INVITATION TO BID

October 4, 2013

The Little Traverse Bay Bands of Odawa Indians (hereafter "L.T.B.B.), a federally Recognized Indian Tribe, invites your business to submit a Bid for Newsletter Contractor Services for 2014.

Included with this letter are:

1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

Mandy Szocinski
Accounting

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I. BIDS DUE

A. All bids must be received by Mandy Szocinski in the Accounting Department by ***November 15, 2013,*** no later than 5:00pm 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: 231-242-1449
   3. By E-Mail: 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 at 7500 Odawa Circle, Harbor Springs, Michigan on November 20, 2013.

II. REQUIREMENTS

A. Contractor to print and mail Odawa Trails, the monthly newsletter of LTBB.
B. The Contractor **must** be able to receive single page PDF files via an FTP site from the Communications Coordinator containing the newsletter to be printed.
C. Contractor **must** be able to print InDesign CS6 pages.
D. Contractor **must** have capability to print news letter in tabloid/11"x17" size.
E. The Contractor shall receive a Print Order for each issue to be printed from the Communications Coordinator and print each issue in a timely manner.
F. After the newsletters are printed, the Contractor shall create head of household mailing labels from the list provided by LTBB's Enrollment Department (in the form of an Excel Document) and affix mailing labels to the newsletters.
G. Contractor shall mail newsletter to each head of household on the list provided by LTBB's Enrollment Department, under their **first class** mailing license.
H. Contractor is expected to print and mail approximately 3000 newsletters monthly.
I. Contractor shall deliver extra copies of the newsletter back to the LTBB Communications Coordinator.
J. Contractor must be available to trouble shoot and provide technical and graphic assistance to LTBB Communications Department Staff.
K. Contractor must be able to provide monthly billing for both printing and mailing of newsletter.
L. Contractor must be willing to do reprints at no charge if the error is Contractor's mistake.
M. Contractor must be willing to provide onsite technical assistance, if required, at no charge.

III. QUALIFICATIONS OF CONTRACTOR

A. Must have a minimum of 10 years experience in commercial printing.
B. Must have and maintain commercial printing equipment and FTP equipped website.
C. Must be able to print InDesign CS6 pages.
D. Must be able to receive and print from single page PDF's.
E. Must have bulk mailing license.
F. Must be able to receive confidential mailing list provided, produce labels, affix labels and mail newsletter.
G. Must have the flexibility to print 24 to 36 page newsletters with 16 color pages and to print different quantities each month.

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 certified by the Bureau of Indian Affairs.
B. Experience working with Anishinabe Cultures.
C. Experience working with Native Americans.

V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract, the following insurance coverage. 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, as required by law.
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 term. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, tools and materials.
C. 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. CONTRACT AWARD

The LTBB Contracts Personnel, the LTBB Communications 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 Printing Services as described above. Native American Preference shall apply.

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 in the Accounting Office, 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

1. Introduction
   a. Company Profile including the date organized to provide commercial printing services.
   b. List of References.
   c. At least two (2) Samples of printing.
2. The total fixed price cost of the printing services for the Contract term as noted in Section II of this invitation.
   a. Quote on News Print
   b. Quote on Bright White
3. Contractor's equipment list.
4. A copy of the Certificates of Insurance for the Contract term as noted in Section V of this invitation.

Printing, Mailing and Insertion Criteria for Contractor
(Scale 0-10 with 10 being highest)

1. Print quality.

2. Price

3. Quality of customer service.

4. Native American Owned and Operated

5. No charge for reprints if the printer is at fault.

6. Ability and willingness to provide personal contact and tech support.

7. Ability to provide on-site Tech and Graphic support.

8. Ability to receive newsletter pages in single page PDFs via website equipped with FTP site.

9. Ability to print 20, 24 or 28 page newsletters with 16 color pages and to print different quantities each month.

10. Ability to do outside inserts into Tribal newsletter when it arrives.

11. Ability to provide one bill monthly for both printing and mailing services.

12. Ability to contact the Communications Department immediately so that any problem can be solved in a timely fashion.

Point value for questions 1 through 3 are based on scale of 0-10 based on product received and references provided and/or past experiences with LTBB. Best =10, 2nd = 5, 3rd = 3, 4th to last will receive = 1, Last = 0.
Point value for questions 4 through 12 - yes = 10, no = 0.