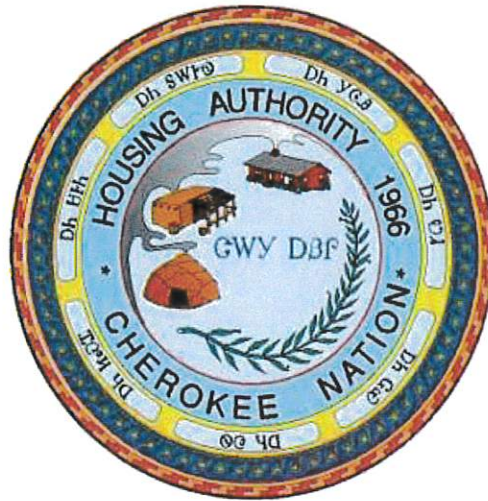


# REQUEST FOR BIDS

Carpentry, Drywall & Finish, Electrical, Fireplace demo & repair, Paint & Finish, Roofing and Thermal Protection

## SOLICITATION #A10-09-24-7793 CHEROKEE COUNTY



**Bids Due: November 12, 2024 @ 5:00 P.M.**

**Housing Authority of the Cherokee Nation  
P.O. Box 1007  
Tahlequah, OK 74465  
(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 rehabilitation of one home located in **Cherokee** County. Work will be completed according to the work write-up. **This job must be completed in 15 working days.** Work should begin within two weeks of notification (NTP) or \$100.00 will be charged for liquidated damages to the contractor for each working day of extension over the contract end date. To be considered a responsive/responsible bidder, the Mandatory Bid Response sheet and the Bid Form must be fully completed. To receive preference, bidder must be TERO certified through the Cherokee Nation Tribal Employment Rights Office; proof of certification must accompany submittals. Successful bidder will be obligated to comply with Tribal rules and regulations and TERO.

A purchase order will be issued to the responsible Contractor who provides the lowest, most responsive bid in accordance with the HACN Procurement Policy. Award will be subject to availability of funds.

**MANDATORY SUBMITTAL INFORMATION:** The deadline for bids is **November 12, 2024 at 5:00 P.M.** Bids may be faxed to the attention of Baylee Scott at 918-456-5482 or e-mailed to [baylee.scott@hacn.org](mailto:baylee.scott@hacn.org) or hand delivered to Baylee Scott at 5006 S. Muskogee Avenue, Tahlequah, OK 74464. It is the bidder's responsibility to ensure delivery of bids. Bids received after the deadline will not be considered.

**Bid Acceptance:** Bids will be accepted from Indian and Non-Indian bidders. HACN 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 HACN, 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. No bidder may withdraw their bid within 30 days after the due date. HACN reserves the right to reject any and all bids.

**Tribal and 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, 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 contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises. Cherokee Nation TERO requirements apply, including the fee of ½ of 1% of contract award. The successful bidder must complete the TERO Labor Agreement and pay all applicable fees, including \$25 per day per non-Indian employee working on this project (see Legislative Act 01-14). Please contact the TERO office at (918) 453-5334 with any questions. The successful bidder must have all fees and paperwork submitted to TERO for a contract/P.O. to be considered fully executed.

Davis-Bacon Wage Rate **#OK20240005** applies to this project, Publication 01/05/2024, Modification Number 0. Any state or Tribal law requiring the payment of wage rates that exceed the corresponding Federal rate is inapplicable and shall not be enforced.

**General Conditions:**

The Contractor/Subcontractor agrees to the U.S. Department of Housing and Urban Development, Office of Public and Indian Housing, Instructions to Bidders for Contracts (HUD-5369), Representations, Certifications, and Other Statements of Bidders (HUD-5369-A) and General Contract Conditions for Small

Construction/Development Contracts (HUD-5370-EZ). The contractor/subcontractor can review the above-mentioned General Conditions for HUD at <https://hud.gov/offices/cpo/forms>.

**Bidders can visit the job site and acquaint themselves with the exact nature of work to be performed. To schedule a site visit contact Rodney Carman at 918-506-9856.**

The Contractor shall verify all quantities, measurements or dimensions, conditions, plans, scope of work, and write up before submitting a bid. Change Orders will not be approved based on mistaken quantity count, measurements or dimensions. At the time of the opening of bids, each bidder will be presumed to have: Inspected the sites, familiarized themselves with any existing conditions and read and become thoroughly familiar to the scope of work and contract documents. (Including all addenda)

**Method of Award:** After reviewing all bids received, the purchase order will be awarded to the responsible bidder whose bid is determined to be the lowest and most responsive/responsible in accordance with the HACN Procurement Policy.

THE FOLLOWING FACTORS WILL BE GIVEN CONSIDERATION:

Number of Current, Pending Projects  
Previous Projects Completed on Time  
Quality of Work on Previous Projects  
Outstanding Warranty issues

**Method of Payment:** Payment will be made in 2 payments. The First payment at a minimum 50% Inspection Report and the Final payment at 100% Statement of Completion and acceptance of work approved by the HACN Inspector.

**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.

**Insurance Requirements (For Successful Bidder Only):** Before performing contractual services on the behalf of or for 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 of Oklahoma as a certificate holder and should read as follows:**

**Housing Authority of the Cherokee Nation  
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 or Affidavit of Exempt Status Filed with the State of Oklahoma for **everyone** listed on the core crew list:

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 require state filed approved/authorization from the Workers Comp Administration. \*\*

- 2) General Liability:

Coverage:

Comprehensive (including products/completed operations)

Limits of Liability:

Bodily Injury and Property Damage Combined: \$100,000.00  
(each occurrence)

- 3) Automobile Coverage:

Vehicles Covered:

All Autos

Bodily Injury and Property Damage Combined: \$100,000

Hired Autos

Non-owned Autos

Limits of Liability:

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.

**Warranties/Workmanship:**

The contractor/subcontractor shall warranty his work against faulty materials or workmanship for a period of One (1) Year and replace same at the direction of the Housing Authority of the Cherokee Nation (HACN) at no cost to the homeowner and/or the Housing Authority of the Cherokee Nation. The one-year period shall begin on the date of the final acceptance (inspection) for the completed job by the Inspector or designee. All labor shall have a one (1) warranty.

The contractor/subcontractor shall present all manufacturers' warranties to the homeowner with a copy to the Housing Authority of the Cherokee Nation (appliances, HVAC, termite treatment, roofing, hot water heaters, flooring, etc.) upon completion of the work and submitted with all closing documents and final invoice.

**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. **Unless the successful bidder is Licensed in a Trade area (ROOFING, HVAC, PLUMBING, ELECTRICAL, PEST TREATMENT), a Subcontractor IS REQUIRED.** 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.

**AWARDED CONTRACTOR MUST SUBMIT TO THE HOUSING AUTHORITY OF THE CHEROKEE NATION ALL REQUIRED DOCUMENTATION WITHIN THREE (3) DAYS OF NOTIFICATION OF AWARD:**

Insurance Certificates Listing the General Contractor as the Certificate Holder

- Current General Liability
- Current Auto Insurance
- Current Workman's Compensation Insurance or Affidavit of Exempt Status filed with the State of Oklahoma **for everyone listed on the core crew list.**

Core Crew List

Special Trade Licenses (as applicable) for Subcontractor(s) (Ex: Roofing, HVAC, Plumbing, Electrical)

Request for Acceptance of Subcontractor(s)

Subcontractor Agreement(s)

CDIB/Tribal Membership Cards

RRP Lead Based Paint Certificate - Identify as needed per LBP test

RRP Renovation Firm Certificate – Identify as needed by year built

**\*\*FAILURE TO SUBMIT ALL PAPERWORK BY DEADLINE WILL RESULT IN AWARD BEING REVOKED\*\***

**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**

## MANDATORY BID RESPONSE FORM

The General Contractor, as Bidder, agrees to perform all work as described in the Work Write-Up and Specifications for:

Client: **Melanie Pritchett**

Year of construction: **1975** (RRP certification is required and will need to be submitted WITH your bid)

The Bidder agrees to furnish all labor and materials for the sum of:

**Labor** \$ \_\_\_\_\_

**Materials** \$ \_\_\_\_\_

**GRAND TOTAL OF BID** \$ \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

I understand this job must be completed within 15 working days once a NTP is issued \_\_\_\_\_ (initials)

**Mandatory Bid Response sheet and Bid break down sheet must be fully completed before bid will be considered. Submission of my bid is confirmation that I have reviewed the job, fully understand the scope of work, and will complete the job within the timeframe designated after the issuance of the Purchase Order.**

\_\_\_\_\_(CHEROKEE) TRIBAL OR \_\_\_\_\_ INDIAN PREFERENCE: (Check One)

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

**(Proof of TERO Certification must accompany all bids)**

SUBMITTED:

\_\_\_\_\_  
Company Name Company Address

\_\_\_\_\_  
Print Name Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

# WorkWrite-Up and Bid Document/By Trade

Melanie Prichett

Contractor Name:

23248 S 488 RD Tahlequah, OK 7-4464  
(918) 457-0528

Contractor Signature:

*This document must be signed to be a valid bid.*

PROJECT TYPE: Rehabilitation

Bid Due Date:

Trade	Work Description / Comments	Gen. Spec.	Qty Unit	Item Bid
<b>Carpentry</b>				
1	<b>Area: GARAGE</b> Door/Exterior/6-Panel Steel/Pre-Hung/Replace. Replace exterior entrance door with new pre-hung-steel six panel door. Work shall include paint-both sides, lockset, deadbolt & peephole.	Div.# 8.A.	1 Ea	<input type="text"/>
2	<b>Area: ENTIRE STRUCTURE</b> Fascia/Repair damaged fascia/See comments. remove all metal fascia and repair all damaged fascia and paint	Div.# 6.P	80 LF	<input type="text"/>
3	<b>Area: DINING ROOM #1</b> French Patio Door/5' 0" x 6' 8" Double Glazed/Steel. Replace sliding glass patio door with new French patio door/steel 5' 0" x 6' 8" insulated glazing. Work shall include paint-both sides, lockset & deadbolt.	Div.# 8.A.1.1	1 Ea	<input type="text"/>
4	<b>Area: EXTERIOR</b> Siding/Lap Siding/Replace existing siding with new smart board siding (textured), primed.	Div.# 15	550 SF	<input type="text"/>

<i>Trade</i>	<i>Work Description / Comments</i>	<i>Gen. Spec.</i>	<i>Qty Unit</i>	<i>Item Bid</i>
<b>Carpentry</b>				
5	<b>Area: ENTIRE STRUCTURE</b> Soffit/Replace. Replace Soffit /See comments. Remove all vinyl soffit and repair wood soffit to match existing and paint	Div.# 6.P	160 SF	<input type="text"/>
	<b>Drywall &amp; Finish</b>			
6	<b>Area: LIVING ROOM #1</b> Drywall/Ceiling/Replace 1/2" drywall on ceiling/Finish completely. Work shall include tape, bed & texture to match existing surfaces. Living room, Kitchen above sink and hall	Div.# 9.D	50 SF	<input type="text"/>
	<b>Electrical</b>			
7	<b>Area: EXTERIOR</b> Install Disconnect/Install HVAC disconnect Secure Disconnect at outside condenser unit	Div.# 13.D. 19	1 Ea	<input type="text"/>
	<b>Fireplace</b>			
8	<b>Area: LIVING ROOM #1</b> Chimney/ Demo/ Remove exterior Chimney & Make all Adjacent repairs.	Div.# 4.N	1 Ea	<input type="text"/>
	<b>Paint &amp; Finish</b>			
9	<b>Area: KITCHEN</b> Paint Interior /Ceilings, Walls, & Trim /Paint Two coats, . Work shall include minor repairs to surfaces. SF=ACTUAL SURFACE AREA OF WALLS & CEILING. Kitchen, Living room and hall. Remove popcorn texture and spray Orange peel texture. Ceilings only	Div.# 9.N.3	435 SF	<input type="text"/>

<i>Trade</i>	<i>Work Description / Comments</i>	<i>Gen. Spec.</i>	<i>Qty Unit</i>	<i>Item Bid</i>
<b>Paint &amp; Finish</b>				
10	<i>Area: EXTERIOR</i> Caulking/Caulk all exterior joints at windows, doors & corner trim.	Div.# 7.G	160 LF	<input type="text"/>
11	<i>Area: EXTERIOR</i> Fascia/Paint fascia/two coats.	Div.# 9.N.4	160 LF	<input type="text"/>
12	<i>Area: EXTERIOR</i> House/Paint/Two Coats. Paint exterior of the house (two coats). Include cleaning, caulking and filling of small holes. Paint all new siding installed	Div.# 9.N.4	550 SF	<input type="text"/>
13	<i>Area: EXTERIOR</i> Porch Ceiling/Paint porch ceiling/Two Coats.	Div.# 9.N	25 SF	<input type="text"/>
14	<i>Area: EXTERIOR</i> Soffit/Paint soffit/two coats.	Div.# 9.N.4	400 SF	<input type="text"/>
<b>Roofing</b>				
15	<i>Area: ROOF</i> Roofing/Heritage/30 Year Warranty. Install fiberglass shingles/Minimum 30 year warranty/Use Marlarky/Tamko or written approved equal. 30 lb Felt, Painted Style D Drip Edge, Pipe Flashing, Valley Flashing, and Metal Slant Back Vents.	Div.# 7.A.	25 Sq	<input type="text"/>
16	<i>Area: ROOF</i> Roofing/Strip/Asphalt-Fiberglass. Remove all layers, and haul roofing debris to a Legal Waste Dump for disposal.	Div.# 7.C	25 Sq	<input type="text"/>

Trade	Work Description / Comments	Gen. Spec.	Qty Unit	Item Bid
<b>Roofing</b>				
17	Area: ROOF Sheathing/Replace/Match Existing. Replace existing sheathing. Match existing as closely as possible. Replace all damaged sheathing up to 320 sq ft	Div.# 7 B	320 SF	<input type="text"/>
<b>Thermal Protection</b>				
18	Area: LIVING ROOM #1 Insulation/Attic/R-30. Add R-30 insulation. Entire Attic cover air conditioned & heated spaces.	Div.# 14	30 SF	<input type="text"/>
<p>All construction shall be in accordance with local codes, manufacturers' recommended installation procedures, good quality workmanship practices, General Specifications and Lead-Based Paint requirements when applicable. Conflicts between requirements will be resolved by compliance with the more stringent requirement. Contractor awarded the job will be responsible for conducting safe work practices that comply with OSHA Construction Standards for Asbestos Workers. Asbestos report, where required, will be attached if areas tested are 1% or greater. See attached Asbestos Sampling Report for location and testing of Planned Work Activities.</p>				
Total:				<input type="text"/>



# HACN HOUSING REHAB SITE DIRECTIONS

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**Name:** Melanie Prichett

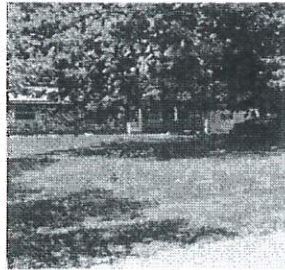
**Telephone:** (918)475-0528

**Address:** 23248 S 488 Rd  
Tahlequah, OK 74464

**County:** Cherokee      **Year Built:** 1975

**GPS Coordinates:** 35.83918, -95.02428 **Drive Time:** 7 min

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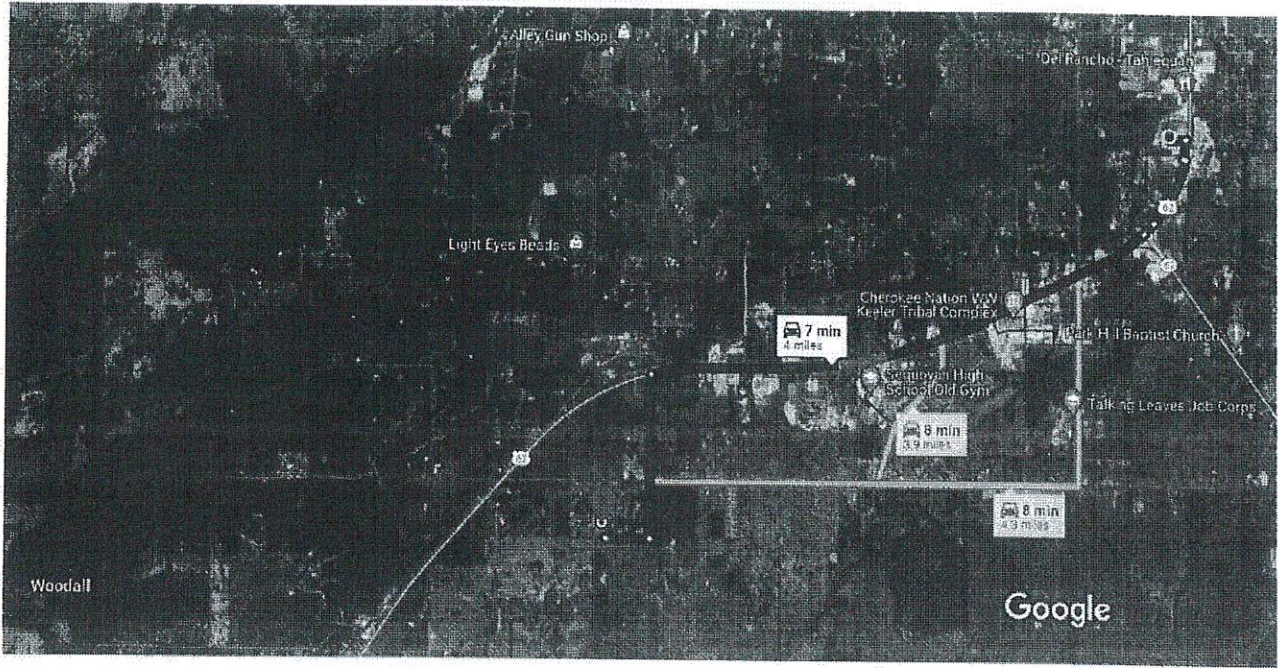
**Directions:** From Cherokee Nation, Continue to US-62 W 58 sec (0.2 mi) Head east 404 ft Turn right toward US-62 W 449 ft Turn left toward US-62 W 69 ft Continue on US-62 W to Park Hill 4 min (2.8 mi) Turn right onto US-62 W 0.3 mi Slight right toward US-62 W 335 ft Merge onto US-62 W 2.4 mi Continue on S 490 Rd. Drive to S 488 Rd 2 min (1.0 mi) Turn left onto S 490 Rd 0.7 mi Turn right onto W 813 Rd 0.2 mi Turn right onto S 488 Rd Destination will be on the left 354 ft

23248 S 488 Rd  
Tahlequah, OK 74464




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Rodney Carman (918) 506-9858  
Cost Estimator/Inspector






6/7/2024  
Date



Imagery ©2024 Airbus, Landsat / Copernicus, Maxar Technologies, Map data ©2024 Google 2000 ft

-  via US-62 W  
Fastest route  
4.0 miles  
7 min
-  via US-62 W/S Muskogean Ave and W 810 Rd  
3.9 miles  
8 min
-  via W 810 Rd  
4.3 miles  
8 min

Explore nearby 23248 S 488 Rd

-  Restaurants
-  Hotels
-  Gas stations
-  Parking Lots
-  More