

Cherokee Nation

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ADDENDUM 2

SEQUOYAH HIGH SCHOOL ACCESS CONTROL

CHEROKEE COUNTY



Acquisition Management on behalf of Information Technology
Department

CHEROKEE NATION

P.O. Box 948

Tahlequah, OK 74465

(918) 453-5000

ADDENDUM #02
RFB SEQUOYAH HIGH SCHOOL ACCESS CONTROL
03/10/22

MANDATORY PRE-BID MEETING HELD ON TUESDAY, MARCH 01, 2022 AT 2:00 P.M.

ATTENDEES:

CHEROKEE NATION:
MICHELLE PARSONS – ACQUISITION MANAGEMENT
SHELLY MCCLAIN – ACQUISITION MANAGEMENT
MIKE TOOTLE - TERO
JEFF CARROLL – CN IT
DOUG CLARK – CN IT
DWAYNE FAIN – RISK MANAGEMENT
TREVAN SHERRILL – CNB IT

ELIGIBLE PARTIES:
SCOTT BENSON – ADT COMMERCIAL
JASON EDWARDS – CONVERGINT
CHRIS ECHALK – TAHKOX
SHANE WILLIAMS – YORK
KEVIN STONE – LYNX SYSTEMS
MIKE BARRETT – ENDEX INC. OF TULSA

SUMMARY OF MEETING:

The following information was provided by Acquisition Management:

- Michelle Parsons opened the meeting introducing the Cherokee Nation representatives who were overseeing the project. Michelle then went over the deadlines for this project listing the dates and times as followed:
- Questions from parties – To be submitted by e-mail or fax to the attention of Pam Jumper or Michelle Parsons no later than Friday, March 04, 2022 at 5:00 p.m. Answers from requesting department – due Thursday, March 10, 2022 no later than 5:00 p.m. The Addendum would be posted on the Cherokee Nation website by March 10, 2022 at 5:00 p.m.
- Sealed bids due on or before March 16, 2022 at 5:00 p.m. in the Financial Resources Building. The envelopes containing the bids must be sealed, addressed to Cherokee Nation, Attn: Pam Jumper or Michelle Parsons, Acquisition Management Department, P.O. Box 948, Tahlequah, Oklahoma 74465. Bids may also be hand delivered to Cherokee Nation Acquisition Management, Attn: Pam Jumper or Michelle Parsons, 17665 S. Muskogee Avenue, Tahlequah, Oklahoma 74464.
- Michelle Parsons referred parties to the Mandatory Pre-Bid Meeting Handout on page 5 (attached) which lists the sheets and attachments in order for the interested parties to be considered fully responsive and eligible for award. This will be a bonded project so a 5% Bid Bond of the grand total bid amount is required with their sealed bid.

NOT QUESTIONS WERE SUBMITTED BY DEADLINE FROM
INTERESTED BIDDERS

MANDATORY DOCUMENTS

ALL THE FOLLOWING PAGES AND INFORMATION MUST BE SUBMITTED WITH SEALED PROPOSAL TO BE CONSIDERED FULLY RESPONSIVE & ELIGIBLE FOR AWARD.

PREPARATION OUTLINE

The following information must be submitted and signed as indicated with sealed bid. All information must be submitted for bid to be considered responsive and reasonable.

- a. Preparation Outline - this form must be signed & dated.
- b. Bid Proposal Form – page 17 of bid packet
- c. Base Bid Form – page 18 of bid packet
- d. Non-Collusive Affidavit - page 22 of bid packet
- e. Previous Work History Form – Attachment B of bid packet
- f. TERO Certification (If applicable, to be provided by bidder)
- g. Statement on providing Indian Preference in Employment and Training Opportunities - Attachment C of bid packet
- h. Statement on providing Indian Preference in the award of Subcontracts – Attachment D of bid packet
- i. Bid Bond or Cashier's Check

SPECIAL INSTRUCTIONS

****Be advised that all responsive proposals will be evaluated as outlined in this solicitation packet.**

Authorized Signature

Title

Company Name

Date

BID PROPOSAL

To the Cherokee Nation:

This Bidder, in compliance with your invitation for the complete installation of an access control system for Sequoyah High School in Tahlequah, Oklahoma in Cherokee County, Oklahoma; and, having examined the bid documents; and, being familiar with all of the conditions surrounding the scope of work of the proposed project, hereby proposes to furnish all labor, materials and supplies, and to complete the project in accordance with the Contract Documents, and at the prices stated. These prices to cover all expenses and taxes incurred in performing the work required under the Contract Documents, of which this proposal is a part.

Bidder hereby agrees to commence work under his contract on or before a date to be specified in a written "Notice to Proceed" of the NATION, if he is the successful bidder. The number of calendar days allowed for this project will be One Hundred Eighty (180) consecutive calendar days or \$1,000.00 per calendar day will be charged the Contractor for each day of extension over the presented construction end date.

Should any addenda be issued prior to the submission of this proposal, bidder acknowledges receipt of same by initials and date of the following addenda.

ADDENDUM #1 _____

ADDENDUM #2 _____

Bidder understands the NATION reserves the right to reject any or all bids and to waive any informality in the bidding. Bidder understands award of this contract shall be subject to available funding.

Bidder agrees his bid shall be good and may not be withdrawn for a period of 30 calendar days from bid opening. Bidder will cooperate with the NATION to ensure a formal contract is fully executed within 10 days of his notice if he is the successful contractor.

Indian preference will be given on this project to firms certified as Indian-owned by the Cherokee Nation Tribal Employment Rights Office (TERO). Proof of certification must accompany all bids.

BASE BID:

PROJECT: ACCESS CONTROL – SEQUOYAH HIGH SCHOOL

The General Contractor, as Bidder, agrees to perform all work as shown and called for in the Plans and Specifications for the Cherokee Nation, that is shown to be the Base Bid. The Work will be completed within ninety (90) consecutive calendar days of acceptance of this proposal, a fully executed contract, and receipt of a Notice to Proceed. The Bidder agrees to furnish all labor, licenses and materials, administration, services, supplies, equipment, transportation and quality control necessary for the complete installation of an access control system for Sequoyah High School in Tahlequah, located in Cherokee County, Oklahoma, for the base bid sum of:

GRAND TOTAL \$ _____

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE: (Check One)

TERO Certified Contractor: _____ Yes _____ No
(Proof of certification must accompany all bids)

Major Cherokee Employer: _____ Yes _____ No
(Bidder must contact TERO at 918-453-5000 for this preference)

SUBMITTED:

Company Name

Company Address

Authorized Signature

Print Name & Title

NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

_____ being first duly sworn, deposed and says that he/she is a partner or officer of the firm of _____, the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person to fix the bid price of affiant or any other bidder, or to fix overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Cherokee Nation, or any person interested in the proposed contract; and, that all statements in said proposal or bid are true.

Signed: _____
(Bidder, if the bid is an individual;
Partner, if the bid is a partnership;
Officer, if the bid is a corporation)

Subscribed and sworn to before me this _____ day of _____, 20__.

My commission expires _____, 20__.

Notary Public Signature

Commission Number

PREVIOUS WORK HISTORY FORM

NOTE: This form is a required submission from each bidder/offeror and is the Nation's documentation to determine responsible bidders/offerors. In the spaces below, complete all information requested, providing all telephone numbers and any available facsimile numbers for all employers, companies and vendors listed. In the disclosure space, enter any defaults, assignments or foreclosures.

Employer/Company name, address, phone & fax	Contract Amount	Contract start and completion dates	Describe type of work performed/completed	Disclosures	Contractor's Current and previous vendors – give address and phone/fax
Please attach additional sheets as required to sufficiently provide a minimum of three (3) years work history					

TERO CERTIFICATE
(if applicable)

Statement on Providing Indian Preference In Employment and Training Opportunities

The Cherokee Nation has determined that all bidders this solicitation shall to the greatest extent feasible comply with Indian Preferences in providing training and employment opportunities.

Detail your employment and training opportunities and plans to provide preference to Indians in implementing the contract:

Provide the number or percentage of Indians anticipated to be employed and trained.

If less than 100% Indian for new hires explain why: _____

Provide a list of all core crew (permanent full-time employees) members: _____

Describe the methods that will be used to train Indian employees _____

Comparable statements from all subcontracts must be submitted.

Company Name

Signature

Date

Statement on Providing Indian Preference In the Award of Subcontracts

The Cherokee Nation has determined that all bidders under this solicitation shall to the greatest extent feasible comply with Indian Preference in the awarding of all subcontracts under the contract.

All bidders must follow this procedure in determining Indian Preference for subcontracts. Awards of subcontract shall be made to the qualified Indian enterprise or organization with the lowest responsive bid if that bid is no more than "X" higher than the total bid price of the lowest responsive bid from any qualified bidder. "X" is determined as follows:

X = lesser of

When the lowest responsive Proposal is less than \$150,000.00	5% of that price or \$9000.00
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When the lowest responsive Proposal is: At least \$150,000.00 but Less than \$200,000.00	4.5% of that price or \$16,000.00
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If no responsive proposal by a qualified Indian-Owned economic enterprise or organization is within the stated range of the total price of the lowest responsive proposal from any qualified enterprise, award shall be made to the bidder with the lowest price.

All bidders must submit with their proposal, documentation of the bids or quotations received in subcontracts awarded to a non-Indian enterprise or a non-Indian organization. Failure by the bidder to provide such information shall render the proposal non responsive and the bidder ineligible for award.

Detail your plans to provide Indian Preference in the award of subcontracts:

Company Name

Signature

Date

BID BOND
OR
CASHIER'S CHECK

(5% of Grand Total Amount on Base Bid Form)