REQUEST FOR BIDS

RFB Delivery and Set Up of (1) One 2 Bedroom/ 2 Bathroom ADA Replacement Mobile home located in Adair County

Bids Due: December 16, 2026 at 5:00 P.M.

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

RFB #A10-11-27-9806 #10147

Request for Bids
Detailed Announcement

GENERAL:
The Housing Authority of the Cherokee Nation is seeking bids from certified licensed mobile home dealers for the delivery and set up of **One (1) 2 Bedroom/ 2 Bathroom ADA Replacement Mobile home located in Adair County**. Interested parties are to provide bids to furnish 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 within the time specified after receipt of "Notice to Proceed". The entire project must be fully completed within **45 work 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.

Bid will be awarded to the lowest, most responsive/responsible bidder. 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. Contract award will be subject to the availability of funds.

HACN will be required to have the family sign a Deed Restriction Agreement (DRA) before the contractor will be allowed to begin. When signature is obtained, we will issue the P.O. which will act as the Notice to Proceed for the project.

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 cost associated with the preparation and submission of bids. No bidder may withdraw their bid within 30 days after closing date.

The deadline for bids is **December 16, 2026 at 5:00 p.m.** Bids may be emailed to bids@hacn.org . Bids may also be hand delivered to Baylee Scott, 1200 W. Fourth St, Tahlequah, OK 74464. It is the bidder's responsibility to ensure delivery of bids by designated due date and time.

LATE BIDS WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

Wage Rate:

For this project, Wage Rate **OK20260005 Modification #0 Publication Date 5-18-26 is** 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 Office 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.

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.

Interested bidders must submit, at a minimum, the following completed bid sheets and attachments in the bid packet to be considered fully responsive/responsible bidders: Preparation Outline (must be completed and all sections returned); Mandatory Bid Response Sheet, Non-Collusive Affidavit, Previous Work History Form; TERO Certification (if applicable, to be provided by bidder);

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 from a bidder who does not sign for the packet in the office or who submits their bid 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.

Bidders shall list prior work experience on other construction jobs and furnish references on the Previous Work History Form.

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 compete 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 the 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 or Affidavit of Exempt Status Filed with the State of Oklahoma for **everyone** listed on the core crew list:*
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 require state filed approved/authorization from the Workers Comp Administration. **

2) *General Liability*:
Coverage:
Comprehensive (including products/completed operations)
Limits of Liability:
Bodily Injury and Property Damage Combined: $100,000.00
(each occurrence)

3) *Automobile Coverage*:
Vehicles Covered:
All Autos
Bodily Injury and Property Damage Combined: $100,000
Hired Autos
Non-owned Autos
Limits of Liability:

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.

1. Builders Risk:
Builders Risk in the amount of the project is required for all development construction contracts and shall be supplied by the contractor. Builders Risk Policy must be in effect for the entire term of the contract, including any approved extensions.

2. The entire project must be fully completed within **45 work 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.

3. The Contractor shall verify, on job site, all quantities, measurements or dimensions, conditions, plans, scope of work and write up before submitting this bid. There will be no Change Order to prices based on mistaken quantity count, measurements or dimensions.

Interpretation of the Bid Documents

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 site
- Familiarized themselves with any existing conditions
- Read and became thoroughly familiar with the plans and contract documents.
-

Site Inspections may be scheduled for eligible bidders by contacting Jarrod Proctor at 918-883-5847.

Drug Free and Tobacco Free Workplace:

a) Any Contractor performing work for the Housing Authority of 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.

b) The Housing Authority of the Cherokee Nation 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 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 Nation.

e) The Contractor understands and recognizes that all Housing Authority of the 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.

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: _____

_____
Authorized Signature

_____
Date

PREPARATION OUTLINE

The following information must be submitted and signed as indicated with bid. All information must be submitted for any bid to be considered responsive and responsible.

a. Preparation Outline (this form, must be signed and dated)

b. Mandatory Bid Response Form

c. I have thoroughly read the Scope of Work and understand that the Scope of Work oversees the floor plan.

d. TERO Certification (Bidder to provide if applicable)

e. Statement of Providing Cherokee (Tribal) and Indian Preference in Employment and Training Opportunities

f. State on Providing Cherokee (Tribal) and Indian Preference in the Award of Subcontracts

g. Non-Collusive Affidavit

h. Previous Work History Form

i. Contractors Drug Free Workplace Statement or Agreement to follow HACN Drug Free Workplace statement (Copy of contractors or signed statement to agree to HACN) must be included in bid.

SPECIAL INSTRUCTIONS
**** Be advised that all responsive proposals will be evaluated as outlined in this solicitation packet.**

_____ _____
Authorized Signature Title

_____ _____
Company Name Date

Statement on Providing Cherokee (Tribal) and Indian Preference In Employment and Training Opportunities

The Housing Authority of the Cherokee Nation has determined that all bidders for this solicitation shall, to the greatest extent feasible, comply with Cherokee (Tribal) and Indian Preferences in providing training and employment opportunities.

Detail your employment and training opportunities and plans to provide preference to Indians in implementing the contract:

_____

_____

_____

Provide the number or percentage of Indians anticipated to be employed and trained.

_____

If less than 100% Indian for new hires explain why:

_____

_____

Provide a list of all core crew members (owners, supervisors, key positions):

_____

_____

Describe the methods that will be used to train Indian employees:

_____

_____

Comparable statements from all subcontracts must be submitted.

Company Name_____

_____ _____

Signature Date

Statement on Providing Cherokee (Tribal) or Indian Preference In the Award of Subcontracts

The Housing Authority of the Cherokee Nation has determined that all bidders under this solicitation shall, to the greatest extent feasible, comply with Cherokee (Tribal) and Indian Preference in the awarding of all subcontracts under the contract.

Awards of subcontracts shall be made to the qualified Indian Enterprise or organization with the lowest responsive bid if that bid is no more than "X" higher than the total bid price of the lowest responsive bid from any qualified bidder. In accordance with paragraph V of the HACN Procurement Policy, for any solicitation of a purchase exceeding $150,000 that is based on price **and** other factors, Indian preference will be given based on the following criteria:

When the lowest responsive bid is:	X = THE LESSER OF:
At least $150,000 but less than $200,000	4.5% of that bid or $8,000
At least $200,000 but less than $300,000	4% of that bid or $10,500
At least $300,000 but less than $400,000	3.5% of that bid or $12,000
At least $400,000 but less than $500,000	3% of that bid or $15,000
At least $500,000 but less than $1,000,000	2.5% of that bid or $20,000
At least $1,000,000 but less than $2,000,000	2% of that bid or $30,000
At least $2,000,000 but less than $4,000,000	1.5% of that bid or $40,000
At least $4,000,000 but less than $7,000,000	1% of that bid or $52,500
$7,000,000 or more	.75% if that bid or $75,000

If no responsive proposal by a qualified Indian-Owned economic enterprise or organization is within the stated range of the total price of the lowest responsive proposal from any qualified enterprise, award shall be made to the bidder with the lowest price.

All bidders must submit with their proposal documentation of the bids or quotations received in subcontracts awarded to a non-Indian enterprise or a non-Indian organization. Failure by the bidder to provide such information shall render the proposal non-responsive and the bidder ineligible for award.

Detail your plans to provide Cherokee (Tribal) Indian Preference in the award of subcontracts:

_____

_____

Company Name_____

_____ _____

Signature Date

MANDATORY BID RESPONSE SPREADSHEET – HACN
BID SOLICITATION **# A10-11-27-9806**

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 **45 work days** of acceptance of this proposal, and issuance of the Purchase Order. The P.O. acts as the Notice to Proceed. Contract Extensions will only be allowed under extenuating circumstances. The Bidder agrees to furnish 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 for the sum of:

Unit #10147– 2 Bedroom/ 2 Bath 16x56 Mobile Home $_____

Demolition and disposal of existing home to legal dump site $ _____

GRAND TOTAL $_____

Time to Complete – **45 work days** from the established start date and issuance on P.O.

NOTE TO BIDDERS REGARDING (CHEROKEE) TRIBAL _____OR OTHER INDIAN _____PREFERENCE: (Check One)

TERO Certified Contractor: _____YES _____NO
(Proof of Certification must accompany all bids)

I have thoroughly read the Scope of Work and understand the Scope of Work. _____

SUBMITTED:

_____ COMPANY NAME

_____ COMPANY ADDRESS

_____ PRINT NAME & TITLE

_____ AUTHORIZED SIGNATURE

_____ DATE

_____ PHONE/FAX

NON-COLLUSIVE AFFIDAVIT

State of _____

County of_____

_____being first duly sworn, deposed and says

that he/she is a partner or officer of the firm of _____, the party making and foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference, with any person to fix the bid price of affiant or any other bidder, or to fix overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Housing Authority of the Cherokee Nation, or any person interested in the proposed contract; and, that all statements in said proposal or bid are true.

Signed: _____
(Bidder, if the bid is an individual;
Partner, if the bid is a partnership;
Officer, if the bid is a corporation)

Subscribed and sworn to before me this_____ day of_____, 20____.

My commission expires_____, 20____.

_____
Notary Public Signature

_____
Commission Number

BID SOLICITATION # A10-11-27-9806- ADAIR COUNTY- 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 – <u>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. Contractor must contact the Inspector prior to installation.</u>

_____	_____
COMPANY NAME	COMPANY ADDRESS
_____	_____
PRINT NAME & TITLE	AUTHORIZED SIGNATURE
_____	_____
EMAIL ADDRESSS	DATE

Bidder only:

a. **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. **Required HUD forms**

h. **Account numbers for all utilities**

Unit #10147
Street: 68424 S. 4750 Road
City: Westville, OK 47965

Phone # 918-410-6544

Handicap Unit: Yes/No

Utility Information:

Electric Company- Ozarks Electric
Gas Company: LaFerry Propane
RWD: Well