

Cherokee Nation

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REQUEST FOR BIDS

Office Furniture and Supplies for CN Grant Services



Bid Due Date: 05/17/2021

CHEROKEE NATION

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

**CHEROKEE NATION
BID REQUEST**

Office Furniture and Supplies for CN Grant Services

The Cherokee Nation is accepting bids from interested parties for Office Furniture and Supplies for Grant Services Department. 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 May 17, 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 Janice Vaughan at (918) 458-4493 or (918) 458-7695 or e-mailed to janice-vaughan@cherokee.org. It is the bidder's responsibility to ensure delivery of bid by May 17, 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.

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: Janice Vaughan) no later than on or before May 17, 2021 **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.

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
Office Furniture and Supplies for Grant Services

Product Description	QTY	UNIT COST	TOTAL
Office Guest Chair	2 sets	_____	_____
Lorell Black Card Holder	15 ea.	_____	_____
Paperage Journal	10 ea.	_____	_____
Gaiam Ball Chair	2 ea.	_____	_____
Lorell Desktop Organizer	7 ea.	_____	_____
Gosund Smart PWR Strip	20 ea.	_____	_____
LED Floor Lamp	5 ea.	_____	_____
LED Desk Lamp	4 ea.	_____	_____
Buddy Door Stop	8 ea.	_____	_____
USB Hub	20 ea.	_____	_____
Sharpie Fine Point Pens	5 DZ	_____	_____
HON Dbl Pedestal Desk	6 ea.	_____	_____
Side Table	1 ea.	_____	_____
Lorell Guest Chairs	2 ea.	_____	_____
Lorell Guest Chairs	3 ea.	_____	_____
Shipping Charges			_____
GRAND TOTAL BID	\$	_____	

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

Product Specifications and Requirements
Provided by:
CN Grand Services Department



Office Guest Chair Reception Chairs with Lumbar Support Armrest Mesh Cushion Seat Conference Chairs Meeting: Set of 2

Color	Black
Material	Mesh
Item Dimensions LxWxH	20 x 22 x 36 inches
Maximum Weight Recommendation	250 Pounds
Item Weight	37.6 Pounds

Qty: 2



Lorell Black Mesh/Wire Business Card Holder

1.8" x 3.9" x 2.8" x - Steel - Black

- Showcase contact information for visitors
- Double-rimmed, smooth edges for a bold accent
- Durable, powder-coat finish
- Made of sturdy steel mesh

Item: LLR84151
Manufacturer: Lorell

Qty- 15 Each



Paperage Dotted Journal Bullet Notebook, Hard Cover, Medium 5.7 x 8 inches, 100 gsm
Thick Paper (Blue, Dotted)
Color: Skyblue

Qty- 10 each.



Gaiam Classic Balance Ball Chair – Exercise Stability Yoga Ball Premium Ergonomic Chair for Home and Office Desk with Air Pump, Exercise Guide and Satisfaction Guarantee

Color: Black

Qty: 2



Lorell Mesh Desktop Organizer

5.1" Height x 5.1" Width 5.7" Length - Desktop - Durable - Black - Metal

- Classic mesh design coordinates elegantly with any work space
- Durable construction ensures long-lasting organization for various items
- Smooth, rolled rim prevents snagging for safe handling
- Perfect for storing pens, notepads, mail, files and more

Item: LLR84141
Manufacturer: Lorell

Qty: 7 each



Gosund Smart Power Strip Work with Alexa Google Home, Smart Plug Mini WiFi Outlets Surge Protector with 3 USB 3 Charging Port for Cruise Ship Travel Multi Plug Extender,10A
Pattern Name: WP9
Qty: 20 each



Led Floor Lamp with 4 Color Temperature and Stepless Dimmer, Remote and Touch Control Floor Lamp, Adjustable Gooseneck Standing Lamp for Living Room
Color: Matte Black
Qty: 5 each



Multifunctional LED Desk Lamp with Wireless Charger, USB Charging Port, 5 Lighting Modes, 5 Brightness Levels, Sensitive Control, 30/60 min Auto Timer, Eye-Caring Office Lamp with Adapter

[Brand: AFROG](#)

Color: Black

Qty: 4 each



Umbra Buddy Door Stop, Heavy-Duty and Flexible, Soft-Touch Finish, Protects Your Floors, Single Pack, Red

[Visit the Umbra Store](#)

Color: Red

Qty: 8 each



USB Hub, VENTION 4-Port USB 3.0 Hub Ultra-Slim Data USB Splitter [Charging Supported] Compatible with MacBook, Laptop, Surface Pro, PC, Flash Drive, Mobile HDD (0.5FT/0.15M)

[Visit the VENTION Store](#)

Size: 0.5FT

Qty: 20 each



Fine Pen Point - Black - 12 / Dozen

- Colorful, brilliant shades ignite thought-provoking messages
- Ink won't bleed through paper; acid-free and archival-quality
- Quick-drying ink is both water-resistant and fade-resistant; AP certified
- Fine point and slim, contoured design for effortless detail and control

SKU : SAN1742663DZ

Model#: 1742663DZ

Qty: 5



HON 10700 Series Double Pedestal Desk - 5-Drawer

72" x 36" x 29.5" - 5 - Double Pedestal - Waterfall Edge - Material: Wood - Finish: Laminate, Mahogany

- One of the most popular laminate desk designs ever created from HON - one of America's laminate desk leaders
- 7 rich woodgrain colors with attractive hardwood accents to create distinctive executive work spaces
- Drawers glide on steel ball-bearings for years of smooth, reliable performance
- Formal, full-height modesty panel provides privacy below the worksurface
- Backed by the HON Full Lifetime Warranty

Item: HON10799NN

Manufacturer: The HON Company

Qty: 6 each



**WLIVE Snack Side Table, C Shaped End Table for Sofa
Couch and Bed, White**

[Visit the WLIVE Store](#)

Color: White

Qty: 1 each



Lorell Quintessence Collection Upholstered Chair
Black Seat - Black Back - Low Back - Four-legged Base

- Lumbar support helps prevent lower back strain through extended seating
- Extra padding ensures maximum comfort
- Durable wooden legs offer sturdy support

Item: LLR68958
Manufacturer: Lorell

Qty: 2 each



Lorell Quintessence Collection Upholstered Chair
Gray Seat - Gray Back - Low Back - Four-legged Base - 1 Each

- Lumbar support helps prevent lower back strain through extended seating
- Extra padding ensures maximum comfort
- Durable wooden legs offer sturdy support

Item: LLR68961
Manufacturer: Lorell

Qty: 3 each