

United Keetoowah Band of Cherokee Indians in Oklahoma

18300 W. Keetoowah Cir., Tahlequah, OK 74464 – Phone: (918) 871-2800

FORMS CHECK-LIST

TAG Project

FORMS	DESCRIPTION	SUBMISSION INSTRUCTIONS	BIDDER'S INITIALS
Form A Pg 2-4	Statement of Qualifications	Complete, sign, and submit	
Form B Pg 5	Contacto Certification Regarding Debarment and Suspension	Complete, sign, and submit	
Form C Pg 6	Non-Collusion Affidavit of Prime Bidder	Complete, sign, and submit	
Form D Pg 7	Proposed Subcontractor List	Complete, sign, and submit If no subcontractors will be used, note on form, and submit	
Form E Pg 8	List of Recently Completed Projects and Contract Amounts	Complete, sign, and submit	
Form F Pg 9	List of References	Complete, sign, and submit	
Form G Pg 10	Firm Certification	Complete, sign, and submit	
Form H Pg 11	Drug-Free Workplace	Complete, sign, and submit	
Form I Pg 12	Acknowledgement of Receipt of Addenda	Complete and submit signed form ONLY if an addendum has been issued. If no addenda have been issued, this form does not need to be submitted	
Form J Pg 13	Bid Form	Complete, sign, and submit	

STATEMENT OF QUALIFICATIONS

A. CONTRACTOR'S DATA

Corporate Name: _____

Address: _____

Telephone Number: _____

Authorized Signor: _____

Title: _____

Email: _____

Date Contractor Est.: _____

Federal Tax ID No.: _____ - _____

- i. If the Contractor has been in business under the present business name for less than five (5) years, provide the prior business name of the Contractor (or its principals) and the number of years it was in business.

Prior Business Name: _____

Prior Business in business for _____ years.

- ii. Contractor is a (check one):

Sole Proprietorship:

Corporation:

Partnership:

Other (specify): _____

- iii. If the Contractor is a corporation, it is (check all that apply):

Publicly Held

Privately Held

Subsidiary

- iv. Contractor's present headquarters office:

Corporate Name: _____

Address: _____

Telephone: _____

Relationship between Contractor and Parent Company (applies to Subsidiary Corporations only):

v. The following named person(s) are hereby authorized to bind the Contractor in matters relating to the Proposal:

1. Name: _____

Title: _____

2. Name: _____

Title: _____

3. Name: _____

Title: _____

B. REPRESENTATIONS, CERTIFICATION AND ACKNOWLEDGMENTS OF THE CONTRACTOR

- i. The Contractor hereby acknowledges having reviewed the **SCOPE OF WORK** and agrees to be bound by all applicable provisions on projects.
- ii. The undersigned represents, warrants, and certifies on behalf of the Contractor that:
 - a. The information contained in the Proposal is true and complete.
 - b. The Proposal has been duly and properly authorized for submission by the Contractor.
 - c. In its preparation and development of the Proposal, the Contractor has not, directly nor indirectly, solicited or received any advice, assistance or information concerning the RFP from and representative of the United Keetoowah Band of Cherokee Indians, or its agents or contractors, which was not equally available to other Contractors, and which might contribute to an actual or potential competitive advantage for the Contractor.

The undersigned acknowledges on behalf of the Contractor that the Tribe's receipt or discussion of any information (including information contained in the Proposal) shall not impose any obligation whatsoever on the Tribe or entitle the Contractor to any compensation therefore, except to the extent specifically provided in such written Agreement as may be entered into between the Tribe and the Contractor. Any information given to the Tribe before, with, or after the submission of the Proposal, either orally or in writing, except as noted below, may be used or disclosed to others for any purpose and any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with the terms of the paragraph, whether made as part of or in connection with any information received from the Contractor or made at any other time in any fashion, shall be void and of no effect. The solicitation is not intended, however, to grant the Tribe the right to use any matter which is the subject of valid existing or pending patents.

- iii. The undersigned certifies for herself/himself and for the Contractor, under penalty of perjury that to the best of her/his knowledge and belief:

- a. The contractor’s sole proprietorship, partnership, corporation or other legal entity is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any local agency.
- b. The Contractor’s sole proprietorship, partnership, corporation or other legal entity is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any local agency within the past five (5) years.
- c. The Contractor’s sole proprietorship, partnership, corporation or other legal entity has not been indicted, convicted nor had a civil judgment rendered against it by a court of competent jurisdiction in any manner involving fraud or official misconduct within the past five (5) years.

Knowingly providing false information will result in disqualification from consideration as part of the RFP.

IN WITNESS THEREOF, the Contractor has executed this **Statement of Qualifications** this _____ day of _____, 2023.

When Contractor is a Corporation:

Name of Corporation: _____

By: _____
Signature of Officer

Print Name: _____

Title: _____

Corporate Address: _____

Attest: _____
Secretary

Affix Corporate Seal:

When Contractor is a Partnership of Joint Venture: (A general or limited partner must sign):

Name of Partnership of
Joint Venture: _____

By: _____
Signature of Partner

Print Name: _____

Address: _____

When Contactor is a Sole Proprietorship or operates under a Trade Name:

Name of Firm: _____

By: _____
Signature

Print Name: _____

Address: _____

-FORM B-
CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned as an officer and an authorized representative of Contractor certifies that Contractor and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- b. Have not within a three (3) year period preceding this proposal been convicted of or had a connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine up to \$10,000.00 or imprisonment for up to five (5) years, or both.

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

_____ I am unable to certify to the above statements. My explanation is attached.

-FORM C-
NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

The Bidder hereby declares that the undersigned is the person or persons responsible within the firm for the final decision as to the price(s) and amount of this bid and the Bidder further declares that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder on this project and will not be so disclosed prior to the bid opening.
3. No attempt had been made or will be made to solicit, cause, or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from any other firm or person to submit a complementary bid.
5. The Bidder has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised, or paid cash or anything of value to any other Bidder or person, whether in connection with this or any other project, in consideration for an agreement or promise by any other firm or person to refrain from bidding or to submit a complementary bid on this project.
6. The bidder has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any other firm or person and has not been promised or paid cash or anything of value by any other firm or person, whether in connection with this or any other project, in consideration for the firm's submitting a complementary bid, or agreeing to do so, on this project.
7. The Bidder has made a diligent inquiry of all members, officers, employees, and agents of the Bidder with responsibilities relating to the preparation, approval or submission of the firm's bid on this project and have been advised by each of them that she or he has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in this Declaration.

Business Name: _____

Signature of
Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

-FORM D-
PROPOSED SUBCONTRACTOR LIST

List proposed subcontractors to be contracted by the Contractor (utilization of subcontractors require pre-approval by the Tribe). Not if no subcontractors shall be utilized.

COMPANY NAME	SPECIALTY

Business Name: _____

Signature of
Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

-FORM E-
LIST OF RECENTLY COMPLETED PROJECTS AND CONTRACT AMOUNTS

Provide the required information for a minimum of three (3) separate and verifiable projects. The work listed must be similar in nature to that specified in the solicitation.

- 1. Client Name: _____

 - a. Client Address: _____
 - _____
 - b. Client Phone: _____
 - c. Contact Person: _____
 - d. Project Name: _____
 - e. Location of Project: _____
 - f. Description of Project: _____
 - g. Project Performance Date: _____

- 2. Client Name: _____

 - a. Client Address: _____
 - _____
 - b. Client Phone: _____
 - c. Contact Person: _____
 - d. Project Name: _____
 - e. Location of Project: _____
 - f. Description of Project: _____
 - g. Project Performance Date: _____

- 3. Client Name: _____

 - a. Client Address: _____
 - _____
 - b. Client Phone: _____
 - c. Contact Person: _____
 - d. Project Name: _____
 - e. Location of Project: _____
 - f. Description of Project: _____
 - g. Project Performance Date: _____

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

-FORM F-
LIST OF REFERENCES

Provide the required information for a minimum of three (3) separate and verifiable references.

1. Reference

- a. Name: _____
- b. Address: _____

- c. Phone No.: _____
- d. Fax No.: _____
- e. Email: _____

2. Reference

- a. Name: _____
- b. Address: _____

- c. Phone No.: _____
- d. Fax No.: _____
- e. Email: _____

3. Reference

- a. Name: _____
- b. Address: _____

- c. Phone No.: _____
- d. Fax No.: _____
- e. Email: _____

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

**-FORM G-
FIRM CERTIFICATION**

I/we make the following certifications and assurances as a required element of the Request for Proposals, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. I/we understand that the United Keetoowah Band of Cherokee Indians in Oklahoma will not reimburse me/us for any costs incurred in the preparation of this proposal.
3. I/we agree that submission of the attached qualifications constitutes acceptance and understanding of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
4. No attempt has been made or will be made by the Firm to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
5. I/we grant the United Keetoowah Band of Cherokee Indians in Oklahoma the right to contact references and others who may have pertinent information regarding the ability of the Respondent and the lead staff person to perform the services contemplated by this proposal.

On behalf of the firm submitting this proposal, I hereby certify the above statements:

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

-FORM H-
DRUG-FREE WORKPLACE

The undersigned Contractor does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under procurement a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contest to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Initial One:

_____ As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

_____ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

-FORM I-
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Bidder acknowledges receipt of the following Addenda:

Addendum No. 1, dated: _____	Addendum No. 4, dated: _____
Addendum No. 2, dated: _____	Addendum No. 5, dated: _____
Addendum No. 3, dated: _____	Addendum No. 6, dated: _____

Bidder: _____

By: _____
 (Signature in File)

Title: _____

Address: _____

Phone: _____

Attest: _____
 (Signature in File)

Title: _____
 (Seal)

Note: Attest for a corporation must be by the corporate secretary; for a partnership by another partner; for an individual by a notary.

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full names and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name	Address

-FORM J-
BID FORM

The undersigned, hereinafter called "Bidder", having familiarized itself with the nature and extent of the work, and having examined carefully the specifications and other required documents, proposes to furnish all labor, materials, equipment and other items, facilities, and services for the proper execution of the Bid Requirements, in full accordance with the specifications prepared by the below firms, and as listed in the Scope of Work:

The Bidder agrees to furnish all products, materials, and equipment and perform all labor necessary to complete the scope of work including all line items in the attached Scope of Work for the combined amount (This shall **not** include any alternates)

The Bidder hereby agrees that:

The Bid Amount and Alternates shall remain in full force and effective for a period of thirty days (30) calendar days after the time of opening of this bid and that the Bidder will not revoke or cancel this bid or withdraw from the competition for thirty (30) calendar days. **The Bidder further attests that the TOTAL BID AMOUNT herein proposed represents and includes the entirety of the work, fees, profit, overhead, general requirements, general conditions, etc. of the project, as per the bid documents.**

Base Bid (written): _____dollars

Base Bid (figure): \$_____USD

Company Name: _____

By: _____ Signature: _____

Title: _____

Address: _____

Dated this _____ day of _____, 20_____

Attest: _____ Title: _____