

**CHEROKEE NATION
REQUEST FOR SEALED PROPOSAL
DESIGN & INSTALL
FIBER CONNECTIVITY
ADDENDUM 01**



**Acquisition Management
On behalf of Information Technology**

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

**REQUEST FOR SEALED PROPOSAL (RFP)
DESIGN & INSTALL
FIBER CONNECTIVITY
ADDENUM 01**

In accordance with the Request for Proposal requirements, a mandatory pre-proposal meeting following by a site visit was held March 01, 2019 at 10:00 p.m. at the Cherokee Nation Financial Resources, 17665 S. Muskogee Avenue, Tahlequah, Oklahoma 74464. The mandatory meeting was immediately followed by a site visit to the project location: multiple sites across from the Tribal Complex.

Attending Companies – Eligible to Submit Sealed Proposal & Attendees

- AI-Vets
 - James Cavin
 - Bart Heins

- Lynx Systems
 - Bill Morgan
 - Robert Groene

- Tahkoy/Trans-Tel
 - Brad Fischer

- Wesco
 - Ron Earnest
 - Elizabeth Smith

- Panduit
 - Sandra Stines

- Fiber Interactive
 - Chris Calvert

- USACCo, Inc.
 - Tony Ellis

- Underground Systems
 - Rick York

Cherokee Nation Attendees:

- Information Technology Department
 - Jeff Carroll
 - Dathan Alley
 - Jon James
 - Bryan Shade

- Tribal Employment Rights Office (TERO)
 - Willard Mounce

- Risk Management
 - Dwayne Fain

- Acquisition Management – Purchasing
 - Michelle Spears
 - Shelly McClain

Points of Discussion during Meeting

A handout was provided to all parties covering pertinent dates, bonding requirements, mandatory bid documents, and sealed bid submittal instructions. Shelly McClain, Cherokee Nation Purchasing Manager, covered handout in detail. The handout is included in this Addendum 01 as Attachment A. Michelle Spears, Procurement Specialist III, was also available to disburse RFP packets, Meeting Handout, and answer questions.

Cherokee Nation Tribal Employment Rights Office (TERO) was represented by Willard Mounce. Information regarding TERO requirements and fees were covered and a handout was provided in the meeting. Contact information was provided to attendees. Davis-Bacon wage scale and certified payroll was also explained. The handout is included in this Addendum 01 as Attachment B.

Cherokee Nation Risk Management was represented by Dwayne Fain. Information regarding safety requirements were provided by Mr. Fain.

Questions regarding scope of work and specifications were covered by Cherokee Nation Information Technology: Jeff Carroll, Dathan Alley, Jon James, and Bryan Shade.

Attendees were escorted by Information Technology representatives on a visit to the various sites immediately following the meeting and were strongly encouraged to submit any additional questions in written format per the RFP instructions.

Based on questions and discussion during the visit to the various sites, the Information Technology Department has revised the specifications for this RFP; Attachment C of this Addendum 01.

Additional Questions and/or Requests for Clarification

No questions or request for clarification were submitted in written format by the RFP deadline: March 08, 2019 by 5:00 p.m.

ATTACHMENT A

MANDATORY PRE-PROPOSAL MEETING & SITE VISIT

ACQUISITION MANAGEMENT – PURCHASING HANDOUT

**CHEROKEE NATION
REQUEST FOR SEALED PROPOSAL
DESIGN & INSTALL
FIBER CONNECTIVITY
MANDATORY PRE-PROPOSAL MEETING
& SITE VISIT**



**Acquisition Management
On behalf of Information Technology**

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AGENDA

Introductions

Acquisition Management

- Project Summary
- General Information and Proposal Requirements
- Mandatory Sealed Proposal Documents
 - Covered in this handout, pages 5 to 12, of this handout

TERO

- TERO Requirements & Davis Bacon Wage Rate Requirements

Risk Management

- Safety Requirements

Planning & Development

- General Project Information

Questions

Site Visit

PROJECT SUMMARY

The Nation is requesting sealed proposals from interested, qualified companies to design and install fiber from the tribal complex campus located in Tahlequah, Oklahoma (Cherokee County) to other sites across SH62. Sealed proposals are to take into consideration all specifications and requirement outlined in the RFP. The Nation will be accepting sealed proposals from Indian and Non-Indian owned companies. Sealed proposals will be reviewed and rated according to the evaluation factors in the RFP.

GENERAL INFORMATION & PROPOSAL REQUIREMENTS

Dates for this Request for Proposal:

- March 08, 2019 by 5:00 p.m. – Questions, requests for clarification, or additional information must be submitted in written format to Shelly McClain at email shelly-mcclain@cherokee.org.
- March 15, 2019 by 5:00 p.m. – Addendum will be issued by Cherokee Nation. This addendum will include a list of attendees/companies represented at this mandatory pre-proposal meeting and address all written submissions received by the mandated deadline.
- March 22, 2019 by 5:00 p.m. – Sealed proposals are due. Complete submittal instructions are covered Item 9, page 4, of the RFP Packet.

Only parties attending this mandatory pre-proposal meeting and site visit will be considered eligible for award.

Indian Preference will apply to the entire project. To receive Indian Preference a copy of the Cherokee Nation TERO Certificate (front and back) must be included with the sealed proposal. The TERO representative will provide more information on the TERO fees and permits necessary for this project.

Davis-Bacon Wage Rates will apply to this project. The applicable wage rate is stated in Item 25, page 6, of the RFP Packet; and, fully provided in Attachment A of the RFP Packet.

Insurance requirements for this project are on pages 12 and 13 of the RFP Packet.

Bonds will be required from the successful party. Bond requirement information is stated on pages 14 and 15 of the RFP Packet.

The sealed proposal must address all evaluation factors fully and include all mandatory response documents.

Outline of the review process and evaluation criteria are on pages 16 and 17 of the RFP Packet.

Mandatory Documents to be included in the sealed proposal are outlined on page 16 of the RFP Packet; and, are listed below.

- **Mandatory Information:**

- 1) Preparation Outline (Attachment B of RFP Packet);
- 2) Mandatory Response Form (Attachment C of RFP Packet);
- 3) Statement that indicates the proposal is valid for at least 90 days from the proposal submission deadline (Attachment C of RFP Packet);
- 4) Statement that indicates the contractor's willingness to perform the services described in this RFP (Attachment C of RFP Packet);
- 5) Statement that indicates the number of business days to complete project (Attachment C of RFP Packet);
- 6) Signature of authorized individual that can bind the contractor (Attachment C of RFP Packet);
- 7) Previous Work History/Experience (Attachment D of RFP Packet);
- 8) Photos or drawings of previous projects listed on Attachment D;
- 9) TERO Certificate (if applicable, Attachment E of RFP Packet); and
- 10) Bid Bond or Cashier's check (Attachment E of RFP Packet).

Mandatory documents are in the RFP Packet to help ensure all mandatory information is provided by the offeror. Additional Information can be provided; but, the mandatory documents must be included for a sealed proposal to be considered fully responsive and eligible for award.

- Attachment B – Preparation Outline Form
- Attachment C – Mandatory Response Form
- Attachment D – Previous Work History/Experience Form
- Attachment E – Additional Mandatory/Required Documents

Actual Mandatory Forms follow and are included in this handout.

ATTACHMENT B
PREPARATION OUTLINE FORM
MANDATORY DOCUMENT

PREPARATION OUTLINE

The following information must be submitted and signed as indicated with sealed proposal. All information must be submitted for sealed proposal to be considered responsive and reasonable to enable all rating criteria outlined to reviewed and rated.

- a. Preparation Outline - this form, Attachment B, must be signed & dated.
- b. Mandatory Response Form, Attachment C of RFP packet
- c. Previous Work History Form – Attachment D of RFP packet
- d. Photos or drawings of previous projects listed on Attachment D
- e. TERO Certification (If applicable, to be provided by bidder)
- f. Bid Bond or Cashier's Check
- g. Proposed design drawings with narrative in sealed proposal submittal.

SPECIAL INSTRUCTIONS

****Be advised that all responsive proposals will be evaluated as outlined in this solicitation packet.**

Authorized Signature

Title

Company Name

Date

ATTACHMENT C
MANDATORY RESPONSE FORM
MANDATORY DOCUMENT

**MANDATORY RESPONSE FORM
SEALED PROPOSAL INFORMATION
DESIGN & INSTALL FIBER CONNECTIVITY**

The Offeror agrees to perform all work as outlined in the RFP documents for the Cherokee Nation. Offeror agrees to hold proposal valid for 90 days from the submission deadline.

The project will be completed within _____ consecutive business days of acceptance of this proposal, a fully executed contract, and receipt of a Notice to Proceed.

The Offeror agrees to furnish all labor, licenses and materials, administration, services, supplies, equipment, transportation and quality control necessary to design and install fiber from the Tribal Complex Campus to multiple sites located in Tahlequah, Oklahoma (Cherokee County), for the sum of:

GRAND TOTAL \$ _____

Work History/Experience Form Completed & Included: _____ Yes _____ No

Photos or Drawings for projects listed in Attachment D Included: _____ Yes _____ No

All Mandatory Documents included: _____ Yes _____ No

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE: (Check One)

TERO Certified Contractor: _____ Yes _____ No
(Proof of certification must accompany all bids)

Major Cherokee Employer: _____ Yes _____ No
(Bidder must contact TERO at 918-453-5000 for this preference)

SUBMITTED:

Company Name

Company Address

Authorized Signature

Print Name & Title

ATTACHMENT D

PREVIOUS WORK HISTORY/EXPERIENCE FORM

MANDATORY DOCUMENT

Cherokee Nation
 P.O. Box 948, Tahlequah, Oklahoma, 74465
 Phone (918)-453-5000 Fax (918) 458-7695

PREVIOUS WORK HISTORY FORM

NOTE: This form is a required submission from each bidder/offeror and is the NATION'S documentation to determine responsible bidders/offerors. In the spaces below complete all information requested, providing all telephone numbers and any available facsimile numbers for all employers, companies and vendors listed. In the disclosure space enter any defaults, assignments or foreclosures.

Employer/Company name, address, phone & fax	Contract Amount	Contract start and completion dates	Describe type of work performed/completed	Disclosures	Contractor's Current & previous vendors - give address & phone/fax
Please provide a minimum three (3) years previous years work history. Additional pages from bidder can be attached.					

NOTE: FULL SIZE FORM ON LEGAL PAPER PROVIDED UPON REQUEST. CONTACT PURCHASING

ATTACHMENT E

**ADDITIONAL MANDATORY/REQUIRED
DOCUMENTS**

ITEMIZED

- **Photos or Drawings of projects listed on Previous Work History Form (Attachment D)**
- **TERO Certificate (if applicable)**
- **Bid Bond or Cashier's Check**
- **Proposed design drawings with narrative in sealed proposal submittal.**

ATTACHMENT B

**MANDATORY PRE-PROPOSAL
MEETING & SITE VISIT**

TERO HANDOUT

TERO

Pre-Bid Requirements

In order to begin work on any Cherokee Nation Project, each successful bidder must contact the TERO (Tribal Employment Rights Office) before work is to begin and must abide by the following requirements:

- . Our office is governed by TERO Law which is approved by our Tribal Council
- . You will be required to sign a Project Labor Agreement which will specify the requirements the Contractor must comply with such as hiring of Native Americans, submission of labor forms, hiring Sub-Contractors and other activities that will assure Compliance with the TERO Law. **No Contractor may commence work until it has met with the Compliance Officer and completed the Project Labor Agreement.**
- . TERO has been given authority by the TERO Law to establish a Tribal Employment Rights Fee of ½ of 1 % on every Contract that is awarded, unless other arrangements are agreed to, in writing by the TERO administrator. **No Contractor May commence work on a Project until this Fee has been paid to the TERO. (Fees are used for creating opportunities for Native Americans, and for training programs)**
- . A Core Crew/ Project Crew List must be sent to the TERO for approval before work is to begin. Core Crew / Project Crew is a list of every employee that will work on that Project. **Before an employer can hire anyone other than a member of a Federally Recognized Tribe, you must contact the TERO to see if they have a qualified Indian.**
- . A Fee of \$25.00 per day for each Non-Native American working will be charged and a work permit will be issued. **These fees will be invoiced and sent by Certified mail to the Contractor's main Office.** Any Non-Native found to be on site by a covered employer without a valid permit may be removed from the job and the Employer shall be subject to additional sanctions.
- . The TERO can provide a copy of the TERO Law if needed
- . Compliance Officers of the TERO shall have the right to make On-Site Inspections during regular working hours in order to monitor a Project Site and to ensure the Contractor is in Compliance with these regulations.
- . If the Contractor fails to pay TERO Fees and Labor Fees Without any Communication to the TERO, the administrator may direct that work cease at the site until the matter is resolved.
- . Employees of the TERO shall have the right to inspect and copy all relevant records of an Employer/Contractor that is doing business with Cherokee Nation and its entities.

Friendly Reminder That...

Communication!!! Communication!!! Communication!!!.... With TERO is Key

Thank You...

ATTACHMENT C

UPDATED SPECIFICATIONS – INFORMATION TECHNOLOGY DEPARTMENT

Addendum

After walking all the sites and looking over the fiber route, CNIT have decided to change a few areas of the bid proposal.

ALL FIBERS IN THIS PROJECT MUST BE TERMINATED AND TESTED

All buried fiber must be in a conduit (inner duct). No direct burial of fiber.

A pull string or mule tape should be left in all buried conduits to allow for future use of the conduit.

All fibers should be tested for certification purposes. A copy of the results of fiber testing must be turned in via email or hardcopy to either Jeff Carroll* or Dathan Alley** at Cherokee Nation IT department.

The terminations in the fiber distribution panels in the Main Complex network room A, the "Patrick house", the "Munson house", Adult Education building, and Southgate building must have their fibers terminated using LC fiber connectors.

The fiber terminations at the outdoor fiber distribution cabinets should also be LC if available from the fiber cabinet manufacturer.

The 2 fiber optic cables from the Fiber Distribution Panels in the Main Complex network room A to the outdoor fiber distribution cabinets must consist of at least 96 strands of single mode fiber, armored cable.

Each of the other fiber optic cables going from one of the Fiber Distribution Panels to the appropriate building must consist of at least 12 strands of single mode fiber. A tracer line must be included in the conduit with the fiber to the building if buried, this line is preferably armored as well.

An above ground fiber cabinet will be used for both runs, one for feeding the three lower properties, (Tax Commission, Grant Development and Adult Education) and one up on Sequoyah High School property to feed Southgate campus. Bollards need to be installed around each box in order to prevent damage from vehicles and or mowers. Each with a minimum of 96 strand fiber feeding it. See Map A, Map B, and Map C.

Map A is dependent on utility easements in the back of the property located where the gas line is.

Preferred Hardware:

Ground boxes need to be Quazite Brand.

Fiber Optic Preferred: Panduit FSLP996

OS1 Fiber, Indoor/Outdoor, Tight Buffered, Gel-Free, Plenum, Single mode, 96 strands.

Eliminates the need for building entrance transition point,

Interlocking Aluminum armor eliminates the need for inner duct or conduit.

Using this cable gives the Cherokee Nation a 25 year application warranty.

*Jeff Carroll IT Manager 918-822-2466 jeff-carroll@cherokee.org

**Dathan Alley Network Administrator – 918-316-3598 dathan-alley@cherokee.org

17798 S
MUSKOGEE
AVE

17844 S
MUSKOGEE
AVE

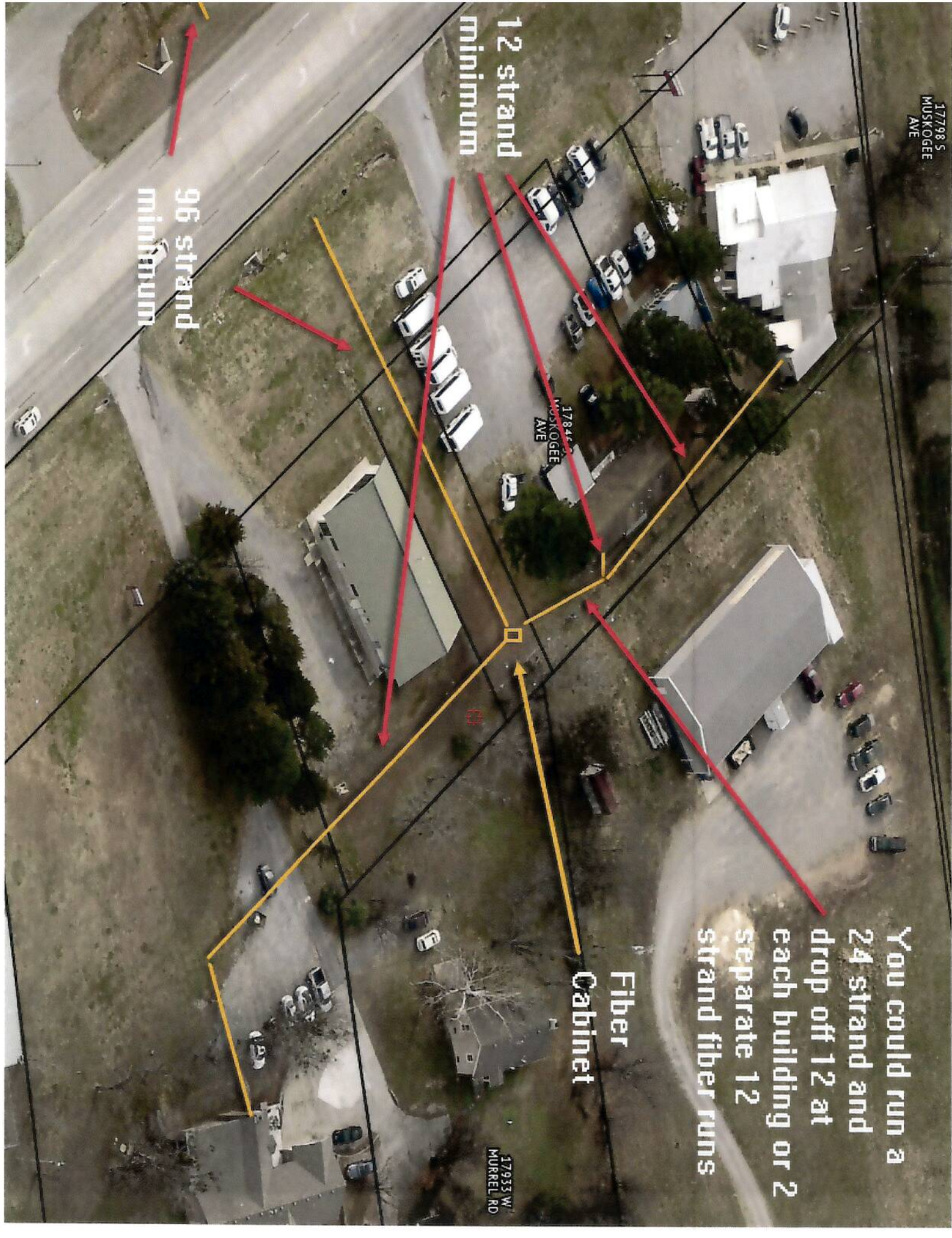
17933 W
MURREL RD

You could run a
24 strand and
drop off 12 at
each building or 2
separate 12
strand fiber runs

Fiber
Cabinet

12 strand
minimum

96 strand
minimum



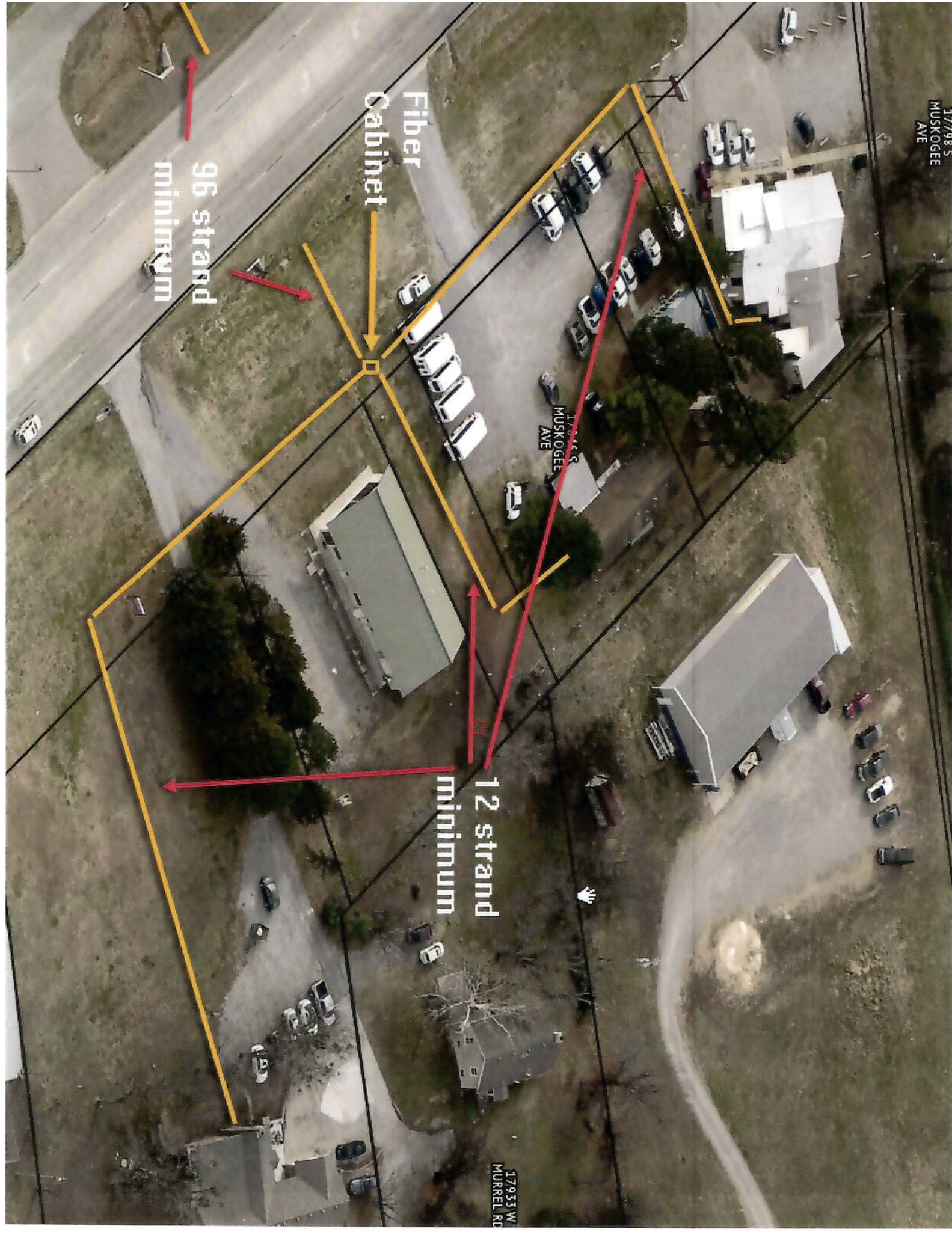
17798 S
MUSKOGEE
AVE

17798 S
MUSKOGEE
AVE

17953 W
MURREL RD

Fiber
Cabinet
96 strand
minimum

12 strand
minimum



It would be better to have the CN fiber cabinet near these other cabinets

96 strand minimum

12 strand minimum

