

Cherokee Nation

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REQUEST FOR BIDS

**Hotel Accommodations to Host
RTOC Meeting & Annual Tribal Summit
In the Dallas Texas Area**



Bid Due Date: December 19, 2018

CHEROKEE NATION

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

CHEROKEE NATION BID REQUEST

Hotel Accommodations to host RTOC Meeting & Annual Tribal Summit
In the Dallas Texas area

The Cherokee Nation is accepting bids from interested parties for hotel accommodations to host RTOC Meeting & Annual Tribal Summit April 1, 2019 to April 5, 2019 in the Dallas Texas area. 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 Acquisition Management Policy and Procedures. The successful bidder will be issued a purchase order incorporating the bid response.

Bids are due December 19, 2018 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 faxed to the attention of **Pam Jumper** at (918) 458-4493 or (918) 458-7695 or e-mailed to pam-jumper@cherokee.org. It is the bidder's responsibility to ensure delivery of bid by **December 19, 2018 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 Acquisition

Management (Attn: Pam Jumper) no later than on or before **December 19, 2018 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.

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 Acquisition Management 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

Hotel Accommodations to host RTOC Meeting & Annual Tribal Summit
In the Dallas Texas Area

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/Fax Numbers

Authorized Signature

Print Name & Title

Specifications and Requirements
Provided by: Cherokee Nation Environmental Programs

Cherokee Nation Environmental Programs is requesting bids from Hotels in the Dallas, Texas area to accommodate the RTOC Meeting & Annual Tribal Summit. **This event is scheduled for April 01-05, 2019. No alternate dates will be accepted.**

Specifications & Details are located on pages 7-9.

Please complete page 5 and page 10 to be considered fully responsive bidder.

All estimated expenses should be included in the price quote.



Cherokee Nation
Environmental Programs
206 East Allen Road
Tahlequah, OK 74464
Phone: (918) 453-5009
Fax: (918) 453-2904

REQUEST FOR BIDS
HOTEL ACCOMODATIONS TO HOST A RTOC MEETING & ANNUAL TRIBAL SUMMIT
PROPOSED DATES: April 1-5, 2019

Cherokee Nation Environmental Programs is requesting Bids from Hotels in the Dallas, Texas area to accomodate an EPA Region VI RTOC Meeting and the 21st Annual Tribal Environmental Summit. This event is scheduled for April 1-5, 2019.

***GUEST ACCOMODATIONS**

Day 1 (Monday, April 1, 2019)	35 rooms
Day 2 (Tuesday, April 2, 2019)	90 rooms
Day 3 (Wednesday 3, 2019)	90 rooms
Day 4 (Thursday, April 4, 2019)	70 rooms

*** Hotel Must offer Government Room Rate**

*** Individual Attendees will be responsible for their own lodging**

ALL DAYS

PREFERABLE: All Meeting Space to be in one central location

Small Meeting Room/Board Room

- will be used for a work area and to store supplies and equipment close to function area

Space for approximately 25 exhibits with 6 ft or 8 ft Tables with 2 Chairs

- Exhibitors will set up on **Day 2** and will begin exhibitions on **Day 3** in the p.m. through **Day 5** in the p.m.

ROOM SETUP FOR GENERAL SESSION

Riser/Stage will be needed at front of the room for General Session Speakers

- Allow enough space between riser, audience chairs and middle aisle for Honor Guard and Flags at the beginning of the **GENERAL SESSION** (Day 3 – 1:30pm)
- On the stage: podium and 2 Tables and Chairs placed beside the podium for 6 to 8 Speakers

FOOD AND BEVERAGE - SUBJECT TO CHANGE

- Food and Beverage orders listed on this RFP are Estimates and are Subject to Change

AV EQUIPMENT

All Days - AV Package Estimate (Table, Projector, Screens, Etc.)

- Day 2: 10 table top microphones for RTOC Meeting and House PA Access, conference phone, AV tech
- Day 3: 10 table top microphones for RTOC Meeting and House PA Access, conference phone
- Day 3: Podium with microphone for General Session and House PA Access
- Day 4: Podium with microphone in each breakout room and House PA Access
- Day 5: Podium with microphone in each breakout room and House PA Access

RTOC MEETING

DAY 1 – Monday, April 1, 2019

35 rooms for attendees arriving for the RTOC Meeting

****Meeting room to accommodate approximately 20 Attendees in Board Room set up from 1:00-5:00 pm.

DAY 2 – Tuesday, April 2, 2019

RTOC MEETING ALL DAY

	<u># People</u>	<u>Setup</u>
Continental Breakfast: Coffee, Juices, Pastries, Donuts, Fruit, Etc.	40	Meeting Room
8:00am - 5:00pm Meeting	35	Hollow Square
<ul style="list-style-type: none">• Meeting room to accommodate approximately 120 attendees• Room set-up: Hollow Square to accommodate 35 with additional chairs around the perimeter of the room to accommodate remaining attendees		
2:00pm Break: Cookies, Fruit, Soft Drinks & Coffee	40	Meeting Room

DAY 3 – Wednesday, April 3, 2019

RTOC MEETING – AM

	<u># People</u>	<u>Setup</u>
Continental Breakfast: Coffee, Juices, Pastries, Donuts, Fruit, Etc.	60	3 Tables w/ 6 Chairs
8:00am -12:00pm Meeting	35	Hollow Square
<ul style="list-style-type: none">• Meeting room to accommodate approximately 120 attendees• Room set-up: Hollow Square to accommodate 35 with additional chairs around the perimeter of the room to accommodate remaining attendees		

ENVIRONMENTAL SUMMIT

DAY 3 – Wednesday, April 3, 2019

SUMMIT - PM

	<u># People</u>	<u>Setup</u>
1:30pm - 5:00pm Exhibits	25	1 Table & 2 Chairs per Exhibit
1:30pm - 4:30pm General Session	300	Theatre
2:00pm Break: Cookies, Fruit, Soft Drinks & Coffee	200	Exhibit Area

DAY 4 – Thursday, April 4, 2019

	<u># People</u>	<u>Setup</u>
Continental Breakfast: Coffee, Juices, Pastries, Donuts, Fruit, Etc.	200	Exhibit Area
8:00am - 4:00pm Registration		3 Tables w/ 6 Chairs
8:00am - 5:00pm Exhibits	25	1 Table & 2 Chairs per Exhibit
8:00am - 4:30pm Breakout Session	75	Classroom
Breakout Session	75	Classroom
Breakout Session	75	Classroom
2:00pm Break: Cookies, Fruit, Soft Drinks & Coffee	200	Exhibit Area

DAY 5 – Friday, April 5, 2019

	<u># People</u>	<u>Setup</u>
Continental Breakfast: Coffee, Juices, Pastries, Donuts, Fruit, Etc.	200	Exhibit Area
8:00am - 12:00pm Registration		3 Tables & 6 Chairs
8:00am - 1:00pm Exhibits	25	1 Table & 2 Chairs per Exhibit
8:00am - 12:00pm Breakout Session	75	Classroom
Breakout Session	75	Classroom
Breakout Session	75	Classroom

*****water stations in all meeting rooms

PROVIDE ALL INFORMATION REQUESTED BELOW AND INCLUDE THIS PAGE WITH BID

1. What dates will the Bids be valid for? _____
2. Will the Hotel accept Purchase Orders? _____
3. Will there be a minimum order on Food & Beverage orders? _____
If yes, what amount is required? _____
4. Does the Hotel utilize an attrition rate or percentage for a reserved block of rooms? _____
If yes, what is the rate/percentage? _____
5. Does the Hotel provide a shuttle to and from the Airport? _____
If yes, please provide fees charged for transportation to and from the airport _____
If not, please provide estimated cost for taxi or shuttle service to the Hotel from the airport

6. Does the Hotel provide a shuttle service to local areas of interest or restaurants? _____
7. Is Wi-Fi (internet access) provided for the Hotel guest rooms and meeting rooms? _____
If yes, is there a fee charged for guests to access the internet. _____
8. Does the Hotel provide a business center (computers, printers, etc.) for their guests? _____
If yes, is there a fee charged and what is the fee for the Hotel guests to utilize the business center?

9. Will the hotel charge the Vendors/Exhibitors for booth space? _____
If yes, what is the fee? _____
10. What parking facilities does the Hotel provide and what are the charges?

11. What is the Hotel room rate per night? _____

THE FOLLOWING MUST BE INCLUDED WITH BID

- AV Price List
- Catering Menu with Price Listing
- Floor Plan Diagram