Cherokee Nation

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REQUEST FOR BIDS

CLASSROOM FURNITURE-Phase I
CATOOSA CHILD DEVELOPMENT CENTER

Bid Due Date: MARCH 18, 2026

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

CHEROKEE NATION
BID REQUEST
Classroom Furniture

The Cherokee Nation is accepting bids from interested parties for Classroom Furniture for the Child Development Center located in Catoosa, Oklahoma. Interested parties are to provide a bid to furnish product equal to or better than the specifications provided. Interested bidders must follow all directions outlined in this bid packet including the utilization of mandatory bid response sheet to be considered fully responsive.

The lowest most responsive, responsible bid will be the determining factor in awarding this bid taking Indian Preference in accordance with Cherokee Nation Policy and Procedures. The successful bidder will be issued a purchase order incorporating the bid response.

Bids are due March 18, 2026 by 5:00 p.m.

MANDATORY SUBMITTAL INFORMATION: Bid submittal requirements must be followed. Each bid must be submitted on the prescribed, required form with all areas completed. Bids may be or e-mailed to janice-vaughan@cherokee.org. It is the bidder's responsibility to ensure delivery of bid by March 18, 2026 by 5:00 p.m. Any bids received after the designated date and time will be ineligible for award.

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 Department (Attn: Janice Vaughan) no later than on or before March 18, 2026 **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.

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 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
CLASSROOM FURNITURE

Product Description TOTAL

Classroom Furniture _____

Delivery & Set-up Fees _____

GRAND TOTAL BID $_____

LEAD TIME ARO: _____

ALL SPECIFICATIONS ARE FULLY MET: _____ YES _____NO

PRODUCT SPECIFICATIONS INCLUDED: _____ 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: Catoosa CDC
SEE FOLLOWING PAGES FOR SPECIFICATIONS

🪑 1. Main Classroom Furniture

BID INSTRUCTIONS

Main Classroom Furniture – Child Development Center

Catoosa Child Development Center
CDC-CAT-P1-FURN-ALL-FURN-FY26

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1. Purpose of Solicitation

The purpose of this solicitation is to obtain competitive bids for classroom furniture for a licensed Child Development Center. All items must be appropriate for commercial early childhood use and must comply with all applicable Oklahoma DHS Child Care Licensing requirements and STARS standards.

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2. Scope of Bid

This bid includes classroom furniture only, as listed in the line-item specifications and classroom distribution table.

Vendors are required to furnish all items in the quantities specified and in accordance with the dimensions, safety requirements, weight ratings, and age classifications identified.

This is a full-service delivery and installation contract.

Submission of a bid constitutes acknowledgment that the vendor can provide all listed items exactly as specified or provide approved substitutions in accordance with Section 4.

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4. Substitutions

Substitutions may only be proposed if they meet or exceed the specifications and regulatory intent of the item listed.

Each item in this bid was selected to meet a specific:

- Oklahoma DHS Child Care Licensing requirement
- STARS quality standard
- ITERS or ECERS environmental rating standard
- Age-group classroom requirement
- Capacity or ratio requirement

Any substitution must:

- Meet or exceed all Oklahoma DHS Child Care Licensing requirements
- Meet or exceed STARS standards
- Match intended age grouping
- Meet structural and weight capacity requirements
- Be commercial-grade early childhood furniture

- Be durable, stable, and fully cleanable

Required Documentation for Substitutions

All proposed substitutions must include:

- Manufacturer specifications
- Dimensions
- Materials
- Weight capacity
- Intended age range
- Care and cleaning instructions

Substitutions must be clearly identified in the bid response.

Approval Requirement

All substitutions must receive **written approval** prior to shipment from:

Katherine Sanders
Center Manager
Catoosa Child Development Center

Unauthorized substitutions will be rejected at delivery.

Failure to provide adequate documentation or obtain approval may result in the bid being deemed non-responsive.

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5. Product Standards & Regulatory Compliance

All furniture items must:

- Be designed for commercial early childhood use
- Be tip-resistant and stable
- Be free of sharp edges, pinch points, or exposed hardware
- Meet structural durability standards
- Be suitable for use in a licensed childcare facility
- Meet sanitation and cleanability standards

The vendor is fully responsible for ensuring compliance with all applicable licensing and safety standards.

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6. Quantities

Quantities listed represent required totals.

Awarded vendors must furnish the full quantities specified.

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7. Pricing

Pricing must be firm and include all costs associated with:

- Freight
- Delivery
- Unloading
- Room placement
- Assembly
- Packaging removal
- Trash disposal

Unit pricing and extended totals must be clearly identified.
No additional delivery or installation fees will be accepted after award.

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8. Mandatory Delivery Window

All items must be delivered:

- **No earlier than June 4**
- **No later than June 19**

Deliveries outside of this window will not be accepted without prior written authorization.
Early deliveries will be refused.
The vendor must coordinate final delivery date and time in advance with the Center Manager.

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9. Delivery, Unloading, Assembly & Placement Requirements

This is a full-service, inside delivery contract.
Curbside delivery, pallet drop-off, dock-only delivery, or unassembled drop shipment will not be accepted.
The awarded vendor must:

- Deliver items inside the facility
- Unload all materials
- Move items to designated classrooms
- Fully assembly of all furniture requiring assembly
- Place furniture in its assigned room
- Remove all packaging materials

- Dispose of boxes and debris in the facility dumpster
- Leave classrooms clean and ready for inspection

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10. Installation Staffing Requirements

The supplier must provide:

- An adequate number of trained workers
- Sufficient manpower to unload efficiently
- Proper equipment for safe transport and assembly
- On-site supervision during delivery

The vendor will have **one (1) week from the initial delivery date** to complete:

- Delivery
- Unloading
- Unboxing
- Assembly
- Room placement

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11. Delivery Sheet & Room Labeling Requirements

Each bid includes a Classroom Furniture Distribution Table that details the room assignment for each product.

This table must be used for labeling and staging purposes.

Each box must be labeled clearly on the outside with:

- Catoosa CDC
- Bid Name
- Line-Item Number
- Item Name
- Designated Room Number

Room numbers must be written on the exterior of each box prior to arrival to allow rapid unloading and distribution.

Failure to properly label items may delay acceptance.

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12. Delivery Coordination

The vendor must:

- Schedule delivery in advance
- Provide estimated arrival time
- Provide contact information for delivery supervisor
- Confirm the number of delivery personnel

The Center reserves the right to stagger deliveries if operationally necessary.

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13. Completion & Final Acceptance

Delivery will not be considered complete until:

- All items are delivered
- All furniture is fully assembled
- All items are placed in designated rooms
- All packaging is removed
- Classrooms are clean
- All substitutions match approved documentation

Final walkthrough approval will be conducted by:

Katherine Sanders, Center Manager

Any deficiencies must be corrected prior to final acceptance.

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14. Evaluation Criteria

Bids will be evaluated based on, but not limited to:

- Compliance with bid instructions
- Adherence to DHS and STARS requirements
- Product quality and suitability
- Vendor reliability
- Ability to meet the required delivery window
- Price

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15. Right to Reject

The purchasing entity reserves the right to:

- Reject any or all bids
- Waive minor irregularities
- Reject bids that do not meet licensing, safety, or operational needs
- Reject incomplete deliveries
- Reject unauthorized substitutions
- Award in the best interest of the facility

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16. Questions & Clarifications

All questions regarding this solicitation must be submitted in writing by the deadline identified in the bid timeline.

Verbal interpretations are not binding.

Line Item	Image	Item Name	Description	QTY	Unit Price (Vendor)	Extended Price (Vendor)	Substitution Proposed (Y/N)	Substitution Documentation Attached (Y/N)
1		Bench Glider, Tan	Height 41" • Width 38" • Depth 33" • Seat height 18" • Seat depth 20" • Distance between armrests 29" • Max weight 450 lb • CAL-TB 117 compliant • No added flame retardants • Padded armrests • Reversible cushions •	12				

			Urethane foam with polyurethane fabric • Horizontal foot stabilizer • Precision bearings • Fully assembled					
2		Mealtime Chair – 6" with Tray	For ages 6–24 months • Chair height 15" • Width/Depth 14½" • Seat: 6"H × 11"W × 9"D • ITERS-compliant seating • Stackable chairs & trays • Dishwasher-safe tray & insert • Sound-dampening tips • Optional seatbelt	25				
3		Mealtime Chair – 8" with Tray	For ages 6–24 months • Chair height 18½" • Width 15½" • Depth 14½" • Seat: 8"H × 11"W × 9"D • ITERS-compliant seating • Stackable chairs & trays • Dishwasher-safe tray & insert • Sound-dampening	25				

			tips • Optional seatbelt					
4		Classroom Work Table – Low	30" × 60" • Adjustable height 13–17" • Seats up to 8 • Waterproof laminate with heat-sealed edging • 1⅛" heavy-duty top • 1" height increments • Tool-free leg removal • Works with 5–8" seat height chairs	12				
5		Classroom Work Table – Medium	30" × 60" • Adjustable height 17–25" • Seats up to 8 • Waterproof laminate with heat-sealed edging • 1⅛" heavy-duty top • 1" height increments • Tool-free leg removal • Works with 8–16" seat height chairs	8				
6		Teacher's Low Chair – 12"	Seat height 12" • Overall height 25½" • Ergonomic design • Handhold for mobility • Rounded	40				

			edges • Noise-reducing tips • Seat width 15½" • Seat depth 14½" • Weight limit 375 lb					
7		Childshape Chair – 6"	Seat height 6" • Solid maple • Stable wide base • Seat 11"W × 9"D • Armrest height 11" • Soft chair tips • Stackable 5 high	24				
8		Childshape Chair – 8"	Seat height 8" • Solid maple • Stable wide base • Seat 11"W × 9"D • Armrest height 13" • Soft chair tips • Stackable 5 high	24				
9		Woodcrest Chair – 10"	Seat height 10" • Ergonomic design • Rounded edges • Noise-reducing tips • Seat 11½"W × 9½"D • Weight limit 165 lb • Stackable 5 high	50				

10		Cot Cart – Holds 10	Height 34½" • Width 27" • Length 33½" • Holds 10 full-size or mini cots • Locking casters • Steel frame with plywood base	12				
11		Mini Cot	For ages 12–24 months • 44"L × 23½"W × 5½"H • Sleep area 20" × 38" • Polyester mesh • Lightweight aluminum frame • Stackable 20 high • Blanket storage pocket	60				
12		Full-Size Cot	55"L × 23½"W × 5½"H • Sleep area 20" × 49" • Polyester mesh • Lightweight aluminum frame • Stackable 20 high • Blanket storage pocket	60				

Classroom Furniture Distribution Table

Child Development Center – Bid Delivery & Placement

🥹 ***Preschool Classrooms***

Assumed licensed capacity: 12 children per room

Product	Room 112	Room 114	Room 116	Room 118	Total
Classroom Work Table – Medium (30"×60", 17–25")	2	2	2	2	**8**
Woodcrest Chair – 10"	12	12	12	12	**48**
Teacher's Low Chair – 12"	4	4	4	4	**16**
Full-Size Cot	20	10	20	10	**60**
Cot Cart (Holds 10)	2	1	2	1	**6**

👶 *Infant / Toddler Classrooms*

Assumed licensed capacity: 8 children per room

Product	Room 143	Room 145	Room 148	Room 150	Room 153	Room 155	Total
Classroom Work Table – Low (30"×60", 13–17")	2	2	2	2	2	2	**12**
Mealtime Chair – 6" with Tray	4	4	4	4	4	5	**25**
Mealtime Chair – 8" with Tray	4	4	4	4	4	5	**25**
Childshape Chair – 6"	4	4	4	4	4	4	**24**
Childshape Chair – 8"	4	4	4	4	4	4	**24**
Teacher's Low Chair – 12"	4	4	4	4	4	4	**24**
Bench Glider, Tan	2	2	2	2	2	2	**12**
Mini Cot (12–24 months)	10	10	10	10	10	10	**60**
Cot Cart (Holds 10)	1	1	1	1	1	1	**6**