

Cherokee Nation

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REQUEST FOR BIDS

HOTEL & MEETING ROOM ACCOMMODATIONS TO HOST THE ANNUAL ITEC CONFERENCE



Bid Due Date: MARCH 13, 2024 at 5:00 p.m.

CHEROKEE NATION

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

CHEROKEE NATION
BID REQUEST
HOTEL & MEETING ROOM ACCOMMODATIONS TO HOST THE
ANNUAL ITEC CONFERENCE

The Cherokee Nation is accepting bids from interested parties for hotel and meeting room accommodations in the Northeast Oklahoma area to accommodate and host the ITEC 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 Wednesday, March 13, 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 Janice Vaughan at (918) 458-4493 or (918) 458-7695 or e-mailed to janice-vaughan@cherokee.org. It is the bidder's responsibility to ensure delivery of bid by Friday, March 13, 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 janice-vaughan@cherokee.org. Requests may also be faxed to (918) 458-4493 or (918) 458-7695, Attention: Janice Vaughan. Questions are due by: **March 6, 2024 by 5:00 p.m.** Responses will be posted on the website www.cherokeebids.org with the Request for Bid information by: **March 08, 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: Janice Vaughan) no later than on or before **Wednesday, March 06, 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 & MEETING ROOM ACCOMMODATIONS TO
HOST ITEC CONFERENCE

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**

SEE THE FOLLOWING PAGES FOR SPECIFICATIONS AND
PROPOSED CONFERENCE DATES



**REQUEST FOR BIDS
ACCOMODATIONS TO HOST ANNUAL ITEC CONFERENCE
PROPOSED DATES: July 22-25, 2024**

Cherokee Nation Environmental Programs is requesting bids from Hotels or Venues in the Tulsa, Ok area to accomodate the Annual ITEC Conference. This event is scheduled for July 22-25, 2024.

Guest Accommodations:

- Day 1: Monday, July 22, 2024 – 50 Rooms
- Day 2: Tuesday, July 23, 2024 – 90 Rooms
- Day 3: Wednesday, July 24, 2024 – 70 Rooms

- * Government Room Rate required for participants.**
- * Individual Attendees will be responsible for their own lodging.**

Space Needs:

Day 1, July 22, 2024			
Times Needed	Space Usage	Set up	Number of People
1 PM – 5PM	Small meeting room/board room* (for work room/storage near the function area)		
3 PM – 6PM	Registration Area	3 Tables/6 Chairs	
3 PM – 6PM	Exhibit Area for approximately 20 vendors (Set up day)	1 table & 2 chairs per vendor	

Day 2, July 23, 2024			
Times Needed	Space Usage	Set up	Number of People
7 AM – 5 PM	Small meeting room/board room* (for work room/storage near the function area)		
8 AM – 5 PM	Registration Area	3 Tables/6 Chairs	
8 AM – 6 PM	Exhibit Area for approximately 20 vendors	1 table & 2 chairs per vendor	
8 AM – 12 PM	General Session	Theater Seating, Stage/Stairs with podium, 2 tables and chairs for 6-8 speakers	250
1:30 PM – 5PM	Breakout Session	Classroom	50
1:30 PM – 5PM	Breakout Session	Classroom	50
1:30 PM – 5PM	Breakout Session	Classroom	50

Day 3, July 24, 2024			
Times Needed	Space Usage	Set up	Number of People
7 AM – 5 PM	Small meeting room/board room* (for work room/storage near the function area)		
8 AM – 5 PM	Registration Area	3 Tables/6 Chairs	
8 AM – 6 PM	Exhibit Area for approximately 20 vendors	1 table & 2 chairs per vendor	
8 PM – 5 PM	Breakout Session	Classroom	50
8 PM – 5 PM	Breakout Session	Classroom	50
8 PM – 5 PM	Breakout Session	Classroom	50

Day 4, July 25, 2024			
Times Needed	Space Usage	Set up	Number of People
7 AM – 1 PM	Small meeting room/board room* (for work room/storage near the function area)		
8 AM – 1 PM	Registration Area	3 Tables/6 Chairs	
8 AM – 1 PM	Exhibit Area for approximately 20 vendors (Tear Down)	1 table & 2 chairs per vendor	
8:30 AM – 12 PM	Breakout Session	Classroom	50
8:30 AM – 12 PM	Breakout Session	Classroom	50
8:30 AM – 12 PM	Breakout Session	Classroom	50

It is preferable to have all meeting spaces in one central area.

A riser/stage with stairs will be needed at the front of the room for the General Session.

- Allow enough space between riser, audience chairs and middle aisle for Honor Guard and Flags ceremony at the beginning of the **GENERAL SESSION** (Day 2 – 9:00 AM)
- On the stage: podium and 2 Tables and Chairs placed beside the podium for 6 to 8 Speakers.

Food/Beverage:

Day 2, July 23, 2024			
Times Needed	Space Usage	Set up	Number of People
8AM	Continental Breakfast (Coffee, juices, pastries, donuts, fruit etc.)	Exhibit Area or central location	150
3 PM	Snack Break (Cookies, Fruit, Soft Drinks, Coffee etc.)	Exhibit Area or central location	200

Day 3, July 24, 2024			
Times Needed	Space Usage	Set up	Number of People
7:30 AM	Continental Breakfast (Coffee, juices, pastries, donuts, fruit etc.)	Exhibit Area or central location	200
3 PM	Snack Break (Cookies, Fruit, Soft Drinks, Coffee etc.)	Exhibit Area or central location	200

Day 4, July 25, 2024			
Times Needed	Space Usage	Set up	Number of People
7:30 AM	Continental Breakfast (Coffee, juices, pastries, donuts, fruit etc.)	Exhibit Area or central location	200

Water stations preferred in all meeting rooms.

Food and Beverage orders listed on this RFP are estimates and are subject to change.

Audio Visual Equipment:

Day Needed	Needs:
Day 2 - July 23, 2024	Podium with microphone in each breakout/general session room, House PA Access, Mixer, Projector, Screens, Cables
Day 3 - July 24, 2024	Podium with microphone in each breakout/general session room, House PA Access, Mixer, Projector, Screens, Cables
Day 4 - July 25, 2025	Podium with microphone in each breakout/general session room, House PA Access, Mixer, Projector, Screens, Cables

Include full AV price list and technical assistance pricing.

The Following Must be Included with bid.

****AV Price List**

****Cost breakdown (meeting space, setup fees, food & beverage, etc.)**

****Catering Menu with Price Listing**

****Floor Plan Diagram (with proposed meeting locations identified)**

****Current W9**

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 as form of payment for master bill? _____
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 an estimated cost for taxi 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, what is the fee charged 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? _____

What is the meeting room rental fee? _____