

# Cherokee Nation

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## REQUEST FOR BIDS

Hotel and Meeting Accommodations to Host a RTOC Meeting  
Proposed Location Louisiana or Oklahoma  
Proposed Dates: November 18-20, 2024.



**Bid Due Date: June 28, 2024, at 5:00 p.m.**

**CHEROKEE NATION**

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

**CHEROKEE NATION**  
**BID REQUEST**  
**Hotel and Meeting Accommodations to Host a RTOC Meeting**

The Cherokee Nation is accepting bids from interested parties for hotel and meeting room venues in the Louisiana or Oklahoma area to accommodate and host the RTOC Meeting. 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 and complete the questionnaire 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 Friday, June 28, 2024 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 Janice Vaughan at (918) 458-4493 or (918) 458-7695 or e-mailed to [janice-vaughan@cherokee.org](mailto:janice-vaughan@cherokee.org). It is the bidder's responsibility to ensure delivery of bid by Friday, June 28, 2024 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: Janice Vaughan) no later than on or before **Friday, June 28, 2024 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.

**MANDATORY BID RESPONSE SHEET**  
**HOTEL & MEETING ROOM ACCOMMODATIONS TO**  
**HOST RTOC MEETING**

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

**ALL SPECIFICATIONS ARE FULLY MET:**     \_\_\_\_\_ 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

SEE THE FOLLOWING PAGES FOR SPECIFICATIONS AND  
PROPOSED CONFERENCE DATES



**REQUEST FOR BIDS  
ACCOMODATIONS TO HOST A RTOC Meeting  
PROPOSED DATES: November 18-20, 2024**

Cherokee Nation Environmental Programs is requesting bids from Hotels or Venues in Louisiana or Oklahoma to accomodate the Fall Tribal Caucus and Regional Tribal Operations Committee Meeting. This event is scheduled for November 18-20, 2024.

**Guest Accommodations:**

- Day 1: Monday, November 18, 2024 – 50 Rooms
- Day 2: Tuesday, November 19, 2024 – 70 Rooms
- Day 3: Wednesday, November 20, 2024 – 15 Rooms

- \* Government Room Rate required for participants.*
- \* Individual Attendees will be responsible for their own lodging.*

**Space Needs:**

**No Space Needed for Day 1.**

<b>Day 2, November 19, 2024</b>			
<b>Times Needed</b>	<b>Space Usage</b>	<b>Set up</b>	<b>Number of People</b>
7 AM – 5 PM	Meeting Room to accommodate 150 people	Hollow Square or U shape for 35 and an additional 115 seats around the square.  1 table with 2 chairs in corner for note taking.	150 total

<b>Day 3, November 20, 2024</b>			
<b>Times Needed</b>	<b>Space Usage</b>	<b>Set up</b>	<b>Number of People</b>
7 AM – 5 PM	Meeting Room to accommodate 150 people	Hollow Square or U shape for 35 and an additional 115 seats around the square.  1 table with 2 chairs in corner for note taking.	150 total

Food/Beverage:

**No Food/Beverage Needed for Day 1.**

<b>Day 2, November 19, 2024</b>			
<b>Times Needed</b>	<b>Space Usage</b>	<b>Set up</b>	<b>Number of People</b>
8 AM	Continental Breakfast (Coffee, juices, pastries, donuts, fruit etc.)	Meeting Room	80
3 PM	Snack Break (Cookies, Fruit, Soft Drinks, Coffee etc.)	Meeting Room	120

<b>Day 3, November 20, 2024</b>			
<b>Times Needed</b>	<b>Space Usage</b>	<b>Set up</b>	<b>Number of People</b>
8 AM	Continental Breakfast (Coffee, juices, pastries, donuts, fruit etc.)	Meeting Room	100
3 PM	Snack Break (Cookies, Fruit, Drinks, Coffee	Meeting Room	120

Water stations preferred in all meeting rooms.

Food and Beverage orders listed on this RFP are estimates and are subject to change.

Audio Visual Equipment:

<b>Day Needed</b>	<b>Needs:</b>
Day 2 – Nov 19, 2024	10 tabletop stands and wireless microphones spread evenly on each side of hollow square/U shape, House PA Access, Mixer, Projector, Screens, Cables, Wi-Fi Access, Conference Line
Day 3 – Nov 20, 2024	10 tabletop stands and wireless microphones spread evenly on each side of hollow square/U shape, House PA Access, Mixer, Projector, Screens, Cables, Wi-Fi Access, Conference Line

Include full AV price list and technical assistance pricing.

The Following Must be Included with bid.

- \*\*AV Price List**
- \*\*Cost breakdown (meeting space, setup fees, food & beverage, etc.)**
- \*\*Catering Menu with Price Listing**
- \*\*Floor Plan Diagram (with proposed meeting locations identified)**
- \*\*Current W9**

**PROVIDE ALL INFORMATION REQUESTED BELOW AND INCLUDE THIS PAGE WITH BID**

1. What dates will the Bids be valid for? \_\_\_\_\_



2. Will the Hotel accept Purchase Orders as a form of payment for master bill? \_\_\_\_\_
3. Will there be a minimum order on Food & Beverage orders? \_\_\_\_\_  
If yes, what amount is required? \_\_\_\_\_
4. Does the Hotel utilize an attrition rate or percentage for a reserved block of rooms? \_\_\_\_\_  
If yes, what is the rate/percentage? \_\_\_\_\_
5. Does the Hotel provide a shuttle to and from the Airport? \_\_\_\_\_  
If yes, please provide fees charged for transportation to and from the airport. \_\_\_\_\_  
If not, please provide an estimated cost for taxi service to the Hotel from the airport. \_\_\_\_\_
6. Does the Hotel provide a shuttle service to local areas of interest or restaurants? \_\_\_\_\_
7. Is Wi-Fi (internet access) provided for the Hotel guest rooms and meeting rooms? \_\_\_\_\_  
If yes, is there a fee charged for guests to access the internet. \_\_\_\_\_
8. Does the Hotel provide a business center (computers, printers, etc.) for their guests? \_\_\_\_\_  
If yes, what is the fee charged for the Hotel guests to utilize the business center? \_\_\_\_\_
9. What parking facilities does the Hotel provide and what are the charges? \_\_\_\_\_
10. What is the Hotel room rate per night? \_\_\_\_\_
11. What is the meeting room rental fee? \_\_\_\_\_