Statement of Work

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| Date: | 6/25/2025 |
| Client: | Cherokee Casino & Hotel - Roland |
| Job Name: | Roland TV Refresh |
| Requested by: | Chris Farmer, Project Engineer |
| Addendum: |  |

The Cherokee Nation Entertainment IT/AV (“CNE”) group is seeking proposals for the purchase, delivery, and installation of new commercial TVs for the Roland casino property at Cherokee Casino & Hotel, Roland, Oklahoma. Qualified audio-visual system integrators (“bidders”) are requested to provide bids to supply the equipment and related services as outlined in this document.

Bidders shall have a minimum of five (5) years of experience working in a casino environment including the design, engineering, assembly, installation, and support of audiovisual systems of similar or greater complexity to those identified in this Statement of Work. Bidders shall be able to guarantee service and response time by providing onsite technical services, customer support, training, and telephone support.

CNE Purchasing will host a mandatory vendor pre-bid online Teams Meeting. Attendance is mandatory for all vendors intending to submit a proposal.

1. Summary

This is for procurement and installation of a new TVs at the Cherokee Casino & Hotel – Roland, OK.

This work consists of but is not limited to installing all AV equipment per specifications, labeling, and testing equipment.

Submittals and Manuals

1. Submit with bid a list of 3 references.

1. Project Scope

**Components**

1. **Contractor Provided**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **MFR** | **MFR P/N** | **QTY** |
| Sony 65” TV | Sony | FW65BZ30L | 20 |
| Sony 55” TV | Sony | FW55BZ30L | 22 |
| Sony 50” TV | Sony | FW50BZ30L | 6 |
| Sony 43” TV | Sony | FW43BZ30L | 1 |
| Chief Mount | Chief | RMF3 | 7 |
| Startech Extension Cord 3ft, Right Angle | Startech | PAC101R3 | 7 |
| Belmont Freestanding Display | Belmont | BDSS-SS-49 | 8 |
| Chief Hardware Kit | Chief | FHBU | 42 |
| Estimated Shipping |  |  |  |
| Labor |  |  |  |

1. **Miscellaneous** – Contractor will provide all miscellaneous components to complete the install except the specific items listed in “CNE Provided” section above. This includes, but not limited to, cables, connectors, j-hooks, brackets, custom panels, labels, hardware, cable wraps, etc. Zip ties are not allowed. Cabling above ceiling must be kept off the ceiling, use j-hooks to accommodate this.

**Summary of Requirements**

**This project is to replace most TVs across the property. CNE’s IT/AV team will be installing the Belmont displays. The awarded contractor will be responsible for providing labor to remove old TVs and replace them with new TVs. All old TVs will be placed on a pallet and shrink wrapped and moved to the warehouse to be shipped off.**

CNE will provide one scissor lift. If scaffolding is needed, the contractor will be responsible for providing scaffolding.

The contractor will provide all serial numbers to CNE’s IT/AV team before installation begins.

Contractor will work with CNE on the installation schedule. Due to the casino being open 24/7, early morning work hours might be required.

**Task**

1. **Pre-Install** – Contractor will meet with CNE IT/AV to develop a project timeline and a systematic install approach.
2. **Installation** – Contractor will install all necessary components to complete the project. This will include components provided by CNE IT/AV.
   1. Conditions
      1. Work schedule will be coordinated with CNE IT/AV.
      2. Contractor is responsible for keeping all work areas clean.
   2. Cabling General - Contractor will install, terminate, and test all cabling needed to complete the project. Any cabling not provided by CNE.
   3. Equipment – Contractor is responsible for procuring and installing all components needed to complete this project. Label all equipment with appropriate names and network information as applicable.
3. **Testing & Commissioning** –
   1. Provide all instruments for testing and demonstrating in the presence of the owner. Check all circuits and wiring to verify they are free of shorts and grounds.
   2. The owner reserves the right to do independent tests of all equipment furnished to determine whether the equipment complies with the requirements specified herein and to accept or reject any or all the equipment based on the results thereby obtained.

**Statement of Deliverables**

Proposals must provide a complete turn-key solution, including purchase of all products and services contained in the SOW, and the following documentation.

1. **System Operation** must include introduction and overview to system components, their functions, and locations.
2. **System Documentation** must include:
   1. Complete inventory of system components including serial numbers, and location (e.g., IDF, equipment rack, etc.) of each.
3. **Warranty Information** must include all components and software covered under this SOW and must include, at a minimum, the following:
   1. A warranty period of no less than one year for all components and software covered under this SOW.
   2. Contractor will not be allowed to substitute system components after award of contract without CNE IT/AV’s written approval.
   3. During performance and upon completion of work on this project, contractor must remove all unused equipment and instruments of services, all excess or unsuitable materials, and trash or debris unless otherwise directed by this SOW. CNE IT/AV will provide an instruction for all unused equipment.
   4. Contractor shall be held responsible for any breakage or loss of CNE IT/AV’s equipment or supplies due to contactor’s negligence or negligence of contractor’s employees or subcontractors while working on his project. Contractor shall be responsible for restoring or replacing any damaged equipment or damage to facility resulting from work performed under this contract. Failure or refusal to restore or replace such damaged property will be considered a breach of the contract.
4. General Information

The submission requirements for this SOW are set forth below.

1. **Submission Requirements**
2. To be considered responsive, a proposal must contain the following, prefaced by a table of contents, referenced by number and in the order below.
3. A description of at least three (3) similar projects completed by the bidder within the past three (3) years. Include personal references with contact information for each. Provide a statement of your firm’s background and experience in performing similar projects for other organizations. Qualifications, background and experience of the project director and other staff proposed to work on the project. List all key personnel assigned to the project by level and name. Provide a resume or similar state of the qualifications of the project manager and/or lead person.
4. Lead Installer’s qualifications: proof of Avixa CTS-I certification. At least 5 years of experience leading a crew.
5. List any subcontractors that may be used and specify the work to be performed by each.
6. A detailed cost proposal, including any travel costs and other expenses. Bidders must submit an Itemized Cost Proposal electronically per instructions below.
7. A detailed equipment list: List all hardware, software, and all associated materials along with the quantity, manufacturer, model, accessories with their price.
8. Labor: List the total dollar number, including any subcontractors.
9. Travel Costs: List amount of travel costs and basis of estimate to include trip destination, length, airline fare or mileage expense, per diem costs, lodging and car rental.
10. Other Direct Costs.
11. **Evaluation Process and Highest Scored Bidder**

An evaluation team will review, in detail, all proposals received to determine the Highest Scored Bidder (“HSB”).

Following the initial review and screening of the Proposals, using the selection criteria described below, several bidders may be invited to participate in the final selection process, which may include participation in an oral interview and/or submission of any additional information as requested by CNE Purchasing.

During the evaluation process, a bidder’s representative may be required to answer questions regarding the proposal and/or required to make a formal presentation to the evaluation team.

1. The following criteria will be used in reviewing and comparing the proposals and in determining the HSB. The weight to be assigned to each criterion appears following each item.
2. Responsiveness of the proposal to the submission requirements set forth in the SOW (10%).
3. Vendor qualifications (20%).
4. The technical ability, capacity, and flexibility of the bidder to perform the contract in a timely manner and on budget, as verified by, e.g., the quality of any demonstration, client references, demonstrated success in projects with similar requirements (40%).
5. The total cost of the proposal. If the proposal contains per piece pricing, itemized labor & programming rates (30%).
6. All qualified proposals will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as finalists and receiving a full evaluation as outlined above.
7. **Errors in the SOW**

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the SOW, the bidder should immediately provide CNE Purchasing with written notice of the problem and request that the SOW be clarified or modified. Without disclosing the source of the request, CNE Purchasing may modify the document prior to the date fixed for submission of proposals by issuing an addendum to all potential bidders to whom the SOW was sent.

If prior to the date fixed for submissions, a bidder knows of or should have known of an error in the SOW but fails to notify CNE Purchasing of the error, the bidder shall bid at its own risk, and if, awarded the contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

Key Requirements

* Contractors must keep all work areas always clean of debris.
* Must follow Avixa standards.
* An End of Day Update, via email, must be submitted daily to the CNE IT/AV Team.
* Contractor has all necessary tools to accomplish tasks associated with the project.
* The contractor understands and agrees to early mornings, late nights and/or overnight working hours if needed.
* No substitutions allowed unless owner permission is provided in writing.
* Any change orders must be agreed upon and signed off on by the CNE IT/AV Engineer & CNE IT/AV Manager.
* Bid prices must be good for 120 days. Once contract is signed, equipment can be ordered. Proof of delivery, including packing slips & pictures, must be submitted for payment.
* Bid must include these two items:

1. TERO Fee – ½ of 1% of total project cost.
2. Non-native worker fee -- $25 per day, per non-native worker