



**Invitation for Bids (IFB)  
For  
Concrete and Asphalt of New Parking Lots, Maintenance  
Repair of Entrance Roads and Striping of the Tribal  
Complex Facility  
For  
Absentee Shawnee Tribe of Oklahoma  
Shawnee, Oklahoma**

**IFB No. 04-2019-3050-975-19-8890**

**Prepared by:  
Misty Griffith, Procurement Director  
Absentee Shawnee Tribe of Oklahoma  
2025 S. Gordon Cooper Dr.  
Shawnee, OK 74801**

## INTRODUCTION

The Absentee Shawnee Tribe of Oklahoma hereby invites proposals from independent contractors for Concrete and Asphalt of New Parking Lots, Maintenance Repair of Entrance Roads and Striping of the Tribal Complex Facility. Maintenance and Repair is on an “as needed” basis. These services are required to preserve our Tribal Facility.

This Invitation for Bids (IFB) contains General Conditions, Specifications, General Information and Instructions to proposers, Bid Requirements and other pertinent information for submitting a proper and responsive bid. Prospective proposers desiring any explanation or interpretation of the solicitation must submit via email questions at least seven (7) calendar days before the IFB submittal deadline. The invitation must be addressed to Misty Griffith, Procurement Director, at the address stated below. Any information given to a prospective proposer about this solicitation will be furnished to all other prospective proposers as a written amendment to the solicitation.

Late submissions will not be accepted. Submissions received prior to the opening will be held in confidence until the opening. After evaluation of the responses, the Contract will be awarded to the proposer/s representing the “Best Value” to The Absentee Shawnee Tribe of Oklahoma. The resulting Contract may be funded through Tribal Transportation Program 23 U.S. Code 202.

The Invitation for Bids can be obtained by emailing [mistyg@astribe.com](mailto:mistyg@astribe.com) or online at

The Absentee Shawnee Tribe of Oklahoma website at <https://www.astribe.com/>

**Contact person:**            **Misty Griffith**  
   **Procurement Director**  
   [mistyg@astribe.com](mailto:mistyg@astribe.com)  
   **405-275-4030 ext. 6291**

**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 Proposer, after publication of the IFB and prior to the execution of a contract with the successful proposer(s) could result in disqualification of your proposal. In fairness to all prospective proposer(s) during the IFB process, if AST meets in person with anyone representing a potential provider of these services to discuss this IFB other than at the pre-bid meeting, 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.

Absentee Shawnee Tribe of Oklahoma  
Shawnee, Oklahoma

By:   
Phillip Ellis, Tribal Treasurer

## GENERAL CONDITIONS

- 1.1 The Contractor shall provide concrete and asphalt of new parking lots, maintenance repair to entrance roads and striping of the complex facility as specified herein, on an “as needed” basis at various locations on the Tribal Complex.
- 1.2 Contractor **must** begin work within **five (5) days** after receipt of the Notice of Awarded Contract unless otherwise specified in the Contract.
- 1.3 **Regulatory:** Contractor(s) shall comply with all applicable federal, tribal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this IFB (if needed).
- 1.4 **Licensing:** Contractor shall be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing.
- 1.5 **Proposal Prices:** Proposers are advised that the Proposal Fee shall be all inclusive and fully burdened to accomplish the work as specified in this IFB and any resulting contract.
- 1.6 **Responsibility for Subcontractors:** All requirements for the “Prime” contractor shall also apply to any and all subcontractors. It is the Prime Contractors’ responsibility to insure the compliance by the subcontractors. Regardless of subcontracting, the Prime Contractor remains liable to AST for the performance under this IFB or any resulting contract.
- 1.7 **Contractor shall provide at contractor’s own expense all equipment, labor, materials, supplies, and tools to perform all the services required under this IFB and any resulting contract.**
- 1.8 **Liquidated Damages:** For each day that performance under a resulting contract from this IFB is delayed beyond the time specified for completion, the Contractor shall be liable for liquidated damages in the amount of **\$100.00 per day**. However, the timeframe for performance may be adjusted at AST’s discretion in writing and received by the successful proposer prior to default under any resulting contract.
- 1.9 If any employee of the Contractor is deemed unacceptable by AST, “Prime” Contractor shall immediately replace such personnel with a substitute acceptable to AST.
- 1.10 **BONDING:** All Surety Bonds shall be issued by companies licensed to do business in the State of Oklahoma, Payment & Performance Bonds shall be provided to AST prior to commencing work on any single project that exceeds \$50,000.00. Bid Bond, Performance Bond and Payment Bond.

## **SPECIFICATIONS**

- 2.1 Multi-Purpose Building Parking lot. [See Attachment A and A.1](#)
- 2.2 Complex Main Entrance re-surfaces and repairs. [See Attachment G](#)
- 2.3 Complex Striping. To include but not limited too; Parking, Loading/Unloading zones, Handicap and parking blocks. [See Attachment H](#)
- 2.4 Concrete Repairs on an “as needed basis” on the Tribal Complex roads.  
[See Attachment I](#)

## 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 Complex’s needs.

<b>Action</b>	<b>Date</b>
Issue IFB	May 3 <sup>rd</sup> , 2019
Mandatory Pre-Bid Meeting	May 28 <sup>th</sup> , 2019
IFB Submission	June 4 <sup>th</sup> , 2019
Bid Opening	June 5 <sup>th</sup> , 2019
Notice of Award	June 5 <sup>th</sup> , 2019
Mandatory Construction Start Date	June 10 <sup>th</sup> , 2019
Striping and Repainting of Complex Deadline	June 28 <sup>st</sup> , 2019
MPB Parking Lot Deadline	Aug. 9 <sup>nd</sup> , 2019
Full Implementation	Sept. 6 <sup>th</sup> , 2019

- 3.2 **Mandatory Pre-Bid Meeting:** A site visit is required if the project is such that the Proposal shall have actual knowledge of the physical situation relative to the IFB Closing date in order to submit a valid bid. **May 28<sup>th</sup>, 2019 at 9:30AM** beginning location will be the Procurement Department.
- 3.3 **Submission Deadline and Location:** The IFB and all attachments are to be included within the required proposal submissions which include one (1) original signature copy marked “Original” along with three (3) photocopies of your proposal marked “Copy 1” through “Copy 3”. The original proposal, all attachments and all required copies may be bundled in one sealed package. Facsimile and/or Email proposals shall NOT be accepted. All Proposals shall be submitted and received by the Absentee Shawnee Tribe of Oklahoma in the Procurement Department **NO LATER THAN 4:00PM, Friday, June 4th, 2019**

Proposals shall be addressed as follows with the “Absentee Shawnee Tribe of Oklahoma Invitation for Bids # 04-2019-3050-975-19-8890, clearly marked on the outside of the sealed package to:

Absentee Shawnee Tribe of Oklahoma  
 Attention: Misty Griffith, Procurement Director  
 Bid Proposal Enclosed # 04-2019-3050-975-19-8890  
 Procurement Building 18C  
 2025 S. Gordon Cooper Drive  
 Shawnee, OK 74801

Office hours for receipt of bids are: Monday through Friday, 9 A.M. through 4 P.M., Central Standard Time. Offers may be hand delivered, express mailed, or otherwise sent to arrive prior to the closing time set for receipt of offers, as determined by the clock in the Procurement Department.

- 3.4 **Bid Opening Results:** It is understood by all proposers that the proposals are publicly opened and read out loud with the bidder name and price. The results will be a matter of public record. The location of the Bid openings will be held **Wednesday, June 5th, 2019 at 9:00AM** at the Procurement Conference Room located in the Procurement Department, Building 18C on the Absentee Tribal Complex.
- 3.5 **Notice of Award:** The Awarded proposer will receive a Notice of Award presented by the Absentee Shawnee Tribe of Oklahoma by **Wednesday, June 5th, 2019** via email.

Upon receipt of Notice of Award, 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.

- 3.6 **Davis-Bacon Wage Act:** This project is subject to Federal prevailing wage requirements. Prime Contractor and Subcontractors must pay all trades in their employ Federal prevailing wage determination. In addition to the Davis-Bacon Wage Act, all Contractors and Subcontractors on the project will be required to submit one (1) set of certified payroll **each week**. Submission must be turned into the Procurement Department, attention to Misty Griffith, Procurement Director.

## BID REQUIREMENTS

### 4.1 Cover Sheet:

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

### 4.2 Indian Preference Certification (if applicable) 25 CFR 200.321,

### 4.3 Proposals: must be calculated per job below 1-4.

1. **Multi- Purpose Building Parking** design on Attachment A. Contractor construct new parking lot with 58-59 parking spaces, installation of 4 new LED light poles (with photo cell sensors) complete with west sidewalks as shown on Attachment A.

**Proposed Bid** \_\_\_\_\_

2. **Complex Main Entrance** re-surfaces and repairs. See Attachment G

**Proposed Bid** \_\_\_\_\_

3. **Complex Striping** to include but not limited too; Parking, Loading/Unloading zones, Handicap and parking blocks. Location for its entirety is outlined and highlighted on attachment. See Attachment H

**Proposed Bid** \_\_\_\_\_

4. Concrete Repairs on an “as needed basis” on the Tribal Complex roads. Locations have been highlighted on the attachment. See Attachment I

**Proposed Bid** \_\_\_\_\_

- 4.4 **Proposals W-9** on a current form dated 2018.
- 4.5 **Completed List of Subcontractors.**
- 4.6 **Proposed Prime Contractor Construction Schedule.**
- 4.7 **Evidence of Insurance and insurance agent contact information.**
- 4.8 **Copies of Surety Bonds, demonstrating evidence of bonding capacity for contract amount.**

## **LIST OF ATTACHMENTS**

Attachment A

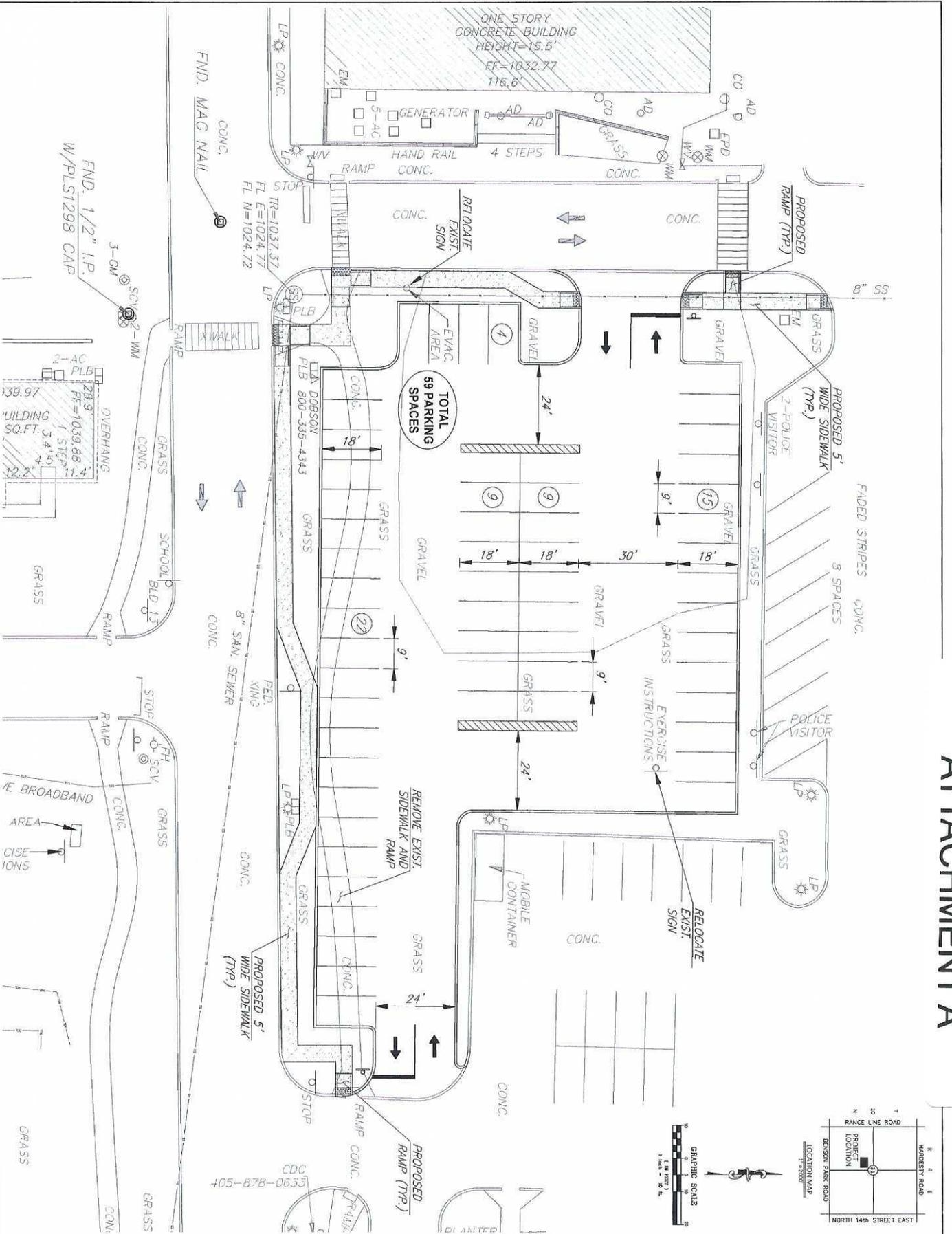
Attachment A.1

Attachment G

Attachment H

Attachment I

# ATTACHMENT A



**SMC**  
 SMC Consulting Engineers, P.C.  
 424 West - Oklahoma City, OK 73101  
 405-251-7175 Fax 405-251-7899  
 www.smce.com  
 DESIGNATED BY RESOLUTION NO. 141 OF MAYOR

PROJECT NO. 2010-001  
 SHEET NO. 2  
 DATE: 11/11/10

**MULTIPURPOSE PARKING AREA**

**RT#8890 AST COMPLEX**  
 SHAWNEE, OKLAHOMA

**ABSENTEE SHAWNEE TRIBE OF OKLAHOMA**  
 SCOTT MILLER, DIRECTOR OF SELF-GOVERNANCE  
 2025 S. GORDON COOPER  
 SHAWNEE, OK. 74801  
 (405) 275-4030

**OKLAHOMA STATE UNIVERSITY**

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AUTHORITIES.  
 2. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES AT ALL TIMES.  
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.  
 4. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES THROUGHOUT THE PROJECT.  
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING THE SITE TO ORIGINAL OR BETTER CONDITION UPON COMPLETION OF THE PROJECT.



# AST Multipurpose Bldg. Parking Area

ATTACHMENT A.1



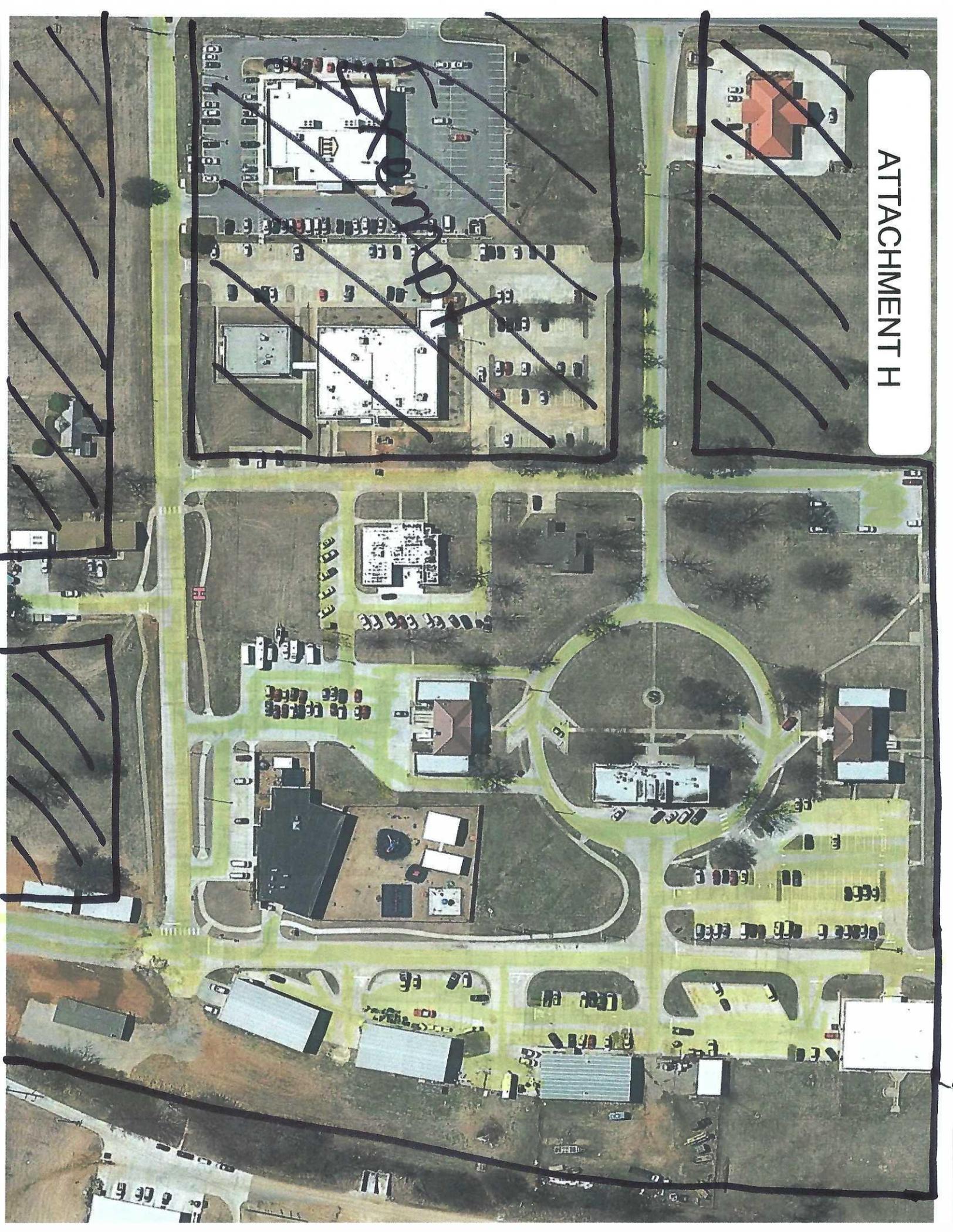


# AST Complex Entrance

ATTACHMENT G



ATTACHMENT H



ATTACHMENT I

