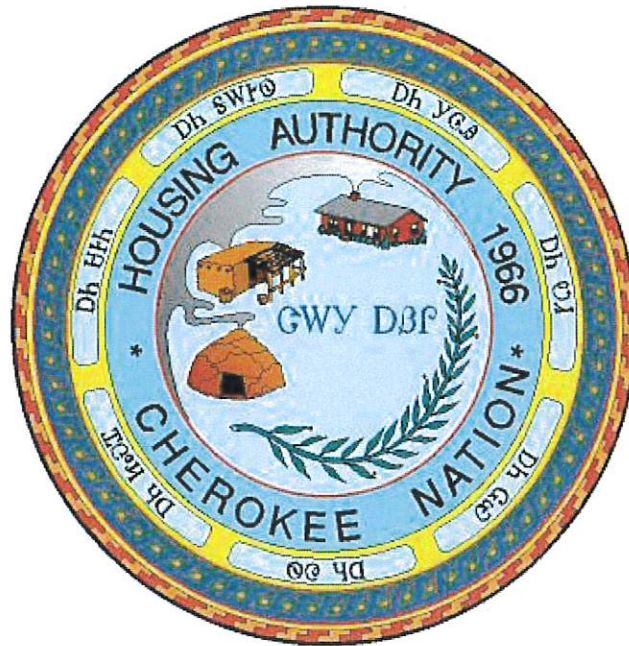


REQUEST FOR PROPOSALS

PROFESSIONAL PROPERTY SIGNAGE DESIGN



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

www.cherokeebids.org

Solicitation # 2024-001-064
PROPOSALS DUE: AUGUST 14, 2024, at 10:00 A.M.

Request for Proposals

The Housing Authority of the Cherokee Nation is seeking professional companies specializing in signage design for various properties in the Cherokee Nation Reservation.

The selected company will be responsible for design of signage at Approximately Fifty – two (52) locations. List of locations, sizes and visible sides included. Signs will range from 2x4 to 4x8 in size and one 10x20. 2x4 and 10x20 signs will have 1 visible side only and the 4x8 sign will be 1 sign with both sides visible. The signage proposed must be easily visible, durable and have a high tolerance to all weather conditions. Responsive company should include the following information for consideration:

- Name of Business
- Contact Information including mailing address, phone, and email address.
- Price listing for Basic signage, and any additional cost associated with custom designs (HACN logo and/or seal) and any options available. Breakdown of cost for installation, if HACN should decide that installation will be required.
- Samples of signage available, including available options. All warranty periods include materials and workmanship.
- Offeror's years of experience in related work, provide the number of years the company has provided related professional services and what will be self-performed.
- References – include references from at least three (3) previous clients.
- TERO certification, if applicable*

*Preference will be provided to TERO certified vendors according to Cherokee Nation TERO law.

Interested professionals may submit (Original and two copies) of their proposals by mail to the HACN Contracts Office, PO Box 1007, Tahlequah, OK 74465 (Attn: Baylee Scott) clearly marked "Proposal for Professional Signage Design". Proposals may also be delivered via email to baylee.scott@hacn.org with the subject line titled "Proposal for Professional Signage Design, Contracts/Procurement Office located at 5006 S. Muskogee Ave. Tahlequah, Oklahoma 74465. All Cost associated with the preparation and submission of responses to this RFP will be the responsibility of the company, all RFP's submitted in response become the property of the HACN.

The deadline for submission is no later than 10:00 a.m. on Wednesday, August 14, 2024.

Cherokee (Tribal) and/or Indian preference will be given only to contractors who provide proof of current certification from the Cherokee Nation Tribal Employment Rights Office (TERO) located in Tahlequah, OK. Proof of TERO certification must accompany and be included in the proposal. If no TERO vendor is available, Indian preference will be given in accordance with 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 sub-contracts shall be given to Indian Organizations and Indian Owned Economic Enterprises. Respondents are not required to be on the TERO list to bid.

The HACN reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources providing proposals in the competitive range, or to cancel in part or in its entirety this Request for Proposals (RFP) if, for any reason, it is in the best interest of the HACN to do so.

Any questions pertaining to this RFP should be directed to Baylee Scott or emailed to Baylee.scott@hacn.org

Section 2: Evaluation Factors

- 1) Offeror's years of experience in related work and what will be self-performed** provide the number of years the company has provided related professional services and what will be self-performed. (Maximum 15 points)
- 2) References** – include references from at least three (3) previous clients. (Maximum 25 points)
- 3) Indian preference** – include TERO certification and 1) proof of Cherokee Tribal Membership, or 2) proof of membership with another tribe. (20 points Cherokee, 15 points another tribe.)
- 4) Pricing/Fee Schedule** –Price listing for Basic signage per size, and any additional cost associated with custom designs (HACN logo and/or seal) breakdown of cost for installation. (Maximum 40 points)

Section 3: Award

Based upon the ranking criteria and final negotiation (if any), the HACN will select the offeror whose proposal, with price and other factors considered, is most advantageous to the HACN.

Section 4: Insurance Requirements: (For Successful Offeror Only)

Before performing contractual services on behalf of 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 as a certificate holder.

Certificate should read:
Housing Authority of the Cherokee Nation
Attn. Contracts Dept.
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:

- a. Worker's Compensation and Employer's Liability:

Limits of Liability:

Bodily Injury by Accident: \$500,000 each accident

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

Bodily Injury by Disease: \$500,000 each employee

Oklahoma Statute requires Worker's Compensation coverage for anyone with one (1) or more employees *** Exclusion Forms will not be accepted** unless approved by Contracts Manager.

- b. General Liability:

Coverage:

Comprehensive (including products/completed operations)

Limits of Liability:

Bodily Injury and Property Damage Combined: \$1,000,000
(Each Occurrence)

- c. Automobile Coverage:

Vehicles Covered:

All Autos

Bodily Injury and Property Damage Combined: \$300,000

Hired Autos

Non-Owned Autos

Limits of Liability:

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

Section 5: Evaluation Factors		
1) Offeror's years of experience in related work	Provide the number of years the company has provided related professional services. And what will be self-performed.	(Maximum 15 points)
2) References	Include references from at least three (3) previous clients.	(Maximum 25 points)
3) Indian preference	Include TERO certification and 1) proof of Cherokee Tribal Membership, or 2) proof of membership with another tribe. (20 points Cherokee, 15 points another tribe.)	(Maximum 20 points)
4) Pricing	Vendor should include Pricing. Price listing for Basic signage, and any additional cost associated with custom designs (HACN logo and/or seal) and any options available. Breakdown of cost for installation, if HACN should decide that installation will be required. Samples of signage available. (Maximum 40 points)	(Maximum 40 points)

Property	Verblage	Size	Quantity (the 4x8 signs that say "2", the Intent - one sign with both sides visible)
Adair County			
Stilwell, building sign	Housing Authority of the Cherokee Nation	2x4	1
Westville, building sign	Housing Authority of the Cherokee Nation	2x4	1
Plainview I, Stilwell	Housing Authority of the Cherokee Nation Plainview I Addition	4x8	1
Plainview II, Stilwell	Housing Authority of the Cherokee Nation Plainview II Addition	4x8	1
Alyene Hogner Heights, Stilwell	Housing Authority of the Cherokee Nation Alyene Hogner Heights	4x8	2
Bushyhead Heights I, Westville	Housing Authority of the Cherokee Nation Bushyhead Heights I	4x8	2
Bushyhead Heights II, Westville	Housing Authority of the Cherokee Nation Bushyhead Heights II	4x8	2
Dogwood II, Stilwell	Housing Authority of the Cherokee Nation Dogwood II Addition	4x8	2
Crittenden Addition		N/A	N/A
Cherokee County			
Housing Management, Tahlequah	Housing Authority of the Cherokee Nation, Housing Management	2 x 4	2
HACN Administration, Tahlequah	Housing Authority of the Cherokee Nation	4 x 8	1
HACN , Tahlequah (by 4th Street)	Housing Authority of the Cherokee Nation	4 x 8	2
Gregg Glass Building, Tahlequah	Housing Authority of the Cherokee Nation Gregg Glass Building	4 x 8	1
HACN Mod Building	Housing Authority of the Cherokee Nation	2 x 4	1
Fox Street, Tahlequah	Housing Authority of the Cherokee Nation	2x4	2
Sequoyah Heights Addition, Tahlequah	Housing Authority of the Cherokee Nation Sequoyah Heights	4x8	2
Birdtail Addition, Tahlequah	Housing Authority of the Cherokee Nation Birdtail Addition	4x8	2
Ross Swimmer Addition, Tahlequah	Housing Authority of the Cherokee Nation Ross Swimmer Addition	4 x 8	1
Jack Brown Heights, Tahlequah	Housing Authority of the Cherokee Nation Jack Brown Heights	4x8	1
Leon Daniels Heights, Tahlequah	Housing Authority of the Cherokee Nation Leon Daniel Heights	4x8	2
Proctor Heights I, Hulbert		4x8	1
Proctor Heights II, Hulbert		4x8	1
Shade Addition, Hulbert		4x8	2
Mige Glory, Tahlequah		4x8	2
Autumn Woods, Tahlequah		4x8	2
Rehab Warehouse		4 x 8	1
Rehab Warehouse		10x20	1
Hopkins Building	Housing Authority of the Cherokee Nation	4 x 8	2
Craig County			
Buffington Heights, Vinita		4x8	2
Delaware County			
Fasan Summerfield Heights, Jay		4x8	1
Robert Swimmer Addition, Jay		4x8	1
Chopper Heights, Grove		4x8	2
Jay office		2x4	1
Mayes County			
Keener Addition, Salina		4x8	1
Cherokee Heights, Pryor		4x8	1
Pryor office		4x8	1
Johnny Chopper Heights, Locust Grove		4x8	1
Willard Stone Heights, Locust Grove		4x8	1
Locust Grove (new in 2024, no name yet, Delaware and Cherokee streets)			1
Locust Grove office		2x4	1
Muskogee County			
Wheeler Estates, Porum		4x8	2
Houston Johnson Heights, Warner		4 x 8	2
Warner office		2x4	1
Nowata County			
Wauhillau Court, Nowata		4x8	2
Nowata office		2x4	1
Rogers County			
Will Rogers Senior, Claremore		4x8	1
Cherokee Village, Catoosa		4x8	2
4-Plex LN 400, Claremore		2x4	1
Catoosa - highway sign	Housing Authority of the Cherokee Nation	4 x 8	2
Catoosa - building sign	Housing Authority of the Cherokee Nation	2 x 4	1
Sequoyah County			
Redbird Smith		4x8	1
Sallisaw office	Housing Authority of the Cherokee Nation	4 x 8	2
Tsa La Gi Apartments, Sallisaw		4x8	2
Washington County			
Keeler Heights, Bartlesville		4x8	2