

# Cherokee Nation

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## REQUEST FOR BIDS

FOUNDATION WORK – SPEAKER HOMES  
SOUTHERN COUNTIES OF CHEROKEE NATION



**Bid Due Date: February 07, 2024**

### CHEROKEE NATION

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

**CHEROKEE NATION  
BID REQUEST  
FOUNDATION WORK – SPEAKER HOMES  
SOUTHERN COUNTIES OF CHEROKEE NATION**

The Cherokee Nation is accepting bids from interested parties for foundation work for speaker homes in the southern counties of Cherokee Nation per specifications and scope technical provisions. Southern counties include: Adair, Cherokee, McIntosh, Muskogee, Sequoyah and Wagoner. There is no set number of site work services to be done for the counties listed. Services on the site work of homes are for the next twelve (12) months. Interested parties are asked to honor prices for this duration, and upon mutual agreement and satisfactory performance for an agreed upon extended timeframe if necessary.

Interested parties are to provide a bid to furnish all labor, quality control, materials, supplies and supervision to complete the entire project. 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 into consideration. The successful bidder will be issued an agreement and a purchase order incorporating the bid response.

**Bids are due Wednesday February 07, 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. If forwarded by mail, the envelope containing the bid and all other required, completed documents must be received on or before due date listed. Bids may be mailed to Cherokee Nation Acquisition Management, Attn: **Georgette Smith**, P.O. Box 948, Tahlequah, OK 74465. Bids may be faxed to the attention of **Georgette Smith** at (918) 458-4493 or (918) 458-7695 or e-mailed to [georgette-smith@cherokee.org](mailto:georgette-smith@cherokee.org). It is the bidder's responsibility to ensure delivery of bids by **Wednesday February 07, 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 [georgette-smith@cherokee.org](mailto:georgette-smith@cherokee.org). Requests may also be faxed to (918) 458-4493 or (918) 458-7695, Attention: **Georgette Smith**.

**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.

**TERO Requirements:** Cherokee Nation TERO Office requirements apply to award of agreement; including fee of ½ of 1% of contract award. Successful bidder must complete required TERO paperwork and pay all applicable fees in accordance with the current Legislative Act for this project. Please contact Cherokee Nation Tribal Employment Rights Office (T.E.R.O.) at (918) 453-5000 with any questions. The successful bidder must have fees and all paperwork submitted to TERO for agreement to be considered fully executed.

**Wage Rate Requirements:** All laborers and mechanics employed by contractors and subcontractors shall be paid wages at rates not less than those prevailing on projects of character similar in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act.

For this project Wage Rate applies.

**Laws and Regulations:** The bidder's attention is directed to the fact that all applicable State Laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though written out in full.

**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: **Georgette Smith**) no later than on or before **Wednesday February 07, 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.

**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 also be acceptable to NATION. Any proposed subcontracts must be approved by the NATION, and the TERO office must be consulted prior to subcontractor being on site to ensure all appropriate forms, paperwork, and approvals are in place. Successful bidder will be required to complete the Request for Acceptance of Subcontractor at time of contract signing if subcontractor to be utilized. All sums due to any suppliers or subcontractors must be paid or will be paid within ten (10) days of receipt of any money received from the Cherokee Nation under any executed Agreement.

**Method of Award – Lowest Bid That Contains Lowest Most Responsive/Reasonable Offer From Qualified Bidder:** After consideration of price and other factors, the project 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 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 in accordance with Cherokee Nation Acquisition Management Policy & 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 sealed 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 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 Workplace and Tobacco Free Workplace:** Any Contractor performing work for 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. The NATION will consider lack of enforcement or lax enforcement of the statement by Contractor a default of the contract. The Contractor further agrees to provide all persons engaged in performance of the contract with a copy of the statement. A copy of bidder's Drug Free Workplace statement shall be included with the proposal or else the successful bidder will be deemed to accept and agree to use the statement provided by NATION. The Contractor understands and recognizes that all 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.

**Contractor's Insurance Requirements:** Before performing contractual services on the behalf of or for the Cherokee Nation, compliance with the following insurance requirements must be verified:

\*\* Provide an original Certificate of insurance naming the Cherokee Nation as a certificate holder and additional insured with respect to general liability, automobile liability, and builders risk policies, as their interest may appear with respect to the operations defined in this bid packet. The certificate shall reflect that coverage has been placed with an AM Best Rated Carrier of at least A IX and will contain the following information for each required coverage:

- 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) Thirty day notice of cancellation, except ten-day cancellation clause will apply for nonpayment of premium.

**\*\* Required Coverages:**

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. Contractor's worker's compensation policy shall include a waiver of subrogation in favor of Cherokee Nation of Oklahoma.

2) **General Liability:**

Coverages:

Commercial (including products/completed operations) with specific reference made to coverage for lead abatement (as this is usually excluded under standard commercial general liability policies). In addition to the additional insured endorsement, the commercial general liability policy shall also include a waiver of subrogation in favor of Cherokee Nation of Oklahoma.

Limits of Liability:

Bodily Injury and Property Damage Combined: \$1,000,000  
(each occurrence)

3) **Automobile Coverage:**

Vehicles Covered:

All Autos

Hired Autos

Non-owned Autos

Limits of Liability:

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

**NOTE:** The Contractor shall either: (1) require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractor's Public Liability and Property Damage for the type and in the same amounts as specified above, or (2) insure the activities of this subcontractors in his own policy. Each subcontractor policy must also name Cherokee Nation as an additional insured with respect to general liability and auto liability.

**MANDATORY BID RESPONSE SHEET**  
**FOUNDATION WORK – SPEAKER HOUSING**  
**SOUTHERN COUNTIES**

The General Contractor, as Bidder, agrees to perform all work as shown and called for in the scope of work and specifications for the Cherokee Nation, that is shown to be the Base Bid. The Work will be completed within the specified number of working days of acceptance of this bid, a fully executed contract, and receipt of a Notice to Proceed. The Bidder agrees to furnish all labor and materials for the Base Bid for the sum of:

FOUNDATION BASE BID: \$ \_\_\_\_\_

FOUNDATION -DEDUCTIVE COST: \$ \_\_\_\_\_

FOUNDATION – ADD COST: \$ \_\_\_\_\_

COST IN PLACE CONCRETE STAIRS: \$ \_\_\_\_\_

SITE CONCRETE PER CUBIC YARD: \$ \_\_\_\_\_

TERMITE TREATMENT: \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE: (Check One)

TERO Certified Contractor: \_\_\_\_\_ Yes \_\_\_\_\_ No

(Proof of certification must accompany all bids)

Major Cherokee Employer: \_\_\_\_\_ Yes \_\_\_\_\_ No

(Bidder must contact TERO at 918-453-5000 for this preference)

SUBMITTED:

\_\_\_\_\_

Company Name

\_\_\_\_\_

Company Address

\_\_\_\_\_

Company Address

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Print Name & Title

## Scope of Work & Specifications / Provided by: CNLD

### **Home Foundations Specifications – Speaker Housing**

Bidder/Contractor shall:

Include all necessary materials, labor and equipment to perform all scopes of work within this specification.

Furthermore, it is the responsibility of the Bidder/Contractor to understand and account for all conditions, whether specified or implied, within this specification. In the absence of written or implied direction, Bidder/Contractor shall account for and bid the higher/more costly of the interpretation of this specification. Cherokee Nation Planning and Development department reserves the right to award this contract, in whole, to multiple prime contractors. Bid items will not be assigned to or broken up between bidders.

All work described below shall be to industry standards. Cherokee Nation Planning and Development department will hold final discretion for performance of work and completion of contract. Contract shall be made whole with all punch items completed to satisfaction, prior to final billing.

Bidder/Contractor shall bid line items, as detailed below for Northern and Southern counties.

Bidder/Contractor shall bid **Foundation - Base Bid** line item for house footings, stem walls and piers per Linear Foot, as shown and detailed, assuming 160' total linear footage per home.

- Bidder/Contractor shall be expected to deliver footings, block stem walls and piers fully complete and ready to receive modular home.
- Bidder/Contractor shall include all removal and haul off of all footings spoils and overburden
- Bidder/Contractor shall be expected to coordinate with Modular Home manufacturer for layout and dimensions of the modular home.

Bidder/Contractor shall bid **Foundation - Deductive Cost** line item for reducing (from base bid) linear footage of footings, stem walls and piers.

- Bidder/Contractor shall be expected to deliver footings, block stem walls and piers fully complete and ready to receive modular home.

Bidder/Contractor shall bid **Foundation - Add Cost** line item for increasing (from base bid) linear footage of footings, stem walls and piers.

- Bidder/Contractor shall be expected to deliver footings, block stem walls and piers fully complete and ready to receive modular home.

Bidder/Contractor shall bid line item for **Cast in Place Concrete Stairs** as shown and detailed.

- Bidder/Contractor shall assume stairs to be 4' wide and having an elevation gain of 32" as typical per staircase.

Bidder/Contractor shall bid line item for **Site Concrete, Per Cubic Yard**

- Bidder/contractor will form, place and finish sidewalks, approaches, porches, patios, etc. as requested by the Owner.

Bidder/Contractor shall bid line item for **Termite Treatment** under-home soils, concrete and stem walls.

- Bidder/contractor shall account for termite treatment of an EPA registered termiticide at the maximum termiticide concentration allowed.
- Bidder/Contractor shall treat inside surface of crawlspace concrete or concrete block walls extending up vertically to structural framing members.
- Bidder/Contractor shall perform subsoils termiticide treatment to all footing and pier excavation locations prior to concrete installation. Subsoils termiticide treatment shall extend beyond footings to cover and treat all soils located under house.

For pre-bid questions, please contact: **Donnie Livers 918-772-7543**