

# Cherokee Nation

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

## MANDATORY PRE-BID MEETING HANDOUT

**JACK BROWN CENTER**

**LOCATION: TAHLEQUAH, OKLAHOMA**

**CHEROKEE COUNTY, OKLAHOMA**



**On behalf of Health Services**

**CHEROKEE NATION**

**P.O. Box 948**

**Tahlequah, OK 74465**

**(918) 453-5000**

## Receipt and Opening of Bid

The Cherokee Nation (hereinafter "NATION"), invites bids on the form attached hereto, all blanks of which must be appropriately filled in. Bids will be received by the NATION at the Procurement Department until **June 12, 2025 at 3:00 p.m. CT**. The envelopes containing the bids must be sealed, addressed to Cherokee Nation, Attn: Johnna Riggs, Purchasing Department.

Bids may be hand delivered/courier delivered to Cherokee Nation Purchasing, Attn: Johnna Riggs, 17665 S. Muskogee Avenue, Tahlequah, Oklahoma 74464. **BIDS MUST BE RECEIVED ON OR BEFORE June 12, 2025 AT 3:00 P.M. CT TO BE CONSIDERED. BIDS MUST BE SEALED AND CLEARLY MARKED “SEALED BID, DO NOT OPEN, JACK BROWN CENTER HARDENED STRUCTURE”. A PUBLIC BID OPENING WILL BE HELD ON June 12, 2025 AT 3:00 P.M. CT IN THE FINANCIAL RESOURCES BUILDING, 17665 S. MUSKOGEE AVENUE, TAHLEQUAH, OKLAHOMA 74464 (social distancing and masks may be required). LATE SUBMITTALS WILL NOT BE ACCEPTED, OPENED, OR CONSIDERED FOR AWARD.**

Bids will be accepted from Indian and Non-Indian bidders.

- a) Interested bidders must submit, at a minimum, the following completed bid sheets and attachments, in the sealed bid packed to be consider fully responsive/responsible bidders: Preparation Outline, Attachment A must be completed and all sections returned; Bid Form, page 20, Base Bid, page 21; Non Collusive Affidavit, page 22; Previous Work History Form, Attachment B; TERO Certification (if applicable, to be provided by bidder); Statement on Providing Indian Preference in Employment & Training Opportunities, Attachment C; Statement on Providing Indian Preference in Subcontracting, Attachment D; Bid Bond. And, any additional documents mandated by the Cherokee Nation in an issued Addendum.

The NATION may consider informal a bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any sealed bid received from a bidder who does not meet mandatory bid requirements will be returned, unopened. Any bid received after the time and date specified shall not be considered and will be returned, unopened. No bidder may withdraw a bid within 30 days after the actual date of the opening thereof.

## **Interpretation of the Bid Documents**

Every request for interpretation of the meaning of the plans, specifications, or other pre-bid documents must be submitted in written format to Cherokee Nation Procurement Department. Requests may be e-mailed to [johnna-riggs@cherokee.org](mailto:johnna-riggs@cherokee.org).

To be given consideration, interpretation requests must be received by the stipulated deadline. Due date for all interpretation requests for this bid shall be **June 2, 2025 by 5:00 p.m. CT.**

Any and all such interpretations and any supplemental instructions will be in the form of written addenda. Due date for interpretations for this bid shall be **June 4, 2025 by 5:00 p.m. CT.**

No interpretation of the meaning of the plans, specifications, or other pre-bid documents will be made to any bidder orally.

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.

## **Site Inspections**

At the time of the opening of bids each bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the plans and contract documents (including all addenda).

The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect of his bid.

**A mandatory onsite visit is scheduled for May 29, 2025 at 2:00 p.m. CT. If a company is interested in the project, but unable to attend the mandatory site visit as stated, there will be an opportunity to meet the requirement on May 30, 2025, by contacting Hunter Wallace @ (918) 772-8350 to schedule.**

## **BONDING REQUIREMENTS**

Minimum requirement for bonding and insurance shall be as follows:

A bid bond equal to five percent (5%) of grand total bid amount. A “bid bond” is one executed in connection with a bid offer to guarantee the contractor will enter into a contract if given the award. Only acceptable alternate in lieu of bid bond is a Cashier’s Check.

A performance bond on the part of the contractor for 100 percent (100%) of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.

A payment bond on the part of the contractor for 100 percent (100%) of the contract price. A “payment” bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

**NOTE: The payment, performance, and maintenance bonds will only be required of the successful Contractor but must be in full effect before any work is done. The date of the bonds must not be prior to the date of the Contract. If the Contractor is a partnership, all partners must execute the bonds.**

**Corporate sureties offered for bonds furnished with contracts performed for the Cherokee Nation must appear on the list contained in the Department of the Treasury Circular 570, “Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and Acceptable Reinsuring Companies.”**

## **MANDATORY BID DOCUMENTS**

**ALL THE FOLLOWING PAGES AND INFORMATION MUST BE SUBMITTED WITH  
SEALED BID TO BE CONSIDERED FULLY RESPONSIVE & ELIGIBLE FOR AWARD.**

**PREPARATION OUTLINE**  
**JACK BROWN CENTER HARDENED STRUCTURE**

The following information must be submitted and signed as indicated with sealed bid. All information must be submitted for bid to be considered responsive and reasonable.

- a. Preparation Outline (Attachment A, this page)
- b. Bid Form (Bid Packet, Page 19)
- c. Base Bid Form (Bid Packet, Page 20)
- d. Non-Collusive Affidavit (Bid Packet, Page 21)
- e. Previous Work History Form (Attachment B)
- f. TERO Certification (If applicable, to be provided by bidder)
- g. Statement on providing Indian Preference in Employment and Training Opportunities (Attachment C)
- h. Statement on providing Indian Preference in the award of Subcontracts (Attachment D)
- i. Bid Bond – 5% of Grand Total Bid Amount

**SPECIAL INSTRUCTIONS**

**\*\*Be advised that all responsive proposals will be evaluated as outlined in this solicitation packet.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**SEALED BID – BID FORM**  
**JACK BROWN CENTER HARDENED STRUCTURE**

To the Cherokee Nation:

This Bidder, in compliance with your invitation for a sealed bid for a hardened structure at Jack Brown Center located in Tahlequah (Cherokee County), Oklahoma, and having examined the bid documents; and, being familiar with all of the conditions surrounding the scope of work of the proposed project, hereby proposes to furnish all labor, quality control, materials, supplies, and supervision to complete the project for each site in accordance with the Contract Documents, and at the prices stated below. These prices to cover all expenses and taxes incurred in performing the work required under the Contract Documents, of which this proposal is a part.

Bidder hereby agrees to commence work under his contract on dates to be specified in a written “Notice of Award” for the drawings and a “Notice to Proceed” for the construction from the NATION, if he is the successful bidder. The number of calendar days for project completion will be based on 90 Days to Complete as specified in bidder’s response or \$100.00 per business day will be charged the Contractor for each day of extension over the presented construction end date.

Should any addenda be issued prior to the submission of this proposal, bidder acknowledges receipt of same by initials and date of the following addenda.

ADDENDUM #1 \_\_\_\_\_

ADDENDUM #2 \_\_\_\_\_

Bidder understands the NATION reserves the right to reject any or all bids and to waive any informalities in the bidding. Bidder understands award of this contract shall be subject to available funding.

Bidder agrees his bid shall be good and may not be withdrawn for a period of 90 calendar days from bid opening. Bidder will cooperate with the NATION to ensure a formal contract is fully executed within 10 days of his notice if he is the successful contractor.

Indian preference will be given on this project to firms certified as Indian-owned by the Cherokee Nation Tribal Employment Rights Office (TERO). Proof of certification must accompany all bids.

**BASE BID: JACK BROWN CENTER HARDENED STRUCTURE**

The General Contractor, as Bidder, agrees to perform all work as shown and called for in the Plans and Specifications for the Cherokee Nation, that is shown to be the Base Bid.

The Bidder agrees to furnish all labor, quality control, materials, supplies, and supervision to complete the project in accordance with the scope of work and specifications for this project, and at the prices stated below.

**BASE BID :** \$ \_\_\_\_\_ **Days to Complete** \_\_\_\_\_

**ALTERNATE:** \$ \_\_\_\_\_

**GRAND TOTAL:** \$ \_\_\_\_\_

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE: (Check One)

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

Major Cherokee Employer: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Bidder must contact TERO at 918-453-5000 for this preference)

SUBMITTED:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

## 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 the 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 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

## PREVIOUS WORK HISTORY FORM

**NOTE:** This form is a required submission from each bidder/offeror and is the Nation's documentation to determine responsible bidders/offerors. In the spaces below, complete all information requested, providing all telephone numbers and any available facsimile numbers for all employers, companies and vendors listed. In the disclosure space, enter any defaults, assignments or foreclosures.

Employer/Company name, address, phone & fax	Contract Amount	Contract start and completion dates	Describe type of work performed/completed	Disclosures	Contractor's Current and previous vendors – give address and phone/fax
<b>Please attach additional sheets as required to sufficiently provide a minimum of three (3) years' work history</b>					

**TERO CERTIFICATION**  
**(if applicable)**

## Statement on Providing Indian Preference In Employment and Training Opportunities

The Cherokee Nation has determined that all bidders this solicitation shall to the greatest extent feasible comply with 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:

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Provide the number or percentage of Indians anticipated to be employed and trained.

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If less than 100% Indian for new hires explain why: \_\_\_\_\_

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Provide a list of all core crew (permanent full-time employees) members: \_\_\_\_\_

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Describe the methods that will be used to train Indian employees \_\_\_\_\_

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**Comparable statements from all subcontracts must be submitted.**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Statement on Providing Indian Preference  
In the Award of Subcontracts**

The Cherokee Nation has determined that all bidders under this solicitation shall to the greatest extent feasible comply with Indian Preference in the awarding of all subcontracts under the contract.

If no responsive proposal by a qualified Indian-Owned economic enterprise or organization is within the estimated 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 Indian Preference in the award of subcontracts:

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**BID BOND**  
**OR**  
**CASHIER'S CHECK**

**(5% of Grand Total Amount on Base Bid Form)**