

Cherokee Nation

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REQUEST FOR BIDS

**HOTEL ACCOMMODATIONS TO HOST THE RTOC MEETING
AND EPA REGION 6 TRIBAL SUMMIT IN THE NORTHEAST
OKLAHOMA AREA**



Bid Due Date: JANUARY 19, 2024 at 5:00 p.m.

CHEROKEE NATION

P.O. Box 948
Tahlequah, OK 74465
(918) 453-5000

CHEROKEE NATION

BID REQUEST

HOTEL ACCOMMODATIONS TO HOST THE RTOC MEETING AND EPA REGION 6 TRIBAL SUMMIT IN THE NORTHEAST OKLAHOMA AREA

The Cherokee Nation is accepting bids from interested parties for hotel accommodations in the northeast Oklahoma area to accommodate and host the RTOC meeting and EPA Region 6 Tribal Summit conference. Interested parties are to provide a bid to furnish product equal to or better than the specifications provided. Interested bidders must follow all directions outlined in this bid packet including the utilization of mandatory bid response sheet to be considered fully responsive.

The lowest most responsive, responsible bid will be the determining factor in awarding this bid taking Indian Preference in accordance with Cherokee Nation Acquisition Management Policy and Procedures. The successful bidder will be issued a purchase order incorporating the bid response.

Bids are due Friday, January 19, 2024 by 5:00 p.m.

MANDATORY SUBMITTAL INFORMATION: Bid submittal requirements must be followed. Each bid must be submitted on the prescribed, required form with all areas completed. Bids may be faxed to the attention of Michelle Parsons at (918) 458-4493 or (918) 458-7695 or e-mailed to michelle-parsons@cherokee.org. It is the bidder's responsibility to ensure delivery of bid by Friday, January 19, 2024 by 5:00 p.m. Any bids received after the designated date and time will be ineligible for award.

Interpretation of the Bid Documents: All questions or requests for interpretation of the bid must be submitted in written format to Cherokee Nation Acquisition Management. Requests may be e-mailed to michelle-parsons@cherokee.org. Requests may also be faxed to (918) 458-4493 or (918) 458-7695, Attention: Michelle Parsons. Questions are due by: **January 10, 2024 by 5:00 p.m.** Responses will be posted on the website www.cherokeebids.org with the Request for Bid information by: **January 12, 2024 by 5:00 p.m.**

Bid Acceptance: Bids will be accepted from Indian and Non-Indian bidders. Cherokee Nation reserves the right to reject any and all bids. 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 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 stipulated date and time will be returned unopened. No bidder may withdraw their bid within 30 days after proposal due date.

TERO Certification: 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) 453-5000. Proof of TERO certification must accompany and be included in bid submittal.

Conflict of Interest and Restrictions: If any contractor, contractor's employee, subcontractor, or any individual working on the proposed contract may have a possible conflict of interest that may affect the objectivity, analysis, and/or performance of the contract, it shall be declared in writing and submitted to Cherokee Acquisition Management (Attn: Michelle Parsons) no later than on or before **Wednesday, January 10, 2024 by 5:00 p.m.** The NATION will determine in writing if the conflict is significant and material and if so, may eliminate the contractor from submitting a proposal.

Verbal Instructions: Interested parties shall not initiate or execute any negotiation, decision, or action arising from any verbal discussion with any Cherokee Nation employee. Only written communications from the designated Contact Person at Cherokee Nation may be considered a duly authorized expression on behalf of the NATION regarding this RFP. Additionally, only written communications from interested parties are recognized as duly authorized expressions on behalf of the vendor. The same instructions shall apply to any subsequent award and agreement communications.

Qualifications of Bidder: The NATION 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 NATION all such information and data for this purpose as the NATION may request. The NATION reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the NATION such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

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 taking Indian Preference into consideration and in the best interest of the Nation to accept. Award shall be to the lowest, most responsive/reasonable bid in accordance with Cherokee Nation Acquisition Management Policy and Procedures. Indian/TERO Preference will be given only to bidders who provide proof of current TERO certification from the Cherokee Nation Tribal Employments Office (TERO) in accordance with current Cherokee Nation Policy. Proof of TERO certification must accompany and be included in bid submittal.

Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters: 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 Proposal, 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 antitrust 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 a governmental entity with, commission of any of the offenses enumerated in this provision. The responding party certifies they have not, within a three-year period preceding this Request for Proposal, 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 Cherokee Nation 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.

General Information: Cherokee Nation reserves the right to waive any informalities or to reject any and all bids. Award of purchase order will be to the lowest most responsible responsive bidder and will be subject to availability of funds. All sums due to any suppliers utilized by successful bidders must be paid or will be paid within ten (10) days of receipt of any money received from the Cherokee Nation under any purchase order. 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.

MANDATORY BID RESPONSE SHEET
HOTEL ACCOMMODATIONS TO HOST RTOC MEETING
AND EPA REGION 6 TRIBAL SUMMIT

GRAND TOTAL BID \$ _____

LEAD TIME ARO: _____

ALL SPECIFICATIONS ARE FULLY MET: _____ **YES** _____ **NO**

Cherokee Nation will consider bids for product equal to or better. If not bidding exact product, complete details and specifications for product must be submitted with bid.

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE:

TERO Certified Contractor: _____ **Yes** _____ **No**
(Proof of certification must accompany all bids)

SUBMITTED:

Company Name

Company Address

Authorized Signature

Print Name & Title

PLEASE PROVIDE PAGE 4 of 4 OF THE SPECIFICATIONS WITH THE
MANDATORY BID RESPONSE SHEET

SPECIFICATIONS

SEE ATTACHED SPECIFICATIONS



Cherokee Nation
Environmental Programs
206 East Allen Road
Tahlequah, OK 74464
Phone: (918) 453-5009
Fax: (918) 453-2904

**REQUEST FOR BIDS
HOTEL ACCOMODATIONS TO HOST the
RTOC MEETING & ANNUAL EPA REGION 6 TRIBAL SUMMIT
PROPOSED DATES: April 15-18, 2024**

Cherokee Nation Environmental Programs is requesting bids from hotels in NE Oklahoma area to accomodate an EPA Region VI RTOC Meeting and the 27th Annual EPA Tribal Summit. This event is scheduled for April 15-18, 2024.

***GUEST ACCOMODATIONS**

Day 1 (Monday, April 15, 2024) 25 rooms
Day 2 (Tuesday, April 16, 2024) 70 rooms
Day 3 (Wednesday April 17, 2024) 70 rooms
Day 4 (Thursday, April 18, 2024) 60 rooms

*** Hotel Must offer Government Room Rate**

*** Individual Attendees will be responsible for their own lodging**

ALL DAYS

PREFERABLE: All Meeting Space to be in one central location

Small Meeting Room/Board Room

- will be used for a work area and to store supplies and equipment close to function area

Space for approximately 20 exhibits with 6 ft or 8 ft Tables with 2 Chairs

- Exhibitors will set up on **Day 2** and will begin exhibitions on **Day 3** in the p.m. through **Day 5** in the p.m.

Registration Area

- 3 Tables w/ 6 Chairs in a common area outside the meeting rooms.

FOOD AND BEVERAGE - SUBJECT TO CHANGE

- Food and Beverage orders listed on this RFP are Estimates and are Subject to Change

AV EQUIPMENT

All Days - AV Package Estimate (Table, Projector, Screens, Etc.)

- Day 2: 10 table top microphones for RTOC Meeting and House PA Access, conference phone, AV tech
- Day 3 (AM): 10 tabletop microphones for RTOC Meeting and House PA Access, conference phone
- Day 3 (PM): Podium with microphone Projector/Screen for General Session and House PA Access
- Day 4: Podium with microphone, projector/screen in each breakout room and House PA Access
- Day 5: Podium with microphone, Projector/Screen for General Session and House PA Access

RTOC MEETING

DAY 1 – Monday, April 15, 2024

35 guest rooms for attendees arriving for the RTOC Meeting

1PM – 5PM Small Meeting Room/Board Room

- To be used for a work area and to store supplies and equipment close to function area.

DAY 2 – Tuesday, April 16, 2024

RTOC MEETING ALL DAY

	<u># People</u>	<u>Setup</u>
Continental Breakfast: Coffee, Juices, Pastries, Donuts, Fruit, Etc.	40	Meeting Room
8:00am - 4:00pm Registration		3 Tables w/ 6 Chairs
8:00am - 5:00pm Meeting	35	Hollow Square
		<ul style="list-style-type: none">• Meeting room to accommodate approximately 120 attendees• Room set-up: Hollow Square to accommodate 35 with additional chairs around the perimeter of the room to accommodate remaining attendees
2:00pm Break: Cookies, Fruit, Soft Drinks & Coffee	40	Meeting Room

DAY 3 – Wednesday, April 17, 2024

RTOC MEETING – AM

	<u># People</u>	<u>Setup</u>
Continental Breakfast: Coffee, Juices, Pastries, Donuts, Fruit, Etc.	60	3 Tables w/ 6 Chairs
8:00am - 4:00pm Registration		3 Tables w/ 6 Chairs
8:00am -12:00pm Meeting	35	Hollow Square
		<ul style="list-style-type: none">• Meeting room to accommodate approximately 120 attendees• Room set-up: Hollow Square to accommodate 35 with additional chairs around the perimeter of the room to accommodate remaining attendees

ENVIRONMENTAL SUMMIT

DAY 3 – Wednesday, April 17, 2024

SUMMIT - PM

	<u># People</u>	<u>Setup</u>
1:30pm - 5:00pm Exhibits	20	1 Table & 2 Chairs per Exhibit
1:30pm - 4:30pm General Session*	300	Theatre
2:00pm Break: Cookies, Fruit, Soft Drinks & Coffee	200	Exhibit Area

ROOM SETUP FOR GENERAL SESSION

Riser/Stage will be needed at front of the room for General Session Speakers

- Allow enough space between riser, audience chairs and middle aisle for Honor Guard and Flags at the beginning of the **GENERAL SESSION** (Day 3 – 1:30pm)
- On the stage: podium and 2 Tables and Chairs placed beside the podium for 6 to 8 Speakers

DAY 4 – Thursday, April 18, 2024

	<u># People</u>	<u>Setup</u>
Continental Breakfast: Coffee, Juices, Pastries, Donuts, Fruit, Etc.	200	Exhibit Area
8:00am - 4:00pm Registration		3 Tables w/ 6 Chairs
8:00am - 5:00pm Exhibits	20	1 Table & 2 Chairs per exhibit

8:00am - 4:30pm	Breakout Session	75	Classroom
	Breakout Session	75	Classroom
	Breakout Session	75	Classroom

*Breakout Sessions will need one room each, for a total of three rooms.

2:00pm	Break: Cookies, Fruit, Soft Drinks & Coffee	200	Exhibit Area
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DAY 5 – Friday, April 19, 2024

		<u># People</u>	<u>Setup</u>
	Continental Breakfast: Coffee, Juices, Pastries, Donuts, Fruit, Etc.	200	Exhibit Area
8:00am - 12:00pm	Registration		3 Tables & 6 Chairs
8:00am - 1:00pm	Exhibits	25	1 Table & 2 Chairs per exhibit
8:00am - 12:00pm	General Session	300	Theater

Riser/Stage w/stairs will be needed at front of the room for General Session speakers.

- **On the stage: Podium and 2 Tables and Chairs placed beside the podium for 6-8 speakers.**

***Water stations in all meeting rooms**

PROVIDE ALL INFORMATION REQUESTED BELOW AND INCLUDE THIS PAGE WITH BID

1. What dates will the Bids be valid for? _____
2. Will the Hotel accept Purchase Orders? _____
3. Will there be a minimum order on Food & Beverage orders? _____
If yes, what amount is required? _____
4. Does the Hotel utilize an attrition rate or percentage for a reserved block of rooms? _____
If yes, what is the rate/percentage? _____
5. Does the Hotel provide a shuttle to and from the Airport? _____
If yes, please provide fees charged for transportation to and from the airport. _____
If not, please provide estimated cost for taxi or shuttle service to the Hotel from the airport.

6. Does the Hotel provide a shuttle service to local areas of interest or restaurants? _____
7. Is Wi-Fi (internet access) provided for the Hotel guest rooms and meeting rooms? _____
If yes, is there a fee charged for guests to access the internet. _____
8. Does the Hotel provide a business center (computers, printers, etc.) for their guests? _____
If yes, is there a fee charged and what is the fee for the Hotel guests to utilize the business center?

9. Will the hotel charge the Vendors/Exhibitors for booth space? _____
If yes, what is the fee? _____
10. What parking facilities does the Hotel provide and what are the charges?

11. What is the Hotel room rate per night? _____

THE FOLLOWING MUST BE INCLUDED WITH BID

- AV Price List
- Catering Menu with Price Listing
- Floor Plan Diagram
- Current W-9