



**RFQ for Furniture, Fixtures, Equipment and Medical Equipment
Procurement Services for Wilma P. Mankiller Clinic Rebuild Project**

Cherokee Nation Property Management (CNPM) is requesting proposals from interested parties with qualifications, credentials, and experience to provide procurement services for furniture, fixtures, and medical equipment (FF&ME) for the Wilma P. Mankiller Clinic (WPMC) rebuild project located in Stilwell, OK. The project will reside on the Cherokee Nation trust property. The new WPMC rebuild project is approximately 80,000 square foot, multi-level (two floors) medical facility located at 471688 OK-51, Stilwell, OK 74960. The service timeframe will be from the date of award until beneficial occupancy is achieved which is estimated to be October 1, 2021. Complete information regarding the scope of work, drawings, equipment book, and specifications are provided in this Request for Qualifications (RFQ) as “Exhibits A – D”. The proposing firms are required to provide qualifications and preliminary pricing for the procurement services anticipated. Items required with the bid submittal are as follows:

- Statement of qualifications with applicable licenses and certifications.
- A list of completed projects with similar scopes of work completed within the past five years. The list should include the original project budget and final project costs for each project.
- List of recommendations.
- Organizational chart with each team member’s responsibility and experience.
- Preliminary percentage fee estimate based on a \$5 million equipment budget.
- A copy of the proposing firm’s TERO Certification (if applicable).

Supporting documents are included in this RFQ as “Exhibit A - D”. The intent is for firms to utilize the exhibits to assist in preparing their RFQ submittals.

A selection committee will open each RFQ submittal and evaluate it. The selection committee will determine the successful qualified design firm based on RFQ submission criteria. All qualified firms are encouraged to bid.



The Owner's expectation is for this project to be turnkey for this RFQ. If there are exclusions, please provide a detailed list of your bid submittal. The firm will be responsible for the coordination, submittals, and installation coordination with Cherokee Nation Health, Facilities Maintenance, Risk Management, Planning & Development, and Cherokee Nation Property Management.

OVERVIEW

The Purchasing Agent shall procure, on behalf of the Cherokee Nation (herein known as "Owner"), the items for the Wilma P. Mankiller Clinic (herein known as "Project") outlined in the scope attached as Exhibit A, "FFE & ME Procurement Scope of Work," which includes the Owner-furnished/Contractor-installed ("OFCI"), Furniture, Fixtures, and Equipment, ("FF&E") and Medical Equipment ("ME") as specified for the Project including all freight costs associated with transporting the items from the vendor's manufacturing facility, distribution center or other location to the Owner's designated site or, as required by some equipment and vendors, direct delivery to the Project's site for installation (collectively referred to as the "Items"). The installation of all programmed spaces shall be fully furnished and equipped on the day that it is complete or approved for occupancy by the Owner and its staff ("Completion Date"). The Purchasing Agent must identify if they will be a vendor or a distributor of any of the Items listed in the bid documents. It is preferred that the Purchasing Agent only provide services and to arrange for the negotiated purchase, logistics, installation, and any other required services for the Items on behalf of the Owner. However, if a potential vendor is a vendor or distributor of specific items listed in the bid documents the vendor is required to identify each item and provide an explanation of the specifics of the business relationship. Any potential conflicts of interest must be identified to the Owner and approval must be given before agreeing to proceed with a potential vendor. All relationships and agreements must be identified appropriately through Business Relationship and Non-Collusion Affidavits included in the bid documents. In executing procurement contracts, purchase orders, and other documents for the purchase of Items for the Project, the Purchasing Agent is acting as the Owner's agent; however, the Purchasing



Agent shall have authority to act on behalf of the Owner only to the extent provided in this Agreement unless otherwise modified by written agreement. The Purchasing Agent has no authority to negotiate or waive any rights of the Owner or its entities. All contracts shall be sent to the Owner for final review and negotiation of terms if applicable.

In procuring the Items, the Purchasing Agent will utilize the highest professional and technical standards expeditiously and efficiently consistent with sound professional practices to meet project schedules. No Items will be procured by the Purchasing Agent without the written approval and verification of the Owner or its representatives. The Purchasing Agent shall also cooperate with the Owner and promptly take all steps necessary to verify that the Purchasing Agent and the vendors comply with all applicable laws, ordinances, local codes regarding rules, regulations, and lawful orders of public authorities bearing on purchase of the Items.

CNPM will be accepting proposals from Native American and Non-Native American parties. Native American preference will be given only to responding parties who provide proof of current certification from the Cherokee Nation Tribal Employment Office (TERO) located in Tahlequah, Oklahoma, telephone number (918) 453-5000. Preference is applied following the Cherokee Nation's TERO Law. Bidders must include a copy of their current TERO Certification in proposal submittal.