

# REQUEST FOR BIDS



**Housing Authority of the Cherokee Nation  
P.O. Box 1007  
Tahlequah, OK 74465  
(918) 456-5482**

**RFB for the Construction of 15 (Fifteen) individual  
3 and 4-Bedroom homes located in Cherokee and  
Sequoyah Counties within Cherokee Nation Reservation**

**Bid Solicitation: # 2024-001-010**

**Bids Due: January 17, 2024 at 5:00 P.M.**

## Request for Bids Detailed Announcement

### GENERAL:

The Housing Authority of the Cherokee Nation is seeking bids from qualified contractors for the construction of Fifteen (15) detached single family units (3-bedroom, and 4-bedroom) in Cherokee and Sequoyah Counties within the Cherokee Nation Reservation. HACN is posting all the homes together but, homes will be awarded individually (Per Unit). Contractor has the option to bid on as many home(s) as desired, you do not have to bid the entire county or packet. Interested parties are to provide bids to furnish all necessary labor, quality control, licenses, materials, equipment, tools, supplies, permits, insurance, and supervision to complete the entire project and to perform the work require thereof within the time specified after receipt of the "Notice to Proceed". The entire project must be fully completed within 120 consecutive calendar days or \$1,000.00 per working day will be charged to the contractor for each day that work continues beyond the contract end date. Contract extensions will only be allowed under extenuating circumstances. The Scope of Work and Specifications are available in the bid packet, along with all information and all necessary form documents.

Bid will be awarded to the lowest, most responsive/responsible bidder. HACN reserves the right to evaluate each individual unit bid and will award per unit. The subsequent contract must be fully executed within (10) ten days of award or the bid will become null and void, and the next lowest most responsive/responsible bid will be considered. Contract award will be subject to the availability of funds.

HACN reserves the right to reject any and all bids. HACN reserves the right to determine if a bid meets stated requirements, and to award a contract that is in the best interest of the HACN, considering but not limited to the total cost and capability of the bidder. Bidders are responsible for all costs associated with the preparation and submission of bids. No bidder may withdraw their bid within 30 days after closing date.

### BID PACKET:

A Non-Mandatory pre-bid conference will be held **December 19, 2023, at 10:00 A.M.** in the HACN Administration Conference Room located at 1500 Hensley Drive in Tahlequah, Oklahoma. If you do not attend the Pre-Bid, bid packets will be available on the Cherokee Nation Procurement Website, [www.cherokeebids.org](http://www.cherokeebids.org) (this will be a large packet with several pages to print).

**Bids will be accepted from Cherokee (Tribal) Indian and Non-Indian bidders** who have picked up or downloaded a bid packet. Interested parties should visit the job sites and acquaint themselves with the exact nature of work to be performed following the pre-bid conference. To schedule a site visit contact **Randy Bogart at (918) 316-9139.**

The deadline for submitting bids is **January 17, 2024, at 5:00 P.M. BIDS MUST BE RECEIVED ON OR BEFORE THE DEADLINE TO BE CONSIDERED. BIDS MUST BE**

**CLEARLY MARKED “TURNKEY CONSTRUCTION RFB # 2024-001-010”. Late bids will not be accepted and will be returned unopened.**

Bids may be mailed to P.O. Box 1007 Tahlequah, OK 74465 ATTN: Baylee Scott, emailed to Baylee Scott at [baylee.scott@hacn.org](mailto:baylee.scott@hacn.org) or hand delivered to Baylee Scott, at 5006 S. Muskogee Avenue, Tahlequah, OK 74464 by or before **January 17, 2024 at 5:00 P.M.**

For this project, *Wage Rate* **OK20230005 and OK20230079** are applicable and included in the bid packet. Any state or Tribal law requiring the payment of wage rates that exceed the corresponding Federal rate is inapplicable and shall not be enforced.

**INDIAN PREFERENCE:**

Indian preference will be given only to contractors who provide proof of current certification from the Cherokee Nation Tribal Employments Rights Office (TERO) located in Tahlequah, OK. Proof of TERO certification must be included with the bid. This bid is subject to Section 7 (b) of the Indian Self- Determination and Education Assistance Act (25 U.S.C. 405 e), which requires in part, that to the greatest extent feasible, preference in the award of the contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises. Cherokee Nation TERO requirements apply, including fee of ½ of 1% of contract award. The successful contractor must complete the 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. Please contact TERO at 918-453-5334 with any questions. The successful bidder must have all fees and paperwork submitted to TERO for a contract to be considered fully executed.

TERO information included in the packet, for any questions please contact them directly. It is presumed that you understand their requirements by submitting your bid.

**Information for Bidders**

**Bid Documents**

The Housing Authority of the Cherokee Nation (hereinafter “HACN”) invites bids on the attached bid form. All sections of the form must be completed.

Bids prepared and submitted in accordance with these provisions may be considered informal; HACN may waive any informalities (immaterial variations) or reject any and all bids. Any bid may be withdrawn prior to the scheduled bid opening or authorized postponement. Any bid received after the specified deadline will not be considered and will be returned unopened.

**Qualifications of Bidder**

The HACN may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the HACN all such information and data for this purpose as the HACN may request. The HACN reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the HACN that the bidder is properly qualified to carry out the obligations of the contract and to complete the work. Conditional bids will not be accepted.

**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.

**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.

**Insurance Requirements: (For Successful Bidder Only)**

Before performing contractual services on behalf of 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 as a certificate holder.

Certificate should read:

Housing Authority of the Cherokee Nation  
Attn. Contracts Dept.  
P.O. Box 1007  
Tahlequah, Oklahoma 74465

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. \*\*Exclusion Forms must be certified through the State of Oklahoma \*\***

**2. General Liability:**

**Coverage:**

**Comprehensive (including products/completed operations)**

**Limits of Liability:**

**Bodily Injury and Property Damage Combined: \$100,000  
(Each Occurrence)**

**3. Automobile Coverage:**

**Vehicles Covered:**

**All Autos**

**Bodily Injury and Property Damage Combined: \$300,000**

**Hired Autos**

**Non-Owned Autos**

**Limits of Liability:**

**4. Builders Risk:**

**Builders Risk in the amount of the project is required for all development construction contracts and shall be supplied by the contractor. The Builders Risk Policy must be in effect for the entire term of the contract, including any approved extensions.**

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.

### **Interpretation of the Bid Documents**

Every request for interpretation of the meaning of the plans, specifications, or other pre-bid documents must be submitted in written format to Housing Authority of the Cherokee Nation. Requests may be e-mailed to [baylee.scott@hacn.org](mailto:baylee.scott@hacn.org) or faxed to (918) 431-9306, Attention: Baylee Scott. **No interpretation of the meaning of the plans, specifications, or other pre-bid documents will be made to any bidder orally.**

To be given consideration, interpretation request must be received by **January 4, 2024 at 2:00 p.m.**

Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the specifications which, if issued, will be posted with bid announcement on the CHEROKEE NATION PROCUREMENT WEBSITE, [www.cherokeebids.org](http://www.cherokeebids.org) under HACN Procurements. Clarifications to Interpretations for this bid shall be posted by **January 8, 2024 at 2:00 p.m.**

**No additional interpretations will be addressed once HACN response is posted on the CN procurement website,**

Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from any obligation under his bid as submitted. All addenda become part of the contract documents.

The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect of his bid.

### **Site Inspections**

At the time of the opening of bids, each bidder will be presumed to have:

- Inspected the sites.
- Familiarized themselves with any existing conditions.
- Read and became thoroughly familiar with the plans and contract documents (including all addenda).

**Site Inspections may be scheduled for eligible bidders who have received their bid packets by contacting Randy Bogart at (918) 316-9139.**

**The HACN reserves the right to reject any and all bids in connection with this RFB. At the execution of a contract, or at the rejection of all bids.**

**MANDATORY BID RESPONSE SPREADSHEET – HACN  
BID SOLICITATION # 2024-001-010**

The General Contractor, as Bidder, agrees to perform all work as shown and called for in the scope of work and specifications for the HACN.

The work will be completed within 120 consecutive calendar days of acceptance of this proposal, a fully executed contract, and receipt of a Notice to Proceed. The Bidder agrees to furnish all necessary labor, quality control, licenses, material, equipment, tools, supplies, permits, insurance and supervision to complete the entire project and to perform the work required thereof.

Please note that some families chose a gable roof option, they are identified below, and floor plan are provided with the bid packet.

**CHEROKEE COUNTY (10 units)**

Chaylan Asher - Unit # 75252

3 Bedroom – **Bid Amount \$** \_\_\_\_\_

[1542 N Black Fox Hollow Rd - Google Maps](#)

Brenda Doyle - Unit # 75102 - *Handicap*

3 Bedroom – **Bid Amount \$** \_\_\_\_\_

[9818 N 432 Rd - Google Maps](#)

Joshua Fisher - Unit # 75196

4 Bedroom – **Bid Amount \$** \_\_\_\_\_

[7765 W 680 Rd - Google Maps](#)

Darrel Holland - Unit # 75161 - *Handicap*

4 Bedroom – **Bid Amount \$** \_\_\_\_\_

[8137 W 820 Rd - Google Maps](#)

Haiden Jennings - Unit # 75249 – *Gable Roof*

3 Bedroom – **Bid Amount \$** \_\_\_\_\_

[24221 S Welling Rd - Google Maps](#)

Jared Lamont - Unit # 74918 – *Gable Roof*

4 Bedroom – **Bid Amount \$** \_\_\_\_\_

[2183 N Oaks Rd - Google Maps](#)

Jana Still - Unit # 75217

4 Bedroom – **Bid Amount \$** \_\_\_\_\_

[20140 W Chicken Creek Rd - Google Maps](#)

Amanda Thompson - Unit # 75193

4 Bedroom – **Bid Amount \$** \_\_\_\_\_

[24656 E 757 Rd - Google Maps](#)

Amandeus Thorne - Unit # 75182

4 Bedroom – **Bid Amount \$** \_\_\_\_\_

[2727 N Clinton Rd - Google Maps](#)

Jason Turney - Unit # 75265 – *Gable Roof*

4 Bedroom – **Bid Amount \$** \_\_\_\_\_

[14900 W 735 Rd - Google Maps](#)

**SEQUOYAH COUNTY (5 units)**

Jason Callie - Unit # 75256 – *Gable Roof*

3 Bedroom – **Bid Amount \$** \_\_\_\_\_

[454916 E 1025 Rd - Google Maps](#)

Josiah Flynn - Unit # 75226

4 Bedroom – **Bid Amount \$** \_\_\_\_\_

[462542 E 1026 Rd - Google Maps](#)

Laura Gower - Unit # 75265

4 Bedroom – **Bid Amount \$** \_\_\_\_\_

[469125 East 975 Road - Google Maps](#)

Jeffery Price - Unit # 75207

4 Bedroom – **Bid Amount \$** \_\_\_\_\_

[97055 S 4690 Rd - Google Maps](#)

Sharon Moore - Unit # 75266

4 Bedroom – **Bid Amount \$** \_\_\_\_\_

[469325 E 1140 Rd - Google Maps](#)



Septic or sewer connections and Wells will be provided via a separate bid.

NOTE TO BIDDERS REGARDING (CHEROKEE) TRIBAL OR INDIAN PREFERENCE:

TERO Certified Contractor: \_\_\_\_\_YES \_\_\_\_\_NO (check one)  
(Proof of Certification must accompany all bids)

**By signing this bid document, I understand that after the home has been completed, I will be held to a 1-Year Warranty Period.**

SUBMITTED BY:

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
PRINT NAME & TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
DATE

**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**

**Bidder only:**

- a. Labor Information Form (to be provided by HACN)
- b. W-9 Form (to be provided by HACN)
- c. New Contractors must complete a Vendor Registration form (provided by HACN)
- d. Core Crew Listing, Proof of CDIB or Tribal Membership cards (if Applicable, Licenses for trade. Ex. HVAC, Plumbing, Roofing, Electrical, Pest, (pre-treat)
- e. Request for Acceptance of Sub-Contractors, Subcontract Agreement and all applicable licenses, insurances and Core Crew list
- f. Insurance Certificates (General Liability, Auto, & Workers Comp) Builders Risk in the amount of the project
- g. Drug Free and Tobacco Free Workplace Certification

**Closing documents required for final draw:**

- a. Final Davis- Bacon payrolls
- b. Lien releases for all subcontractors and suppliers
- c. Final DEQ filed paperwork (if applicable)
- d. Certificate of Release from General Contractor
- e. Serial numbers (appliances, HVAC, water heater)
- f. As-Built drawing for each unit
- g. Account numbers for all utilities

**BID SOLICITATION #2024-001-010 - SUPPLEMENTAL BID INFORMATION ON SEPTIC SYSTEMS**

The General Contractor, as Bidder, agrees to perform all work as shown and called for in the Scope of Work and Specifications for the HACN.

- Conventional Septic System - that includes Perc Test, Lateral Field of up to 540 ft. including any Rock Clause and all DEQ required paperwork.

\$ \_\_\_\_\_

- Aerobic System - that includes Perc Test/Soil Profile and up to 3 Sprinkler Heads up to 11,544 Square ft. of surface application, including any Rock Clause and all DEQ required paperwork.

\$ \_\_\_\_\_

Additional line item for each additional sprinkler heads per Perc/Soil Profile

\$ \_\_\_\_\_

Additional line item for Nitrogen Reduction System \$ \_\_\_\_\_

**Time to Complete – Installation of systems will ONLY begin after DEQ Perc/Profile has been received in this Office and the Contractor has the Purchase Order in hand. Contractor must contact the Inspector prior to installation.**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PRINT NAME & TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
DATE

**Units requiring wells:**

Contractor will be responsible for drilling the well, submitting all well drilling reports, test pump data sheets and performing all chemical analysis and Bac T testing. Testing must be performed by a certified laboratory. Contractor will be responsible for getting the Electric to the site for the completion of the well and the labor and materials to connect the well from the well house to the home.

**Well drilling cost:**

Indicate your cost for 150' minimum charge \$ \_\_\_\_\_

Cost per additional foot beyond 150' \$ \_\_\_\_\_ per foot

Steel Casing (20ft. minimum charge) \$ \_\_\_\_\_

Cost per additional foot beyond 20 ft. \$ \_\_\_\_\_ per foot

Cement grout per well-\$ \_\_\_\_\_

Completion of each well system \$ \_\_\_\_\_ includes the following: (Beyond drilling)

64x80 panel walk in well house, use pit less adaptor on well and build well house and top out away from casing/drill site minimum 20 ft. surge suppressor/lighting arrester for all components including pump. Chemical analysis and Bac T testing.

Well drilling and completion may be negotiated with the awarded contractor or removed from the scope of work; this will be clarified with the interpretations.