

# Cherokee Nation

[www.cherokee.org](http://www.cherokee.org)

## REQUEST FOR BIDS

VOLUNTEER T-SHIRTS  
CHEROKEE NATIONAL HOLIDAY 2019



**Bid Due Date: May 8, 2019**

**CHEROKEE NATION**

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

**CHEROKEE NATION  
BID REQUEST  
VOLUNTEER T-SHIRTS**

The Cherokee Nation is accepting bids from interested parties to provide and supply the volunteer t-shirts for the Cherokee National Holiday 2019. 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 May 8, 2019 by 5:00 p.m.**

**MANDATORY SUBMITTAL INFORMATION:** Bid submittal requirements must be followed. Each bid must be submitted on the prescribed, required forms (pages 6 & 7) with all areas completed along with a sample t-shirt. Bids may be hand delivered to Cherokee Nation, Attn: Pam Jumper, 17665 S. Muskogee Avenue, Tahlequah, Oklahoma 74464; or sent by carrier to Cherokee Nation, Attn: Pam Jumper, 22361 Bald Hill Road, Tahlequah, Oklahoma 74464. It is the bidder's responsibility to ensure delivery of bid and sample by **May 8, 2019 by 5:00 p.m.** Any bids received after the designated date and time will be ineligible for award.

**Interpretation of the Bid Documents:** All questions or requests for interpretation of the bid must be submitted in written format to Cherokee Nation Acquisition Management. Requests maybe e-mailed to pam-jumper@cherokee.org. All questions or requests for interpretation must be received no later than **April 25, 2019 by 5:00 p.m.** Responses will be posted on the website [www.cherokeebids.org](http://www.cherokeebids.org) with the Request for Bid information no later than **April 26, 2019 by 5:00 p.m.**

**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 at the fax numbers or email provided in the Interpretation of Bid Document section no later than **May 8, 2019 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.

## **Specifications for CNH 2019 Volunteer T-shirts**

The Cherokee Nation is seeking bids for the Cherokee National Holiday volunteer t-shirts. The Holiday shirt artwork will be on the front of the shirts. The Cherokee Nation seal and sleeve artwork will be on the left sleeve. These shirts need to be a transfer, NOT screen print. The back of the shirt will list the Holiday Sponsors in one color. The list of sponsors, for the back, will be provided to the successful bidder by July 16, 2019.

The approximate quantity of shirts is 1,450. The majority Adult sizes will be small to x-large with approximately 25% in the XXL and over size range. The Youth sizes will range from XS to L. The shirts are to be Gildan Softstyle 64000 for Adult and Gildan Ultra Cotton 2000B for Youth. The shirts will be Gildan Maroon for both adult and youth sizes.

Approximately 1000 shirts will have the sponsor list printed on the back, while approximately 450 shirts will have a one color artwork printed on the back, for example, Miss Cherokee Leadership Competition or Risk Management. These will need to be delivered by/on August 1, 2019. The one color artwork, for the approximately 450 shirts, will be detailed in each purchase order.

A purchase order will be issued for each event. There are approximately 40 purchase orders for these shirts. Each purchase order should be fulfilled in box/boxes, which are clearly labeled with the purchase order number and sizes, which are in the box/boxes, on the outside of the box/boxes.

To be eligible for award of bid, it is mandatory that samples of printed t-shirts with the Holiday shirt artwork on the front be provided for review of quality, and workmanship by the Holiday committee. No bids will be considered from vendors who have not provided the samples. Samples are to be delivered with bid submittal. The mandatory bid response sheet should be included with the sample shirts.

All information provided by Cherokee Nation Holiday Committee.

**MANDATORY BID RESPONSE SHEET**  
**CNH 2019 Volunteer T-shirts**

Approximate quantity of shirts is 1,450. The majority Adult sizes will be small to x-large with approximately 25% in the XXL and over size range. The Youth sizes will range from x-small to large.

Cost of T-shirts (use quantity 1,450 and information outlined in RFB and above)

\$ \_\_\_\_\_

Set-Up Fees

\$ \_\_\_\_\_

Delivery Fee per Shipment

\$ \_\_\_\_\_

**GRAND TOTAL BID**

**\$ \_\_\_\_\_**

***Please provide the following information to assist with purchase order entry.***

<b>T-Shirt Size</b>	<b>Unit Cost</b>
Youth X-Small	\$ _____
Youth Small	\$ _____
Youth Medium	\$ _____
Youth Large	\$ _____
Adult Small	\$ _____
Adult Medium	\$ _____
Adult Large	\$ _____
Adult X-Large	\$ _____
Adult 2X-Large	\$ _____
Adult 3X-Large	\$ _____
Adult 4X-Large	\$ _____
Adult 5X-Large	\$ _____

**LEAD TIME ARO:** \_\_\_\_\_

**OUTLINED DELIVERY SCHEDULE CAN BE FULLY MET:** \_\_\_ YES \_\_\_NO

**ALL SPECIFICATIONS ARE FULLY MET:** \_\_\_ YES \_\_\_NO

**PRODUCT SAMPLE PROVIDED:** \_\_\_ 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

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

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Phone/Fax Numbers