



INVITATION FOR BID

FOR

New Construction of AST Administration Building #3

(Project ID #: IFB-ASTB3-2025)

FOR

THE ABSENTEE SHAWNEE TRIBE OF OKLAHOMA AND ITS AFFILIATES AND SUBSIDIARIES

Issued for Public Notice on Monday, October 6th, 2025

DEADLINE FOR SEALED BID SUBMISSIONS:

Wednesday, November 5th, 2025 by 3:00 p.m.

Owner

Absentee Shawnee Tribe of Oklahoma
2025 S. Gordon Cooper Dr.
Shawnee, OK 74801

Architect

Diak Architects
2424 Springer Dr, STE 203
Norman, OK 73069

PUBLIC NOTICE

NOTICE is hereby given, that THE ABSENTEE SHAWNEE TRIBE OF OKLAHOMA, hereinafter referred to as AST, will receive sealed bid packets from qualified construction firms to award a firm, fixed-price contract for the construction of a new AST Administration Building, also identified as Building #3. Qualified parties are invited to submit a sealed bid packet for the project as described below:

Date Issued: Monday, October 6th, 2025

Project Name: New Construction of AST Administration Building #3

Project ID #: IFB-ASTB3-2025

Description: New two-story administration building including dirtwork, paving, utilities, concrete foundation, steel structure, concrete masonry veneer, thermally modified wood siding, cast stone accents, TPO roofing, insulation, aluminum storefront, wood doors, hollow metal frames, carpet tile LVT, paint, specialties, mechanical, plumbing, and electrical.

Address: Absentee Shawnee Tribe of Oklahoma
2025 S. Gordon Cooper Dr.
Shawnee, Oklahoma 74801

Point of Contact: Rebecca Kennedy
AST Procurement Director
proposals@astribes.com

An optional pre-bid meeting will be held on Tuesday, October 21st, 2025 at 10:00 a.m.

Bids will be opened publicly on Thursday, November 6th, 2025 at 10:00 a.m.

Submissions in response to this invitation must be received by 3:00 p.m. on Wednesday, November 5th, 2025. Sealed bids may be delivered by mail, in person, or by email. Sealed bid packets received after the deadline will not be accepted. Email submissions must be sent to proposals@astribes.com and the subject line must read as follows: SEALED BID #IFB-ASTB3-2025. Sealed bids delivered by mail or in person should be addressed as shown below:

Absentee Shawnee Tribe of Oklahoma
Procurement Department, Building #18C
ATTN: Rebecca Kennedy (IFB-ASTB3-2025)
2025 S. Gordon Cooper Dr.
Shawnee, Oklahoma 74801

GENERAL INFORMATION

1. Organizational Profile

The Absentee Shawnee Tribe of Oklahoma (“AST”) is a federally recognized Indian Tribe headquartered in Shawnee, Oklahoma. The Tribe is a sovereign nation and is governed by its own constitution that is administered by the Executive Committee (“EC”). The committee is comprised of five officials, the Governor, Lieutenant Governor, Secretary, Treasurer, and Representative, elected by tribal membership in a referendum election.

The Absentee Shawnee persistently adhere to their tribal customs and ceremonies. Their cultural heritage continues to thrive through their ceremonies and dances, tribal rites, and continuous rejuvenation of the Shawnee language. There are four primary components of the cultural identity of the Shawnee Tribe, including language, clothing, agriculture, and ceremonies. There are several affiliates and subsidiaries of AST including those in Indian Health Care, Housing, Gaming, and various enterprises.

2. Contact with The Absentee Shawnee Tribe of Oklahoma

It is the responsibility of the bidder to address all communication and correspondence pertaining to this Invitation for Bid to the point of contact listed herein only. Bidders must not make inquiry or communicate with any member of the Executive Committee, Bid Evaluation Committee, or employee of AST pertaining to this solicitation. Failure to abide by this requirement may be cause for AST to dismiss a bid submission. Communication which may give a prospective bidder an advantage is prohibited. AST is committed to conducting fair and equal competition in contracting.

3. Confidentiality

Bidders agree that all knowledge and information it may receive from AST during this solicitation or pursuant to the execution of a contract shall not be directly or indirectly disclosed. This confidentiality provision shall also apply to any information, activity, or record designated by AST as being “confidential” or “privileged”.

4. Reservation of Rights

The Absentee Shawnee Tribe of Oklahoma, as a sovereign government, expressly reserves the following rights, which shall apply to this Invitation for Bid and any resulting contract.

- 4.1** The Absentee Shawnee Tribe of Oklahoma reserves the right to reject any or all bids with sound documented reason and to terminate this solicitation process at any time if deemed in the best interest of the Tribe.
- 4.2** The Absentee Shawnee Tribe of Oklahoma reserves the right not to award a contract pursuant to this Invitation for Bid.
- 4.3** The Absentee Shawnee Tribe of Oklahoma reserves the right to retain all bids submitted and not withdrawn prior to the deadline for a period of 30 days.
- 4.4** The Absentee Shawnee Tribe of Oklahoma reserves the right to waive information and minor irregularities in the bids received.

- 4.5** The Absentee Shawnee Tribe of Oklahoma reserves the right that this IFB and any resulting contract shall be governed by and construed in accordance with tribal law. Any disputes that may arise must be heard and resolved exclusively in the Absentee Shawnee Tribe of Oklahoma's Tribal Court. The bidder, by submission of a bid, agrees to accept the jurisdiction of the Absentee Shawnee Tribe of Oklahoma for the resolution of any dispute.

SOLICITATION SCHEDULE AND INFORMATION

1. Solicitation Schedule

The solicitation schedule set forth below outlines the tentative schedule for important events relating to this solicitation. Adherence to this schedule of dates and times is required. If AST finds it necessary to change any of the scheduled events, it will be accomplished via addendum. Any events following the sealed bid deadline are approximate, and may be adjusted as conditions dictate, without addendum to this solicitation.

Solicitation Schedule for New Construction of AST Administration Building #3 Project ID #: IFB-ASTB3-2025		
Date	Time	Event
October 6 th , 2025	12:00 a.m.	Invitation for Bid Issued
October 21 st , 2025	10:00 a.m.	Optional Pre-Bid Meeting
October 28 th , 2025	3:00 p.m.	Deadline for Questions
November 5 th , 2025	3:00 p.m.	Sealed Bids Due
November 6 th , 2025	10:00 a.m.	Public Bid Opening
November 7 th , 2025	5:00 p.m.	Bids Evaluated by the Evaluation Committee
November 8 th , 2025	10:00 a.m.	Notice of Award Issued
January 2026	N/A	Construction Begins

2. Point of Contact

All questions, requests for clarifications, inquiries, or other communications regarding this solicitation must be submitted in writing via email to the designated point of contact by the deadline stated within the solicitation schedule. The point of contact may be reached by email at proposals@astribe.com with "IFB-ASTB3-2025" in the subject line.

Bidders are directed not to contact any other AST personnel, representatives, or consultants for meetings or discussions related to this solicitation at any time prior to the contract award. Any unauthorized contact may be cause for disqualification of the bidder's submission.

3. Non-Mandatory Notice of Intent to Bid

The Absentee Shawnee Tribe of Oklahoma requests that bidders send notification of their intention to submit a bid or declination to submit a bid in response to this solicitation. Bidders should email the point of contact with their intent to submit a bid or not to submit a bid.

4. Submission of Bid Questions

Inquiries and communication pertaining to this solicitation is only permitted with the designated point of contact unless otherwise authorized within this solicitation. Questions received after the question submission deadline provided on the solicitation schedule will not be answered. As previously stated, the only accepted form of communication for this solicitation is by email addressed to the designated point of contact. The subject line must include "IFB-ASTB3-2025".

5. Responses to Bid Questions

Responses will be shared with all bidders by email as received and a complete list of questions will be provided via addendum. All email correspondence will be documented and shared with all bidders whom have expressed their intent to bid to ensure equal access to information. Bidders that have not expressed intent to bid will be able to access the addendum at <https://www.astribc.com/procurement> following the deadline for questions identified within the solicitation schedule.

6. Pre-Bid Meeting

An optional pre-bid meeting will be held on the AST Tribal Complex on Tuesday, October 21st, 2025 at 10:00 a.m. It is highly recommended, though not mandatory, that all prospective bidders be in attendance. The purpose of the meeting is to clarify any contents within the solicitation and allow potential bidders to visit the site for the new construction. Bidders may direct questions to Diak Architects and view the location for the new construction of Building #3. Attending the meeting will not be an evaluation factor of the bidder's responsiveness to this solicitation. The address for interested parties to attend the Pre-Bid Meeting is provided below.

Absentee Shawnee Tribe of Oklahoma
Multi-Purpose Building
2029 James L. Edwards Lane
Shawnee, Oklahoma 74801

7. Public Opening

Bids received by the deadline specified will be opened publicly on Thursday, November 6th, 2025 at 10:00 a.m. on the AST Tribal Complex. Bidders are not required to attend to be awarded the contract. The bids will be opened and the bidders name and proposed bid amount will be read aloud. The address for interested parties to attend the public opening is provided below.

Absentee Shawnee Tribe of Oklahoma
Multi-Purpose Building
James L. Edwards Lane
Shawnee, Oklahoma 74801

Being the lowest bid read aloud does not constitute the award of a contract. All submissions will be evaluated in detail before the contract is awarded.

8. Bid Evaluation

Following the public opening, bids will be reviewed by the Bid Evaluation Committee to determine the bidder's responsiveness to the solicitation and qualifications to responsibly complete the work specified. The Evaluation Committee will identify the lowest, most responsive, and responsible bidder during their review and make a recommendation of award to the Executive Committee. The Evaluation Committee is comprised of employees with expertise in the described field of work or specified discipline.

8.1 Employees having familial and/or employment relationships with a bidder or bidders entity will be excluded from participation on the AST Evaluation Committee.

8.2 Employees having ownership or financial interest with a bidder or bidder entity will be excluded from participation on the AST Bid Evaluation Committee.

PROJECT INFORMATION

1. General Description of the Project

The New Construction of AST Administration Building #3 will serve as one of the locations central to the Absentee Shawnee Tribe of Oklahoma's administrative operations. It is intended to provide functional office space for Tribal departments involved in public and employee services.

2. Description of Work

New two-story administration building including dirt work, paving, utilities, concrete foundation, steel structure, concrete masonry veneer, thermally modified wood siding, cast stone accents, TPO roofing, insulation, aluminum storefront, wood doors, hollow metal frames, carpet tile LVT, paint, specialties, mechanical, plumbing, and electrical.

3. Required Services

The contract documents are directed to the contractor. The contractor shall fully execute the work described in the contract documents, except to the extent specifically indicated in the contract documents to be the responsibility of others. Refer to Article 2 of Document 00 5213 - Agreement-Stipulated Sum. Provide and pay for all materials, labor, services, equipment, licenses, permits, taxes and other items necessary for the execution, installation and completion of work indicated in contract documents.

The contractor warrants that all labor and materials furnished and all work performed in connection with this project shall be free from defects in workmanship and materials for a period of one year from the date of final acceptance of the work.

4. TERO

The construction of the AST Administration Building #3 is subject to the ordinance established by the Tribal Employment Rights Office. The contractor agrees to comply with the ordinance and shall give preference in employment to qualified Native Americans, both in their workforce and in the employment of subcontractors. The TERO Director shall have the right to audit the records of the contractor and subcontractors for this project to ensure compliance with the ordinance. The TERO Director may also conduct on-site inspections of the work to verify compliance.

The successful bidder will be required to pay a TERO Fee of 2% of the total contract amount. This fee shall be paid directly to the AST Tribal Employment Rights Office following execution of the contract and prior to the commencement of construction.

5. Access to Bid Documents

Complete sets of bidding documents, including the project manual, technical specifications, and drawings, may be obtained from the designated point of contact. These documents are available electronically as attachments to this IFB and can be sent via AST secure Dropbox. Bidders must ensure they have received all documents in order to submit a complete and responsive bid.

BID PACKET FORMAT AND SUBMISSION INSTRUCTIONS

1. Deadline

Submissions in response to this solicitation must be received before 3:00 p.m. on Wednesday, November 5th, 2025. Sealed bids may be delivered by mail, in person, or by email. Any bid received after the deadline will be deemed non-responsive and will be returned unopened (or deleted, if submitted electronically). The Absentee Shawnee Tribe shall not be responsible for delays caused by mail, courier service, email transmission, or any other means of delivery. All bid packets received by mail or hand delivery will be secured in the Procurement Department or placed in a designated secure drop box until the official bid opening. Electronic submissions will remain in a restricted-access email inbox until opened at the scheduled bid opening.

2. Bid Packet Document Requirements

The Absentee Shawnee Tribe of Oklahoma requires that the bid packet is submitted on time, sealed, and includes the information indicated below. Bid packets should be labeled and prepared in the order exactly as listed below:

- I.** Completed and signed Bid Form (Included in this Packet as Attachment A)
- II.** Company Profile and Statement of Qualifications
 - a)** Company background and years in business
 - b)** Organizational structure, indicating key personnel and points of contact
 - c)** Relevant certifications and licenses
- III.** Indian and/or Minority Business Participation
- IV.** Completed 2024 W-9
- V.** Experience and References
 - a)** Examples of previous work
 - b)** Similar projects and owner contact information
- VI.** List of current projects and estimated timeline of completion
- VII.** Financial and Legal Information
 - a)** Bid guarantee bonding capacity equivalent to five (5) percent of the bid price
 - b)** Performance bond on the part of the contractor for one hundred (100) percent of the contract price
 - c)** Certificate of insurance coverage(s) and contact information for insurance company
 - d)** Disclosure of any pending litigation or defaults
- VIII.** List of subcontractors
 - a)** Company information and location
 - b)** Assignment to specific portions of the project and relevant certifications
- IX.** The contractor shall provide a written warranty for all work performed and honor any applicable manufacturer warranties upon project completion

BID FORM

New Construction of AST Administration Building #3

Project ID: IFB-ASTB3-2025

Owner: Absentee Shawnee Tribe of Oklahoma

Bid Due Date: November 5th, 2025 by 3:00 p.m.

Bidder Information	
Company Name:	
Address:	
Phone:	
Email:	
Authorized Representative:	

Base Bid

We, the undersigned, having carefully examined the Invitation for Bid, drawings, specifications, addenda, and all conditions, propose to furnish all labor, materials, equipment, and services required to complete the project for the following lump sum price:

Base Bid Amount (in figures):\$ _____

Base Bid Amount (in words): _____

Contract Time

The undersigned agrees to commence work within ____ calendar days after receipt of Notice to Proceed and to complete the project within ____ calendar days.

Certification & Signature

The undersigned hereby certifies that they have read and understand all documents, specifications, and requirements of this project and submit this bid accordingly.

Bidder's Signature: _____

Printed Name: _____

Title: _____

Date: _____