

# United Keetoowah Band of Cherokee Indians in Oklahoma

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

## FORMS CHECK-LIST

Minor Rehabilitation- office flooring

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 <b>ONLY</b> 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: \_\_\_\_\_