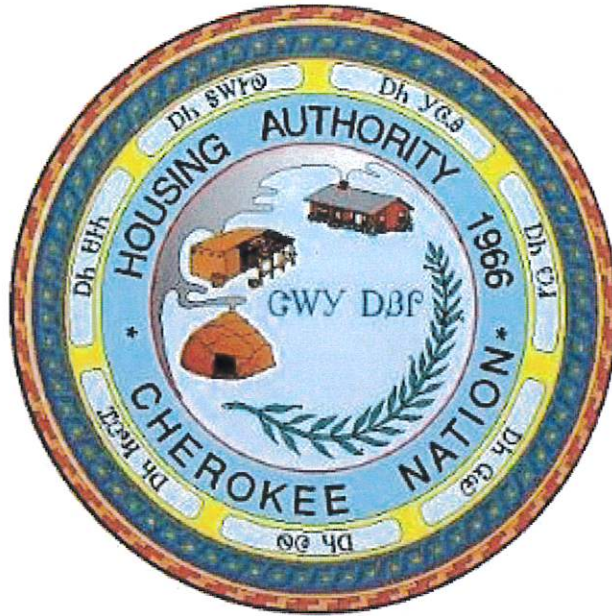


REQUEST FOR BID



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

**RFB for the Construction (Completion) of TWO (2) individual
3-Bedroom homes, both are located within the Cherokee
Nation Reservation - One located in Craig County, and one
located in Muskogee County**

Bid Solicitation: # 2024-001-007

Bids Due: December 11, 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 **completion** of the construction of Two (2) detached single family units (3-bedroom in Craig and Muskogee Counties within the Cherokee Nation Reservation. HACN is posting the homes together, but homes will be awarded individually (Per unit). Contractor has the option to bid on one or both home(s) 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 180 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.

The 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. The 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.

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 **December 11, 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 - Rebid RFB # 2024-001-007". Late bids will not be accepted and will be returned unopened.**

Bids may be mailed to P.O. Box 1007 Tahlequah, OK 74465 ATTN:Tonya Lockwood, emailed to Tonya Lockwood at tonya.lockwood@hacn.org or hand delivered to Tonya Lockwood, at 5006 S. Muskogee Avenue, Tahlequah, OK 74464 by or before **December 11, 2024, at 5:00 P.M.**

For this project, *Wage Rate* **OK20240005 and OK20240009** 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.

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 # 2024-001-007**

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 180 consecutive calendar days of acceptance of this proposal, a fully executed contract, and receipt of a Notice to Proceed. The Bidder agrees to provide 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.

Craig County:

Kaeley Christian - Unit #75218

3 Bedroom – Bid Amount \$ _____

[426109 E 170 Rd - Google Maps](#)

Muskogee:

Ashley & Johnnie Hughart - Unit # 75215

3 Bedroom – Bid Amount \$ _____

[11259 S Hughart Cemetery Rd - Google Maps](#)

Septic or sewer connections 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 the 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:

Signature

Date

Successful Bidder only:

- a. Department of 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 #2024-001-007 - 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. The contractor must contact the Inspector prior to installation.

COMPANY NAME: _____

ADDRESS: _____

PRINT NAME & TITLE

AUTHORIZED SIGNATURE

PHONE NUMBER: _____

EMAIL ADDRESS: _____ DATE: _____

RFB 2024-001-007

INDIVIDUAL UPDATES ON STATUS OF UNITS:

Craig County:

Kaeley Christian – Unit 75218

Site Cleared, Pad Built, Footings poured

The cylinder were left on site for the footings, HACN will have breaks completed for the footings and the results will be given to the awarded contractor prior to pouring the pad.

Muskogee County:

Ashley & Johnnie Hughard – Unit 75215

Site Cleared, Pad Built, Footings and Pad Poured

No cylinder test received. HACN will perform hammer test on the pad, and results will be given to the awarded contractor prior to framing.

Site inspections may be scheduled by contacting Randy Bogart at 918-316-9139.