

# Cherokee Nation

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

## REQUEST FOR BIDS

### OFFICE FURNITURE



**Bid Due Date: Thursday December 10, 2020 @ 3pm**

#### CHEROKEE NATION

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

**CHEROKEE NATION  
BID REQUEST  
OFFICE FURNITURE**

The Cherokee Nation is accepting bids from interested parties for office furniture. Interested parties are to provide a bid to furnish all labor, quality control, materials, supplies and supervision to complete the entire project. 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 into consideration. The successful bidder will be issued an agreement and a purchase order incorporating the bid response.

**Bids are due Thursday December 10, 2020 @ 3pm**

**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 Cherokee Nation Acquisition Management, Attn: **Georgette Smith**, P.O. Box 948, Tahlequah, OK 74465. Bids may be faxed to the attention of **Georgette Smith** at (918) 458-4493 or (918) 458-7695 or e-mailed to **georgette-smith@cherokee.org**. It is the bidder's responsibility to ensure delivery of bids by **Thursday December 10, 2020 @ 3pm**. 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 may be e-mailed to **georgette-smith@cheorkee.org**. Requests may also be faxed to (918) 458-4493 or (918) 458-7695, Attention: **Georgette Smith**.

- a) To be given consideration, questions and interpretation requests must be received no later than **Tuesday December 08, 2020 by 5:00 p.m.**
- b) Any and all such answers and interpretations and any supplemental instructions will be in the form of written addenda to the bid which, if issued, will be communicated in written format to all prospective bidders not later via a posting on the NATION'S website, **www.cherokeebids.org** with bid announcement. Due date for interpretations for this bid shall be **Wednesday December 9, 2020 by 5:00 p.m.**
- c) No answers or interpretation of the bid documents will be made to any bidder orally.
- d) Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

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

**TERO Requirements:** Cherokee Nation TERO Office requirements apply to award of agreement; including fee of ½ of 1% of contract award. Successful bidder must complete required TERO paperwork and pay all applicable fees in accordance with the current Legislative Act for this project. Please contact Cherokee Nation Tribal Employment Rights Office (T.E.R.O.) at (918) 453-5000 with any questions. The successful bidder must have fees and all paperwork submitted to TERO for agreement to be considered fully executed.

**Laws and Regulations:** The bidder's attention is directed to the fact that all applicable State Laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though written out in full.

**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: Georgette Smith) no later than on or before **Tuesday December 08, 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.

**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.

**Subcontracts:** The successful bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must also be acceptable to NATION. Any proposed subcontracts must be approved by the NATION, and the TERO office must be consulted prior to subcontractor being on site to ensure all appropriate forms, paperwork, and approvals are in place. Successful bidder will be required to complete the Request for Acceptance of Subcontractor at time of contract signing if subcontractor to be utilized. All sums due to any suppliers or subcontractors must be paid or will be paid within ten (10) days of receipt of any money received from the Cherokee Nation under any executed Agreement.

**Method of Award – Lowest Bid That Contains Lowest Most Responsive/Reasonable Offer From Qualified Bidder:** After consideration of price and other factors, the project 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 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 in accordance with Cherokee Nation Acquisition Management Policy & 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 sealed 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 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.

**Drug Free Workplace and Tobacco Free Workplace:** Any Contractor performing work for 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. The NATION will consider lack of enforcement or lax enforcement of the statement by Contractor a default of the contract. The Contractor further agrees to provide all persons engaged in performance of the contract with a copy of the statement. A copy of bidder's Drug Free Workplace statement shall be included with the proposal or else the successful bidder will be deemed to accept and agree to use the statement provided by NATION. The Contractor understands and recognizes that all 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.

**Contractor's Insurance Requirements:** Before performing contractual services on the behalf of or for the Cherokee Nation, compliance with the following insurance requirements must be verified:

\*\* Provide an original Certificate of insurance naming the Cherokee Nation as a certificate holder and additional insured with respect to general liability, automobile liability, and builders risk policies, as their interest may appear with respect to the operations defined in this bid packet. The certificate shall reflect that coverage has been placed with an AM Best Rated Carrier of at least A IX and will contain the following information for each required coverage:

- 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) Thirty day notice of cancellation, except ten-day cancellation clause will apply for nonpayment of premium.

\*\* Required Coverages:

- 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. Contractor's worker's compensation policy shall include a waiver of subrogation in favor of Cherokee Nation of Oklahoma.

- 2) General Liability:
  - Coverages:  
Commercial (including products/completed operations) with specific reference made to coverage for lead abatement (as this is usually excluded under standard commercial general liability policies). In addition to the additional insured endorsement, the commercial general liability policy shall also include a waiver of subrogation in favor of Cherokee Nation of Oklahoma.
  - Limits of Liability:  
Bodily Injury and Property Damage Combined: \$1,000,000  
(each occurrence)
  
- 3) Automobile Coverage:
  - Vehicles Covered:  
All Autos  
Hired Autos  
Non-owned Autos
  - Limits of Liability:  
Bodily Injury and Property Damage Combined: \$300,000

NOTE: The Contractor shall either: (1) require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractor's Public Liability and Property Damage for the type and in the same amounts as specified above, or (2) insure the activities of this subcontractors in his own policy. Each subcontractor policy must also name Cherokee Nation as an additional insured with respect to general liability and auto liability.

**MANDATORY BID RESPONSE SHEET**  
**OFFICE FURNITURE**

<b><u>Product Description</u></b>	<b><u>QTY</u></b>	<b><u>UNIT COST</u></b>	<b><u>TOTAL</u></b>
<b><u>Office Furniture Set</u></b> <b><u>Traditional office suite</u></b>	<b><u>3</u></b>	_____	_____
<b><u>5 Shelf Bookshelf</u></b> <b><u>Traditional Style</u></b>	<b><u>2</u></b>	_____	_____
<b><u>Armchair &amp; Sofa Set of 3</u></b> <b><u>Modway collection citrus color</u></b>	<b><u>1</u></b>	_____	_____
<b>GRAND TOTAL BID</b>		<b>\$</b>	_____

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

**ALL SPECIFICATIONS ARE FULLY MET:** \_\_\_\_\_ YES \_\_\_\_\_ NO

**PRODUCT SPECIFICATIONS INCLUDED:** \_\_\_\_\_ 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

Scope of Work & Specifications  
Provided by: HEAD START DEPARTMENT

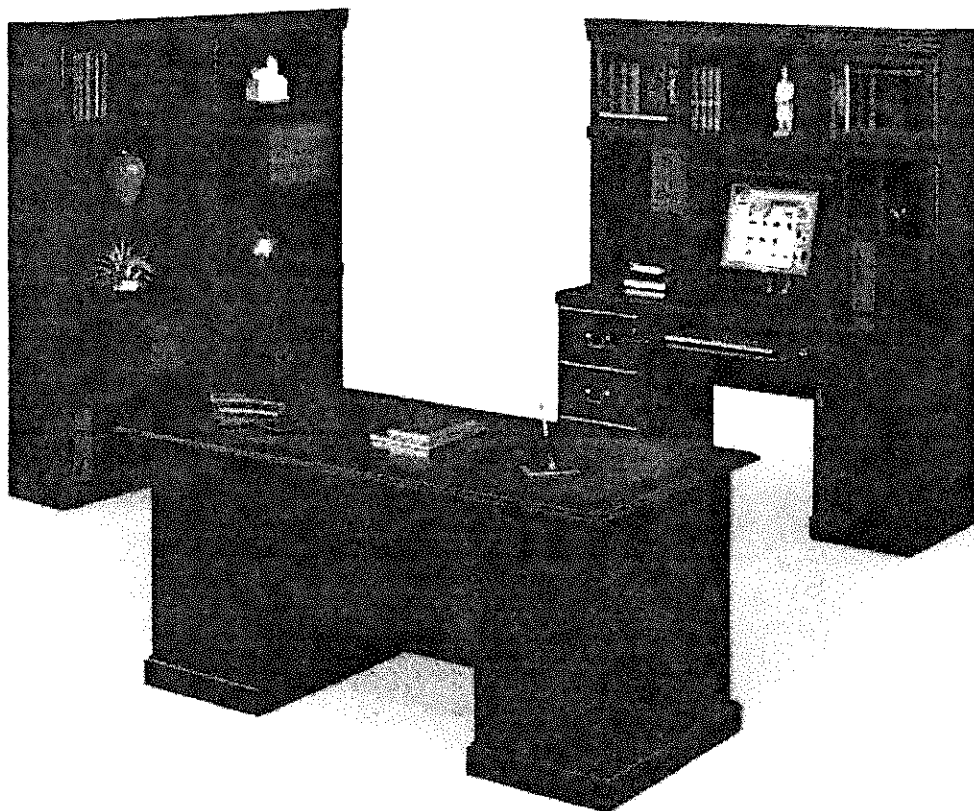
**PLEASE SEE PAGES 7-12 BELOW.**



# Traditional Office Suite

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Use + and - keys to zoom in and out, arrow keys move the zoomed portion of the image



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#### Product Details

This five-piece office suite is a convenient grouping meant to fulfill all your office furniture needs. The grouping includes an executive desk, computer credenza, credenza hutch, bookcase with doors, and an open bookcase. Time tested traditional styling is showcased with the collection's raised panel doors, brass-finished hardware, and classic cherry laminate finish.

The executive desk features a flip-down keyboard drawer, three letter/legal file drawers, and two box drawers. File drawers in left pedestal lock for security. Computer credenza includes a flip-down keyboard drawer, one box drawer, one letter/legal file drawer, and a tower CPU opening. Hutch features two framed, safety-tempered glass doors, two adjustable shelves, and cubbyhole storage. Bookcases are equipped with three adjustable shelves. The Executive Desk measures 65"W x 30"D x 30"H, the Credenza with Hutch measures 59"W x 21"D x 72"H, the Open Bookcase measures 30"W x 13"D x 72"H, and the Bookcase with Doors measures 30"W x 13"D x 72"H.

Assembly required.

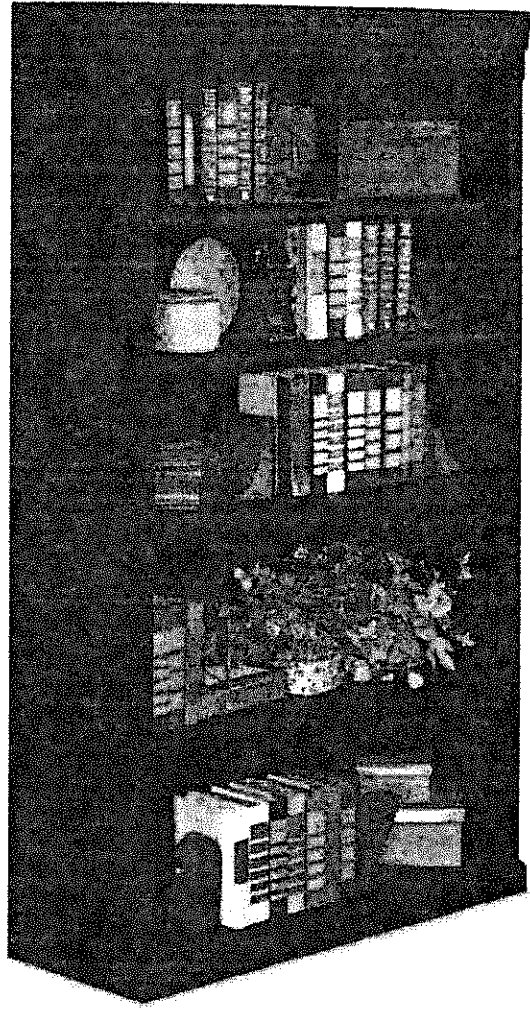
Features:

Includes: executive desk, computer credenza, hutch, bookcase with doors and open bookcase

Wear-resistant laminate surface construction

Assembly required

# 5 Shelf Traditional Bookshelf





The Huntington Cherry collection bookcase is constructed with hand selected cherry veneers for optimum grain patterns. The rich finish has a seven step hand rubbed and clear double lacquered coat with subtle distressed detailing.

The Huntington Club bookcase features include crown dentil molding, fluted railings, two fixed shelves, and three adjustable shelves. The depth of the shelves are 9.5"D.

Fully assembled.

**Features:**

Hardwood solids and veneers

Shelves: Five (three adjustable)

Fully assembled

**Dimensions and Weight:**

Dimensions: 36"Wx13"Dx60"H

Weight: 145.00 lbs.

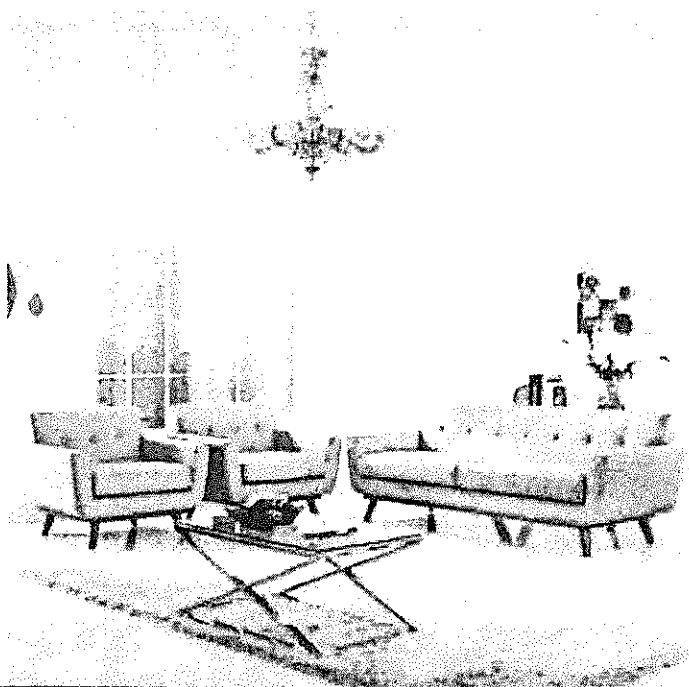
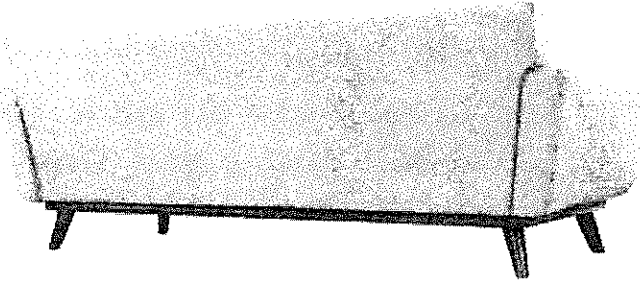
SIN#: 33721

**Carton Dimensions:**

39.4"W x 16.1"D x 65.3"H

39.4"W x 16.1"D x 63.8"H

Color: Citrus



## Armchairs and Sofa Set of 3

Item#: 220556 Brand: Modway Collection: Engage

**Color: (Select one)**

This product cannot be added to cart.

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#### ☑ Product Details

Gently sloping curves and large dual cushions create a favorite lounging spot. Whether plopping down after a long day at work, settling in with coffee and brunch, or entering a spirited discussion with friends, the Engage sofa is a welcome presence in your home. Seven tufted buttons create eye catching appeal; adding depth that brings your sitting decor to center stage. Four cherry color rubber wood legs and frame supply a solid base to the comfortable upholstered material. Set Includes: One - Engage Sofa with wood legs. Two - Engage Armchairs with wood Legs Cherry color rubber wood. White plastic glides. 100% polyester material. Chair Weight Capacity - 440 lbs Overall Product Dimensions: 106"L x 123"W x 32.5"H. Armchair Dimensions: 40"L x 33"W x 32.5"H. Sofa Dimensions: 33"L x 90.5"W x 32.5"H. Armrest Dimensions: 4.5"W x 6.5"H. Cushion Thickness: 6"H

#### Features:

- Cherry color rubber wood
- White plastic glides
- 100% polyester material
- Chair Weight Capacity - 440 lbs

#### Dimensions and Weight:

- Dimensions: 106"W x 123"D x 32.5"H
- Weight: 376.00 lbs.
- Carton Dimensions:
  - 40"W x 48"D x 72"H
  - 40"W x 48"D x 72"H