

Cherokee Nation

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REQUEST FOR BIDS

PROMOTIONAL ITEMS AND GEAR
FOR CHEROKEE NATIONAL HOLIDAY 2023



Bid Due Date: April 21, 2023

CHEROKEE NATION

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

CHEROKEE NATION
BID REQUEST
Promotional Items and Gear

The Cherokee Nation is accepting bids from interested parties for promotional items and gear for 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 21, 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. It is the bidder's responsibility to ensure delivery of bid by **April 21, 2023 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: Pam Jumper) no later than on or before **April 21, 2023 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.

Specifications for Promotional Items and Gear

The Cherokee National Holiday office is seeking bids from interested parties for promotional items and gear. Review the scope of work section and submit your response below on the mandatory bid response sheet. Any specified artwork will be provided to the successful bidder post-award.

Bids can be submitted for individual items and gear listed. Bids are not required to be inclusive of all items and gear listed in the scope of work or on the mandatory bid response sheet. Alternative or substitute items will be considered but should be of equal or superior quality, workmanship and detailed in renderings/photos with a product description to be provided with the submitted proposals.

To be eligible for award of this bid, it is mandatory that samples and/or detailed renderings/photos with descriptions will need to be provided for review of quality and workmanship. Bids will not be considered from vendors who have not met this requirements. Samples are to be delivered with the bid submittal or within one week of bid submittal. Detailed renderings/photos with descriptions should be submitted at the time of the bid submittal. The mandatory bid response sheet should be included with the samples.

Unit and total price on the mandatory response sheet must be inclusive of sample products, setup charges, art charges and shipping charges. Failure to meet this requirement may render your response ineligible for award.

All information provided by Cherokee Nation 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 with your request.

SCOPE OF WORK:

Source and provide bids on the mandatory bid response sheet for the following items and gear. Please consider all specifications mentioned above, including the requirement for samples to be provided. Winning bidder will be determined on price, on quality, on workmanship and on TERO certification status.

- Promotional/Customized Non-Woven Tote Bag
 - This is a low cost eco-friendly non-woven bag to sack other items and gear. It is approximately 10” W x 13 ¾” H. It will have up to a 4” x 8” single color logo silkscreen or imprinted on the front.
 - Quantity: 2,000.
- High-Quality Eco-Friendly Market Bag
 - This high-quality eco-friendly tote bag is equipped with sturdy handles and features an inner and/ or outer zipped closure. It will have up to a 4” x 10” single color logo transfer printed on the front. There is no set standard on size.
 - Quantity: 600
- 1” Hard Enamel Custom Lapel Pin
 - High quality die-struck hard enamel 1” iron lapel pin with up to 4 colors and a custom shape.
 - Quantity: 600
- 2.25” to 3” diameter round metal button w/magnet
 - High-quality, full color printed 2.25” to 3” diameter round metal button w/35 mil magnet or better.
 - Quantity: 600
- 3” Dye Sublimated Patch
 - High-quality 3” full-color dye sublimated polyester patch with merrowed border
 - Quantity: 600
- Fully Custom Sticker Sheet on 3M Vinyl
 - 8.5” x 11” sheet with custom stickers digitally printed on premium 3M gloss vinyl material.

- Quantity: 600
- 3” x 3” Custom Die Cut Stickers
 - 3” x 3” die cut stickers made of vinyl. The shape of the graphic, as well as the colors, will be custom. The stickers should be weatherproof and UV-resistant.
 - Quantity: 2,400
- 17oz -24oz Stainless Steel Water Bottle
 - Stylish, highly rated, and durable double wall insulated stainless steel water bottle (18/8 food-grade stainless steel or better).
 - Quantity: 600
- Holiday Kid’s Logo Tee –S, M, L
 - These youth shirts are to be Gildan Ultra Cotton or superior alternative in sizes S, M, and L. The Cherokee National Holiday logo (one color) will be placed on the front and the Cherokee Nation seal will be placed on the back between the shoulder blades. Shirts need to be transfer, not screen print.
 - Quantity: 900 shirts total; 300 of each size.
- Holiday Adult Logo Tee –S, M, L, XL, 2XL, 3XL
 - These adult shirts are to be Gildan Softstyle or superior alternative in sizes S, M, L, XL, 2XL, 3XL. The Cherokee National Holiday logo (one color) will be placed on the front and the Cherokee Nation Seal will be placed on the back between the shoulder blades. Shirts need to be transfer, not screen print.
 - Quantity: 1400 shirts total: 180 S, 240 M, 320 L, 300 XL, 240 2XL, 120 3XL.
- High-Quality 6 Panel Cotton Twill Trucker Cap
 - This high-quality 6 panel cotton twill trucker cap will have a slightly curved bill, snap back closure and mesh back. Each hat will be embroidered on the front with one color logo of the Cherokee National Holiday. In total, 864 hats split in two color variations.
 - Quantity: 864

- 2” to 3” Two-Sided Medallions or Award Medals w/ Ribbon or Lanyard
 - To properly award a sports victory, we are seeking high-quality first, second, and third place two-sided medallions or award medals with ribbons or lanyards. These medallions or award medals will be 2” to 3” in diameter. They can be gold, silver, and bronze respectively for first, second, and third or distinguishable in some other way. On one side, we will add the emblem of the Cherokee National Holiday. On the other side, we will add the seal of the Cherokee Nation.
 - Quantity: 150 total; 50 of each color.

MANDATORY BID RESPONSE SHEET
PROMOTIONAL ITEMS & GEAR

IMPORTANT: Unit and Total price on the mandatory response sheet must be inclusive of sample products, setup charges, art charges, shipping charges. Failure to meet this requirement may render your response ineligible for award.

<u>Description/Part #</u>	<u>QTY</u>	<u>UNIT COST</u>	<u>TOTAL</u>
1. Promotional/Customized Non-Woven Tote Bag	<u>2000</u>	_____	_____
2. High-Quality Eco-Friendly Market Bag	<u>600</u>	_____	_____
3. 1” Hard Enamel Custom Lapel Pin	<u>600</u>	_____	_____
4. 2.25” to 3” Diameter Round Metal Button w/ Magnet	<u>600</u>	_____	_____
5. 3” Dye Sublimated Patch	<u>600</u>	_____	_____
6. Fully Custom Sticker Sheet On 3M Vinyl	<u>600</u>	_____	_____
7. 3” x 3” Custom Die Cut Stickers	<u>2400</u>	_____	_____
8. 17oz – 24oz Stainless Steel Water Bottle	<u>600</u>	_____	_____
9. Holiday Kid’s Logo Tee –S, M, L	<u>900</u>	_____	_____

10. Holiday Adult Logo Tee –S, M, L, XL, 2XL, 3XL **1400** _____

11. High-Quality 6 Panel Cotton Twill Trucker Cap **864** _____

12. 2” to 3” Medallions/ Medals w/Ribbon or Lanyard **15** _____

GRAND TOTAL BID \$ _____

COMMENTS:

OUTLINED DELIVERY SCHEDULE CAN BE FULLY MET: ____ YES ____ NO

ALL SPECIFICATIONS ARE FULLY ME: ____ 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)

SUBMITTED:

Company Name

Company Address

Authorized Signature

Print Name & Title

Phone/Fax Number