

# Housing Authority of the Cherokee Nation

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## REQUEST FOR BIDS

*(1)New 2021 Small SUV*



**Bid Due Date: November 12th, 2020 by 10:00 A.M**

**Housing Authority of the Cherokee Nation  
P.O. Box 1007  
Tahlequah, OK 74465-1007  
(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 (1) New 2021 Small SUV. TO BE CONSIDERED A RESPONSIVE / RESPONSIBLE BIDDER, THE MANDATORY BID RESPONSE SHEET MUST BE FULLY COMPLETED.

The lowest most responsive, responsible bid 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 be issued a purchase order incorporating the bid response.

**Bids are due November 12th, 2020 by 10:00 A.M.**

**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. Bids may be mailed to the Housing Authority of the Cherokee Nation, Attn: Herman Augerhole, P.O. Box 1007, Tahlequah, OK 74465. Bids may be faxed to the attention of Duane White at (918) 458-5637 or e-mailed to duane.white@hacn.org it is the bidder's responsibility to ensure delivery of bids by **November 12th, 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 stipulated date and time will be returned unopened. No bidder may withdraw their bid within 30 days after proposal due date.

**Bidder can direct questions to Herman Augerhole 918-316.3037 or Duane White 918-316-0278..**

**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) 456-0671. Proof of TERO certification must accompany and be included in bid submittal.

**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 Nation to accept in accordance with Cherokee Nation Acquisition Management 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.

**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 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 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. Indian preference will be given to vendors 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 supplier 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.

(1) New 2021 Small SUV

**Vehicle bid must meet or exceed the following minimum specifications:**

- 2.0 Liter Eco Boost Engine or Equal to
- All-Wheel Drive with AWD Disconnect
- Automatic Transmission with Select Shift
- 4-Wheel Disc Brakes with ABS
- 17" Painted Aluminum Wheels
- Wheel Base 106.7 or Equal To
- Seating Capacity 5
- Auto High Beam Headlamps
- Rear View Camera
- Hill Start Assist
- Am/FM Radio
- Tire Inflation/Pressure Monitor
- Cargo Area
- Fuel Capacity 15.8 Gallons
- Power Windows, Locks, & Mirrors with 1 Touch Up/Down Driver/Pass Windows
- Rear Wiper
- Tinted Glass
- Rear Window Defogger
- A/C Driver/Front Passenger Climate Controls
- Cruise Control/Tilt Wheel
- Electro Chromatic Mirror
- Airbags – Front seat mounted side impact & safety canopy
- Perimeter Alarm
- Keyless Entry with Anti Theft System
- Vehicle must be assembled in USA.
- Vehicles must be serviced, and fuel tanks be full when delivered
- 3Yr/36K Bumper/Bumper; 5Yr/60K Powertrain; 5Yr/60K Roadside Assist Warranty
- Colors: Oxford White
- Must be delivered to: Housing Authority of the Cherokee Nation in Tahlequah.
- Must be delivered NO LATER THAN 21 DAYS FROM DATE PURCHASE ORDER ISSUED TO SELECTED VENDOR.

## ***MANDATORY BID RESPONSE SHEET***

### **BASE BID: Supplier shall bid: (1) New 2021 Small SUV**

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

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

#### NOTE TO BIDDERS REGARDING INDIAN PREFERENCE

TERO Certified Vendor: \_\_\_\_\_ Yes \_\_\_\_\_ No

(Proof of certification must accompany all bids)

Front & Back

SUBMITTED:

\_\_\_\_\_  
Supplier Name & Phone Number

\_\_\_\_\_  
Supplier Address

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