Cherokee Nation

www.cherokee.org

REQUEST FOR SEALED BIDS

Sally Bull Hollow Community Center

MANDATORY PRE-BID SITE VISIT HANDOUT

Cherokee Nation Procurement Department
On behalf of Planning and Development

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

PROJECT SUMMARY

The Cherokee Nation is seeking sealed bids from qualified contractors for the complete construction of the Sally Bull Hollow Community Center located at 475360 E 891 Road, Stilwell (Adair County), Oklahoma 74960. The Cherokee Nation will only be accepting sealed bids from General Contracting Companies to act as the sole primary Contractor. Interested parties are to provide bids to furnish all labor, quality control, materials, supplies, and supervision to complete the project. All bids from General Contractors shall be whole and assume all sub-contracts and divisions of labor. Sealed bids will be accepted from Indian and Non-Indian bidders. Indian preference will be given only to bidders who provide proof of current certification from the Cherokee Nation Tribal Employments Office (TERO). Proof of TERO certification must accompany and be included in sealed bid submittal.

GENERAL INFORMATION & BID REQUIREMENTS

Important dates for this Request for Sealed Bids

- **October 27, 2026 by 5:00 p.m. CT.**
  - Questions, requests for clarification or additional information must be submitted in written format to Shelly McClain at shelly-mcclain@cherokee.org

- **October 29, 2026 by 5:00 p.m. CT.**
  - Addendum will be issued by Cherokee Nation. This addendum will address all written submissions received by the mandated deadline. The addendum will be posted on the Nation's free public bid website, www.cherokeebids,org, **Procurement # 164938**.

- **November 06, 2026, by 2:00 p.m. CT.**
  - Sealed bids are due. The envelopes containing the bids must be sealed, addressed to Cherokee Nation, Attn: Shelly McClain, Procurement Department. Bids may be hand delivered/courier delivered to Cherokee Nation Procurement, Attn: Shelly McClain , 17665 S. Muskogee Avenue, Tahlequah, Oklahoma 74464. **BIDS MUST BE RECEIVED ON OR BEFORE NOVEMBER 06, 2026 BY 2:00 P.M. CT TO BE CONSIDERED. BIDS MUST BE SEALED AND CLEARLY MARKED "SEALED BID, DO NOT OPEN, SALLY BULL HOLLOW COMMUNITY CENTER". A PUBLIC BID OPENING WILL BE HELD ON NOVEMBER 06, 2026 AT 2:00 P.M. CT IN THE FINANCIAL RESOURCES BUILDING, 17665 S. MUSKOGEE AVENUE, TAHLEQUAH, OKLAHOMA 74464. LATE SUBMITTALS WILL NOT BE ACCEPTED, OPENED, OR CONSIDERED FOR AWARD.**

Indian Preference will apply to the entire project. To receive Indian Preference a copy of the Cherokee Nation TERO Certificate (front and back) must be included with the sealed bid. The TERO representative will provide more information on the TERO fees and permits necessary for this project.

A bid bond or cashier's check must be included with the sealed bid submittal. The successful party will be required to provide a Payment Bond and a Performance Bond. Bond requirement information is stated on pages 21 and 22 of the RFB Packet.

Insurance Requirements for this project are on pages 23 and 24 of the RFB Packet.

The sealed bid must address all evaluation factors fully and include all mandatory response documents.

Mandatory Documents to be included in the sealed bid are listed on page 6 section (1)C and also listed on the Preparation Outline, Attachment A, of the RFB Packet.

ACTUAL MANDATORY DOCUMENTS FOLLOW

ATTACHMENT A

PREPARATION OUTLINE FORM

PREPARATION OUTLINE
SALLY BULL HOLLOW COMMUNITY CENTER

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 18)

c. Base Bid Form (Bid Packet, Page 19)

d. Non-Collusive Affidavit (Bid Packet, Page 20)

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
SALLY BULL HOLLOW COMMUNITY CENTER
(ADAIR COUNTY)

To the Cherokee Nation:

This Bidder, in compliance with your invitation for a sealed bids for the complete construction of the Sally Bull Hollow Community Center located in Stilwell (Adair 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. Substantial Completion, as defined by the A/E team, shall be reached within bidder's Calendar Days to Complete, as listed on bidding form, or $500 per calendar day will be charged against the Contractor for each calendar day in default.

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 #l _____

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: SALLY BULL HOLLOW COMMUNITY CENTER

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 project will be completed within bidder's Calendar Days to Complete from Notice of Award issued by Cherokee Nation. 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 1: **$**_____
Community Center, Mini Park: Dirt work & Utility Mains

BASE BID 2: **$**_____
Two (2) Duplexes, Site Concrete, Paving

GRAND TOTAL: **$**_____

Calendar Days to Complete: _____

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

ATTACHMENT B

PREVIOUS WORK HISTORY FORM

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 thedisclosure 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
Please attach additional sheets as required to sufficiently provide a minimum of three (3) years work history					

TERO CERTIFICATION

(If Applicable)

Copy of Front & Back of Certificate must be included with sealed bid submittal

ATTACHMENT C

STATEMENT
PROVIDING INDIAN PREFERENCE
IN EMPLOYMENT & TRAINING

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:

_____

_____

_____

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

_____

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

_____

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

_____

_____

Describe the methods that will be used to train Indian employees_____

_____

_____

_____

_____

Comparable statements from all subcontracts must be submitted.

_____
Company Name

_____ _____
Signature **Date**

ATTACHMENT D

STATEMENT
PROVIDING INDIAN PREFERENCE
IN SUBCONTRACTING

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 BID