



KIOWA TRIBE HOUSING AUTHORITY

**1701 E. Central Blvd
Anadarko, Oklahoma 73005
Main: (405)339-8100 Fax: (405)339-8101**



Instructions to Bidders

The Kiowa Tribe Housing Authority invites qualified Construction and Roofing Contractors and/or highly skilled individuals with experience in the removal of the old roof and installation of a new, fully adhered roof on four (4) homes. The proposed project is federally funded under the Native American Housing Assistance and Self-Determination Act of 1996 and will be considered as small purchase procurement. All bid quotes will be assessed and evaluated beginning with bidders ability to follow bid instructions and format as follows.

General Requirements

Bid packet is available to interested bidders and can be picked up at 1701 E. Central Blvd, Anadarko, Oklahoma between the hours of 8:30 a.m. and 4:30 p.m., Monday thru Friday, except holidays. A bid packet may be obtained by regular mail by calling Yvette Zotigh, KTHA Procurement Office at 405.339.8100.

The bidder is to prepare a detailed bid quote that is based on a scope of work provided by KTHA for proposed project located at 1701 E. Central Blvd., Anadarko, Oklahoma.

All bid quotes are to include a materials list, cost, equipment and related soft cost required to install and complete all work in accordance with Scope of Work.

All bid quotes shall include the following forms and/or documents:

- a. Conflict of Interest Disclosure
- b. Anti-Collusion Statement
- c. Work History with Indian Tribe/Organization
- d. Work History of similar projects
- e. Indian Preference Statement

All bid quotes are to be submitted in the above format provided by KTHA and shall include all documents stated and listed in the bid packet. No exceptions, as they will be a part of the technical evaluation to be conducted by KTHA Procurement Office.

All bid quotes shall include:

- a. Form W-9
- b. General Liability Insurance
- c. Workman's Compensation Insurance

d. Vehicle Insurance

All bid quotes are due by close of business at 4:30 p.m. on *September 21, 2021*. Each bid quote will be dated and time stamped. Bids received after this time and date will not be considered as a valid bid. All bids shall be sent by mail or hand delivered to ensure proper and timely delivery. The KTHA Procurement Office will not be responsible for bid quotes sent by facsimile or email, should there be any missing pages or misprints and information. Bid quotes sent electronically are solely the responsibility of the bidder.

KTHA will take all necessary affirmative steps to ensure that minority firms, woman owned businesses and labor surplus area firms will be used when possible.

Indian Preference: to the greatest extent feasible, the KTHA will give preference in the award of contract(s) to Indian-owned enterprises in accordance with Section 7(b) of the Indian Self Determination and Education Assistance Act (25USC 450e(b)).

All bidders will be contacted with the final results based on compliance with bid requirements. All selected determinations will be final.