

# Cherokee Nation

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

## REQUEST FOR BIDS

T-SHIRTS  
for  
Wings Races



Cherokee Nation Acquisition  
On behalf of the  
Healthy Nation Program

**Bid Due Date: January 24, 2020 by 5:00 p.m.**

**CHEROKEE NATION**

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

**CHEROKEE NATION  
BID REQUEST  
T-SHIRTS – WINGS RACES**

The Cherokee Nation is accepting bids from interested parties to provide and supply the t-shirts for the Cherokee Healthy Nation Program WINGS Races. 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 sheets 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 for each race incorporating the bid response.

**Bids are due January 24, 2020 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 7, 8 & 9) with all areas completed, and a sample shirt provided. Bid with the sample shirt must be delivered to Michelle Spears at 17665 S. Muskogee Avenue, Tahlequah, OK 74464. The envelope/container must be marked: RFB – T-shirts for WINGS Races. It is the bidder's responsibility to ensure bid is received by the Cherokee Nation on or before the **bid due date deadline of January 24, 2020 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 [michelle-spears@cherokee.org](mailto:michelle-spears@cherokee.org). All questions or requests for interpretation must be received no later than **January 10, 2020 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 **January 16, 2020 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: Michelle Spears at the email provided in the Interpretation of Bid Document section no later than **January 10, 2020 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.

**Multiple Bids:** The NATION shall not accept multiple bids from the same company.

**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. The successful bidder will receive a purchase order for each race; a total of 21 purchase orders.

**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.

**Term of Award:** The term of the award for this bid will be for the 21 races listed in the bid specifications with the option to renew based upon satisfactory performance, funding availability, and mutual agreement of both parties for 3 additional years ending September 30, 2023.

# SPECIFICATIONS PROVIDED BY HEALTH SERVICES – PUBLIC HEALTH

- Due date for the shirts: One week before the race date.
- Quantity for each size of shirts will vary for each race and will be determined at least 6 weeks before shirts are needed.
- The majority of the shirts will be small to X-Large.
  - Estimated total short sleeve: 8,105
    - S-XL Estimated Quantity: 7,132
    - 2XL Estimated Quantity: 892
    - 3XL – 5XL Estimated Quantity: 81
  - Estimated total long sleeve: 2,255
    - S-XL Estimated Quantity: 1,985
    - 2XL Estimated Quantity: 248
    - 3XL – 5XL Estimated Quantity: 23
    -
- T-Shirts are to be:
  - District Perfect Tri Tee – DM130
  - District Perfect Tri Long Sleeve Tee – DM132
  - 3 color front with front design
  - 1 color back with sponsorship designs
- Cherokee Nation Public Health Logo will be on each shirt. Race logos will be different for each race.
- A Cherokee Nation Public Health Educator will work with successful bidder on the design of the logo, size, and placement as well as the date needed.
- The Cherokee Nation will accept bid for equal to or better.
- One (1) bid per company.
- Sample of shirt to be provided with bid submittal.
- A list of the race events follows on next page

# WINGS 2020 RACE LISTING

DATE		NAME OF RACE	LOCATION & Amount of Shirts
1.	March 28	Superhero 5K	Sallisaw 450
2.	April 4	Grand Dam 5K & 10K (Long Sleeve)	Langley - 530
3.	April 11	Happy Hills 5K	Tahlequah - 600
4.	April 18	Lake Vian Trail Run	Vian - 550
5.	April 25	CC Camp 5K & Fun Run	Stilwell - 350
6.	May 2	Run Jack Run PAAS 5k & Fun Run (Long Sleeve)	Vinita - 375
7.	May 9	Run for the Berries	Stilwell - 750
8.	May 16	5K Run for Wellness – Kay Lane	Muskogee - 600
9.	May 23	Isaiah Sapp Memorial Run	Kenwood - 330
10.	May 30	RISE Shelter 5K	Ft. Gibson - 500
11.	June 6	Beat the Heat 5K (evening)	Salina - 575
12.	June 20	Big Red Splash and Dash 5k & Fun Run	Ft. Gibson - 600
13.	July 4	Huckleberry Run	Jay - 400
14.	September 5	Cherokee Holiday Run	Tahlequah - 1,100
15.	September 19	5K Sunset Dam Run/Walk	Disney - 400
16.	October 4 (Sunday)	Jay Duathlon & 5K	Jay - 300
17.	October 10	Hornet 5K & Fun Run (Long Sleeve)	Vinita - 300
18.	October 17	Nowata 5K & Fun Run (Long Sleeve)	Nowata - 250
19.	October 24	Mickey Mantle 5K (Long Sleeve)	Spavinaw - 300
20.	November 7	Will Rogers Memorial 5k	Claremore - 600
21.	December 5	Ugly Christmas Sweater 5K (Long Sleeve)	Hulbert - 500
		<b>TOTAL SHIRTS</b>	<b>10,360</b>

**MANDATORY BID RESPONSE SHEET**  
**WINGS RACES T-SHIRTS**

Approximate quantity of shirts is 10,360. The majority of sizes will be small to x-large. For sizes SM to XL for bid calculation, use the approximate number of 9,116 (short sleeve 7,132; long sleeve 1,984) For bid calculation for size 2XL, use the approximate number 1,140 (short sleeve 892; long sleeve 248). For bid calculation for sizes, 3XL – 5XL use the approximate number 104 (short sleeve 81; long sleeve 23). There will be a smaller quantity in the XXL and over size range use the approximate number of 1,100 shirts for bid calculation.

Cost of T-shirts (use quantity 10,360 and information outlined in RFB and above)	\$ _____
_____ Set-Up Fees	\$ _____
_____ Delivery Fee per Shipment	\$ _____
_____	
<b>GRAND TOTAL BID</b>	<b>\$ _____</b>

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

**OUTLINED DELIVERY SCHEDULE CAN BE FULLY MET:** \_\_\_ YES \_\_\_ NO

**ALL SPECIFICATIONS ARE FULLY MET:** \_\_\_ 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)

**MANDATORY BID RESPONSE SHEET**  
**WINGS RACES T-SHIRTS**

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

**Short Sleeve Unit Costs**

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

**Long Sleeve Unit Costs**

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



**MANDATORY BID RESPONSE SHEET**  
**WINGS RACES T-SHIRTS**

SUBMITTED:

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Company Name

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Company Address

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Authorized Signature

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Print Name & Title

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Phone/Fax Numbers