

# Cherokee Nation

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## REQUEST FOR BIDS

**Multi-Media Classroom and Studio Equipment**



**Bid Due Date: November 10, 2021**

**CHEROKEE NATION**

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

# CHEROKEE NATION BID REQUEST

## For Multi-Media Classroom and Studio Equipment

The Cherokee Nation is accepting bids from interested parties for equipment to outfit a new multi-media classroom and recording studio at the Cherokee Nation Arts Center located at 212 S. Water Avenue, Tahlequah, Ok, 74464. Interested parties are to provide a bid to furnish product equal to or better than the specifications provided. 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 in accordance with Cherokee Nation Acquisition Management Policy and Procedures. The successful bidder will be issued a purchase order incorporating the bid response.

**Bids are due November 10, 2021 by 5:00 p.m.**

**MANDATORY SUBMITTAL INFORMATION:** Bid submittal requirements must be followed. Each bid must be submitted on the prescribed, required form with all areas completed. Bids may be faxed to the attention of Pam Jumper at (918) 458-4493 or (918) 458-7695 or e-mailed to [pam-jumper@cherokee.org](mailto:pam-jumper@cherokee.org). It is the bidder's responsibility to ensure delivery of bid by **November 10, 2021 by 5:00 p.m.** Any bids received after the designated date and time will be ineligible for award.

**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) 453-5000. Proof of TERO certification must accompany and be included in bid submittal.

**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.

**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 taking Indian Preference into consideration and in the best interest of the Nation to accept. Award shall be to the lowest, most responsive/reasonable bid in accordance with Cherokee Nation Acquisition Management Policy and 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 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 of purchase order will be to the lowest most responsible responsive bidder and will be subject to availability of funds. All sums due to any suppliers utilized by successful bidders must be paid or will be paid within ten (10) days of receipt of any money received from the Cherokee Nation under any purchase order. 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.

**MANDATORY BID RESPONSE SHEET**  
**For Multi-Media Classroom and Studio Equipment**

<b><u>Product Description</u></b>	<b><u>QTY</u></b>	<b><u>UNIT COST</u></b>	<b><u>TOTAL</u></b>
BenQ RP7502 75" Glass 4K UHD Educational Touchscreen LED Display	<u>01</u>	_____	_____
Microsoft 28" Surface Studio Multi-Touch All-in-on Desktop Computer	<u>01</u>	_____	_____
Panasonic Lumix DC-GH5 Mirrorless Micro Four Thirds Digital Camera with Pro HDR Kit (Body Only) Panasonic Lumix DC-GH5 Mirrorless Micro Four Thirds Digital Camera with Pro HDR kit + Lumix G X Vario 12-35mm Lens	<u>01</u>	_____	_____
Panasonic Lumix G Vario Lens, 14-45mm, F3.5-5.6 ASPH., Micro Four Thirds, MEGA O.I.S	<u>01</u>	_____	_____
Panasonic Lumix G X Vario 35-100mm f/2.8 II Power O.I.S. Lens with UV filter Kit	<u>01</u>	_____	_____
Auralex EditMAX Portable Room Treatment Kit (Charcoal)	<u>01</u>	_____	_____
Lastolite Panoramic Background (13', Black)	<u>01</u>	_____	_____

Lastolite Cover for the 13’ White Panoramic Background	<u>01</u>	_____	_____
Lastolite Chroma Key Green Cover for the 13’ Panoramic Background	<u>01</u>	_____	_____
GVM 800D-RGB LED Studio 3-Video Light Kit	<u>01</u>	_____	_____
Sennheiser EW 100 G4 2-Person Camera-Mount Wireless Combo Microphone System Kit	<u>01</u>	_____	_____
Epiphan Pearl Mini Live Video Production System	<u>01</u>	_____	_____
Manfrotto Befree Live Aluminum Lever-Lock Tripod Kit Easylink & Case	<u>02</u>	_____	_____
Furman PST-8 Digital Power Station	<u>03</u>	_____	_____
Kanto Living Mobile TV Cart with Adjustable Shelf For 50 to 82” Displays	<u>01</u>	_____	_____
Ruggard EDC-125L Electronic Dry Cabinet (125L)	<u>01</u>	_____	_____
Pearstone High-Speed HDMI Cable with Ethernet -Black, 10’	<u>02</u>	_____	_____
Lexar 128GB Professional 1667x UHS-II SDXC Memory Card (2-Pack)	<u>03</u>	_____	_____

Pelican 0915 Memory Card Case	<u>01</u>	_____	_____
Auray CBR-1039 Cable Concealment Ramp Track With Flip-Open Cover	<u>04</u>	_____	_____
Think Tank Photo Cable Management 30 V2.0	<u>02</u>	_____	_____

**SHIPPING COST** \$ \_\_\_\_\_

**GRAND TOTAL BID** \$ \_\_\_\_\_

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

**OUTLINED DELIVERY SCHEDULE CAN BE FULLY MET:** \_\_\_ YES  
\_\_\_ NO

**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

\_\_\_\_\_  
Phone/Fax Number

Product Specifications and Requirements  
Provided by: Cherokee Nation Commerce Department

The Cherokee Nation is seeking bids for equipment to outfit a new multi-media classroom and recording studio at the Cherokee Arts Center located at 212 S. Water Avenue, Tahlequah, OK, 74464.

## Specifications

- **BenQ RP7502 75" Class 4K UHD Educational Touchscreen LED Display**
  - BenQ RP7502 75" Class 4K UHD Educational Touchscreen LED Display | 2.4 GHz Remote Control with USB Receiver | 2 x AAA Batteries | 2 x Touch Pens, HDMI Cable | VGA Cable, USB Cable | USB Type-C Cable | Wall Mount | Power Cord | Limited 3-Year Warranty
  - MFR #RP7502
- **Microsoft 28" Surface Studio 2 Multi-Touch All-in-One Desktop Computer**
  - 2.9 GHz Intel Core i7-7820HQ Quad-Core | 32GB of DDR4 RAM | 2 TB SSD | GeForce GTX 1070 8GB GDDR5 | SDXC Card Reader | 1GbE | 802.11ac Wi-Fi | Bluetooth 4.1 | 4 x USB 3.0 Type-A | 1 x USB 3.0 Type-C | Windows 10 Pro (64-Bit) | 28" PixelSense Touchscreen | 4500 x 3000 Screen Resolution
  - MFR #LAM-00001
- **Panasonic Lumix DC-GH5 Mirrorless Micro Four Thirds Digital Camera with Pro HDR Kit**
  - This will have two lines listed in the bid response sheet. The first should include the "Body Only" Pro HDR Kit. The second should be priced with the Panasonic Lumix G X Vario 12-35mm f/2.8 II ASPH. POWER O.I.S. Lens.
  - MFR #DCGH5KBODY-PRHDRK (BODY ONLY)
- **Panasonic LUMIX G Vario Lens, 14-45mm, F3.5-5.6 ASPH., Micro Four Thirds, MEGA O.I.S.**
  - MFR #H-FS014045
- **Panasonic Lumix G X Vario 35-100mm f/2.8 II POWER O.I.S. Lens with UV Filter Kit**



- MFR #H-HSA35100
- **Auralex EditMAX Portable Room Treatment Kit (Charcoal)**
  - Features: Portable Absorptive Treatment | 4 x ProMAX V2 Acoustical Panels | 2 x DeskMAX Nearfield Acoustical Panels | 4 x 24" LENRDs Stand-Mounted Bass Traps | 2 x MoPAD-XL Monitor Isolation Pads | Height-Adjustable System | Includes Floor Stands
  - MFR #EDITMAX
- **Lastolite Panoramic Background (13', Black)**
  - MFR #LL LB7621
- **Lastolite Cover for the 13' White Panoramic Background**
  - MFR #LL LB7627
- **Lastolite Chroma Key Green Cover for the 13' Panoramic Background**
  - MFR #LL LB7626
- **GVM 800D-RGB LED Studio 3-Video Light Kit**
  - Features: 3 x 800D-RGB Panels with Barndoors | 3 x Soft Diffusers | 3 x Light Stands: 7' | 3 x AC Adapters
  - MFR #800D-RGB-3L
- **Sennheiser EW 100 G4 2-Person Camera-Mount Wireless Combo Microphone System Kit (A: 516 to 558 MHz)**
  - Features: 2 x Bodypack and ME2-II Omni Lav | Omni Handheld Mic & Plug-On Transmitter | 2 x Camera-Mount Receiver, Mic Combiner | SKB iSeries Waterproof Case | Triple-Shoe Mounting Bracket | 8-Hour AA Batteries | Up to 12 Mics on Set / 330' Range
  - Configuration: 2x ME 2-II Lav + Handheld + Plug-On
  - Frequency: A: 516 to 558 MHz
- **Epiphan Pearl Mini Live Video Production System**
  - Features: 2-Input Video Production System | SDI and HDMI Inputs | Built-In Touchscreen Monitor | Stream Live over Ethernet | Built-In Hardware-Accelerated Encoding | SD, HD, and Computer Signal Compatible | Combo Jack Inputs for Mic/Line Audio | HDMI Confidence Monitor/Multiview Output | 2-Channel Picture-in-Picture | Record Video to SD Cards
  - MFR #ESP1440
- **Manfrotto Befree Live Aluminum Lever-Lock Tripod Kit | EasyLink & Case**
  - MFR #MVKBFRL-LIVEUS

- **Furman PST-8 Digital Power Station**
  - MFR #PST-8 DIG
- **Kanto Living Mobile TV Cart with Adjustable Shelf for 50 to 82" Displays**
  - MFR #MTM82PL
- **Ruggard EDC-125L Electronic Dry Cabinet (125L)**
  - Features: Electronically Controlled Dehumidifier | Keyed Door Lock | 4 Adjustable Sliding Plastic Shelves | Contoured Foam Liner | 3 Fitted Padded Shelf Liners | Multi-Voltage Power Supply | Interior LED Lighting | Includes Two Keys
  - Configuration: 125L | Single Zone
  - MFR #EDC-125L
- **Pearstone High-Speed HDMI Cable with Ethernet – Black, 10'**
  - MFR #HDA-110
- **Lexar 128GB Professional 1667x UHS-II SDXC Memory Card (2-Pack)**
  - MFR #LSD128CBNA16672
- **Pelican 0915 Memory Card Case for 12 SD, 6 miniSD, and 6 microSD Cards (Black)**
  - MFR #009150-0100-110
- **Auray CBR-1039 Cable Concealment Ramp Track with Flip-Open Cover**
  - MFR #CBR-1039
- **Think Tank Photo Cable Management 30 V2.0**
  - MFR #740247

Equipment to be purchased is subject to change and may be modified after the bids are received. All equipment must be quoted as specified with appropriate quantities as listed on the bid response sheet. No substitutions will be permitted without prior written approval from Austin Patton, Community Tourism Manager, and Commerce Services. To contact Patton with questions or regarding substitutions, please email [austin-patton@cherokee.org](mailto:austin-patton@cherokee.org) or call 918-822-2427.

## **Delivery Schedule**

All equipment should be shipped and delivered to the Cherokee Arts Center, 212 S Water Ave, Tahlequah, OK 74464, within 4 weeks from award date. Tracking information for all equipment is required.