

# REQUEST FOR BIDS

## Printer/Copiers & Service Agreement



**Bids Due: October 10th, 2019 at 10:00 A.M.**

**Housing Authority of the Cherokee Nation**  
P.O. Box 1007  
Tahlequah, OK 74465

**(918) 456-5482**

**Housing Authority of the Cherokee Nation**

**BID REQUEST**

The Housing Authority of the Cherokee Nation is seeking bids from interested parties for purchase of the printers/copiers listed in the “Printers & Copiers”. These will included a Service agreement as specified. To be considered a responsive/responsible bid, the mandatory bid response sheet must be fully completed. **Bids are due no later than October10th, 2019 at 10:00 A.M.**

**MANDATORY SUBMITTAL INFORMATION:**

Bids may be mailed to the Housing Authority of the Cherokee Nation, Attn: Herman Augerhole, P.O. Box 1007, Tahlequah, OK 74465. Bids may also be faxed to the attention of Herman Augerhole at (918) 458-5637 or e-mailed to [herman.augerhole@hacn.org](mailto:herman.augerhole@hacn.org). It is the bidder’s responsibility to ensure delivery of bids by October 10th, 2019 at 10:00 A.M. Bids received after the deadline will not be considered.

**Bid Acceptance:** Bids will be accepted from Indian and Non-Indian bidders. HACN 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 HACN, 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 bid. 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 the due date. HACN reserves the right to reject any and all bids.

Bidders can direct questions to Zak Farris @ [zak.farris@hacn.org](mailto:zak.farris@hacn.org)

**Cherokee and Indian Preference:** 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, OK. Proof of TERO certification must be included with the bid or provided within three (3) days of award. This contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act, which requires in part that to the greatest extent feasible, preference in the award of contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises.

**Method of Award:** After reviewing all bids received, the purchase order will be awarded to the responsible bidder whose bid is determined to be the lowest and most responsive in accordance with the HACN Procurement Policy.

**Method of Payment:** HACN will only make payment through manual transactions and will not make payment through automated processes.

## **PRINTERS/COPIERS**

### 2 Color Laser Multifunction Printers

- Print/scan/copy at least 45 pages-per-minute
- Simple stacking finisher with corner stapler
- Duplex printing
- 2 paper drawers and one large 200 sheet paper drawer
- Does not need to process 11 x 17
- No fax

### 4 Black and White Laser Multifunction Printers

- Print/scan/copy
- Print and copy at least 45 pages-per-minute
- Simple stacking finisher with corner stapler
- Duplex printing
- 2 paper drawers and one large 200 sheet paper drawer
- Does not need to process 11 x 17
- No fax

### 9 Black and White Laser Multifunction Printers

- Print/scan/copy
- Print and copy at least 33 pages-per-minute
- Simple stacking finisher with corner stapler
- Duplex printing
- 2 paper drawers
- Does not need to process 11 x 17
- No fax

### 11 Black and White Laser Multifunction Desktop Printers

- Print/scan/copy
- Print and copy at least 31 pages-per-minute
- No finisher needed
- 1 paper drawer and secondary bypass
- 8.5 x 14, largest paper size to be handled. Can be done with bypass tray

Contract must include delivery/installation and have a non-appropriations clause. 60-month service agreement should include all parts and labor within Cherokee Nation 14 county jurisdiction, can exclude paper and staples. Jurisdiction includes:

| <b>Location</b>          | <b>Address</b>              |
|--------------------------|-----------------------------|
| Jay HACN                 | 109 13 <sup>th</sup> Street |
| Hulbert HACN             | 900 Bassham Dr              |
| Stillwell HACN           | 160 Alyene Dr               |
| Claremore HACN           | 23205 S HWY 66              |
| Sallisaw HACN            | 2260 W Cherokee             |
| Pryor HACN               | 100 Cherokee Heights        |
| Locust Grove HACN        | 322 Willard Stone Circle    |
| Nowata HACN              | 115A Wauhillau CT           |
| Bartlesville HACN        | 1003 S Virginia             |
| Claremore Elder Care     | 202 Stuart Roosa            |
| Westville HACN           | 150 Goingsnake              |
| Vinita HACN Main         | 900 McNellis #31B           |
| Vinita HACN Shop         | 900 McNellis                |
| Catoosa HACN             | 310 Chief Stand Watie       |
| Grove HACN               | 434 Chopper CT              |
| Warner HACN              | North 6 <sup>th</sup> Ave   |
| Porum HACN               | Quapaw Dr                   |
| Tahlequah Administration | 1500 Hensley                |
| Tahlequah Fox St.        | 701 W Fox Street            |
| Tahlequah Mod Building   | 110 McSpadden Ct            |
| Tahlequah Management     | 1500 Hensley                |
| Tahlequah Model Homes    | 4986 S. Muskogee Ave        |
| Tahlequah Rehab          | 5014 S. Muskogee Ave.       |

**Non-appropriation termination clause that must be agreed to with multi-year contracts:**

The HACN’s obligation for payment under any contract/agreement is contingent upon the availability of appropriated funds from which payment for services can be made. Funds are available for Fiscal year budget but only when appropriated or authorized by the Tribal Council of the Cherokee Nation and/or the Board of Commissioners of the Housing Authority of the Cherokee Nation. The HACN’s designated officer shall use their best efforts to obtain the annual appropriations of the Base Payments throughout the Lease/Contract Term.

No legal liability on the part of the HACN for any payment may arise until funds are made available by the designated officer of the HACN for performance and until the CONTRACTOR/VENDOR receives notice of availability from the HACN’s designated officer through issuance of a purchase order (PO).

## MANDATORY BID RESPONSE FORM

**Supplier shall bid to Specs listed above Under Printers/Copiers:**

2 Color Laser Multifunction Printers \$ \_\_\_\_\_

4 Black and White Laser Multifunction Printers \$ \_\_\_\_\_

9 Black and White Laser Multifunction Printers \$ \_\_\_\_\_

11 Black and White Laser Multifunction Desktop Printers \$ \_\_\_\_\_

Usage cost per Copy B/W \$ \_\_\_\_\_

Usage cost per Copy Color \$ \_\_\_\_\_

Additional charges (Support/Warranty) \$ \_\_\_\_\_

GRAND TOTAL OF BID \$ \_\_\_\_\_

(CHEROKEE) TRIBAL OR INDIAN PREFERENCE: (Check One)

TERO Certified Contractor: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Proof of Certification front and back must accompany all bids)

SUBMITTED:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address & Phone Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title