

# Cherokee Nation

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## REQUEST FOR BIDS

**TENTS, TABLES, CHAIRS & LIGHTING  
2025 CHEROKEE NATIONAL HOLIDAY**



**Bid Due Date: MARCH 12, 2025**

**CHEROKEE NATION**

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

**CHEROKEE NATION  
BID REQUEST**

**Tents, Tables, Chairs & Lighting**

The Cherokee National Holiday office is accepting bids from interested parties for Tents, Tables, Chairs & Lighting for the 73<sup>rd</sup> Cherokee National Holiday located in Tahlequah, Oklahoma. 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 March 12, 2025 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 March 12, 2025, 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 March 12, 2025, **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

## *Tents, lighting, tables & chairs*

Quantity	Description	Unit Price	Total Price
2	40x40 tents with Air Conditioning	\$	\$
190	Black Resin Chairs	\$	\$
32	60" Round Tables & Table Covers	\$	\$
1	60X80' Tent with UFO & String lights	\$	\$
1	60x100' Tent with UFO & String lights	\$	\$
2	59x119' Tent with UFO & String lights	\$	\$
1	50x100' Tent with UFO & String lights	\$	\$
3	Scaffolding Signage Lighting	\$	\$
			\$

**IMPORTANT NOTE: Bids should include the cost of delivery, set-up, maintenance, and restocking all necessary supplies, as needed throughout the event. Bid submissions for all or part of the specified requirements will be considered. If you are submitting a partial bid, please outline the details of your response below:**

**Bid Details:**

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**ALL SPECIFICATIONS ARE FULLY MET:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**NOTE TO BIDDERS REGARDING INDIAN PREFERENCE:**

TERO Certified Contractor: \_\_\_ Yes \_\_\_ No  
 (Proof of certification must accompany all bids)

**SUBMITTED:**

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Company Name

Company Address

Authorized Signature

Print Name & Title

Phone/Fax Number

## **2025 HOLIDAY TENTS, TABLES, CHAIRS & LIGHTING**

The Cherokee National Holiday office is requesting proposals for tents, tables, chairs & lighting services at the 73<sup>rd</sup> Cherokee National Holiday.

Please submit your bid after carefully reviewing the project specifications.

The vendor will provide outdoor tents, tables, chairs & lighting as specified below.

This will also include labor and lighting director to remain on site.

Delivery times will be specified by the Cherokee National Holiday office.

Pickup will be based on the concluding day of the event. Locations will be throughout Cherokee Nation property with site details below.

A final map of the locations of all equipment will be provided to you on or before August 11, 2025.

Please complete the required response sheet as specified. It is important to note the final quantities, locations, and dates are subject to change.

Prospective bidders may submit their response for all or part of the required services.

The lowest most responsive bidder(s) will be notified of award accordingly.

### **ONE FIRE FIELD**

1 @ 40X40 COOLING TENT w/UFO lights & string lights (CLEAR WALLS OR WINDOWS ON ALL SIDES + AC UNIT)  
95 @ BLACK RESIN CHAIR (COOLING TENT)  
16 @ 60" ROUND WOOD TABLE (COOLING TENT )  
16 @ RED GINGHAM 60" ROUND KWIK COVER (COOLING TENT)  
2 @ 59X119 w/UFO lights & string lights (VENDOR TENTS)  
1 @ 50X100 (CRAFT VENDOR TENT)  
SCAFFOLDING SIGNAGE LIGHTING 3 LOCATIONS (2 MAIN ENTRANCES & HI-WAY SIGNAGE

### **CULTURAL GROUNDS / POWWOW**

1 @ 40X40' COOLING TENT w/UFO lights & string lights (CLEAR WALLS OR WINDOWS ON ALL SIDES + AC UNIT)  
95 @ BLACK RESIN CHAIR (COOLING TENT)  
16 @ 60" ROUND WOOD TABLE (COOLING TENT)  
16 @ RED GINGHAM 60" ROUND KWIK COVER (COOLING TENT)  
1 @ 60X100' TENT with UFO lights & string lights (VENDOR TENT)  
1 @ 60X80' TENT with UFO lights & string lights (VENDOR TENT)

### **INSTALLATION**

On or before August 19<sup>th</sup>, 2025

### **TEAR DOWN**

On or after September 2<sup>nd</sup>, 2025

### **CONTACT INFORMATION**

Cherokee National Holiday Director  
Crystal Walters  
918.822.2427  
918.530.2588  
[crystal-walters@cherokee.org](mailto:crystal-walters@cherokee.org)