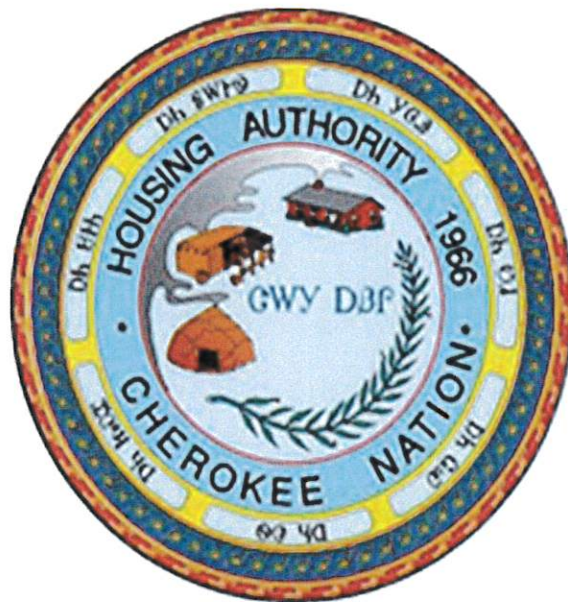


REQUEST FOR BID

Carpentry, Electrical, Flooring, and Plumbing
SOLICITATION #A10-11-25-7841
DELAWARE COUNTY

Rebid 2



Bids Due: November 27, 2024 @ 5:00 P.M.

Housing Authority of the Cherokee Nation
P.O. Box 1007
Tahlequah, OK 74465
(918) 456-5482

**Housing Authority of the Cherokee Nation
BID REQUEST**

The Housing Authority of the Cherokee Nation is seeking bids from interested parties for the rehabilitation of one home located in Delaware County. Work will be completed according to the work write-up. **This job must be completed in 5 working days.** Work should begin within one week of notification or \$100.00 will be charged for liquidated damages to the contractor for each working day of extension over the contract end date. To be considered a responsive/responsible bidder, the Mandatory Bid Response sheet and the Bid Form must be fully completed. To receive preference, bidder must be TERO certified through the Cherokee Nation Tribal Employment Rights Office; proof of certification must accompany submittals. Successful bidders will be obligated to comply with Tribal rules and regulations and TERO.

A purchase order will be issued to the responsible Contractor who provides the lowest, most responsive bid in accordance with the HACN Procurement Policy. The award will be subject to availability of funds.

MANDATORY SUBMITTAL INFORMATION: The deadline for bids is **November 27, 2024 at 5:00 P.M.** Bids may be e-mailed to baylee.scott@hacn.org or hand delivered to Baylee Scott at 5006 S. Muskogee Avenue, Tahlequah, OK 74464. It is the bidder's responsibility to ensure delivery of bids. Bids received after the deadline will not be considered.

Bid Acceptance: Bids will be accepted from Indian and Non-Indian bidders. HACN 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 HACN, 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. No bidder may withdraw their bid within 30 days after the due date. HACN reserves the right to reject any and all bids.

Tribal and Indian Preference: 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, OK. Proof of TERO certification must be included with the bid. This bid is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act, (25 U.S.C.405 e) which requires in part that to the greatest extent feasible, preference in the award of contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises. Cherokee Nation TERO requirements apply, including the fee of ½ of 1% of contract award. The successful bidder must complete the TERO Labor Agreement and pay all applicable fees, including \$25 per day per non-Indian employee working on this project (see Legislative Act 01-14). Please contact the TERO office at (918) 453-5334 with any questions. The successful bidder must have all fees and paperwork submitted to TERO for a contract/P.O. to be considered fully executed.

Wage Rate #OK20240005 Modification 0 Publication 1-5-24 applies to this project. Any state or Tribal law requiring the payment of wage rates that exceed the corresponding Federal rate is inapplicable and shall not be enforced.

General Conditions:

The Contractor/Subcontractor agrees to the U.S. Department of Housing and Urban Development, Office of Public and Indian Housing, Instructions to Bidders for Contracts (HUD-5369), Representations, Certifications, and Other Statements of Bidders (HUD-5369-A) and General Contract Conditions for Small

Construction/Development Contracts (HUD-5370-EZ). The contractor/subcontractor can review the above-mentioned General Conditions for HUD at <https://hud.gov/offices/cpo/forms>.

Bidders can visit the job site and acquaint themselves with the exact nature of work to be performed. To schedule a site visit, contact Melvin Blossom at 918-506-9855.

The Contractor shall verify all quantities, measurements or dimensions, conditions, plans, scope of work, and write up before submitting a bid. Change Orders will not be approved based on mistaken quantity count, measurements or dimensions. At the time of the opening of bids, each bidder will be presumed to have: Inspected the sites, familiarized themselves with any existing conditions and read and become thoroughly familiar to the scope of work and contract documents. (Including all addenda)

Method of Award: After reviewing all bids received, the purchase order will be awarded to the responsible bidder whose bid is determined to be the lowest and most responsive/responsible in accordance with the HACN Procurement Policy.

THE FOLLOWING FACTORS WILL BE GIVEN CONSIDERATION:

Number of Current, Pending Projects
Previous Projects Completed on Time
Quality of Work on Previous Projects
Outstanding Warranty issues

Method of Payment: : Payment will be made in 1 payment of 100% completion and acceptance of work approved by the HACN inspector with submission and acceptance of all closing documents.

Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters:

No Contracts/Purchase Orders shall be awarded to debarred, suspended, or ineligible contractors, under Executive Order 12549 (Debarment and Suspension). Contractors may be suspended, debarred, or determined ineligible by HUD regulations (24 CFR Part 24) or by other Federal agencies (e.g., Department of Labor, for violations of Labor Regulations) when necessary to protect the Housing Authority of the Cherokee Nation in its business dealings. The HACN may suspend or debar a contractor under state, local or tribal laws as applicable.

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 Bid:

- 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 anti-trust 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 governmental entity with, commission of any of the offenses enumerated in this provision, or
- 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 HACN 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.

Insurance Requirements (For Successful Bidder Only): Before performing contractual services on the behalf of or for the HACN, compliance with the following insurance requirements must be verified. **Provide an original Certificate of Insurance naming the Housing Authority of the Cherokee Nation of Oklahoma as a certificate holder and should read as follows:**

**Housing Authority of the Cherokee Nation
P.O. Box 1007
Tahlequah, Oklahoma 74465**

The certificate should contain the following information:

- 1) Type of insurance
- 2) Policy number
- 3) Effective date
- 4) Expiration date
- 5) Limits of Liability (this amount is usually stated in thousands)
- 6) Ten-day cancellation clause

****Required Coverage:**

- 1) Worker's Compensation and Employer's Liability or Affidavit of Exempt Status Filed with the State of Oklahoma for **everyone** listed on the core crew list:

Limits of Liability:

Bodily Injury by Accident: \$100,000 each accident

Bodily Injury by Disease: \$500,000 policy limit

Bodily Injury by Disease: \$100,000 each employee

Oklahoma Statute requires Worker's Compensation coverage for anyone with one (1) or more employees. ** Exclusion forms require prior approval by the Contract Manager

- 2) General Liability:

Coverage:

Comprehensive (including products/completed operations)

Limits of Liability:

Bodily Injury and Property Damage Combined: \$100,000.00
(each occurrence)

- 3) Automobile Coverage:

Vehicles Covered:

All Autos

Bodily Injury and Property Damage Combined: \$100,000

Hired Autos

Non-owned Autos

Limits of Liability:

Note: The Contractor shall either: (1) during the life of his subcontract, require each of his subcontractors to procure and to maintain Subcontractor's Public Liability and Property Damage Coverage or the same types of coverage in the same amounts as specified above, or (2) insure the activities of this subcontractors in his own policy.

Warranties/Workmanship:

The contractor/subcontractor shall warranty his work against faulty materials or workmanship for a period of One (1) Year and replace same at the direction of the Housing Authority of the Cherokee Nation (HACN) at no cost to the homeowner and/or the Housing Authority of the Cherokee Nation. The one-year period shall begin on the date of the final acceptance (inspection) for the completed job by the Inspector or designee. All labor shall have a one (1) warranty.

The contractor/subcontractor shall present all manufacturers' warranties to the homeowner with a copy to the Housing Authority of the Cherokee Nation (appliances, HVAC, termite treatment, roofing, hot water heaters, flooring, etc.) upon completion of the work and submitted with all closing documents and final invoice.

Subcontracts:

The successful bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be approved by the HACN, and the TERO office must be consulted prior to any subcontractor being on site to ensure all appropriate forms, paperwork and approvals are in place. The successful bidder will be required to complete the Request for Acceptance of Subcontractor at the time of the contract signing if a subcontractor is to be utilized. **Unless the successful bidder is**

Licensed in a Trade area (ROOFING, HVAC, PLUMBING, ELECTRICAL), a Subcontractor IS

REQUIRED. All sums due to any suppliers or subcontractors must be paid and Lien Waivers submitted to HACN prior to any draw being released to Contractor.

AWARDED CONTRACTOR MUST SUBMIT TO THE HOUSING AUTHORITY OF THE CHEROKEE NATION ALL REQUIRED DOCUMENTATION WITHIN THREE (3) DAYS OF NOTIFICATION OF AWARD:

Insurance Certificates Listing the General Contractor as the Certificate Holder

- Current General Liability
- Current Auto Insurance
- Current Workman's Compensation Insurance or Affidavit of Exempt Status filed with the State of Oklahoma **for everyone listed on the core crew list.**

Core Crew List

Special Trade Licenses (as applicable) for Subcontractor(s) (Ex: Roofing, HVAC, Plumbing, Electrical)

Request for Acceptance of Subcontractor(s)

Subcontractor Agreement(s)

CDIB/Tribal Membership Cards

RRP Lead Based Paint Certificate - Identify as needed per LBP test

RRP Renovation Firm Certificate – Identify as needed by year built

****FAILURE TO SUBMIT ALL PAPERWORK BY DEADLINE WILL RESULT IN AWARD BEING REVOKED****

Drug Free and Tobacco Free Workplace:

- a) Any contractor performing work for the HACN agrees to publish a statement notifying all employees, subcontractors and other workers that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against violators of such prohibition.
- b) The HACN will consider lack of enforcement or lax enforcement of the statement by the Contractor a default of the contract.
- c) The Contractor further agrees to provide all persons engaged in performance of the contract with a copy of the statement.
- d) A copy of the Contractor's Drug Free Workplace Statement shall be included with any bid submitted or the Contractor will be deemed to accept and agree to use the statement provided by the HACN.
- e) The Contractor understands and recognizes that all HACN buildings, whether leased or owned, and the grounds surrounding those facilities are considered by the HACN to be a tobacco free workplace. The Contractor will ensure all employees, subcontractors, and other workers abide by this policy.

Please mark one and sign:

I have my own (Contractor's) Drug/Tobacco Free Policy/Statement _____
(Attach your policy/statement and sign and date bottom)

I agree to the HACN's Drug/Tobacco Free Policy/Statement: _____

Signature

Date

MANDATORY BID RESPONSE FORM

The General Contractor, as Bidder, agrees to perform all work as described in the Work Write-Up and Specifications for

Client: Melvin Goddard

Year of construction: 1969- Contractor must be RRP certified. Individual and Firm certificates must accompany their bid.

The Bidder agrees to furnish all labor and materials for the sum of:

Labor \$ _____

Materials \$ _____

GRAND TOTAL OF BID \$ _____

Anticipated Start Date: _____

I understand that this job must be completed **within 5 working days once a NTP is issued** _____ (Initials)

Mandatory Bid Response sheet and Bid break down sheet must be fully completed before bid will be considered. Submission of my bid is confirmation that I have reviewed the job, fully understand the scope of work, and will complete the job within the timeframe designated after the issuance of the Purchase Order.

_____(CHEROKEE) TRIBAL OR _____ INDIAN PREFERENCE: (Check One)

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

SUBMITTED:

Company Name Company Address

Print Name Authorized Signature

Title

Email Address

Phone Number



HACN HOUSING REHAB SITE DIRECTIONS

Name: Melvin Goddard

Telephone: (918)314-2446

Address: 36302 S 700 Rd
Jay , OK 74346

County: Delaware Year Built: 1969

GPS Coordinates: 36.490439-94.6312739 Drive Time: 1.5hr

Directions: From Cherokee Nation, turn left go 2mi turn right go 2mi towards hwy 10 turn north onto hwy10 go 45mi to jay ok go thru town on main til you reach hwy20/ark 43 turn right go until reach 20/43 hwy jct turn left onto 20/43hwy continue north to E370 Rd turn left go to S700 Rd turn right onto gravel rd go approx 2mi drive will be on right (concrete) house sits on top.

Melvin Blossom

Cost Estimator/Inspector

9/5/2024

Date

WorkWrite-Up and Bid Document/By Trade

Melvin Goddard

36302 S 700 Rd Jay, OK 7-4346

(918) 314-2446

Contractor Name: _____

Contractor Signature: _____

This document must be signed to be a valid bid.

PROJECT TYPE: Emergency Repairs **Bid Due Date:** _____

<i>Trade</i>	<i>Work Description / Comments</i>	<i>Gen. Spec.</i>	<i>Qty Unit</i>	<i>Item Bid</i>
Carpentry				
1	Area: UTILITY ROOM #1 Subfloor/ Remove and Replace/Small Area/3/4" Plywood. Replace subfloor with new 3/4" plywood. match to existing flooring	<i>Div.# 6.D.</i>	49 SF	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
2	Area: EXTERIOR Wheel Chair Ramp/Wood/Install 4' inside clear space wheel chair ramp/pressure treated lumber work includes balusters, handrails, guardrails, concrete landing at the end of ramp. must connect to existing porch	<i>Div.# 16.A.</i>	20 LF	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Electrical				
3	Area: LIVING ROOM #1 Elect. System/Check all wiring, Replace/outlets, switches, fixtures and devices./ Make all repairs necessary to meet NEC requirements. location will be eastside wall of mobile,livingroom&kitchen area	<i>Div.# 13.D. 22</i>	150 SF	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>

<i>Trade</i>	<i>Work Description / Comments</i>	<i>Gen. Spec.</i>	<i>Qty Unit</i>	<i>Item Bid</i>
Electrical				
4	Area: ELECTRICAL Main Service/200 Amp/Replace. Replace existing main service with new 200 Amp main service with 18 branch breakers. will be for a mobile home and will be under ground in conduit	Div.# 13.D. 1	1 Ea	
Flooring				
5	Area: UTILITY ROOM #1 Flooring/ Install vinyl/flooring planks. Install Click Lock Waterproof vinyl Planks., with 25 Year Residential Warranty.	Div.# 9.L	49 SF	
6	Area: UTILITY ROOM #1 Carpet/Remove existing carpet and pad. Clean flooring of debris and vacuum dust from removal.	Div.# 9.M	5.5 SY	
7	Area: UTILITY ROOM #1 Transition Bar/Install. Install transition bar or matching material between flooring materials. will be 2 transition strips	Div.# 9.M	6 LF	
Plumbing				
8	Area: EXTERIOR Commode/High Rise/Handicap /Replace commode with new high rise/Handicap commode with Seat & two (2) grab bars. include new shutoff, supply line and wax ring. Examine condition of the flange and report if damaged. Consult owner for location of grab bars	Div.# 16.C.	1 Ea	

Trade	Work Description / Comments	Gen. Spec.	Qty Unit	Item Bid
Plumbing				
9	Area: BATHROOM #1 Shower/Elderly/Pre-Fab Install new elderly shower/Pre-fab 3 or 4 piece / with 3-grab bars, includes a pressure balanced shower valve, glide bar, shower head, drain line and with a portable seat installation will be in a mobile home, match to existing size	Div.# 16.C.	1 Ea	

All construction shall be in accordance with local codes, manufacturers' recommended installation procedures, good quality workmanship practices, General Specifications and Lead-Based Paint requirements when applicable. Conflicts between requirements will be resolved by compliance with the more stringent requirement.

Total: