Cherokee Nation

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REQUEST FOR BIDS

CLASSROOM FURNITURE- Phase II
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 Phase II

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

2. Classroom Furnishings Phase II

BID INSTRUCTIONS

Classroom Furnishings – Phase II

Catoosa Child Development Center

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1. Purpose of Solicitation

The purpose of this solicitation is to obtain competitive bids for classroom furnishings and developmental equipment for a licensed Child Development Center.

Items included in this phase support:

- Gross motor development
- Dramatic play
- Science and Exploration
- Self-help and organization
- Soft seating and community areas
- Classroom storage
- Environmental design elements

All items must be commercial-grade early childhood furnishings and compliant with applicable Oklahoma DHS Child Care Licensing and STARS standards.

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2. Scope of Bid

This bid includes classroom furnishings and equipment as listed in the line-item specifications and classroom distribution tables.

Vendors must furnish all items in quantities specified and in accordance with the dimensions, safety requirements, age classifications, and functional intent identified.

This is a full-service delivery and installation contract.

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3. Mandatory Line Items

Submission of a bid constitutes acknowledgment that the vendor can provide all listed items 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 listed item.

Each item in this bid was selected to meet one or more of the following:

- Oklahoma DHS Child Care Licensing requirements
- STARS quality standards
- ITERS or ECERS environmental rating criteria
- Age-appropriate classroom design standards
- Gross motor safety standards
- Fire safety compliance (NFPA Class I where applicable)

Substitution Requirements

Any proposed substitution must:

- Meet or exceed DHS licensing standards
- Meet STARS and environmental rating standards
- Match intended age grouping
- Maintain required safety features
- Be tip-resistant and structurally sound
- Use shatter-resistant acrylic where mirrors are specified
- Meet fire code requirements for carpets and soft goods
- Be fully cleanable and sanitation-compliant

Required Documentation

All substitutions must include:

- Manufacturer specifications
- Dimensions
- Materials
- Weight capacity
- Intended age range
- Cleaning and care instructions
- Fire rating documentation where applicable

Substitutions must be clearly identified in the bid submission.

Approval Requirement

All substitutions require written approval prior to shipment from:

Katherine Sanders
Center Manager
Catoosa Child Development Center

Unauthorized substitutions will be rejected at delivery.

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5. Product Standards & Safety Compliance

All furnishings must:

- Be commercial-grade early childhood furniture
- Be stable and tip-resistant
- Be free of sharp edges, exposed hardware, and pinch points
- Meet sanitation standards for childcare environments
- Meet fire code compliance where required
- Use shatter-resistant acrylic for mirrors and reflective surfaces
- Be structurally appropriate for intended classroom capacity

Vendors are responsible for full regulatory compliance.

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6. Quantities

Quantities listed in the line-item pages and classroom distribution tables represent required totals.

Awarded vendors must furnish the full quantities specified.

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7. Pricing

Pricing must be firm and include all associated costs, including:

- Freight
- Inside delivery
- Unloading
- Room placement
- Assembly
- Packaging removal
- Trash disposal

Unit pricing and extended totals must be clearly identified.

No additional installation or freight charges 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 this window will not be accepted without prior written authorization.

Early deliveries will be refused.
Delivery date and arrival time must be coordinated in advance with the Center Manager.

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9. Delivery, Unloading, Assembly & Placement

This is a full-service, inside delivery contract.

Curbside delivery, dock drop, pallet drop-off, or unassembled shipment will not be accepted.

The awarded vendor must:

- Deliver items inside the facility
- Unload all furnishings and equipment
- Move items to designated classrooms
- Fully assemble all items requiring assembly
- Install climbing structures and large units securely
- 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 & Completion Timeline

The vendor must provide:

- An adequate number of trained workers
- Proper equipment for safe movement and assembly
- On-site supervision during installation

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

- Delivery
- Unloading
- Unboxing

- Assembly
- Placement

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11. Classroom Distribution & Labeling Requirements

This bid includes classroom distribution tables detailing which items belong in each classroom (see Preschool, Infant/Toddler, and Gross Motor sections in the bid packet)

🪑 2. Classroom Furnishings Pha…

These tables must be used for staging and labeling.

Each box must be labeled clearly on the exterior with:

- Catoosa Child Development Center
- Bid Name
- Line-Item Number
- Item Name
- Designated Room Number

Room numbers must be written on each box prior to arrival to allow rapid unloading and room placement.

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 delivery supervisor contact information
- 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 items are fully assembled
- All furnishings are placed in designated rooms
- All packaging is removed
- Rooms are clean and organized
- 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:

- Compliance with bid instructions
- DHS and STARS compliance
- Product safety and durability
- Vendor reliability
- Ability to meet delivery timeline
- 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.

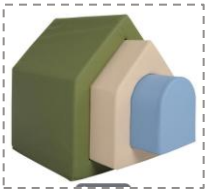
Verbal interpretations are not binding.

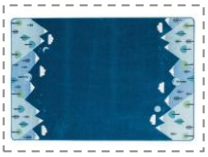
Line Item	Image	Item Name	Description	QTY	Unit Price (Vendor)	Extended Price (Vendor)	Substitution Proposed (Y/N)	Substitution Documentation Attached (Y/N)
1		Up and Down Toddler Loft	Multi-level birch climbing structure with ramp and slide designed for toddler exploration and gross-motor development.	2				
2		Reflection House	Shatter-resistant acrylic mirror playhouse with immersive dramatic play design.	6				
3		Toddler Sturdy Wooden See-All Storage Center with Bins	Birch storage center with clear acrylic bins to promote visibility, organization, and independent access.	20				
4		See-All Storage with 12 Clear Bins	Multi-bin open storage unit promoting self-help skills, order, and accessibility.	20				

5		Science Exploration Table	Double-sided science table with four compartments, two acrylic sliding covers, and two removable mirror reflection boxes. Supports nature exploration and observational learning. Measures approx. 47"W × 24"H × 14"D.	4				
6		Toddler Dress-Up Center with Mirror	Four-sided dramatic play center with hooks, shelving, and integrated acrylic mirror.	6				
7		Premium Solid Maple Dress-Up Center with 4 Baskets	Solid maple dramatic play wardrobe with mirror, costume hooks, shelving, and four woven baskets. Measures 42"W × 42"H × 16"D.	4				

8		Range and Sink	Dramatic play kitchen featuring removable ABS burners, PP knobs, birch oven door, and acrylic oven window. Measures 40"W × 28"H × 16"D.	4				
9		Farmhouse Table & Benches	Large wooden farmhouse table with benches seating up to 8 children; supports collaboration, meals, and group activities.	4				
10		Timber Tots Log Climber	Soft indoor climbing set with rolling log components to support balance, crawling, and gross-motor development.	6				
11		Pacifier Holder (9 Hooks)	Pacifier holder with individual name labels to support hygienic organization.	6				

12		30" Compartment Storage	Low-profile 5-compartment storage unit with solid birch feet.	20				
13		Tan Vinyl Couch and Chair	Child-sized vinyl seating set promoting comfort, social interaction, and easy sanitation. Approx. 42"W × 22"H × 18"D.	4				
14		Ottoman	Modular upholstered ottoman for flexible seating and collaboration. Measures approx. 37"W × 14"H × 19"D. (Tan)	4				
15		Modern Vinyl Chair	Child-height vinyl armchair designed for reading and quiet areas. (blue)	6				
16		Modern Vinyl Couch	Two-seat vinyl couch with rounded, child-safe corners and easy-clean surface. (blue)	6				

17		Nesting Cottage Climber	Soft foam climbing structure designed for crawling, coordination, and balance; washable materials.	6				
18		Fireplace Shelf	Classroom community focal point with solid birch mantel and shelving for books, photos, and cultural artifacts. Measures approx. 52"W × 36"H × 19"D.	4				
19		Mt. St. Helens Solid Color Carpet – 6' × 9'	Durable solid-color classroom carpet with anti-static treatment; NFPA Class I fire code compliant.	4				
20		Mt. St. Helens Solid Color Carpet – 8' ×	Large group carpet for circle time and gatherings; durable and easy-clean surface.	4				

		12'						
21		Tranquil Mountains Carpet – 6' × 9'	Plush scenic carpet with calming mountain design; NFPA 253 Class I compliant; lifetime wear warranty.	6				
22		Mt. St. Helens Carpet – Blueberry Blue (8'3" × 11'8")	Plush, anti-static classroom carpet designed for durability and easy maintenance.	6				
23		Abstract Petal Decorative Runner	Soft decorative fabric runner for shelves and tabletops; measures approx. 64"L × 13"W.	4				
24		Beehive Basket – Blue (Set of 4)	Mildew-resistant baskets suitable for indoor and outdoor classroom use.	6				
25		Sense of Place Woven Baskets (Set of 3)	Palm-leaf woven baskets in assorted sizes supporting	4 sets				

			sorting and sensory exploration.					
26		Rocky Boat	Flip-proof rocking boat/bridge supporting balance, core strength, and cooperative play. Seats 2–4 children. Measures approx. 47"W × 12"H × 24"D.	6				

🥹 ***Preschool Classrooms***

Rooms: 112 · 114 · 116 · 118
(4 classrooms total)

Line Item	Item Name	Qty per Room	Total
3	Toddler Sturdy Wooden See-All Storage w/ Bins	2 per room*	8
4	See-All Storage w/ 12 Clear Bins	2 per room*	8
5	Science Exploration Table	1	4
7	Premium Solid Maple Dress-Up Center w/ 4 Baskets	1	4
8	Range and Sink	1	4
9	Farmhouse Table & Benches	1	4
12	30" Compartment Storage	2 per room*	8
13	Tan Vinyl Couch and Chair	1 set	4
14	Ottoman (Tan)	1	4
18	Fireplace Shelf	1	4
19	Mt. St. Helens Carpet – 6' × 9'	1	4
20	Mt. St. Helens Carpet – 8' × 12'	1	4
23	Abstract Petal Decorative Runner	1	4
25	Sense of Place Woven Baskets (Set of 3)	1 set	4

👶 *Infant / Toddler Classrooms*

Rooms: 143 · 145 · 148 · 150 · 153 · 155
(6 classrooms total)

Line Item	Item Name	Qty per Room	Total
2	Reflection House	1	6
3	Toddler Sturdy Wooden See-All Storage w/ Bins	2 per room*	12
4	See-All Storage w/ 12 Clear Bins	2 per room*	12
6	Toddler Dress-Up Center with Mirror	1	6
10	Timber Tots Log Climber	1	6
11	Pacifier Holder (9 Hooks)	1	6
12	30" Compartment Storage	2 per room*	12
15	Modern Vinyl Chair (Blue)	1	6
16	Modern Vinyl Couch (Blue)	1	6
17	Nesting Cottage Climber	1	6
21	Tranquil Mountains Carpet – 6' × 9'	1	6
22	Mt. St. Helens Carpet – Blueberry Blue	1	6
24	Beehive Basket – Blue	1	6
26	Rocky Boat	1	6

Gross Motor Rooms

Line Item	Item Name	Qty per Room	Total
1	Up and Down Toddler Loft	1	2