



**INVITATION TO BID**

April 3, 2012

The Little Traverse Bay Bands of Odawa Indians, a federally recognized Indian tribe, invites your business to submit a Bid for In-Home House Cleaning Services for the Elders for April 2012 through March 2013.

Included with this letter are:

- 1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mandy".

Mandy Szocinski  
Accounting

## I. BIDS DUE

- A. All bids must be received by Mandy Ragland in the Accounting Department by **April 16, 2012** no later than 4:30pm prevailing local time.
- B. Bids will be accepted in the following four methods:
1. In person: Accounting Department, 7500 Odawa Circle, Harbor Springs, MI 49740
  2. By Fax: 231-242-1445
  3. By E-Mail: [mSzocinski@ltbbodawa-nsn.gov](mailto:mSzocinski@ltbbodawa-nsn.gov)
  4. U.S. Mail: Little Traverse Bay Bands of Odawa Indians  
Attn: Mandy Szocinski  
7500 Odawa Circle  
Harbor Springs, MI 49740
- C. Any questions regarding the bid process may be directed to Mandy Szocinski, at 231-242-1439.
- D. All bids will be reviewed in the Accounting Department, 7500 Odawa Circle, Harbor Springs, Michigan on **April 17, 2012**.

## II. REQUIREMENTS

- A. Travel to individual homes locations listed in "Exhibit A" to provide cleaning.
- B. Contractor to supply all product and equipment needed to complete all of the duties listed in item "C" of this section of Invitation to Bid.
- C. The following duties **MUST** be performed weekly at each location listed in "Exhibit A" with additional duties as needed by client.

### a. Kitchen

- empty trash
- sweep and mop floor
- do dishes in sink
- scour sink afterwards
- wipe counters, stove, and table
- clean refrigerator and/or oven (as necessary)

### b. Living Room

- empty trash
- sweep/vacuum floor
- mop floor (if no carpet)
- dust

### c. Bathroom

- empty trash
- sweep and mop floor
- scour sink, toilet, tub/shower
- clean mirrors

### d. Bedroom

- empty trash
- dust
- change bedding
- make the bed
- vacuum floor

- D. Three (3) hour initial cleaning of each new additional home (or lapse in service of a home) and subsequent cleanings of one – three hours once per week.

### III. QUALIFICATIONS OF CONTRACTOR,

- A. Must have valid driver's license.
- B. Must have reliable transportation.
- C. Must have own cleaning equipment and supplies.
- D. Must pass background check.
- E. Experience working with elderly a plus.

### IV. PREFERENCES FOR CONTRACTOR

- A. Native American Preference for Hiring shall apply.
  - 1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
  - 2. Other North American Indians, who meet the "Degree of North American Indian Blood" meaning the total degree of North American Indian blood of all tribes recognized by the United States Federal Government or by the Canadian Federal Government plus the degree of North American Indian blood derived from non-federally recognized tribes that is able to be certified by the Bureau of Indian Affairs
- B. Knowledge of and experience working with Native American Cultures.
- C. Experience working with LTBB.

### V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract, the following applicable insurance coverage as required by law. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan.

- A. The Contractor shall carry Worker's Compensation and Employer's Liability Insurance Coverage.
- B. The Contractor shall be responsible for insuring all its vehicles, equipment, tools and all materials which it may use at the work site during contract period. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, tools and materials.
- C. The Contractor shall procure and maintain during the term of the contract Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than \$1,000,000 per occurrence combined single limit, for Personal injury, Bodily injury and Property Damage. Coverage shall include the following extensions: 1.) Contractual Liability; 2.) Products and Completed Operations Coverage; 3.) Independent Contractors Coverage; and 4.) Broad Form General Liability Extensions or equivalent.
- D. The Contractor shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage including all owned, non-owned, and hired vehicles of not less than \$1,000,000 per occurrence combined single limit.
- E. If any of the above coverage expires during the term of the contract, the Contractor's insurer shall deliver renewal certification and/or policies to: Little Traverse Bay Bands of Odawa Indians, Accounting Contracts Personnel, and 7500 Odawa Circle, Harbor Springs, Michigan 49740.

### VI. FUNDING REQUIREMENTS

This project is thirty three percent (33%) funded with funds available through Administration on Aging (AOA). Be advised that AOA funds can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the AOA award and related guidance. If Contractor performs services funded by sources other than the AOA, Contractor must bill separately for AOA related expenses to ensure the records comply with the requirements of the AOA award.

**Please be advised this project is funded by multiple sources and requires separate billing.**

## VII. CONTRACT AWARD

The LTBB Contracts personnel, the LTBB Elders Coordinator and the LTBB Tribal Administrator will evaluate the bids and make a decision to award the contract to one or more of the lower, most responsive, responsible bidder(s) having proven experience in House Cleaning as described above. Native American Preference shall apply.

The award may be split, at the LTBB's discretion, between two (2) or more contractors to better service specific locations.

LTBB may make a determination that the rejection of all bids is in the best interest of LTBB. LTBB will not pay for any information herein requested, nor is it liable for any costs incurred by the bidder.

### BID PACKAGE

Contractors must submit a response in the form of a bid that includes the following sections:

- A. TRANSMITTAL LETTER – This letter is to be a brief letter, addressed to Mandy Szocinski, Accounting, which provides the following information:
  1. Name and address of the contractor.
  2. Name, Title, and telephone number of the contact person for the contractor.
  3. A statement that the bid is in response to this invitation.
  4. The signature, typed name and title of the individual who is authorized to commit the contractor to the bid.
- B. BID (all items below required - bolded items a must for bid acceptance)
  1. Introduction
    - a. Company Profile including the date organized to provide services.
    - b. **List of any and all Employees/Persons to be in client homes (all must pass background check).**
    - c. **List of references for business.**
    - d. **List of References pertaining individuals assigned to this contract for housekeeping.**
  2. **The total hourly fixed price cost of the services for the Contract term as noted in Section II of this invitation.**
  3. Contractor's equipment list.
  4. **A copy of applicable Certificates of Insurance for the Contract term as noted in Section V of this invitation.**

**Exhibit A**

**Location Listings Requiring Housekeeping Services for 2010**

<b><u>Harbor Springs</u></b>		
5758 Ap-Gish-Mok Blvd Harbor Springs, MI 49740	305 W. Main St. Harbor Springs, MI 49740	802 N. Washington St. Harbor Springs, MI 49740
3650 Zhou-Noong Circle Harbor Springs, MI 49740	5752 Ap-Gish-Mok Blvd Harbor Springs, MI 49740	3631 Wah-Be-Noong Circle Harbor Springs, MI 49740
<b><u>Petoskey</u></b>		
4820 Manthei Rd. Petoskey, MI 49770	3757 Cemetery Rd. Petoskey, MI 49770	
<b><u>Alanson</u></b>		
8282 Miller Rd Alanson, MI 49706		

Addresses are subject to change at any time during contract period. Additions will be prorated at the average bid rate. Address deletions will be effective immediately upon notification and contract will be reduced by prorated amount.

**Bid Evaluation for House Keeping**  
(Total Possible Points = 100)

Points =

Price	lowest= 25	2nd low= 15	3rd thru highest = 5	highest = 0
Ability	great=20	good=10	fair=5	poor=0
Past work performance	great=15	good=10	fair=5	poor=0
Native American Owned & Operated	yes =10	no= 0		
Work with LTBB before	yes = 5	no= 0		
Work with Elders	yes= 10	no= 0		
Has own Transportation	yes= 5	no= 0		
Has own Equipment	yes= 5	no= 0		
Pass Background Check	yes= 5	no= 0		

"Ability" is based on condition of equipment and adequate manpower to handle locations

**great** - equipment good repair

**good**- equipment adequate working order

**fair**-working order

**poor**-equipment in disrepair

"Past work Performance" is based on quality of work from references, number of complaints(if any), and an overall of public opinion of contractor.

If worked with LTBB- from most recent year of service-

**great**- 0 complaints, All serviced as indicated, & All home owners satisfied

**good**-1-3 complaints, Most home owners satisfied, few delays in service

**fair**-4-6 complaints, some home owners satisfied some not, missed services

**poor** - over 6 complaints, more than half of those provided for unhappy with service, property damages, missed services