

# Cherokee Nation

[www.cherokee.org](http://www.cherokee.org)

## REQUEST FOR BIDS

VOLUNTEER T-SHIRTS  
FOR CHEROKEE NATIONAL HOLIDAY 2023



**Bid Due Date: April 24, 2023**

**CHEROKEE NATION**

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

## **CHEROKEE NATION BID REQUEST**

### **Volunteer T-shirts for Cherokee National Holiday 2023**

The Cherokee Nation is accepting bids from interested parties for volunteer t-shirts for the Cherokee National Holiday 2023. 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 April 24, 2023 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 **April 24, 2023 by 5:00 p.m.** Any bids received after the designated date and time will be ineligible for award.

**Interpretation of the Bid Documents:** All questions or requests for interpretation of the bid must be submitted in written format to Cherokee Nation Acquisition Management. Requests may be e-mailed to [pam-jumper@cherokee.org](mailto:pam-jumper@cherokee.org). Requests may also be faxed to (918) 458-4493 or (918) 458-7695, Attention: Pam Jumper. Responses will be posted on the website [www.cherokeebids.org](http://www.cherokeebids.org) with the Request for Bid information.

**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.

**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 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. TERO Preference will be given only to bidders who provide proof of current TERO certification from the Cherokee Nation Tribal Employments Office (TERO). Proof of TERO certification must accompany and be included in sealed 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.

## **SPECIFICATIONS FOR VOLUNTEER T-SHIRTS** **FOR CHEROKEE NATIONAL HOLIDAY 2023**

The Cherokee Nation is seeking bids for the Cherokee National Holiday volunteer t-shirts. Event theme artwork will be placed on the front of the shirts. The Cherokee Nation seal and sleeve artwork will be on the left sleeve. Transfer or direct print required. The back of the shirt will have one color event sponsor list graphic –with exception for youth shirts, which do not require the one color event sponsor list graphic. Event theme artwork and event sponsor artwork will be provided to the successful bidder post award.

The approximate quantity of shirts is 1,450. Adult sizes will range from small to 4XL with approximately 25% in the 2XL and over size range. Youth sizes will range from XS to L. Adult shirts are to be Gildan Softstyle 64000 and Gildan Ultra Cotton 2000B for Youth.

Approximately 1000 shirts will have the sponsors list printed on the back, while approximately 450 shirts will have one color artwork printed on the back, for example, “Miss Cherokee Leadership Competition” or “Risk Management”. These will need to be delivered by/on August 4, 2023. The one color artwork (back of shirt), for the approximately 450 shirts, will be detailed in each purchase order.

A separate purchase order will be issued for each event –approximately 40. Each purchase order should be fulfilled in box/boxes, which are clearly labeled with the purchase order number and sizes, which are in the box/boxes, on the outside of the box/boxes.

To be eligible for award to bid, it is mandatory that t-shirt samples with event artwork (as detailed above) be provided to review for quality and workmanship. No bids will be considered from vendors who have not provided the samples. Samples are to be delivered with bid submittal. The mandatory bid response sheet should be included with the sample shirts.

All information provided by Cherokee National Holiday Office is confidential and should not be shared publicly. To request Cherokee National Holiday artwork in .pdf, .ai, .eps or any other file format, please email [holiday@cherokee.org](mailto:holiday@cherokee.org) with your request.

**MANDATORY BID RESPONSE SHEET**  
**Volunteer T-shirts for Cherokee National Holiday 2023**

**Approximate quantity of shirts is 1,450. The majority adult sizes will be small to X-Large with approximately 25% in the XXL and over size range. Youth sizes will range from X-small to Large.**

**COSTS OF T-SHIRTS** \$ \_\_\_\_\_  
(Use quantity 1,450 and information outlined above)

**SET-UP FEES** \$ \_\_\_\_\_

**DELIVERY FEE PER SHIPMENT** \$ \_\_\_\_\_

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

PLEASE PROVIDE THE FOLLOWING INFORMATION TO ASSIST WITH PURCHASE ORDER ENTRY.

<b><u>T-SHIRT SIZE</u></b>	<b><u>UNIT COST</u></b>
Youth X-small	\$ _____
Youth Small	\$ _____
Youth Medium	\$ _____
Youth Large	\$ _____
Adult Small	\$ _____
Adult Medium	\$ _____
Adult Large	\$ _____
Adult X-Large	\$ _____

Adult 2X-Large \$ \_\_\_\_\_

Adult 3X-Large \$ \_\_\_\_\_

Adult 4X-Large \$ \_\_\_\_\_

Adult 5X-Large \$ \_\_\_\_\_

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

**Outlined Delivery Schedule can be fully met: \_\_\_\_\_ Yes \_\_\_\_\_ No**

**ALL SPECIFICATIONS ARE FULLY MET: \_\_\_\_\_ YES \_\_\_\_\_ NO**

**PRODUCT SAMPLE PROVIDED: \_\_\_\_\_ 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)

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

\_\_\_\_\_ Phone/Fax Numbers