



Absentee Shawnee Tribe of Oklahoma
2025 S. Gordon Cooper Drive
Shawnee, Oklahoma 74801
Phone: 405.275.4030
Proposals@astribe.com

Invitation for Bids

For

Tecumseh Square Renovation

For

The Absentee Shawnee Tribe of Oklahoma

Bids Due: February 15th, 2022 @ 10 a.m.

Prepared by:
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INTRODUCTION

The Absentee Shawnee Tribe of Oklahoma is seeking bids from interested parties for the Renovation of Tecumseh Square, 12510 Holly Lane, Tecumseh, Oklahoma 74873 – Approximately 55,000 SF. Work will be completed according to the work write-up. **The entire project must be fully completed by August 31st, 2022. Bids are due no later than February 15th, 2022 @ 10:00 a.m.**

An Accounts Payable Invoice will be issued to the responsible Contractor who provides the lowest, most responsive bid in accordance with the Procurement Policies and Procedures and Federal Regulations CFR 200.320.

MANDATORY SUBMITTAL INFORMATION: Bids may be mailed to the Absentee Shawnee Tribe of Oklahoma, Attn: Rebecca Kennedy, 2025 South Gordon Cooper Drive, Shawnee, OK 74801 or may be e-mailed to Proposals@astribe.com. It is the bidder's responsibility to ensure delivery of bids by **February 15th, 2022 @ 10:00 a.m.** Bids received after the deadline will not be considered.

Bid Acceptance: Bids will be accepted from Indian and Non-Indian bidders. AST reserves the right to determine if a bid meets stated requirements, and to award an Account Payable Invoice for the bid that is in the best interest of the Tribe, 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 deadline. No bidder may withdraw their bid within 30 days after the due date. AST reserves the right to reject any and all bids.

Tribal and Indian Preference: Indian preference will be given only to bidders who provide proof of current certification from the Absentee Shawnee Tribal Employment Office (TERO). TERO certifications must be included with the bid or provide within three (3) days. TERO requirements apply, including the fee of ½ of 1% of contract award. The successful bidder must complete the TERO Labor Agreement and pay all applicable fees, including \$25 per day per non-Indian employee working on this project. Please refer to Legislative ACT 01-14.

This contract is subject to Section 7(b) to the Indian Self-Determination and Education Assistance Act, which requires in part that to the greatest extent feasible, preference in the award of contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises.

Wage Rate #OK202100005 applies to this project. Any State of Tribal law requiring the payment of wage rates that exceed the corresponding Federal rate is inapplicable and shall not be enforced.

Bidders can visit the job site and acquaint themselves with the exact nature of work to be performed. To schedule a site visit, please contact **Mike Bread 405.434.3846** or **Rebecca Kennedy 405.827.0460**.



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The Contractor shall verify all quantities, measurements or dimensions, conditions, plans, scope of work, and write up before submitting a bid. Change Orders will not be approved based on mistaken quantity count, measurements or dimensions.

Method of Award: After reviewing all bids received, the accounts payable invoices will be to the responsible bidder whose bid is determined to be the lowest and most responsive in accordance with the AST Procurement Policy.

FOLLOWING FACTORS WILL BE GIVEN CONSIDERATION:

Number of Current, Pending Projects
Previous Projects Completed on Time
Quality of Work on Previous Projects

Notice: Contact with members of the Absentee Shawnee Tribe of Oklahoma Executive Committee, or any officers and employees other than the contact person shown above, by any prospective bidder, after release of the IFB and prior to the execution of a contract with the successful bidder(s) could result in disqualification. In fairness to all prospects during the process, if AST meets in person with anyone representing a potential provider of these services to discuss this IFB, an addendum will be issued to address all questions so as to insure no proposer has a competitive advantage over another. This does not exclude meetings required to conduct business not related to the IFB or possible personal presentations after written qualifications have been received and evaluated.



GENERAL REQUIREMENTS AND EQUIPMENT SPECIFICATIONS

Construction Services Scope (Base Price)

Interior Demolition
Roof Restoration
SF Budget
Shell Space Improvements
Contingency
CM & Subcontractor Bonds
Subcontractor
CM Construction Fee
TERO Tax

Possible Add-On Cost

Misc. Exterior Improvements
Roof Replacement
Front Entry Upgrade
Contingency
CM & Subcontractor Bonds
CM Construction Fee
TERO Tax
Architectural Design Fee
Pre-Construction Fee

Exceptions and/or Clarifications:

All shipping and handling charges are to be included in the bid.

The bid should be valid for 60 days.



GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

- 3.1 The following is a tentative schedule applicable to this IFB; The Absentee Shawnee Tribe of Oklahoma reserves the right to make changes in accordance with the Tribe's needs.

Action

Issue IFB

IFB Submission

Notice of Award Contract

Mandatory Start Date

Full Implementation

- 3.2 **Deadline and Location:** The IFB and all attachments are to be included within the required submissions. The bids and attachments may be mailed or e-mailed. All Bids must be submitted and received by the Absentee Shawnee Tribe of Oklahoma in the Procurement Department **NO LATER THAN February 15th, 2022.**

Office hours for receipt of bids are: Monday through Friday, 8 A.M. through 5 P.M., Central Standard Time. Bids may be express mailed or e-mailed or otherwise sent to arrive prior to the closing time set for receipt of offers. Failure to submit all paperwork by deadline will result in award being revoked.

- 3.3 **Notice of Award Contract:** The Awarded proposer will receive a Notice of Award Contract presented by the Absentee Shawnee Tribe of Oklahoma by Rebecca Kennedy via email. Upon receipt of Notice of Award Contract, The Absentee Shawnee Tribe of Oklahoma must not provide additional plans or specs to the Prime contractor and/or subcontractors unless prior arrangements have been made in writing.

REQUIREMENTS

4.1 **Cover Sheet:**

- a. Company Name
- b. Main Contact Name
- c. Company Address
- d. Main Telephone Number
- e. Email Address
- f. Total Amount

4.2 **Indian Preference Certification** (if applicable) **25 CFR 200.321.**

4.3 **W-9** on a current form dated 2018.



- 4.4 **Completed List of Subcontractors.** (if applicable)
- 4.5 **Proposed Prime Contractor Schedule/Time Line of Events.**
- 4.6 **Certification of Insurance with insurance agent contact information.**
- 4.7 **Copies of Surety Bonds, demonstrating evidence of bonding capacity for contract amount.** (If applicable)

Time is of the essence, and we are closing the bid solicitations on **February 15th, 2022**, with our selection to be made no later than **February 18th, 2022**. The bid should be submitted addressing the areas indicated in this as follows:

- **Company Information and Location(s);**
- **Company Information (CV) who will/may be assigned to task;**
- **Document verification of qualifications;**
- **List of Management representative clients for the last five (5) years, where disclosure requirements would allow;**
- **Fee schedule, including costs and expenses;**
- **Terms of payment;**
- **Contact representative information.**
- **Must be knowledgeable to TERO requirements**
- **General Contractor is responsible for obtaining all permits and following all State and Local Building Code Requirements**
- **Must provide a (1) year warranty on work after completion**

All bids will be reviewed, and an offer of award will be made no later than **February 18th, 2022**, with representation to commence immediately after initial briefing on the nearest in time project(s). At that time, any relevant information, contracts, scopes of work or other current confidential information will be disclosed upon execution of a valid confidentiality agreement.