Cherokee Nation

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REQUEST FOR BIDS

DRAMATIC PLAY & SCIENCE EXPANSION MATERIALS
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
Dramatic Play & Science Expansion Materials

The Cherokee Nation is accepting bids from interested parties for Dramatic Play & Science Expansion Materials in the classrooms 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
Dramatic Play & Science Expansion Materials

Product Description _____ TOTAL

Classroom Materials _____

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

🎭 4. Dramatic Play & Science Expansion

BID INSTRUCTIONS

Dramatic Play & Science Expansion

Child Development Center
Catoosa Child Development Center

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1. Purpose of Solicitation

The purpose of this solicitation is to obtain competitive bids for dramatic play materials, science exploration resources, small-world play items, and related classroom learning materials for use in licensed infant/toddler and preschool classrooms at the Child Development Center.

All items must be appropriate for use in an early childhood setting and must comply with applicable Oklahoma DHS Child Care Licensing requirements and STARS standards.

Materials procured under this bid will support:

- Dramatic play and social-emotional development
- Cultural identity and inclusive representation
- Science vocabulary and life cycle exploration
- Classification, sequencing, and observation skills
- Imaginative, cooperative, and small-world play

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2. Scope of Bid

This bid includes dramatic play equipment, pretend play sets, doll families, small-world materials, specimen stones, science expansion kits, and related hands-on classroom materials.

This bid does not include:

- Classroom furniture (tables, shelving, or storage units)
- Fixed or built-in equipment
- Playground equipment
- Technology devices beyond simple pretend-play accessories

Vendors are expected to furnish all items listed in the bid specifications in accordance with the quantities, safety standards, and educational intent identified.

This is a full-service delivery and placement contract.

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3. Mandatory Line Items

All items listed in this solicitation are mandatory.

- Vendors must submit pricing for every line item.
- "No Bid" responses are not permitted.
- Partial bids are not permitted.
- Omission of any line item will result in the bid being deemed non-responsive.

Complete sets must be supplied exactly as listed. Partial set fulfillment will not be accepted.

Submission of a bid constitutes acknowledgment that the vendor can supply 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, educational intent, and regulatory requirements of the item listed.

Any proposed substitution must meet or exceed Oklahoma DHS Child Care Licensing requirements, including but not limited to:

- Age-appropriateness
- Safety
- Durability
- Educational function and classroom purpose
- Cleanability and sanitation

Required Documentation

Substitutions must be clearly identified in the bid submission. Vendors proposing substitutions must submit documentation demonstrating compliance, including:

- Manufacturer specifications
- Materials used
- Intended age range
- Safety certifications
- Care and cleaning instructions
- Description of educational alignment and representational equivalency (when applicable)

Approval Requirement

All substitutions require prior written approval from:

Katherine Sanders
Center Manager
Catoosa Child Development Center

Unauthorized substitutions delivered without written approval may result in rejection of shipment.

The purchasing entity reserves the right to reject any substitution that does not meet programmatic, educational, representational, or licensing requirements.

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5. Product Standards & Compliance

All items must:

- Be developmentally appropriate for infant/toddler or preschool classrooms
- Be safe for use in a licensed childcare environment
- Be durable for daily classroom use
- Be constructed of non-toxic materials
- Be free of sharp edges, hazardous components, or unsafe finishes
- Be washable, sanitized, or easily cleanable where applicable

Items containing magnets must have fully enclosed, secured magnetic components.

Items containing small parts must comply with applicable child safety standards for the designated age group.

Cultural and family representation items must align with inclusive and identity-affirming practices appropriate for early childhood education.

Vendors are responsible for ensuring all products comply with applicable safety and licensing standards.

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6. Quantities & Set Integrity

Quantities listed represent required totals for classroom distribution.

Vendors must supply the full quantities listed.

Partial shipment of sets, incomplete components, or mixed-set substitutions will not be accepted.

Items intended as “classroom sets” must remain intact and delivered as complete units.

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7. Pricing

Pricing must be firm and include all applicable costs, including but not limited to:

- Freight
- Packaging
- Delivery

- Unloading
- Placement
- Handling

Unit pricing and extended totals must be clearly identified.
Pricing must remain valid for the period specified in the solicitation.
No additional delivery, handling, or service 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 this window will not be accepted without prior written authorization.
Early deliveries will be refused.
Late deliveries may result in default of contract.
Delivery scheduling must be coordinated in advance with the Center Manager.

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9. Delivery, Unloading & Placement Requirements

All items awarded under this solicitation must include delivery, unloading, and placement at the designated facility.

Vendors are responsible for:

- Delivering all items directly inside the Child Development Center
- Unloading all materials from the delivery vehicle
- Moving items into designated classrooms or activity areas as directed by facility staff
- Unboxing materials in the appropriate classroom
- Ensuring complete sets remain intact
- Placing materials into designated classroom centers or storage areas
- Removing all packaging materials

Curbside delivery, dock-only delivery, or “drop-off only” delivery will not be accepted.
The facility will not provide labor, carts, or equipment for unloading.

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10. Completion Timeline

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

- Delivery
- Unloading
- Unboxing
- Placement into designated rooms/centers
- Packaging removal and disposal

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11. Mandatory Labeling Requirements

Every individual box, pallet, or shipment unit must be clearly labeled with:

- Catoosa Child Development Center
- Bid Name: Dramatic Play & Science Expansion
- Line-Item Number
- Item Name
- Designated Room Number

Boxes that arrive without proper room labeling may be refused at delivery.

The CDC will not assume responsibility for sorting or redistributing incorrectly labeled materials.

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12. Packaging & Trash Removal

All packaging materials, including cardboard, shrink wrap, and protective materials, must be:

- Removed from classrooms
- Disposed of in the facility dumpster outside the building

No packaging materials may be left onsite.

Failure to comply with delivery, labeling, placement, or trash removal requirements may result in rejection of delivery or delay in acceptance.

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13. Evaluation Criteria

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

- Compliance with bid instructions and specifications
- Alignment with Oklahoma DHS Child Care Licensing requirements
- Age-appropriateness and safety

- Product durability and educational value
- Cultural and representational accuracy
- Price
- Vendor reliability and ability to meet delivery timelines

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14. 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, educational, or representational requirements
- Reject shipments that do not comply with labeling, delivery, or placement standards
- Award in the best interest of the facility

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15. 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		Shopping Cart	Mini metal grocery cart with pivoting wheels and seating area for dolls.	6				

2		Wooden Transportation Set – 24 pcs	Wooden vehicles with rubber tires for small-world and dramatic play.	6				
3		Jumbo Animal Set Ocean	Large animal figures for sorting, habitat exploration, and storytelling.	6				
4		African American Family Doll Set	Set of four wooden dolls representing diverse family roles; supports inclusion and identity affirmation.	6				
5		Asian Family Doll Set	Wooden doll family representing Asian heritage and cultural attire.	6				
6		Farmer's Market Color Sorting Set	Five baskets with colorful play fruits and vegetables for sorting and dramatic play.	6				
7		Wooden Stacking Farmyard Animals	Ten stacking animals and accessories supporting balance and storytelling.	6				

8		Magnetic Matching Fossil Stones – Set of 6	Matching fossil stones that open to reveal fossil imprints; supports classification and science vocabulary.	4				
9		Crinkle Leaves – 30 Pieces	Nature-inspired sensory leaves with varied textures and colors.	10				
10		Specimen Life Cycle Puzzle – Moth	Acrylic puzzle pieces showing stages of the moth life cycle.	4				
11		Specimen Life Cycle Puzzle – Honey Bee	Children assemble acrylic pieces to complete bee life cycle. Supports science vocabulary & sequencing.	4				
12		Specimen Stones: Bugs – Set of 9	Clear resin insect specimens with identification cards.	4				

13		Specimen Stones – Plants (Set of 9)	Acrylic stones containing real plant specimens with fact cards.	4				
14		Specimen Stones – Creepy Crawlers (Set of 9)	Durable acrylic stones featuring realistic insects for observation and comparison.	4				
15		Specimen Stones – Sea Creatures (Set of 9)	Acrylic stones featuring sea life specimens with informational cards.	4				
16		Specimen Stone Tabletop Display Stand	Beechwood stand designed to hold and display nine specimen stones.	4				
17		Let's See Nature Loose Stones – 16 pcs	Assorted polished stones for sensory exploration and early geology concepts.	4				
18		Insect & Fish Viewer with 5× Magnifier	Clear viewing container with built-in magnifier for safe observation.	10				

19		Dentist Play Set	Wooden dental tools and model teeth for medical dramatic play.	4				
20		Pretend Medical Kit	Doctor kit with stethoscope, thermometer , and cuff.	10				
21		Pretend Play Capes Set	Velvet-textured capes with crests for imaginative play.	4				
22		The Doctor's Office Role Play Kit	Expanded medical role-play set with charts, tools, and accessories.	4				
23		Mail Carrier Dramatic Play Set	Mailbox, satchel, postcards, and delivery props for literacy-rich role play.	4				
26		Snip & Style Hair Salon Set	Child-safe pretend hair styling tools	10				

27		Life-Size Pretend Play Meal Sets (80 pcs)	Complete meal sets covering multiple food groups.	10				
28		Deluxe Grill & Pizza Oven Play Set	Wooden grill and pizza oven with accessories and working timer.	4				
29		Furnished Wooden Classic Dollhouse	Open-access wooden dollhouse with furniture.	8				
30		Lil' Cooks Chef Apron & Accessories Set	Apron, towel, mitt, and pot holder for cooking role play.	4				
31		Slice & Toss Salad Play Set – 52 pcs	Wooden vegetables, bowl, utensils, and dressings.	4				
32		Campout Campfire & S'Mores Soft Play Set	Plush campfire set with logs, flames, and s'mores pieces.	4				
33		Sushi Play Food Set	Wooden sushi pieces with tray and accessories.	8				

34		Cheese & Charcuterie Play Set	Wooden cheese, crackers, fruit, serving board, and knife.	8				
35		Pretend Condiment Set	Salt, pepper, ketchup, and mustard in metal caddy.	8				
36		Spray, Squirt & Squeege e Cleaning Play Set	Tote with pretend cleaning tools for housekeeping role play.	8				
37		Mix & Bake Blender Play Set	Wooden mixer with bowl and pretend ingredients.	8				
38		Five Major Food Groups Set	Wooden foods grouped by nutrition categories in storage crate.	8				
39		Pop-Up Toaster	Wooden pop-up toaster with lever for cause-and-effect play.	8				
40		Dozen Pretend Eggs (2 cartons)	Wooden eggs in two cartons (6 white, 6 brown).	8				

41		Teapot & Cups Set	Poly+ tea set with teapot, cups, sugar bowl, and creamer.	8				
42		Wooden Coffee Maker Set	Wooden coffee maker with cups, saucers, and pretend packets.	8				
43		Pretend Cooking Pans & Utensils – 6 pcs	Pan, pot with lid, ladle, spatula, and frying pan.	10				
44		Toddler Kitchen Playset – 52 pcs	Soft-colored kitchen accessories for toddler dramatic play.	8				
45		Hot Wheels Pack (20 cars)	Die-cast vehicle set (1:65 scale) for small-world play.	4				
46		Around the Town Play Carpet	Nylon play carpet with roads and community buildings; nonskid backing.	4				

📦 **DELIVERY DISTRIBUTION TABLE**

BID 4 – Dramatic Play & Science Expansion

Catoosa Child Development Center

👧 **PRESCHOOL CLASSROOMS**

Rooms: 112 · 114 · 116 · 118
(4 Classrooms Total)

Qty = 4

Deliver **1 per Preschool Classroom**

Line	Item Name
8	Magnetic Matching Fossil Stones – Set of 6
10	Specimen Life Cycle Puzzle – Moth
11	Specimen Life Cycle Puzzle – Honey Bee
12	Specimen Stones: Bugs – Set of 9
13	Specimen Stones – Plants
14	Specimen Stones – Creepy Crawlers
15	Specimen Stones – Sea Creatures
16	Specimen Stone Tabletop Display Stand
17	Let's See Nature Loose Stones
19	Dentist Play Set
21	Pretend Play Capes Set
22	The Doctor's Office Role Play Kit
23	Mail Carrier Dramatic Play Set

28	Deluxe Grill & Pizza Oven Play Set
30	Lil' Cooks Chef Apron & Accessories Set
31	Slice & Toss Salad Play Set
32	Campout Campfire & S'Mores Set
45	Hot Wheels Pack (20 cars)
46	Around the Town Play Carpet

👶 INFANT / TODDLER CLASSROOMS

Rooms: 143 · 145 · 148 · 150 · 153 · 155
(6 Classrooms Total)

Qty = 6

Deliver **1 per Infant/Toddler Classroom**

Line	Item Name
1	Shopping Cart
2	Wooden Transportation Set – 24 pcs
3	Jumbo Animal Set – Ocean
4	African American Family Doll Set
5	Asian Family Doll Set
6	Farmer's Market Color Sorting Set
7	Wooden Stacking Farmyard Animals

🔁 **ITEMS WITH QTY = 8**

Deliver:

- **1 per ALL Preschool Classrooms (4 total)**
- **1 per FOUR Infant/Toddler Classrooms only:** 143, 145, 148, 150

(Total = 8)

Line	Item Name
29	Furnished Wooden Classic Dollhouse
33	Sushi Play Food Set
34	Cheese & Charcuterie Play Set
35	Pretend Condiment Set
36	Spray, Squirt & Squeegee Cleaning Play Set
37	Mix & Bake Blender Play Set
38	Five Major Food Groups Set
39	Pop-Up Toaster
40	Dozen Pretend Eggs (2 cartons)
41	Teapot & Cups Set
42	Wooden Coffee Maker Set
44	Toddler Kitchen Playset – 52 pcs

🔁 **ITEMS WITH QTY = 10**

Deliver **1 per ALL Classrooms (10 total)**

(112, 114, 116, 118, 143, 145, 148, 150, 153, 155)

Line	Item Name
9	Crinkle Leaves – 30 Pieces
18	Insect & Fish Viewer
20	Pretend Medical Kit
26	Snip & Style Hair Salon Set
27	Life-Size Pretend Play Meal Sets
43	Pretend Cooking Pans & Utensils – 6 pcs

📌 **Vendor Labeling Reminder**

Each shipment box must clearly state:

- Catoosa Child Development Center
- BID 4 – Dramatic Play & Science Expansion
- Line-Item Number
- Item Name
- Designated Room Number

Incorrectly labeled boxes may be refused.