

**CHEROKEE NATION**  
**REQUEST FOR SEALED PROPOSAL**  
**FACILITIES MANAGEMENT**  
**HOUSEKEEPING SERVICES**



**Acquisition Management**  
**On behalf of the**  
**Facilities Management**

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

# **REQUEST FOR PROPOSAL (RFP)**

## **HOUSEKEEPING SERVICE**

## **FACILITIES MANAGEMENT**

### **Introduction:**

The Cherokee Nation is the federally recognized government of the Cherokee people and thereby has sovereign status granted by treaty and law. Tribal sovereignty is the right to self-governance. The seat of tribal government is the W.W. Keeler Complex near Tahlequah, Oklahoma, capital of the Cherokee Nation. The jurisdictional area of the Cherokee Nation (hereinafter referred to as Nation) covers 14 counties in Northeastern Oklahoma.

The Nation is requesting sealed proposals from interested, qualified companies to provide housekeeping services. The Nation is requesting sealed proposals from companies with knowledge and previous experience providing housekeeping services for organizations similar in size and scope. The Nation will be accepting sealed proposals from Indian and Non-Indian parties. Indian preference will be given only to responding parties who provide proof of current certification from the Cherokee Nation Tribal Employments Office (TERO) located in Tahlequah, Oklahoma, telephone number (918) 453-5000. Indian preference will be applied in accordance with Cherokee Nation Acquisition Management Policy and Procedures. Proof of TERO certification must accompany and be included in proposal submittal. Dates and times for the site visits is listed in specifications section. The Cherokee Nation reserves the right to award to multiple offerors.

### **General Information:**

**Purpose of the Request for Proposal (RFP):** The NATION, is soliciting detailed, sealed proposals from contractors interested in providing services as outlined in this RFP for the NATION. The complete scope of work and specifications are included in this RFP.

**TERO CERTIFICATION & INFORMATION:** Indian preference will be given only to responding parties 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 sealed proposal submittal.

TERO requirements apply to award of contract. Successful bidder must complete required TERO paperwork and pay all applicable fees in accordance with current TERO Legislation for this project.

Please direct any questions for Cherokee Nation Tribal Employment Rights Office (T.E.R.O.) in written format by deadline, **October 23, 2026 by 3:00 p.m. CT** to email [michelle-parsons@cherokee.org](mailto:michelle-parsons@cherokee.org) as specified in this RFP. These questions will be addressed by TERO and included in any addendum issued by **October 27, 2026 by 5:00 p.m. CT** on the website [www.cherokeebids.org](http://www.cherokeebids.org) with bid announcement.

**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: Michelle Parsons) no later than **October 23, 2026 by 3:00 p.m. CT.** 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.

**Contact Person:** Any additional information required or questions regarding this RFP should be submitted, by specified deadline, in written format only to:

Cherokee Acquisition Management  
Michelle Parsons  
[michelle-parsons@cherokee.org](mailto:michelle-parsons@cherokee.org)

**Contractor's Review and Questions:** Contractor's should carefully review this RFP for errors, questionable or objectionable materials, and items requiring clarification. Contractor's shall put these comments and/or questions in writing and submit them to the Cherokee Acquisition Management (Attn: Michelle Parsons) no later than **October 23, 2026 by 3:00 p.m. CT** at email [michelle-parsons@cherokee.org](mailto:michelle-parsons@cherokee.org).

**Addendum to the RFP:** The NATION reserves the right to issue written addendums to revise or clarify the RFP, respond to questions, and/or extend the due date of proposals. Any and all such interpretations and any supplemental instructions will be in the form of written addenda, and will be posted on the Nation's bid website [www.cherokeebids.org](http://www.cherokeebids.org) with bid announcement no later than **October 27, 2026 by 5:00 p.m. CT.** No interpretation of the proposal specifications will be made to any interest party orally. Failure to receive any issued addendum or interpretation shall not relieve responding party from any obligation contained in submitted proposal. All addenda so issued shall become part of the contract documents.

**Sealed Proposals must be received no later than 5:00 p.m. CT on November 04, 2026.** Any and all costs to submit proposals are the responsibility of the offeror. The sealed proposals must be mailed or hand delivered to Cherokee Nation Procurement, Attn: Michelle Parsons, 17665 S. Muskogee Avenue, Tahlequah, Oklahoma 74464. The proposal must contain in the subject line: Response to RFP – Housekeeping Services. Any proposal received after the time and date will not be considered and will be returned unopened. Cherokee Nation reserves the right to reject any and all proposals. Cherokee Nation reserves the right to determine if a proposal meets stated requirements. Award will be made subject to availability of funds. No offeror may withdraw their proposal within 90 days after proposal due date.

**Cancellation of the RFP:** The NATION retains the right to cancel, modify or amend the RFP process at any time, at the NATION's sole discretion. The NATION shall not be responsible for costs incurred by contractors for proposal preparation.

**Proposal Withdrawal and Correction:** A proposal may be corrected or withdrawn by a written request received prior to the date of opening proposals.

**Multiple Proposals:** The NATION shall not accept multiple proposals from the same contractor.

**Disclosure of Proposal Contents:** A proposal's content shall not be disclosed to other contractors.

**Retention of Proposals:** All proposals and other material submitted become the NATION's property and may be returned only at NATION's option.

**Cost of Proposal Preparation:** Any and all costs incurred by contractor's in preparing and submitting a proposal are the contractor's' responsibility and shall not be charged to the NATION or reflected as an expense of the resulting contract.

**Delivery of Proposals:** NATION assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.

**Media Announcements:** Any and all media announcements pertaining to this RFP require the NATION's prior written approval.

**Other Governmental Requirements:** It is the responsibility of the contractor to indicate within their proposal the applicability of any other federal, state, municipal, or other governmental statutes, regulations, ordinances, acts, and/or requirements.

**Qualification of Responding Party:** The Nation may make such investigations as deemed necessary to determine the ability of the responding party to perform the work. The responding party shall furnish to the Nation all such information and data for this purpose upon request. The Nation reserves the right to reject any proposal if the evidence submitted by, or investigation of, such responding party fails to satisfy the Nation such responding party is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

**Binding Contract:** This RFP does not obligate the NATION or the selected contractor until a contract is signed and approved by both parties. If approved, it is effective from the date of final approval by the Contracting Officers. The NATION shall not be responsible for work done, even in good faith, prior to final approval of the proposed contract.

**Concerns with the Special or General Provisions:** If a contractor has concerns with either the Special or General Provisions, they should put their comments and/or questions in writing and submit them to Cherokee Acquisition Management (Attn: Michelle Parsons) no later than **October 23, 2026 by 3:00 p.m. CT.** This will allow time for an addendum to the RFP to be issued, if required, to all recipients of the initial RFP.

The NATION reserves the right to not award or to cancel the award of a contract to a contractor who will not agree to all of the Special or General Provisions of said contract. It is the intent of the NATION to utilize only the NATION'S terms and conditions for any subsequent agreement based on award from this RFP.

An award for this project will be made subject to available funding. Firms are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.

**Governing Laws and Contract:** The Cherokee Nation will make this RFP and the successful Contractor's proposal a part of the contract. This RFP and any subsequent contract and related documents shall be construed under the laws of the United States and where applicable, the Cherokee Nation. Nothing in this RFP, any subsequent documents or contract or related documents shall be construed as a waiver of limitation upon the Nation's sovereign immunity. To the extent this statement is found to be inconsistent with any other language in this RFP or any subsequent document or contract or related document, this statement shall control. This statement shall survive the completion or termination of any subsequent contract. In the event of any dispute which may affect this Agreement, the Contractor agrees the Agreement shall be governed by the laws of the United States, and where applicable, the laws of the Cherokee Nation. The Cherokee Nation will make the final decision on the contract format to be utilized for any award(s) under this procurement. There will be no Arbitration, Mediations or Indemnification clauses, and the Nation will not waive sovereign immunity. By submitting a proposal in response to this RFP, the Contractor agrees to these terms and conditions.

**Additional Terms and Conditions:** The NATION reserves the right to include additional terms and conditions during contract negotiations. However, these terms and conditions must be within the scope of the original RFP and will be limited to price, clarification, definition, and administrative and legal requirements.

**Contract Negotiations:** Upon completion of the evaluation process, contract negotiations may commence. If the selected contractor fails to provide the necessary information for negotiations in a timely manner, negotiate in good faith, or cannot perform the contract for any reason, including completion of the project within the amount of funds available for the project and/or as proposed, the NATION may terminate negotiations and negotiate with the next highest ranked contractor, or terminate award of the contract. The NATION shall not be responsible for costs incurred by the contractor resulting from contract negotiations.

## **Terms and Conditions**

**Acceptance of Conditions Governing the Procurement:** Vendors must indicate their acceptance of conditions governing this procurement in their cover letter.

**Incurring Cost:** Any costs incurred by the vendor in preparation, transmittal, or presentation of any proposal, or material submitted in response to this RFP shall be borne solely by the vendor. The vendor is responsible for all costs associated with travel for on-site demonstrations upon the Nation's request.

**Amended Proposals:** Any vendor may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter.

**Proposal Offer Firm:** Responses to this RFP, including proposal prices, will be considered firm for 90 days after the date of receipt of the proposal.

**Proprietary Information:** Any restriction on any data included in any proposals must be clearly stated in the proposal itself. Each and every page of the proprietary material must be labeled or identified with the word "PROPRIETARY".

**Vendor's Right to Withdraw Proposal:** Vendors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The vendor must submit a written withdrawal request addressed to Michelle Parsons, at [michelle-parsons@cherokee.org](mailto:michelle-parsons@cherokee.org).

**Location of Services:** 14 county jurisdictional area of the Cherokee Nation in northeast Oklahoma.

**Term of Proposed Contract:** The term of the Agreement shall be from date of award to the end of the fiscal year, September 30, 2027, with the option to renew based on satisfactory performance, funding availability, and mutual agreement of both parties through September 30, 2029.

**General Responsibility:** The successful contractor will provide all necessary tools, equipment, parts, supplies, labor and supervision to provide the services as outlined in this RFP scope of work.

**Contractor's Compensation:** Compensation to the contractor shall be based on specific price and/or rates identified in the Contractor's proposal, as negotiated. This shall include any proposed subcontractor pricing.

**Subcontracts:** Contractor is solely responsible for fulfillment of the contract terms. NATION will make payments only to the Contractor. Contractor must identify in response to this RFP any subcontractors that may perform services on the project. Except for those subcontractors identified by the Contractor in response to the RFP, Contractor shall not subcontract any portion of the services to be performed under this contract without prior written approval of NATION. The NATION reserves the right to approve or disapprove any subcontractors.

Contractor shall notify NATION no less than ten (10) days in advance of its desire to subcontract and include a copy of the proposed subcontract with the proposed subcontractor. Any subcontract must be in writing and contain provisions consistent with the Contractor's obligations pursuant to this contract.

Approval of any subcontract shall not obligate NATION the subcontractor against NATION or its agents, employees, representatives, directors, officers, successors or assigns.

The Cherokee Nation, in giving such acceptance, assumes no responsibility in connection with the terms of the subcontract and their performance will be the responsibility of the Contractor. All sums due to any suppliers 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.

**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.

**DRUG 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 responding party's Drug Free Workplace statement shall be included with the proposal or else the successful responding party will be deemed to accept and agree to use the statement provided by Nation.
- The Contractor understands and recognizes that all Cherokee Nation buildings, whether leased or owned, and the grounds surrounding those facilities are considered by the Nation to be a tobacco free workplace. The Contractor will ensure all employees, subcontractors, and other workers will abide by this policy.

**Indemnity and Insurance:** The Cherokee Nation assumes no responsibility for negligent acts of either the offeror or their employees; therefore, the offeror is responsible for obtaining the insurance coverage the NATION considers appropriate. The offeror will keep harmless and indemnify the Cherokee Nation against any or all loss, cost, damage, claims, expense or liability for all acts related to quality care management and enforcement of this contract.

Following are the insurance requirements for this contract:

- General Liability, including premises/operations and products/completed operations  
\$1,000,000 each occurrence/\$2,000,000 annual aggregate  
Such policy will name Cherokee Nation as an additional insured and include a waiver of subrogation in favor of the Cherokee Nation.
- Professional Liability, covering professional services rendered under this contract.  
\$1,000,000 each wrongful act/\$3,000,000 annual aggregate.  
Professional Liability policies issued on a claims-made basis must include a three year extended reporting endorsement, in the event the coverage is cancelled or non-renewed by the contractor.
- Pollution Liability, including Hazardous Waste Operations  
Each Claim/Per Occurrence \$5,000,000 and \$5,000,000 Aggregate.  
Such Policy will name Cherokee Nation as an Additional Insured by endorsement and include a waiver of subrogation in favor of Cherokee Nation.
- Automobile Liability, including hired and non-owned auto  
\$1,000,000 combined single limit  
Such policy will name Cherokee Nation as an additional insured and include a waiver of subrogation in favor of the Cherokee Nation.
- Workers' Compensation – statutory to the State of jurisdiction
- Employers' Liability - \$500,000/\$500,000/\$500,000  
Such policy will include a waiver of subrogation in favor of the Cherokee Nation

All coverage will be written with an AM Best "A X" rated carrier. Contractor will provide a certificate of insurance to the Cherokee Nation, evidencing coverage outlined above.

**Availability of Funds:** Any contract awarded as a result of this RFP is contingent on the appropriation of funds. A contract award may be terminated or reduced in scope if sufficient appropriations or authorizations do not exist. This vendor will be notified in writing of such terminations. The vendor will accept, as final, the Nation's decision as to whether sufficient appropriations and authorizations are available.

**Legal Review:** The Nation requires that all vendors agree to be bound by the general requirements contained in this RFP. Any vendor concerns must be properly brought to the attention of Michelle Parsons, Cherokee Nation Acquisition Management.

**Governing Law:** This RFP and subsequent agreements shall be governed by, construed, and enforced in accordance with the laws of the United States, and where applicable, the laws of the Cherokee Nation.

**Contract Terms and Conditions:** The contract between the Cherokee Nation and the vendor will follow the standard format of the Cherokee Nation.

**Vendor's Terms and Conditions:** Vendors must submit with the proposal a complete set of any additional terms and conditions that they expect to have included in a contract negotiated with the Cherokee Nation.

**Right to Waive Minor Irregularities:** The proposal evaluation committee reserves the right to waive minor irregularities. This right is at the sole discretion of the proposal evaluation committee.

The Nation reserves the right to determine a proposal acceptable in terms of meeting RFP requirements. The Nation reserves the right to accept or reject any and all proposals received and to negotiate with offerors regarding the terms of their proposals or parts thereof. The Cherokee Nation reserves the right to award a contract in the best interests of the Cherokee Nation.

**Ownership of Proposals:** All documents submitted in response to this RFP shall become the property of the Cherokee Nation. Responses received will be retained by the Acquisition Management Department.

**Prompt Payment:** The successful firm agrees to pay all sums due to subcontractors, laborers and material suppliers within ten (10) days of receipt of payment by the Cherokee Nation.

## **Review of Proposals**

1. **Proposal Format:** Sealed proposals may be mailed or hand delivered by Michelle Parsons no later than **5:00 p.m. on November 04, 2026.** The proposal must contain in the subject line: Response to RFP – Housekeeping Services.
2. **Table of Contents:** The proposal will have a table of contents with page numbers and pages numbered throughout the proposal (see specifics under Specifications Section).
3. **General Information:** Brief introduction which includes (see specifics under Specifications Section):
  - a. The contractor's name and address;
  - b. Statement that indicates the proposal is valid for at least 90 days from the proposal submission deadline;
  - c. Statement that indicates the contractor's willingness to perform the services described in this RFP;
  - d. Cost for project – breakdown by site – monthly cost; Attachment "A"
  - e. Similar/previous experience
  - f. References, at least 3, from previous work experience including company name, contact name and phone number.
  - g. Signature of authorized individual. "Attachment A"
  - h. TERO Certification; if applicable
4. **TERO CERTIFICATION:** Indian preference will be given only to responding parties who provide proof of current certification from the Cherokee Nation Tribal Employments Office (TERO) located in Tahlequah, Oklahoma, telephone number (918) 453-5000. Indian preference will be applied in accordance with Cherokee Nation Acquisition Management Policy and Procedures. Proof of TERO certification must accompany and be included in proposal submittal.
5. **Responsiveness:** Prior to evaluation, each proposal shall be reviewed to determine whether or not it is responsive. Nonresponsive proposals shall be eliminated and will not be evaluated. Factors that may result in a proposal being declared nonresponsive are:
  - a. Not providing evidence of meeting the Minimum Requirements.
  - b. Substantive and material conflicts of interest which were not declared and/or were declared and determined to be significant enough that the NATION requested the potential contractor not submit a proposal.
  - c. Substantive and material noncompliance to requirements of the RFP proposal submission guideline.
  - d. Not providing a price, if applicable.
6. **Evaluation Process:**
  - The Nation will appoint a proposal evaluation committee;
  - Vendor proposals must meet all mandatory specifications or they will be disqualified;
  - The proposal evaluation committee will review all proposals received, determine if the mandatory specifications have been met, and, if so, score the proposals in accordance with the predefined scoring methodology;

- Composite scores will be developed summarizing the individual scoring efforts of each proposal evaluation team member;
- Vendors will be ranked by composite score;
- The vendor with the highest score will be selected.

7. **Subsequent Requests for Additional Information. Clarification or Presentations:**

The NATION reserves the right to request additional information, seek clarification, or ask for a presentation.

8. **Evaluation Factors** : The following is a summary of the proposal evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor proposals. The evaluation factors are listed below and must be clearly stated and addressed and stated in the proposal. Points will be awarded on the basis of the following factors:

| SPECIFICATIONS                                                            | POINTS     |
|---------------------------------------------------------------------------|------------|
| 1. Personnel capability (staffing)                                        | 25         |
| 2. References                                                             | 20         |
| 3. Previous experience on similar jobs                                    | 20         |
| 4. Cost                                                                   | 25         |
| 5. Indian Preference/TERO – Copy of Certification must be included in RFP | 10         |
| <b>TOTAL</b>                                                              | <b>100</b> |

**Notice of Award:** After award of Contract, award information will be posted on the Nation's website [www.cherokeebids.org](http://www.cherokeebids.org) with RFP announcement.

## **ATTACHMENT "A"**

# MANDATORY RESPONSE FORM PROPOSAL INFORMATION HOUSEKEEPING SERVICES

The Offeror agrees to perform all work as outlined in the RFP documents for the Cherokee Nation. Offeror agrees to hold proposal for 90 days from the submission deadline.

The Offeror agrees to furnish all labor, licenses and materials, administration, services, supplies, equipment, transportation and quality control necessary to provide housekeeping services at the following locations:

| <b>CLEANING SERVICES</b>                 | <b>Monthly Cost</b> |
|------------------------------------------|---------------------|
| <b>TAHLEQUAH WELLNESS CENTER</b>         | \$ _____            |
| <b>DURBIN FEELING LANGUAGE CENTER</b>    | \$ _____            |
| <b>IMMERSION MIDDLE SCHOOL</b>           | \$ _____            |
| <b>CN INDIAN CHILD WELFARE</b>           | \$ _____            |
| <b>EVERISE BUILDING (CN TERO OFFICE)</b> | \$ _____            |
| <b>TAHLEQUAH HEAD START</b>              | \$ _____            |
| <b>CATOOSA HEAD START</b>                | \$ _____            |
| <b>NOWATA HEAD START</b>                 | \$ _____            |
| <b>PRYOR HEAD START &amp; CDC</b>        | \$ _____            |
| <b>SALINA HEAD START</b>                 | \$ _____            |
| <b>JAY HEAD START</b>                    | \$ _____            |

**GRAND TOTAL** \$ \_\_\_\_\_

Work History/Experience Form Completed & Included: \_\_\_\_ Yes \_\_\_\_ No

Site Visit: \_\_\_\_ Yes \_\_\_\_ No

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE: (Check One)

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

Major Cherokee Employer: \_\_\_\_ Yes \_\_\_\_ No  
(Bidder must contact TERO at 918-453-5000 for this preference)

SUBMITTED:

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

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name & Title

**SCOPE OF WORK & SPECIFICATIONS  
PROVIDED BY  
FACILITIES MANAGEMENT**

## **Job Specifications**

RE: Request for Proposal-Housekeeping Services for FY2027

The following buildings may contain one or more offices, breakrooms, kitchens, restrooms, common areas, vaults, conference rooms, waiting rooms, hallways, stairwells, and other similar spaces.

All square footage provided is approximate and represents the total building square footage; it should not be interpreted as the actual square footage of the areas requiring cleaning services.

Each building may be bid on separately and may be awarded under a separate contract. Vendors are not required to submit proposals for all listed buildings.

A mandatory site visit is required for each property a vendor intends to include in its proposal. Vendors must attend the designated site visit prior to submitting a proposal for that property. Site visit dates and times are provided below the corresponding property information.

- **Tahlequah Wellness Center**

22685 S. Betty Sharp Smith Street

Tahlequah, Oklahoma 74464

Clean Daily (Sunday through Saturday) after 9:00 pm

Approximate Square Footage: 60,315

**\*\*Site Visit: Friday, October 16, 8:30 am-9:30 am**

Scope of Work

- Check and replace toiletries
- Vacuum and mop
  - Locker rooms
  - Changing rooms
  - Restrooms
  - Main weight room floor
  - Track
  - Classrooms 114, 117, 123
  - Lobby
  - Offices
  - Batting Cages
  - Stairwell
  - Bleacher area
  - Basketball Courts
- Shampoo or steam clean all carpeted areas quarterly. Spot clean as needed.
- Clean and disinfect all sinks, benches, toilet seats, and countertops
- Showers
- Sauna floor
- Empty all trash
- Mirrors
- Bathroom stall doors and walls
- Windows (clean interior only)
- Dust/clean handrails

- **Durbin Feeling Language Center**

16489 Hwy 62

Tahlequah, Oklahoma 74464

Clean Daily (Monday through Friday) after 5:00 pm

Approximate Square Footage: 34,323

**\*\*Site Visit: Friday, October 16, 2026, 9:45 am-10:45 am**

Scope of Work

- Shampoo or steam clean all carpeted areas quarterly. Spot clean as needed.
- All building entrances cleaned, swept, and mopped daily
- Polish floors as needed
- Parking lots free of trash and debris
- Clean and disinfect all floors and surfaces in public areas, including all restroom fixtures
- Clean all windows daily, interior only
- Dust all surfaces except for desks
- Empty trash in all areas daily

- **Immersion Middle School**

16345 Hwy 62

Tahlequah, Oklahoma 74464

Clean Daily (Monday through Friday) after 5:00 pm

Approximate Square Footage: 61,319

**\*\*Site Visit: Friday, October 16, 2026, 11:00 am-12:00 pm**

Scope of Work

- Shampoo or steam clean all carpeted areas quarterly. Spot clean as needed.
- All building entrances cleaned, swept, and mopped daily
- Parking lots free of trash and debris
- Clean and disinfect all floors and surfaces in public areas, including all restroom fixtures
- Clean all windows daily, interior only
- Dust all surfaces except for desks
- Empty trash in all areas daily

- **Cherokee Nation Indian Child Welfare**

3227 S. Muskogee Avenue

Tahlequah, Oklahoma 74464

Clean Daily (Monday through Friday) after 5:00 pm

Approximate Square Footage: 33,691

**\*\*Site Visit: Friday, October 16, 2026, 1:30 pm-2:30 pm**

Scope of Work

- Shampoo or steam clean all carpeted areas quarterly. Spot clean as needed.
- All building entrances cleaned, swept, and mopped daily
- Parking lots free of trash and debris
- Clean and disinfect all floors and surfaces in public areas, including all restroom fixtures
- Clean all windows daily, interior only
- Dust all surfaces except for desks
- Empty trash in all areas daily
- Polish floors as needed

- **Everise Building (Cherokee Nation TERO Office)**

112 Main Parkway

Tahlequah, Oklahoma 74464

Clean Daily (Monday through Friday) after 5:00 pm

Approximate Square Footage: 13,975

**\*\*Site Visit: Friday, October 16, 2026, 2:45 pm-3:45 pm**

Scope of Work

- Shampoo or steam clean all carpeted areas quarterly. Spot clean as needed.
- All building entrances cleaned, swept, and mopped daily
- Parking lots free of trash and debris
- Clean and disinfect all floors and surfaces in public areas, including all restroom fixtures
- Clean all windows daily, interior only
- Dust all surfaces except for desks
- Empty trash in all areas daily

- **Tahlequah Head Start**

22675 Betty Sharp Smith

Tahlequah, Oklahoma 74464

Clean Daily (Monday through Friday) after 5:00 pm

Approximate Square Footage: 60,363

**\*\*Site Visit: Monday, October 19, 2026, 8:30 am-9:30 am**

Scope of Work

- Shampoo or steam clean all carpeted areas quarterly. Spot clean as needed.
- All building entrances cleaned, swept, and mopped daily
- Parking lots free of trash and debris
- Clean and disinfect all floors and surfaces in public areas, including all restroom fixtures
- Clean all windows daily, interior only
- Dust all surfaces except for desks
- Empty trash in all areas daily
- Polish floors as needed

- **Catoosa Head Start**

19244 Country Club Drive

Catoosa, Oklahoma 74015

Clean Daily (Monday through Friday) after 5:00 pm

Approximate Square Footage: 33,600

**\*\*Site Visit: Monday, October 19, 2026, 11:00 am-12:00 pm**

Scope of Work

- Shampoo or steam clean all carpeted areas quarterly. Spot clean as needed.
- All building entrances cleaned, swept, and mopped daily
- Parking lots free of trash and debris
- Clean and disinfect all floors and surfaces in public areas, including all restroom fixtures
- Clean all windows daily, interior only
- Dust all surfaces except for desks
- Empty trash in all areas daily

- **Nowata Head Start**

1001 Lenape Drive

Nowata, Oklahoma 74048

Clean Daily (Monday through Friday) after 5:00 pm

Approximate Square Footage: 16,590

**\*\*Site Visit: Monday, October 19, 2026, 1:00 pm-2:00 pm**

Scope of Work

- Shampoo or steam clean all carpeted areas quarterly. Spot clean as needed.
- All building entrances cleaned, swept, and mopped daily
- Parking lots free of trash and debris
- Clean and disinfect all floors and surfaces in public areas, including all restroom fixtures
- Clean all windows daily, interior only
- Dust all surfaces except for desks
- Empty trash in all areas daily
- Polish floors as needed

- **Pryor Head Start and Child Development Center**

3343 W. 530 Road

Pryor, Oklahoma 74361

Clean Daily (Monday through Friday) after 5:00 pm

Approximate Square Footage: 38,628

**\*\*Site Visit: Tuesday, October 20, 2026, 9:00 am-10:00 am**

Scope of Work

- Shampoo or steam clean all carpeted areas quarterly. Spot clean as needed.
- All building entrances cleaned, swept, and mopped daily
- Parking lots free of trash and debris
- Clean and disinfect all floors and surfaces in public areas, including all restroom fixtures
- Clean all windows daily, interior only
- Dust all surfaces except for desks
- Empty trash in all areas daily

- **Salina Head Start**

672 Tohi Street

Salina, Oklahoma 74365

Clean Daily (Monday through Friday) after 5:00 pm

Approximate Square Footage: 16,690

**\*\*Site Visit: Tuesday, October 20, 2026, 11:00 am-12:00 pm**

Scope of Work

- Shampoo or steam clean all carpeted areas quarterly. Spot clean as needed.
- All building entrances cleaned, swept, and mopped daily
- Parking lots free of trash and debris
- Clean and disinfect all floors and surfaces in public areas, including all restroom fixtures
- Clean all windows daily, interior only
- Dust all surfaces except for desks
- Empty trash in all areas daily
- Polish floors as needed

- **Jay Head Start**

935 E. Melton Drive

Jay, Oklahoma 74346

Clean Daily (Monday through Friday) after 5:00 pm

Approximate Square Footage: 8,274

**\*\*Site Visit: Tuesday, October 20, 2026, 1:00 pm-2:00 pm**

Scope of Work

- Shampoo or steam clean all carpeted areas quarterly. Spot clean as needed.
- All building entrances cleaned, swept, and mopped daily
- Parking lots free of trash and debris
- Clean and disinfect all floors and surfaces in public areas, including all restroom fixtures
- Clean all windows daily, interior only
- Dust all surfaces except for desks
- Empty trash in all areas daily

**\*\*For any questions regarding site visits, please contact Mandi Griffis with Facilities Management at (918)871-9529 or [mandi-crosslin@cherokee.org](mailto:mandi-crosslin@cherokee.org)**

**Additional Information and Contractor Requirements**

- Contractor shall promptly report any facility repairs or maintenance issues observed while performing services. This includes, but is not limited to, light bulb replacement, plumbing issues, and malfunctioning doors and/or locks. Reports shall be made to the Housekeeping Manager, Dana Christie, at [dana-christie@cherokee.org](mailto:dana-christie@cherokee.org) or 918-316-3715.
- Contractor shall provide, **with its proposal**, a comprehensive list of all staff who will perform services under the contract.
- Following contract award, the Contractor shall notify Cherokee Nation Facilities Management of any newly hired staff assigned to perform services under the contract **prior to the new hire beginning work in any Cherokee Nation facility**.
- Contractor shall provide, **with its proposal**, documentation of HIPAA certification for all staff assigned to perform services under the contract.
- Following contract award, the Contractor shall provide documentation of HIPAA certification for any newly hired staff assigned to perform services under the contract **prior to the new hire beginning work in any Cherokee Nation facility**.
- Comprehensive background checks shall be completed for all Contractor staff assigned to perform services at any Head Start or Child Development Center location. Documentation of completed background checks shall be provided upon request.
- Contractor staff shall complete a Cherokee Nation Facilities Management Contractor Service Log upon each entry and exit.
- Contractor shall complete the Cherokee Nation Facilities Management Employee Acknowledgment of Contractor Services form and have it signed by an authorized Cherokee Nation employee for each facility and service period.
- Contractor and all staff assigned to perform services under the contract shall have a signed confidentiality agreement on file before performing services at any Cherokee Nation facility.

- Entry into any facility outside of the previously approved schedule for cleaning services requires prior authorization from the Housekeeping Manager, Dana Christie, at 918-316-3715.
- Only personnel specifically identified and approved as authorized Contractor personnel may enter Cherokee Nation facilities. Unauthorized individuals, including but not limited to children, family members, friends, or other guests of Contractor personnel, are prohibited from entering the facilities.
- Contractor shall provide all cleaning supplies, materials, and equipment necessary to perform the services outlined in the Scope of Work. Supplies and equipment include, but are not limited to, disinfectants, window cleaners, urinal screens and mats, vacuums, mops, brooms, and other materials necessary to satisfactorily perform the required services.
- Cherokee Nation will provide only the following consumable supplies: toilet paper, paper towels, trash bags, sanitary disposal bags, and hand soap for facility dispensers.
- Cherokee Nation reserves the right to conduct inspections throughout the contract period to verify compliance with all specifications, service requirements, and other terms of the contract.
- Failure to comply with contract specifications and requirements may result in corrective action and/or termination of the contract in accordance with applicable contract terms.

#### **Payment and Invoicing Requirements**

- Contractor shall be paid monthly for services satisfactorily rendered during the preceding service period. **Invoices shall be submitted only after the invoiced services have been completed. Advance billing for services not yet performed will not be accepted.**
- Cherokee Nation Facilities Management will provide the Contractor with standardized forms for documenting services performed and Cherokee Nation employee acknowledgment of completed services. The Contractor shall use the forms provided by Cherokee Nation Facilities Management. Substitutions or alternate forms may not be used.
- Each monthly invoice shall be itemized by individual facility and must include the following completed supporting documentation:
  - The Cherokee Nation Facilities Management Service Log
  - The Cherokee Nation Facilities Management Employee Acknowledgment of Contractor Services
- All required fields on the provided forms must be completed. Invoices submitted before completion of services, without the required supporting documentation, or with incomplete documentation may be considered incomplete and returned to the Contractor for correction prior to processing.
- Cherokee Nation will provide the Contractor with the appropriate email address for monthly invoice submission following contract award.

**The term of the Agreement shall be from the date of award.**