

Housing Authority of the Cherokee Nation

www.cherokeebid.org

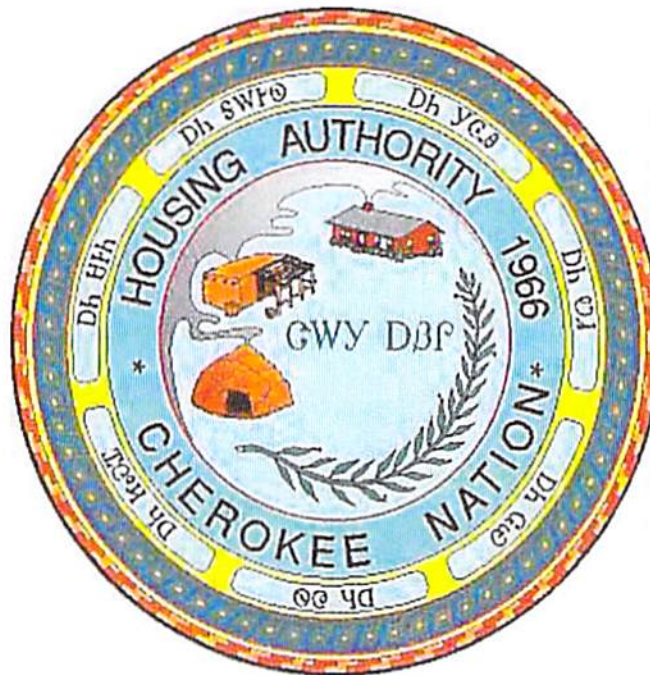
REQUEST FOR BIDS

HACN

Housing Development Project

Tree Removal at (9) Nine scattered single-family sites
located in Delaware and Mayes Counties

Solicitation # 2020-001-027



Bid Due Date: February 7, 2020 at 10.00 A.M.

Housing Authority of the Cherokee Nation

BID REQUEST

The Housing Authority of the Cherokee Nation is seeking bids from qualified contractors for the completion of Tree Removal, including root ball and clean up. Will consist of (9) Nine total single-family sites located in Delaware and Mayes counties. (scattered). All trees to be removed have been marked (spray painted) and the property lines have been identified. This is a time sensitive solicitation, all trees must be down no later than March 31, 2020, no exceptions or extensions. Awarded contractor can go back after above date to do the removal and final clean up but must be completely finished with the cleanup in 45 days. HACN urges you do not bid unless you are confident that you can meet the March 31, 2020 deadline. HACN may cancel the contract at any time with written notice if you are not making adequate progress. TO BE CONSIDERED A RESPONSIVE/RESPONSIBLE BIDDER, THE BID SHEET MUST BE FULLY COMPLETED. Bids are due no later than 10:00 A.M. February 7, 2020. Contractor must self-perform all labor required, no subcontracting of labor will be allowed.

The lowest most responsive, responsible bid and previous work history will be the determining factor in awarding this bid based on the Housing Authority of the Cherokee Nation Policy and Procedure. The successful bidder will sign a HACN Service Agreement/contract and be issued a purchase order incorporating the bid response. Bidder agrees to complete the HACN Development project in a timely manner in order not to hold up the entire project, Failure to comply and HACN reserves the right to award to the next lowest bidder anytime the need arises.

MANDATORY SUBMITTAL INFORMATION: Bid submittal requirements must be followed. Each bid must be submitted on the prescribed, required form with all areas completed. If forwarded by mail, the envelope containing the bid and all other required, completed documents must be received on or before due date listed and must be clearly identified "Bid Enclosed" Attn: Delana Kimble. Bids may be mailed to the Housing Authority of the Cherokee Nation, Attn: Delana Kimble, P.O. Box 1007, Tahlequah, OK 74465. Emailed to delana.kimble@hacn.org or hand delivered to Delana Kimble, 5000 S. Muskogee Ave., (Hopkins Building) Tahlequah, Oklahoma 74464. It is the bidder's responsibility to ensure delivery of bids by February 7, 2020 by 10:00 A.M. Any bids received after the designated date and time will be ineligible for award.

Bid Acceptance: Bids will be accepted from Cherokee Tribal, Indian and Non-Indian bidders. Tribal and Indian preference will be given ONLY to bidders who provide current certification from the Tribal Employment Rights Office (TERO) located at

the Cherokee Nation of Oklahoma, P.O. Box 948, Tahlequah, Oklahoma, 74465, telephone number (918) 453-5000. Failure to submit the TERO certification with the bid, or within three (3) days of deadline may result in denial of Indian preference. 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. Housing Authority of the Cherokee Nation reserves the right to reject any and all bids. Housing Authority of the 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 Housing Authority 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 the stipulated date and time will be returned unopened. No bidder may withdraw their bid within 30 days after proposal due date.

Wage Rates #0K2020005 is applicable to this project.

Bidder should visit the job site and acquaint themselves with the exact nature of work to be performed. To schedule a site, visit contact Joe Leach at 918-316-2493. At the time of the bid opening each bidder will be presumed to have inspected the site and familiarized themselves with any existing conditions. There will be no change orders to processed.

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, Oklahoma, telephone number (918) 453-5334. Proof of TERO certification (Copy of TERO Certificate (front & back) must accompany and be included in bid submittal.)

TERO requirements apply including fee of $\frac{1}{2}$ of 1% of contract award. Successful bidder must complete TERO Labor Agreement and pay all applicable fees, including \$25 per day for every non-Indian employee working on this project in accordance with Legislative Act 01-14, contact TERO office @ 918-453-5334 with any questions.

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 and in the best interest of the HACN to accept in accordance with HACN Policy & Procedure. Award shall be made under unrestricted solicitations to the lowest, most responsive/reasonable bid from a qualified economic enterprise or organization within the maximum total budget

price established for the specific project or activity being solicited. TERO Preference will be given only to bidders who provide proof of current TERO certification from the Cherokee Nation Tribal Employments Office (TERO). Proof of TERO certification must accompany and be included in bid submittal.

Method of Payment -Contractor will be paid 50% at trees being downed and the final 50% at the completion of each individual unit. All payments will be paid upon completion and acceptance of work and approved by the HACN Inspector and with all required paperwork submitted to the HACN.

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/ Request for Bids, 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 Housing Authority of 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: Housing Authority of the Cherokee Nation reserves the right to waive any informalities or to reject all bids. Award of purchase order will be to the lowest most responsible responsive bidder and will be subject to availability of funds. 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.

Insurance Requirements — before performing contractual services on the behalf of or for the Housing Authority of the Cherokee Nation, compliance with the following insurance requirements must be verified. Provide an original Certificate of Insurance naming the **Housing Authority of the Cherokee Nation of Oklahoma as a certificate holder.**

The certificate should contain the following information:

- 1) Type of insurance
- 2) Policy number
- 3) Effective date
- 4) Expiration date
- 5) Limits of Liability (this amount is usually stated in thousands)
- 6) Ten-day cancellation clause

*Required Coverage:

1) Worker's Compensation and Employer's Liability:

Limits of Liability:

Bodily Injury by Accident: \$100,000 each accident

Bodily Injury by Disease: \$500,000 policy limit

Bodily Injury by Disease: \$100,000 each employee

Oklahoma Statute requires Worker's Compensation coverage for anyone with one (1) or more employees.

2) General Liability:

Coverage:

Comprehensive (including products/completed operations)

Limits of Liability:

Bodily Injury and Property Damage Combined: \$100,000.00 (each occurrence)

3) Automobile Coverage:

Vehicles Covered: All Autos

Bodily Injury and Property Damage Combined: \$100,000

Hired, owned
and non-owned

Autos Limits of
liability
\$100,000.00

NOTE: The Contractor shall either: (1) require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractors Public Liability and Property Damage or the type and in the same amounts as specified above, or (2) insure the activities of this subcontractor in his own policy.

Drug Free and Tobacco Free Workplace:

- a) Any Contractor performing work for the Housing Authority of the Cherokee Nation agrees to publish a statement notifying all employees, subcontractors, and other workers that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against violators of such prohibition.
- b) The Housing Authority of the Cherokee Nation will consider lack of enforcement or lax enforcement of the statement by the Contractor a default of the contract.
- c) The Contractor further agrees to provide all persons engaged in performance of the contract with a copy of the statement.
- d) A copy of the Contractor's Drug Free Workplace statement shall be included with any bid submitted or the Contractor will be deemed to accept and agree to use the statement provided by the Nation.
- e) The Contractor understands and recognizes that all Housing Authority of the Cherokee Nation buildings, whether leased or owned, and the grounds surrounding those facilities are considered by the Nation to be a tobacco free workplace. The Contractor will ensure all employees, subcontractors, and other workers will abide by this policy.

Certification of Policy:

I have my own (Contractor's) Drug/Tobacco Free Policy/Statement: _____
(Attach your policy/statement and sign and date bottom)

Or

I agree to the HACN's Drug/Tobacco Free Policy/Statement: _____

Signature of Bidder

Date

The Contractor shall verify job site conditions, each individual scope of work and write up before submitting this bid. There will be no Change Order to bid prices.

**AWARDED CONTRACTOR MUST SUBMIT REQUIRED DOCUMENTATION
WITHIN THREE (3) DAYS OF NOTIFICATION OF AWARD TO THE
HOUSING AUTHORITY OF THE CHEROKEE NATION DEPARTMENT AS
APPLICABLE TO PROJECT**

INSURANCE CERTIFICATES - For General Contractor and all subcontractors
General Contractor will need to List

**HACN P.O. Box 1007 Tahlequah, Oklahoma 74465 as additional
insured/certificate holder. —**

CORE CREW LIST - consisting of employees that will be working on this job
site, Copies of CDIB or Tribal Membership cards as applicable.

**"FAILURE TO SUBMIT ALL PAPERWORK BY DEADLINE WILL RESULT
IN AWARD BEING REVOKED"**

Housing Authority of the Cherokee Nation
MANDATORY BID RESPONSE SPREADSHEET
Solicitation 2020-001-027

Tree Removal, including root ball and clean up. Will consist of nine (9) total single-family sites located in Delaware and Mayes counties. (scattered). All trees to be removed have been marked (spray painted) and the property lines have been identified. This is a time sensitive solicitation, all trees must be down no later than March 31, 2020, no exceptions or extensions. Awarded contractor can go back after above date to do the removal and final clean up but must be completely finished with the cleanup in 45 days.

Must complete each individual write up and bid document to be considered responsive.

DELAWARE COUNTY:

Ann Sixkiller Unit # 75070 \$ _____

Kathy Backward Unit # 75063 \$ _____

MAYES COUNTY:

Dawнена Squirrel Unit # 74892 \$ _____

Verlynn Starr Unit # 74917 \$ _____

Clara Roach Unit # 74087 \$ _____

Christina Dry Unit # 74992 \$ _____

Alton Scrapper &
Lynda Sequichie Unit # 74995 \$ _____

Tracie Wilkinson Unit # 75068 \$ _____

Brooke & John Eakin Unit # 75064 \$ _____

TOTAL FOR 9 UNITS: \$ _____

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Cherokee) Tribal or Indian Preference: (Check one) _____ Yes _____ No
Copy of front and back of TERO certificate must be included to receive preference.

Company Name/Address/Title

Authorized Signature

Phone Number and Email Address

**BY SUBMITTING THIS BID I AGREE TO MEET THE DEADLINE OF TREES BEING
DOWNED ON ALL SITES BY MARCH 31, 2020. I FURTHER UNDERSTAND AND
AGREE THAT REMOVAL AND CLEAN UP MUST BE COMPLETED WITHIN 45 DAYS
FOLLOWING MARCH 31, 2020.**

NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

_____ being first duly sworn, deposed and says that he/she is a partner or officer of the firm of _____ the party making and foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference, with any person to fix the bid price of affiant or any other bidder, or to fix overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Housing Authority of the Cherokee Nation, or any person interested in the proposed contract; and, that all statements in said proposal or bid are true. .

Signed:

(Bidder, if the bid is an individual;
Partner, if the bid is a partnership;
Officer, if the bid is a corporation)

Subscribed and sworn to before me this _____ day of _____, 2020.

My com-mission expires _____, 2020.

Notary Public Signature and Commission Number