Cherokee Nation

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REQUEST FOR SEALED BIDS

MOBILE VEHICLE- RV/BUS TYPE VEHICLE
COMMERCE SERVICES DEPARTMENT

Bid Due Date: December 18, 2026

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

CHEROKEE NATION

REQUEST FOR SEALED BIDS
MOBILE VEHICLE-RV/BUS TYPE

The Cherokee Nation is accepting sealed bids from interested parties for a Mobile Vehicle-RV/Bus type vehicle for the Commerce Services Department. 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 Policy & Procedures. The successful bidder will be issued a purchase order incorporating the bid response.
Sealed Bids are due December 18, 2026 by 2:30 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 **Purchasing Department until December 18, 2026 at 2:30 p.m.** "The envelopes containing the bids must be sealed, addressed to Cherokee Nation, Attn: Janice Vaughan, Purchasing Department. Sealed bids should be sent by carrier services or hand-delivered to Cherokee Nation Purchasing Department, Attn: Fire Engines- Janice Vaughan 17665 S. Muskogee Avenue, Tahlequah, Oklahoma 74464. **BIDS MUST BE RECEIVED ON OR BEFORE December 18, 2026 by 2:00 pm TO BE CONSIDERED. BIDS MUST BE SEALED AND CLEARLY MARKED "SEALED BID, DO NOT OPEN, SOLICATION: " MOBILE VEHICLE". A PUBLIC BID OPENING WILL BE HELD ON December 18, 2026 @ 2:30pm IN THE CONFERENCE ROOM LOCATED IN THE Financial Resources Building 17665 S Muskogee Ave., 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 Purchasing. Requests maybe e-mailed to_janice-vaughan@cherokee.org .

a) To be given consideration, questions and interpretation requests must be received no later than December 07, 2026, 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 December 09, 2026, 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 Purchasing (Attn: Janice Vaughan) no later than December 18, 2026 **by 2:30 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.

Buy American – Recovery Act provisions: The buy American provisions direct that all of the iron, steel, and manufactured goods used in the project are produced or manufactured in the United States for a project for the construction, alteration, maintenance or repair of a public building or public work. This Buy American provision is applicable only to iron, steel, and manufactured good brought to the construction site for incorporation into a public building or public work. Products that do not fit the definition of manufactured goods are not covered.

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 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.

MANDATORY BID RESPONSE SHEET
MOBILE VEHICLE – OPTION 1

Product Description	QTY	TOTAL
Mobile Vehicle ***1st floor plan central table***	**1**	**$_____**
DELIVERY FEES		***$_____***

GRAND TOTAL BID $_____

AWARD BASED ON COST & AVAILABILITY

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

_____
Company Phone Number

_____
Authorized Signature

_____
Print Name & Title

MANDATORY BID RESPONSE SHEET
MOBILE VEHICLE – OPTION 2

Product Description	QTY	TOTAL
Mobile Vehicle ***2ND floor plan open floor space***	**1**	**$_____**
DELIVERY FEES		***$_____***

GRAND TOTAL BID $_____

AWARD BASED ON COST & AVAILABILITY

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

_____
Company Phone Number

_____
Authorized Signature

_____
Print Name & Title

Product Specifications and Requirements
Provided by: Commerce Services Department

Mobile Opportunity Center

A flexible, accessible mobile workspace that brings entrepreneurship services, small business development support, and micro-enterprise assistance directly into Cherokee Nation communities. Services include business coaching, formation and compliance support, procurement and TERO certification navigation, digital marketing and technology assistance, pop-up co-working, workforce resource referrals, and community outreach. These program activities do not require separate dedicated rooms.

Core Mobile Workspace Requirements

The Nation seeks a clean, modern, welcoming, and flexible mobile workspace. The following design priorities establish the intended functionality of the unit; detailed requirements are provided in the sections below.

- Primarily open concept interior with minimal permanent partitions.
- A small amount of secure storage and a simple counter.
- Movable or fold-down tables for coaching and training.
- Wi-Fi, outlets, USB charging, and a presentation monitor.
- Accessible entry, appropriate HVAC, and independent electrical power.
- An exterior awning that creates additional space for community engagement.

Standard Chassis Equipment

- Commercially appropriate chassis and powertrain suitable for the completed mobile unit. Vendor shall identify the proposed chassis, engine or powertrain, GVWR, and available payload capacity.
- Automatic transmission
- Compliance with applicable emissions requirements
- Cruise control
- Rearview mirror
- Dual batteries or equivalent electrical provision
- Daytime running lights
- AM/FM radio or equivalent driver audio system
- Full wheel alignment including caster and camber as applicable

Standard Body Equipment

- Welded tubular steel cage or equivalent engineered structure
- Steel wheel well pans and drive shaft guard where applicable
- Rear mud flaps
- Corrosion-resistant structural primer and underbody sealing / coating
- 5/8-inch Advantech subfloor or equivalent

- One-piece molded fiberglass aerodynamic top or equivalent weatherproof roof
- Fiberglass/composite exterior sidewalls and rear cowl or equivalent
- Durable lower skirts, running boards, and reinforced rear bumper
- Insulated walls and roof appropriate for year-round climate-controlled operation.
- LED interior and exterior lights; ceiling lights
- Exterior mirrors appropriate to chassis

Additional Equipment

- 24-unit first aid kit or equivalent
- Emergency triangle reflectors
- 5 lb 3A:40BC fire extinguisher or equivalent applicable rating

Mobile Workspace – Interior Equipment
**Vendor shall submit two conceptual floor plans: one with a central collaboration table and one prioritizing maximum open floor space.*

The Mobile Opportunity Center shall include:

1. **Open-Concept Interior:**
   One large, multipurpose workspace with minimal permanent partitions, designed to accommodate two to four visitors plus staff during stationary operations. Interior finishes shall include sound-dampening materials to support confidential one-on-one coaching conversations.
2. **Flexible Furniture:**
   Movable or fold-down tables and seating suitable for individual consultations and small-group meetings. All furniture shall be secured or safely stowed during vehicle travel.
3. **Welcome and Work Counter:**
   One compact counter or workstation suitable for staff use, check-in, and resource distribution, installed without obstructing circulation or limiting open floor area.
4. **Secure Storage:**
   Lockable cabinets or compartments for laptops, business documents, outreach materials, and office supplies, **including a built-in lockable charging drawer designed for secure storage and charging of tablets/laptops**. Cabinetry shall be minimized to preserve open workspace.
5. **Durable Work Surfaces:**
   Easy-clean countertop or work surfaces (Corian or equivalent).
6. **Presentation Equipment:**
   One appropriately sized, securely mounted digital display or monitor with laptop connectivity and presentation capabilities.
7. **Internet Connectivity:**
   A mobile 4G LTE/5G-capable router with appropriate antenna infrastructure, secure staff network capability, and separate guest Wi-Fi capability.
8. **Power and Charging:**
   Conveniently located electrical receptacles and USB charging ports to support laptops, tablets, mobile devices, and general office equipment.
9. **Interior Lighting:**
   Energy-efficient overhead and task lighting suitable for computer use and professional consultations. LED task lighting may be installed beneath cabinets where applicable.
10. **Accessibility:**
    An accessible entrance and interior layout that provides appropriate circulation and usable workspace for individuals with mobility limitations, consistent with applicable accessibility requirements.
11. **Additional Interior Features:**
    Coat hooks, trash receptacle, hand-sanitizer provision, and a cab privacy curtain with track and holdbacks where appropriate.

The unit shall be delivered fully furnished and equipped. All included equipment, furnishings, and technology shall be identified in the vendor's proposal and included in the base bid price unless specifically listed as an optional item.

Climate Control

- Roof air conditioner approximately 15,000 BTU or engineered equivalent for vehicle size and occupancy
- Roof-mounted ventilation fan or equivalent system appropriate for the vehicle.
- Supplemental heating system appropriately sized for the vehicle and intended occupancy.

Doors / Windows / Mirrors

- Heavy-duty entry door with stepwell
- Non-slip door jamb / step tread tape and contrasting step nosing
- Entry door window approximately 18 by 16 inches or equivalent
- Safety wind strap
- Rear service / exit door with window as applicable
- Provide an accessible entry solution, including a lift or ramp as appropriate, with specifications and clearances demonstrating compliance with applicable accessibility requirements.

Electrical

- Rear backup camera with approximately 7-inch display or equivalent
- One 110/120 V outlet available as designed for essential standby loads
- LED ceiling/dome lights with interior switching
- Two exterior high-mount LED work/cargo lights or equivalent
- Coach battery disconnect switch
- Appropriately rated 110/120 V cabling and protected distribution
- At least seven interior 110/120 V duplex receptacles, distributed for flexible use; describe locations
- Turn-signal cameras or equivalent visibility system
- Vendor shall include conduit, raceways, or equivalent pathways to allow for future wiring, technology upgrades, or additional equipment without requiring major reconstruction.
- Electrical provisions for all installed technology, including internet equipment, presentation monitor, and device charging.

Power System – Generator or Equivalent Independent Power Supply

The Mobile Opportunity Center shall include a generator or equivalent independent power system capable of supporting normal stationary operations when external electrical service is unavailable. The power system shall support anticipated simultaneous use of heating or cooling equipment, interior lighting, internet connectivity, presentation equipment, laptop charging, and all other installed electrical components.

Vendors shall provide:

- Proposed generator or alternative power-system specifications.
- Electrical load calculations demonstrate the proposed system's capacity.
- External shore-power connection and associated electrical protection.
- Description of operating procedures, fuel or energy requirements, and estimated operating duration.
- Noise characteristics and maintenance requirements.
- Required safety features, including appropriate ventilation, electrical protection, and carbon monoxide safeguards where applicable.
- Generator-based, battery/inverter-based, or hybrid power solutions may be proposed, provided the system meets the operational requirements of the Mobile Opportunity Center.

Exterior

- Generator preparation and enclosure as required
- Exhaust / tailpipe routed safely away from entry and occupied areas
- Professional full exterior wrap using artwork supplied or approved by Cherokee Nation; include production and installation in bid
- Provide an exterior GFCI-protected electrical outlet accessible beneath the awning for community outreach activities.
- Provide an optional connection point or mounting surface for an exterior-facing monitor to support presentations and workshops.
- Provide optional weather-resistant tables or equivalent accommodations to support exterior engagement, outreach, or small-group coaching.
- Exterior lighting shall provide adequate illumination for safe entry, exit, and community engagement activities, including the area beneath the awning
- Awning - Approximately 10-foot power awning or equivalent, suitable for community outreach activities

Safety

- Backup alarm
- High-mounted center LED brake light
- Smoke / carbon monoxide detector
- Appropriate ventilation, emergency egress, and fire/life safety equipment
- Secure installation of all cabinets, equipment, and loose components for travel

- Provide stabilizing jacks or equivalent leveling equipment to ensure safe and stable operation when parked on uneven or unpaved surfaces.
- Noise characteristics and proposed noise-reduction measures to support comfortable coaching and outreach activities.

Warranty
BODY

- Body structure and components: reference benchmark 5 years / 50,000 miles; identify offered coverage

CHASSIS

- Vendor shall state the actual chassis manufacturer, applicable warranty, exclusions, and service process

** Vendors may propose any commercially appropriate mobile vehicle platform (e.g., step van, shuttle bus, cutaway chassis, or equivalent) capable of meeting the operational, interior space, and accessibility requirements described in this RFB. The Nation will consider all chassis and body options that support the open-concept design, electrical requirements, and community-facing use of the Mobile Opportunity Center.*

SPECIALTY COMPONENTS

- Installed business-center components, cabinetry, router, and specialty equipment: reference benchmark 2 years / unlimited miles; identify actual coverage

OTHER POTENTIALLY APPLICABLE WARRANTIES

- Air conditioner: reference benchmark 2 years / unlimited miles
- Generator: reference benchmark 2 years / 2,000 hours