(s) will provide proofs to the Purchasing and Marketing teams for approval prior to production of the wrap.
 1. This phase includes the vendor previews of the area and/or object to be wrapped. The vendor is responsible for obtaining the measurements and any other vital information regarding the area or object that is needed to produce and install the wrap material successfully.
 2. The vendor(s) will print the wrap on the material requested in this bid. Adjustments to artwork may be done as needed in regards to the object that is being wrapped in a way that will best suit the object. The final product should be high quality with all colors and logos to be displayed accurately and in proper proportion.
- iii. The vendor(s) will either schedule the wrap installation to occur on property or will schedule pick up and drop off of the object that will be wrapped with the Purchasing and Marketing teams.

c. Bid packages must include the following:

- i. Complete and submit attached bid sheets, **one for multi-surface wraps and one for vehicles.**
- ii. Confirm graphics abilities and list any outsourced suppliers you may use during the course of the work described in this RFP.
- iii. Front and back copy of TERO certificate, if applicable.
- iv. A copy of 3M certification.
- v. Proof of liability insurance.

- vi. A list of at least 3 past wrap clients for reference purposes.
- vii. Sample photos of past work for reference purposes.

II. SCHEDULE:

a. Requests for information:

- i. Any additional requests for information should be submitted to Amy Bailey via email at amy.bailey@cnent.com. Inquiries received via telephone, fax, or in-person will not receive a response.

b. Schedule Timeline:

Proposal Phase	Date
RFP Release	Thursday, March 1, 2018
Requests for Information Deadline	12:00 PM (CST) Thursday, March 8, 2018
Proposals Due	12:00 PM (CST) Thursday, March 15, 2018
Anticipated Commencement Date of Contract	Date of Award

III. ADDITIONAL REQUIREMENTS:

- a. All vendors must be able to acquire and maintain a CNGC license for the duration of the contract. If license is revoked for any reason the contract will be terminated without prior notice and the designer shall be paid only for the services provided, less any damages or costs incurred by Cherokee Nation Entertainment.**

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.

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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.