

# Cherokee Nation

[www.cherokee.org](http://www.cherokee.org)

**REQUEST FOR BIDS**  
**Purchasing Department**  
**On Behalf of the**  
**Cherokee Nation Public Health**  
  
**RFB - WIC Mobile Service Unit**



**Bid Due Date: June 10, 2025 by 5 pm**

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

# **CHEROKEE NATION BID REQUEST WIC MOBILE SERVICE UNIT**

The Cherokee Nation is accepting bids from interested parties for one mobile clinic service unit to help staff travel to locations within the Cherokee reservation for mobile outreach and to help participants acquire WIC services. We are seeking one large mobile unit that can accommodate staff and participants to intake, weigh, and measure for updating and approval of WIC services. 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 Friday June 10, 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 **Johnna Riggs** at (918) 458-4493 or (918) 458-7695 or e-mailed to [johnna-riggs@cherokee.org](mailto:johnna-riggs@cherokee.org). It is the bidder's responsibility to ensure delivery of bid by **Tuesday June 10, 2025 by 5:00 p.m.** Any bids received after the designated date and time will be ineligible for award.

**Interpretation of the Bid Documents:** All questions or requests for interpretation of the bid must be submitted in written format to Cherokee Nation Acquisition Management. Requests may be e-mailed to [johnna-riggs@cherokee.org](mailto:johnna-riggs@cherokee.org). To be given consideration, questions and interpretation requests must be received no later than **Tuesday June 3, 2025, by 3:00pm.**

Any and all such answers and interpretations and any supplemental instructions will be in the form of written addenda to the bid which, if issued, will be communicated in written format to all prospective bidders not later via a posting on the NATION'S website, [www.cherokeebids.org](http://www.cherokeebids.org) with bid announcement. Due date for interpretations for this bid shall be **Wednesday June 4, 2025, by 5:00pm.**

- a) No answers or interpretation of the bid documents will be made to any bidder orally.
- b) Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

**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 Nation Acquisition Management (Attn: **Johnna Riggs**) no later than on or before **Tuesday June 3, 2025 by 3:00 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 RFB. 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**  
**WIC MOBILE SERVICE UNIT**

| <u>Product Description</u> | <u>QTY</u> | <u>UNIT COST</u> | <u>TOTAL</u> |
|----------------------------|------------|------------------|--------------|
| WIC MOBILE SERVICE UNIT    | 1          | \$ _____         | \$ _____     |

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

**LEAD TIME ARO:** \_\_\_\_\_

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

**PRODUCT SPECIFICATIONS INCLUDED:** \_\_\_\_\_ **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

**INFORMATION, SCOPE OF WORK & SPECIFICATIONS  
PROVIDED BY  
CHEROKEE NATION PUBLIC HEALTH SERVICES**

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**WIC Mobile Service Unit**

**Standard Chassis Equipment**

- V8 Gas Engine
- 12,500 GVWR Automatic Transmission
- 50 State Emissions
- Cruise Control
- Rearview Mirror
- Dual Batteries
- Daytime Running Lights
- AM/FM Clock Radio w/4 Speakers

**Standard Body Equipment**

- Welded Tubular Steel Cage
- Steel Wheel Well Pans
- Drive Shaft Guard
- Rear Mud Flaps
- Steel Cage Primed with Rust Inhibitor
- Underbody Foam Sealed & Undercoated
- 5/8" Advantech Subfloor
- One Piece Pre-Molded Fiberglass Aerodynamic Top
- Fiberglass Rear Cowl & Fiberglass Composite Exterior Sidewalls
- Contoured Fiberglass Lower Body Skirts & Running Boards
- Steel Reinforced Fiberglass Rear Bumper
- 1" Polystyrene Foam Board Insulation
- LED Interior and Exterior Lights
- Velvac Manual Exterior Mirrors (L & R)
- Ceiling Dome Lights

**Additional Equipment**

- 4kw Generator
- First Aid Kit - 24 Unit
- Triangle Reflectors
- 5 Lb. Extinguisher 3A 40 BC

**Medical Equipment**

- Waiting Area Bench
- Check In Desk
- Cab Privacy Curtain, Track, Hold backs

**Additional Equipment**

- Base Locking Cabinets
- Corian Countertops
- Upper Locking Cabinets
- LED Light Strip for upper cabinets
- Floor Wall Heater 1000W 120V
- (2) Coat Hook
- Vent Fan Header Compartment w/ Cover
- Smoke/Carbon Detector
- Gel Hand Sanitizer
- Trash Can
- MOFI5500-5GXELTE-RM520 4G/LTE/5G Router

**Additional Installed Options**

- Full Wheel Alignment - Castor & Camber

**Climate Control**

- Roof A/C 15K BTU
- Roof Vent-Fantastic 4000 Series Fan-14"

**Doors/Windows/Mirrors**

- H.D. Sedan Style Entry Door w/Stepwell
- Door Jamb Skid Tape
- 18" x 16" Window Added to Door, (Each)
- Safety Wind Strap
- Single Rear Door - Deluxe w/Window

**Electrical**

- RVS Backup Camera - 7" Mirror Monitor
- Wire One 110V Outlet to be Hot at All Times
- Replace Std. Dome Lights with 4"x11" LED Light
- (2) 8" Exterior LED High Mount Cargo Light
- Interior Switch for Dome Lights
- Coach Battery Disconnect Switch
- Pull 110V 12 Gauge Cable-Coiled Up to Fron Bulkhead
- 110V Exterior GFI Outlet
- (7) 110V Outlet With Faceplate -110V Duplex Outlet
- Pull 110V 14 2 Gauge SL Wire Lead
- Turn Signal Cameras

**Exterior**

- Generator Prep Kit
- Generator Enclosure Kit
- Tailpipe Routed to Curbside
- Yellow Step Nosing

**Safety**

- Back Up Alarm
- LED Brake Light - Center High Mount

**Graphics**

- Full wrap

**Awning**

- 10-foot power awning

**Warranty****BODY**

- Body Structure and Components 5 Years / 50,000 Miles

**CHASSIS**

- Chevrolet: 3 Years - 36,000 Miles / 5 Years 100,000 Miles Powertrain Only
- Ford: 3 Years - 36,000 Miles / 5 Years 60,000 Miles Powertrain Only
- Freightliner Custom Chassis Corp: Basic Vehicle - 3 Years 50,000 Miles (some components are more and some components are less)

**SPECIALTY COMPONENTS**

- Includes items installed specifically for a specialty vehicle including but not limited to, refrigerator, office equipment, exam tables, etc. 2 Year - Unlimited Miles

**OTHER POTENTIALLY APPLICABLE WARRANTIES**

- AIR CONDITIONER 2 Years, Unlimited Miles
- GENERATOR 2 Year, 2,000 hours