

INSTRUCTIONS TO BID

Sealed bids will be received by the Seminole Nation Procurement Office 36645 Hwy 270 (Northeast corner of State Highway 56 and US 270) or P.O. Box 1498, Wewoka, Oklahoma 74884, until **noon, Tuesday, August 20th, 2013** for construction of a Tribal Veteran's Cemetery. Bids will be opened at 2:00 p.m., August 20, 2013 at the Seminole Nation Tribal Complex Conference room located 36645 Hwy 270 Wewoka, Oklahoma. Any bids received after the scheduled time for closing will be returned unopened.

The Seminole Nation Tribal Veteran's Cemetery consists of a new cemetery, which includes roads, a gate, fence, a flag plaza, and a restroom building. The Center will be located east of the Mekuskey Mission, south of Seminole, Oklahoma. A copy of the survey for this Property is located within this Bid Packet. The estimated cost of construction is between \$800,000 and \$1,100,000.

Bid documents, specifications and half size plans will be available on or after July 23rd, 2013 after 3:00 pm at the office of the Project Architect – 1Architecture, Mr. Shelby Navarro, Architect, LEED AP – 418 S. Peoria, Tulsa, Oklahoma, 74120. Plans and specifications may be purchased for \$150 (non refundable). Contact Shelby Navarro at 918-764-9996 for instructions to receive plans. Electronic copies are available to the winning bidder and can be mailed for cost plus 10%.

A Pre-Bid Conference is scheduled for Tuesday, July 31st at **10:00 am.**, local time, at the offices of the Seminole Nation Tribal Complex 36645 Hwy 270 Wewoka, OK 74884. There will be no other scheduled Pre-Bid Conferences and all interested bidders are invited to attend the conference. Attendance at the Pre-Bid Conference is not mandatory; however Bidders are strongly encouraged to attend.

Copies of half-size Plans, Specifications, and contract Documents are on file at the Seminole Nation Procurement Offices 36645 Hwy 270, Wewoka, Oklahoma and are open to public inspection.

The bids filed with the Seminole Nation shall be accompanied by a Bidder's Bond or Cashier's Check for Twenty Percent (20%) of the total amount of the bid, payable to Seminole Nation of Oklahoma.

The following bonds and insurances will be required from the Successful Bidder:

1. Performance Bond in the Full Amount of the Contract Price
2. Payment Bond for payment of all labor and materials used in the construction of such improvements in the Full amount of the contract price
3. One year Maintenance Bond in the Full Amount of the Contract Price
4. Workers' compensation and general liability insurance

The bidder must supply all the information required by the bid forms including completion of the Bidders Certifications and Affidavits or his bid will be considered incomplete and therefore rejected.

No bids may be withdrawn after the scheduled closing time for receipt of bids for at least Ninety (90) days.

The Owner reserved the right to reject any or all bids and to waive any informality.

Attention of bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wages paid under contract in accordance with Davis Bacon Wage Rates.

TERMS AND CONDITIONS

1. Sealed bids will be opened at the Tribal Complex of the Seminole Nation, Wewoka, Oklahoma, at the time and date shown on the Invitation to Bid.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid name and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. This bid is submitted as a legal offer and any bid when accepted by the Seminole Nation of Oklahoma constitutes a firm contract.
5. Oklahoma laws require each bidder submitting a bid to the Nation for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this ____ day of _____ 20____.

My commission expires: _____

NOTARY PUBLIC

(SEAL)

Firm: _____

Signed by: _____ Title: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____