

Housing Authority of the Cherokee Nation
www.cherokee.org



REQUEST FOR BIDS
Solicitation 2024-001-051

***(3) New 2024 ½ TON CREW CAB 4x4 TRUCKS
w/5.5' or 6' BED and (2) 2024 Mid-Size SUV***

Bid Due Date: May 15th, 2024, by 10:00 A.M

Housing Authority of the Cherokee Nation
P.O. Box 1007
Tahlequah, OK 74465-1007
(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 (3) 2024 Crew Cab 4x4 Trucks and (2) Mid-Size SUV's. **TO BE CONSIDERED A RESPONSIVE / RESPONSIBLE BIDDER, THE MANDATORY BID RESPONSE SHEET MUST BE FULLY COMPLETED.** Award will be based on cost and anticipated delivery time.

Award will be based on price, vehicle availability, and estimated delivery. HACN reserves the right to award a contract for the bid that is in the best interest of the HACN based on The Housing Authority of the Cherokee Nation Policy and Procedure. HACN may award to multiple vendors, negotiate bids as needed or reject all bids. Bidders are responsible for all cost associated with the preparation and submission of bids. No bidder may withdraw their bid within 30 days after due date. The successful bidder will be issued a purchase order incorporating the bid response.

Bids are due May 15th, 2024 by 10:00 A.M.

MANDATORY SUBMITTAL INFORMATION: Bid submittal requirements must be followed. Each bid must be submitted on the prescribed, required form with all areas completed. If forwarded by mail, the envelope containing the bid and all other required, completed documents must be received on or before due date listed. Bids may be mailed to the Housing Authority of the Cherokee Nation, Attn: Baylee Scott, P.O. Box 1007, Tahlequah, OK 74465, hand delivered to Baylee Scott at 5006 S. Muskogee Ave, Tahlequah, Ok, or Bids may be e-mailed to baylee.scott@hacn.org it is the bidder's responsibility to ensure delivery of bids. Any bids received after the designated date and time will be ineligible for award.

Bid Acceptance: Bids will be accepted from Cherokee, Tribal, Indian and Non-Indian bidders. Tribal and Indian preference will be given **ONLY** to bidders who provide current certification from the Tribal Employment Rights Office (TERO) located at the Cherokee Nation of Oklahoma, P.O. Box 948, Tahlequah, Oklahoma, 74465, telephone number (918) 453-5000. Failure to submit the TERO certification with the bid, or within three (3) days of deadline may result in denial of Indian preference. This contract is subject to section 7 (b) of the Indian Self-determination and Education Assistance Act 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. Housing Authority of the Cherokee Nation reserves the right to reject any and all bids. Housing Authority of the 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 Housing Authority 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.

Bidder can direct questions to Herman Augerhole 918-316-3037

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) 453-5430. Proof of TERO certification must accompany and be included in bid submittal.

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 in accordance with Cherokee Nation Acquisition Management Policy & Procedure. Award shall be made under unrestricted solicitations to the lowest, most responsive/reasonable bid from a qualified economic enterprise or organization within the maximum total budget price established for the specific project or activity being solicited. 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 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 Housing Authority of 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: Housing Authority of the 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. Indian preference will be given to vendors 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 supplier 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.

**HOUSING AUTHORITY OF THE CHEROKEE NATION
NEW VEHICLE SPECS**

(3) 2024 1/2 Ton Crew Cab 4x4 Truck w/ 5.5' or 6' Bed

Revised Specifications 5/10/2024

Vehicle bid must meet or exceed the following minimum specifications:

3.5 or Greater Engine - Gas
Electronic 10-Speed W/Tow Mod or Equal to
7050VWR Package
3.31 Electrical Lock RR Axle
275/60R20 BSW All-Terrain
Fully Boxed Frame
Hill Start Assist
Intermittent Speed Wipers
Easy Fuel Capless Filler
Locking Removable Tailgate
Full Size Spare Tire with Spare Tire Wheel Lock
Tow Hooks
Post Collision Braking
Pre-Collision Assist
Fail-Safe Cooling System
A/C W/Manual Climate control, single zone
Auxiliary Audio Input Jack, 12v Auxiliary Power Point
Cruise Control/Tilt Wheel
40/20/40 Split-Bench Front Seat – Cloth
60/40 Flip Up Rear Seat - Cloth
4 Wheel Disc Brakes w/ABS
Power Rack & Pinion Steering
Class IV Trailer Hitch with trailer Sway Control
Airbags – Front seat mounted side impact & safety canopy
Perimeter Alarm
Keyless Entry with Anti-Theft System
Black Step Bar
All-Weather Rubber Floor Mats
Privacy Glass w/Rear Defrost
Vehicle must be assembled in USA.
3Yr/36K Bumper/Bumper; 5Yr/60K Powertrain; 5Yr/60K Roadside Assist Warranty
Color: Negotiable, Include Color of Vehicle
Must be delivered to: Housing Authority of the Cherokee Nation @ 5006 South
Muskogee Tahlequah Oklahoma.

Vehicles must be serviced, and fuel tanks be full when delivered.

Bidder must include copy of the window sticker including vehicle Make /Model, Description, Specifications, and Accessories along with vehicle availability and estimated delivery time.

**HOUSING AUTHORITY OF THE CHEROKEE NATION
NEW VEHICLE SPECS**

**New 2024 For New Mid-Size SUV
Revised Specifications 5/10/2024**

Vehicle bid must meet or exceed the following minimum specifications:

- 1.5L or Greater Engine
- Electronic 6-Speed Automatic Transmission
- Fold-Flat 2nd
- 4.2” LCD Touchscreen with Navigation
- 18” Polished Aluminum Wheels
- Sync or Similar Bluetooth enabled system
- Rear View Camera
- Reverse Sensing System
- Dual Fold Power heated Mirrors with Approach Lamp
- 1 Touch Up/Down Driver/Passenger Window
- Leather Wrapped Steering Wheel with Cruise and Audio Controls
- Air Conditioning with Dual Zone Auto Temperature and Auxiliary Rear Controls
- Power Locks and Mirrors
- Four Power points
- Rear Wiper/Washer/Defrost
- Dual Stage Front/Front Seat Side Impact/Front Passenger Knee/Safety Canopy Airbags
- Perimeter Alarm
- Tire Pressure Monitoring System
- All Weather Floor Mats
- Keyless Entry with Remote Start
- AdvanceTrac with RSC
- Side Impact/Safety Canopy Airbags
- Wheelbase 112.8”
- 3 Yr./36K Bumper/Bumoer;5Yr/60K Powertrain;5Yr/60K Roadside Assist Warranty
- Color: Negotiable, Include Color of Vehicle
- **Vehicle must be assembled in the USA.**
- **Must be delivered to: Housing Authority of the Cherokee Nation, 5000 S. Muskogee Ave. Tahlequah, Ok**
- **Vehicles must be serviced, and fuel tanks be full when delivered.**

Bidder must include copy of the window sticker including vehicle Make /Model, Description, Specifications, and Accessories along with vehicle availability and estimated delivery time.

MANDATORY BID RESPONSE SHEET

BASE BID: Supplier shall bid: (3) New 2024 Crew Cab 4x4 Truck w/5.5' or 6' Bed (According to Specs.)

	<i>Each</i>	<i>Total</i>
Crew Cab	\$ _____	\$ _____

Bid is based on the revised specifications dated 5/10/24

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE

TERO Certified Vendor: _____ Yes _____ No
(Proof of certification must accompany all bids)
Front & Back

Estimated Delivery Date: _____.

SUBMITTED:

Supplier Name & Phone Number

Supplier Address

Authorized Signature

MANDATORY BID RESPONSE SHEET

BASE BID: Supplier shall bid: (2) Mid-Size SUV's (According to Specs.)

	<i>Each</i>	<i>Total</i>
Mid-Size SUV	\$ _____	\$ _____

Bid is based on the revised specifications dated 5/10/24

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE

TERO Certified Vendor: _____ Yes _____ No
(Proof of certification must accompany all bids)
Front & Back

Estimated Delivery Date: _____.

SUBMITTED:

Supplier Name & Phone Number

Supplier Address

Authorized Signature

**Statement on Providing Cherokee (Tribal) and Indian Preference
In Employment and Training Opportunities**

The Housing Authority of the Cherokee Nation has determined that all bidders for this solicitation shall, to the greatest extent feasible, comply with Cherokee (Tribal) and 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 members (owners, supervisors, key positions):

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 Cherokee (Tribal) or Indian Preference In the Award of Subcontracts

The Housing Authority of the Cherokee Nation has determined that all bidders under this solicitation shall, to the greatest extent feasible, comply with Cherokee (Tribal) and Indian Preference in the awarding of all subcontracts under the contract.

Awards of subcontracts 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. In accordance with paragraph V of the HACN Procurement Policy, for any solicitation of a purchase exceeding \$150,000 that is based on price **and** other factors, Indian preference will be given based on the following criteria:

When the lowest responsive bid is:	X = THE LESSER OF:
At least \$150,000 but less than \$200,000	4.5% of that bid or \$8,000
At least \$200,000 but less than \$300,000	4% of that bid or \$10,500
At least \$300,000 but less than \$400,000	3.5% of that bid or \$12,000
At least \$400,000 but less than \$500,000	3% of that bid or \$15,000
At least \$500,000 but less than \$1,000,000	2.5% of that bid or \$20,000
At least \$1,000,000 but less than \$2,000,000	2% of that bid or \$30,000
At least \$2,000,000 but less than \$4,000,000	1.5% of that bid or \$40,000
At least \$4,000,000 but less than \$7,000,000	1% of that bid or \$52,500
\$7,000,000 or more	.75% if that bid or \$75,000

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 Cherokee (Tribal) Indian Preference in the award of subcontracts:

Company Name _____

Signature

Date

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 and 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 Housing Authority of 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