

Housing Authority of the Cherokee Nation  
www.cherokee.org

## REQUEST FOR BIDS

**Solicitation #2016-001- 012**

**Real Estate Appraisal Services**



**Bid Due Date: Tuesday November 10th, 2015 at 10:00 A.M.**

**Housing Authority of the Cherokee Nation**  
P.O. Box 1007  
Tahlequah, OK 74465-1007  
(918) 456-5482

## **Housing Authority of the Cherokee Nation BID REQUEST**

The Housing Authority of the Cherokee Nation is seeking bids from interested parties in Real Estate Appraisal Services for undeveloped property and existing housing unit(s) located in the Cherokee Nation fourteen (14) county jurisdictional area; Adair, Cherokee, Craig, Delaware, Mayes, Muskogee, McIntosh, Nowata, Ottawa, Rogers, Sequoyah, Tulsa, Wagoner and Washington counties. Please check the areas (Northern or Southern) you are interested in bidding. **TO BE CONSIDERED A RESPONSIVE/RESPONSIBLE BIDDER, THE MANDATORY BID RESPONSE SHEET MUST BE FULLY COMPLETED.** Bids are due no later than Wednesday November 10<sup>th</sup>, 2015 AT 10:00 A.M.

The lowest most responsive, responsible bid will be the determining factor in awarding this bid based on The Housing Authority of the Cherokee Nation Procurement Policy and Procedure. The HACN reserves the right to make multiple awards.

**Bids are due Wednesday November 10<sup>th</sup>, 2015 at 10:00 A.M.**

**MANDATORY SUBMITTAL INFORMATION:** Bid submittal requirements must be followed. Each bid must be submitted on the prescribed, required form with all areas completed. If forwarded by mail, the envelope containing the bid and all other required, completed documents must be received on or before due date listed and **must be clearly identified “Bid Enclosed” Attn: Herman Augerhole.** Bids may be mailed to the Housing Authority of the Cherokee Nation, Attn: Herman Augerhole, P.O. Box 1007, Tahlequah, OK 74465. Bids may be faxed to the attention of Herman Augerhole at (918) 458-5637 or e-mailed to [herman.augerhole@hacn.org](mailto:herman.augerhole@hacn.org) it is the bidder's responsibility to ensure delivery of bids by Wednesday November 10<sup>th</sup>, 2015 by 10:00 A.M. Any bids received after the designated date and time will be ineligible for award.

**Bid Acceptance:** Bids will be accepted from Cherokee, Tribal, Indian and Non-Indian bidders. Tribal and Indian preference will be given **ONLY** to offerors who provide current certification from the Tribal Employment Rights Office (TERO) located at the Cherokee Nation of Oklahoma, P.O. Box 948, Tahlequah, Oklahoma 74465, telephone number (918) 453-5000. Failure to submit the TERO certification with the bid, or within three (3) days of deadline may result in denial of Indian Preference. This contract is subject to section 7 (b) of 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. Housing Authority of the Cherokee Nation reserves the right to reject any and all bids. Housing Authority of the Cherokee Nation reserves the right to determine if a bid meets stated requirements, and to award a purchase order for the bid

that is in the best interest of the Housing Authority of the Cherokee Nation 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 specified date and time; any bid received after stipulated date and time will be returned unopened. No bidder may withdraw their bid within 30 days after proposal due date.

**TERO Certification:** Indian preference will be given only to bidders who provide proof of current certification from the Cherokee Nation Tribal Employments Office (TERO) located in Tahlequah, Oklahoma, telephone number (918) 456-0671. Proof of TERO certification must accompany and be included in bid submittal.

**Method of Award – Lowest Bid That Contains Lowest Most Responsive/Reasonable Offer From Qualified Bidder:** After consideration of price and other factors, the purchase order will be awarded to the bidder whose bid is determined to be the lowest most responsive/reasonable offer and in the best interest of the Nation to accept in accordance with the Housing Authority of the Cherokee Nation Procurement Policy and Procedure. Award shall be made under unrestricted solicitations to the lowest, most responsive/reasonable bid from a qualified economic enterprise or organization within the maximum total budget price established for the specific project or activity being solicited. The HACN reserves the right to make multiple awards. TERO Preference will be given only to bidders who provide proof of current TERO certification from the Cherokee Nation Tribal Employments Office (TERO). Proof of TERO certification must accompany and be included in bid submittal.

**Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters:** The responding party certifies to the best of its knowledge and belief that the person, the firm, or any of its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency or Indian tribe. The bidder will also certify they have not, within a three-year period preceding this Request for Proposal, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commissions of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision. The responding party certifies they have not, within a three-year period preceding this Request for Proposal, had one or more contracts terminated for default by a Federal, State, Local or Tribal agency. The responding party shall provide immediate written notice to the Housing Authority of the Cherokee Nation if, at any time prior to contract award, the person learns

its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

**General Information:** Housing Authority of the Cherokee Nation reserves the right to waive any informalities or to reject any and all bids. Award of purchase order will be to the lowest most responsible responsive bidder and will be subject to availability of funds. Indian preference will be given to Contractors certified as an Indian-Owned firm by the Cherokee Nation Tribal Employment Rights Office (T.E.R.O.). Proof of certification must accompany all bids. No bidder may withdraw their bid within thirty (30) days after bid opening date.

A prospective contractor seeking to receive Indian Preference under this contract must be certified as an Indian-owned firm by the Cherokee Nation Tribal Employment Rights Office (TERO) and submit proof of that certification with their bid.

**\*\*FAILURE TO SUBMIT ALL PAPERWORK BY DEADLINE WILL RESULT IN AWARD BEING REVOKED\*\***

The offeror must be licensed as a Residential Real Estate Appraiser within the State of Oklahoma.

The required documents must accompany bid submittal to be eligible:

- Licenses
- Copy of insurance
- Time of completion
- TERO Certificate (if applicable)

## **Scope of Work**

### **Undeveloped property**

The purpose is to develop an opinion of the market value of the subject property in acquiring fee simple title. Give the opinion of value as a single number in written report. The appraisal developed and report prepared in accordance the Uniform Standards of Professional Appraisal Practice.

### **Existing housing units**

The purpose is to develop an opinion of the market value of the subject property. Give the opinion of value as a single number in written report. The appraisal developed and report prepared in accordance the Uniform Standards of Professional Appraisal Practice.

The subject property is the existing stock of homes owned by the HACN. These homes are renovated, modernized and offered to applicants on the waiting list maintained by the HACN. **Exterior inspection only**. The function of the appraisal is assist the HACN in evaluating subject property for lending purposes.

**Housing Authority of the Cherokee Nation**  
**MANDATORY BID RESPONSE SPREADSHEET**

**Raw/Undeveloped Land Appraisal** \$\_\_\_\_\_

**Residential Appraisal with Structure** \$\_\_\_\_\_

**Please check the Counties you are interested in bidding:**

\_\_\_\_\_ **Northern Cherokee Nation – *will include Craig, Delaware, Mayes, Nowata, Ottawa, Rogers, Tulsa, and Washington Counties***

\_\_\_\_\_ **Southern Cherokee Nation – *will include Adair, Cherokee, Muskogee, McIntosh, Sequoyah, and Wagoner Counties***

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE: (Check One)

TERO Certified Contractor: \_\_\_\_\_ Yes \_\_\_\_\_ No

**(Proof of certification must accompany all bids)**

SUBMITTED:

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

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

\_\_\_\_\_  
Phone Number

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

\_\_\_\_\_  
Print Name & Title