



“EXHIBIT A”

FFE & ME PROCUREMENT SERVICES

SCOPE OF WORK

REQUIREMENTS

The Procurement Services firm will serve as an independent contractor to Cherokee Nation Property Management under the direction of Owner in coordination with Owner’s Architect in the sourcing, purchasing, delivery, and installation of furniture, furnishings, and equipment (FF&E) and medical equipment (ME) for the Wilma P. Mankiller Clinic Rebuild Project. It is anticipated the contract term will be approximately twelve (12) months. The Procurement Services firm will be provided Owner-approved equipment book, specifications, and drawings (Attachment - Exhibit B) prepared by the Owner’s architect and an approved estimated FF&E and ME budget. Procurement Services will be responsible for:

FF&E vs. Project: In consultation with the Owner and Owner’s architect, participate in the identification of items to be included in the construction vs. FF&E and ME requirements.

Bidding: Preparation and dissemination of competitive bid packages for specified items following the requirements of Cherokee Nation Property Management Procurement Procedures and TERO law if applicable.

Samples: All activities required for setting up of “mock rooms” to include scheduling of sample delivery and return, on-site scheduling of viewing, receipt, summation, and presentation of comments and recommendations by reviewing departmental personnel to Owner and Owner’s architect.

Evaluation: Receipt and timely review of bid submittal packages.

Negotiation: Vendor negotiations.

Selection: Prepare a complete listing of recommended manufacturers/vendors with supporting documentation to the Cherokee Nation & the Cherokee Nation’s Architect for review and approval. The recommendation will include a detailed listing of items, quantity, vendor name, vendor contact, and the basis of their recommendations.

Order: Coordination with the Cherokee Nation’s procurement staff for vendor set -up, purchase order entry, deposits or advance payments (if any), change orders, and issuance following the Cherokee Nation’s policies and procedures.

Schedule expediting: Order expediting according to schedules.

Delivery: Coordination of all shipments from original order placement to final delivery to the warehouse, storage area, or job- site. Review and approve the delivery of all FF&E and ME. Coordinate with the Cherokee Nation and Cherokee Nation’s assigned representatives for asset tagging (when necessary), handle all claims for damaged or incorrect items.

Installation. Direct and manage the installation of all FF&E and ME.

Punch List: Prepare, maintain, and provide “punch list” of FF&E and ME items and inspect for damage, quality, assembly, functionality and conformance to Owner approved specifications.

Invoice/Payment: Receive, review, and approve all vendor invoices.

Insurance: Obtain certificates of insurance following the Cherokee Nation’s policies and procedures.

Other Certificates: Obtain and submit all certifications, permits, etc. required for Certificate of Occupancy.

Warranty: Obtain and submit manufacturer maintenance and warranty certificates to the Cherokee Nation and Cherokee Nation’s designated representatives.

Reporting: Establish, maintain, and report the progress of FF&E and ME orders to include the starting and completion of phases of the work, dates for fabrication, shipment, delivery, and installation. Progress schedule will also include critical dates i.e., the deadline for selection of colors, finishes, fabrics, materials, change order notification to vendors, delays, cancellations, and commencement and expiration of manufacturer warranties. Reports will be submitted on a bi-weekly basis including ‘budget vs. actual’ with status in Microsoft Excel and SURETRAC format.

Budget Tracking: Maintain and provide line-item budget expenditures by project.

Owner Meetings. Attendance at Owner meetings as required.

EXHIBITS “A” -SCOPE OF WORK- (Continued)

- Attachment: Exhibit B - Equipment Book, Design Drawings, and Specifications: