

Cherokee Nation

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REQUEST FOR BIDS

**AUDIO/VIDEO PRODUCTION, LIGHTING, SET PRODUCTION &
LIVESTREAMING FOR CHEROKEE NATIONAL HOLIDAY 2024**



Bid Due Date: March 4, 2024

CHEROKEE NATION

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

CHEROKEE NATION BID REQUEST

Audio/Video Production, Lighting, Set Production & Livestreaming

The Cherokee Nation is accepting bids from interested parties for audio/video production, lighting, set production & livestreaming for the Cherokee National Holiday located in Tahlequah, Oklahoma. The scope of work and specifications are included in this bid packet.

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 March 4, 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: Pam Jumper, P.O. Box 948, Tahlequah, OK 74465. Bids may be faxed to the attention of Pam Jumper at (918) 458-4493 or (918) 458-7695 or e-mailed to pam-jumper@cherokee.org. It is the bidder's responsibility to ensure delivery of bids by **March 4, 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 pam-jumper@cherokee.org. Requests may also be faxed to (918) 458-4493 or (918) 458-7695, Attention: Pam Jumper.

- a) To be given consideration, questions and interpretation requests must be received no later than **February 23, 2024 by 5:00 p.m.**
- b) Any and all such answers and interpretations and any supplemental instructions will be in the form of written addenda to the bid which, if issued, will be communicated in written format to all prospective bidders not later via a posting on the NATION'S website, www.cherokeebids.org with bid announcement. Due date for interpretations for this bid shall be **February 27, 2024 by 5:00 p.m.**
- c) No answers or interpretation of the bid documents will be made to any bidder orally.
- d) Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda

so issued shall become part of the contract documents.

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) 456-0671. 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 Legislative Act 30-12 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.

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,

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 purchase order will be awarded to the bidder whose bid is determined to be the lowest most responsive/reasonable offer 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. TERO Preference will be given only to bidders who provide proof of current TERO certification from the Cherokee Nation Tribal Employments Office (TERO). 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 bid or else the successful bidder will be deemed to accept and agree to use the statement provided by the NATION.

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

4) Builders Risk Insurance:

Total Contract Value for Each Site;

Each Site must be referenced on certificates.

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

**Audio/Video Production, Lighting, Set Production &
Livestreaming for Cherokee National Holiday**

The 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:

Bids will be based off of the attractiveness, experience, quality, and TERO status.

SET-UP COST \$ _____

DELIVERY COST \$ _____

GRAND TOTAL \$ _____

SAMPLE OF WORK PROVIDED: _____ YES _____ NO

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE: (Check One)

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

SUBMITTED:

_____ Company Name

_____ Company Address

_____ Phone/Fax number

_____ Authorized Signature

_____ Print Name

Title

**SCOPE OF WORK & SPECIFICATIONS PROVIDED BY
CHEROKEE NATIONAL HOLIDAY OFFICE**

The Cherokee National Holiday Office is requesting bids for audio/video production, lighting, set production & livestreaming for the Cherokee National Holiday.

**SPECIFICATIONS FOR AUDIO/VIDEO PRODUCTION,
LIGHTING, SET PRODUCTION & LIVESTREAMING**

The Cherokee National Holiday office is requesting bids for audio/video/set production, lighting and livestreaming services at the 72nd Cherokee National Holiday. Please submit your bid after carefully reviewing the project specifications.

Events & needs will be specified by the Cherokee National Holiday office. For most events, the delivery & set-up will take place the day before or of the event. Pickup will be based on the concluding day of the event. Locations will be throughout Cherokee Nation property with site details below. **A final map of the locations and schedule for each event will be provided to you on or before August 9, 2024.**

Bids will be evaluated on attractiveness, experience, quality, and TERO status...

In addition to this bid, we ask that you share with us your best images or video that show your work Audio/Video Production, Lighting, Set Production & Livestreaming. Any additional information in support of your bid may also be emailed. Please email this information to holiday@cherokee.org.

The below events are subject to change due to scheduling considerations, weather conditions, etc.

**AUDIO/VIDEO PRODUCTION, LIGHTING,
SET PRODUCTION & LIVESTREAMING**

Locations & Dates* required (subject to change):

- **Cherokee National Holiday Quilt Show LIVE**
(Cherokee Casino Tahlequah, [3307 Seven Clans Ave, Tahlequah, OK 74464](https://www.cherokee.org/locations/3307-Seven-Clans-Ave-Tahlequah-OK-74464))
Chota Conference Center – Rooms 2 & 3
Friday, August 30, 2024 @ 1pm

- Professionally directed live streaming video with **two** camera angles and fully integrated audio. The stream will go to Cherokee Nation YouTube and Facebook channels as required.
 - Full crew will be needed to facilitate requirements including but not limited to the following: Director, Broadcast Engineer, Cameraman, Crew Members, and Switcher.
 - There needs to be a set built for this production. One camera will focus on two individuals sitting on high chairs for interviews with finalist for awards. The other camera will be mobile and travel with a host delivering comments on the go around the show.
- **Cherokee National Holiday Art Show LIVE**
(Cherokee Casino Tahlequah, [3307 Seven Clans Ave, Tahlequah, OK 74464](#))
Chota Conference Center – Rooms 1 & 6
Friday, August 30, 2024 @ 4pm
 - Professionally directed live streaming video with **two** camera angles and fully integrated audio. The stream will go to Cherokee Nation YouTube and Facebook channels as required.
 - Full crew will be needed to facilitate requirements including but not limited to the following: Director, Broadcast Engineer, Cameraman, Crew Members, and Switcher.
 - There needs to be a set built for this production. One camera will focus on two individuals sitting on high chairs for interviews with finalist for awards. The other camera will be mobile and travel with a host delivering comments on the go around the show.
- **Cherokee National Youth Choir – Our Legacy in Song – Musical Consortium**
(Cherokee Casino Tahlequah, [3307 Seven Clans Ave, Tahlequah, OK 74464](#))
Chota Conference Center – Rooms 4 & 5
Friday, August 30, 2023 @ 6pm
 - Professionally directed live streaming video with **one or two** camera angles (as needed) and fully integrated audio. The stream will go to Cherokee Nation YouTube and Facebook channels as required.

- Full crew will be needed to facilitate requirements including but not limited to the following: Director, Broadcast Engineer, Cameraman, Crew Members, and Switcher.
 - Vendor to provide lighting and specialized audio equipment as needed needed to capture audio from the choir. There will need to be the ability for speakers at the podium to speak as well as have mic's available on stage. Some equipment may be available to rent from the conference center.
- **Intertribal Powwow Grand Entry LIVE**
[\(16967-16999 W 810 Rd, Tahlequah, OK 74464\)](#)
Friday, August 30, 2024 & Saturday, August 31, 2024 @ 7pm
 - Professionally directed live streaming video with **three** camera angles (as needed), **one** drone as needed, and fully integrated audio. The stream will go to Cherokee Nation YouTube, Facebook channels, and on field mobile LED screen as required.
 - Full crew will be needed to facilitate requirements including but not limited to the following: Director, Broadcast Engineer, Cameraman, Crew Members, and Switcher.
 - Vendor to provide audio/sound system for both in person and online audience. It will be important to capture audio and provide visuals from the announcers' booth as well as pan the audience. Multiple mic systems will be required.
 - Vendor to provide mobile LED screen for attendees sitting further back from the arena. This can be wired directly into the live video stream.
 - **Cherokee Talks: Live Cultural & Traditional Demonstrations**
(Durbin Feeling Language Center, Tahlequah, OK 74464)
Saturday, August 31, 2024 & Sunday, September 1, 2024
 These video segments will resemble TED talks but located in an outdoor setting under a tent. Vendor should provide for up to four mic'd individuals on camera doing some form of talk, demonstration or traditional activity.
 - **Three to four** segments of live video streams with in person audiences at the following times:
 - 9 am
 - 1 pm
 - 3 pm
 - 5 pm
 - Professional live video streams with up to **three** camera angles (at least

one should be mobile) with fully integrated audio/sound system. These streams will be broadcast to YouTube and Facebook channels as required.

- Full crew will be needed to facilitate requirements including but not limited to the following: Director, Broadcast Engineer, Cameraman, Crew Members, and Switcher. The stage will be provided by the CN facilities team.
- Production will require lighting and sound controls in addition to the live video streaming capability. This should be provided by the vendor.
- Vendor should product stage set including any lighting and a LED screen backdrop or multiple TV grid with black backdrop on either side, above and below. The stage will be approximately 30' wide. Black backdrop will need to extend approximately 20' on either side and provide presenters and other guest with a way to leave camera/audience view.

- **Fiddlers Contest & LIVE show**
(Cherokee Casino Tahlequah, [3307 Seven Clans Ave, Tahlequah, OK 74464](#))

Chota Conference Center – Rooms 4 & 5
Saturday, August 31, 2024 @ 1pm – 5pm

- Professionally directed live streaming video with **one or two** camera angles (as needed) and fully integrated audio/sound. The stream will go to Cherokee Nation YouTube and Facebook channels as required.
- Full crew will be needed to facilitate requirements including but not limited to the following: Director, Broadcast Engineer, Cameraman, Crew Members, and Switcher.
- Vendor to provide lighting and specialized audio equipment as needed to capture audio from the contest. There will need to be the ability for speakers at the podium to speak as well as have mic's available on stage. Some equipment may be available to rent from the conference center.

- **Live Music Concert**
One Fire Field (17475-17551 Muskogee Ave, Tahlequah, OK 74464)
Friday, August 30, 2024 & Saturday, August 31, 2024 @ 6pm – 10pm

- Vendor to provide stage, lighting, and audio/sound as required. Support staff to run audio equipment will be required; including management of the lighting and any other special effects. Full crew will be needed to facilitate requirements including but not limited to the following: Director, Broadcast Engineer, Cameraman, Crew Members, and Switcher.
 - If possible, vendor to provide sun shade over staging area and backdrops. On either side of the stage, there shall be back drops to allow musicians to exit or enter the stage without being seen by in-person attendees.
 - No live video streaming needed for this event at this time.
- **Drive-In Firework Show**
Cherokee Springs Plaza (3377 Cherokee Springs Rd., Tahlequah, OK 74464)
Sunday, September 1, 2024 @ dusk (Approximately 8pm)
 - Live video via drone and ground cameras of the drive-in firework show and firework display. The video shall accompany the natural sound of the show.