



**CHEROKEE NATION  
REQUEST FOR SEALED BIDS  
SHUTTLE BUSES**

The Cherokee Nation is accepting sealed bids from interested parties for two shuttle buses. The specifications are included in this bid packet.

Interested parties are to provide a sealed 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 into consideration in accordance with Cherokee Nation Acquisition Management Policy & Procedures. The successful bidder will be issued a purchase order incorporating the bid response.

**Sealed Bids are due April 30, 2024, by 2:00 p.m.**

The Cherokee Nation invites bids on the form attached hereto, all blanks of which must be appropriately filled in. Bids will be received by the NATION at the **Acquisition Management Department until April 30, 2024, at 2:00 p.m.** “The envelopes containing the bids must be sealed, addressed to Cherokee Nation, Attn: Amanda Coles, Acquisition Management Department, P.O. Box 948, Tahlequah, Oklahoma, 74465. Bids may also be hand delivered to Cherokee Nation Acquisition Management, Attn: Amanda Coles, 17665 S. Muskogee Avenue, Tahlequah, Oklahoma 74464. **BIDS MUST BE RECEIVED ON OR BEFORE APRIL 30, 2024, AT 2:00 P.M. TO BE CONSIDERED. BIDS MUST BE SEALED AND CLEARLY MARKED “SEALED BID, DO NOT OPEN, SOLICITATION: SHUTTLE BUSES”. A PUBLIC BID OPENING WILL BE HELD ON APRIL 30, 2024, AT 2:00 P.M. IN THE CONFERENCE ROOM LOCATED IN THE FINANCIAL RESOURCES BUILDING, 17665 S. MUSKOGEE AVENUE, TAHLEQUAH, OKLAHOMA.**

**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 maybe e-mailed to amanda-coles@cherokee.org. Requests may also be faxed to (918) 458-4493 or (918) 458-7695, Attention: Amanda Coles.

- a) To be given consideration, questions and interpretation requests must be received no later than April 19, 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](http://www.cherokeebids.org) with bid announcement. Due date for interpretations for this bid shall be April 23, 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) 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: Amanda Coles) no later than April 23, 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 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 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.



# Product Specifications and Requirements

## Provided by: Health Services

2023 Model 1 Starcraft Allstar 22'

### Chassis

- 2023 Chevrolet 4500
- Engine 6.6 V8
- Fuel Type: Gas
- GVWR: 14,200 lbs.

### Exterior

- Exterior Color: White
- Wheelbase: 159"
- Fully welded steel cage construction meeting all applicable FMVSS requirements.
- "Starview" driver's visibility window in front of entry door
- Electric actuated 36" passenger entry door with full length glass
- 36" wide X 36" high upper double T-slider tempered safety glass windows with climate control tint
- Black powder coated steel rear bumper.
- Rear mud flaps
- Pre-painted white aluminum side, skirts
- Fiberglass front and rear caps
- One-piece seamless FRP (fiberglass reinforced plastic) roof
- Breakaway rearview mirrors with built-in convex

### Interior

- 93" Interior Width
- 80' Interior floor to ceiling height (raised floor is 75")
- Floor and wall seat track for flexible seating
- 5/8 exterior grade plywood flooring
- Ceiling and rear wall fabric for sound abatement
- White step nosing
- Printed circuit board with automotive type fuses and LED troubleshooting lights.
- Driver area: Grey padded vinyl.
- Walls and Ceiling Grey padded vinyl.
- Flooring: Gerflor Sirius Anthracite Grey
- Ceiling grab rail on street side
- 1 ¼ dual entry grab rails parallel to entrance steps (both sides)
- Stanchion and modesty panel behind driver
- Driver storage in cab overhead

### A/C & Heat

- A/C System TA733 Super 68K Dual Compressor
- Heater: 70K BTU floor mounted 3 speed low profile OK side

### Lighting

- Door activated interior lights.
- Surface mount LED entry door exterior light
- Sealed LED stop, tail, and turn signal lights with LED back-up lights.
- LED front and rear marker lights
- LED entry doorstep well lights
- LED driver and passenger area lighting

#### Electrical

- 240 AMP OEM alternator
- Intermotive Flex Tech Electrical System

#### Audio/Visual

- Deluxe AM/FM/CD with clock & 4 speakers PA ready
- Rosco back-up camera system w/7" rearview monitor/mirror combo

#### Wheelchair Accessibility

- 34"X54" Braun wheelchair lift located in the rear of the unit
- Intermotive Gateway Transit Fast Idle with lift interlock
- Wheelchair door upfit package

#### Accessories

- Manual Q' Strait securement kit (2)
- Priority seating sign \*\*Required for ADA Compliance\*\*
- Wheelchair Decal

#### Safety

- Back-up alarm SAE type C 97 db(A)

#### Passenger Seating Options

- 14 Ambulatory, 2 Wheelchair

#### Seating

##### Passenger Seating:

- Seat Fabric: Level 6 Duratex Jordan Blue
- Mid high, double seat (6)
- Econo Flip, single seat (2)
- Seat belt, non-retractable (14)
- Seat belt loop (14)
- Anti-vandal grab handle on aisle seats (6)

##### Driver Seating: SHIELD FC Recliner, RH Arm, 4 Position Lumbar, Mech Pocket

- Driver Seat Cover: Level 6 Duratex Jordan Blue Cloth