**INVITATION TO BID**

January 7, 2013

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for on-call general/emergency plumbing, heating, and air conditioning services for 2013.

Included with this letter are:

1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

Mandy Szocinski
Accounting

## I. BIDS DUE

A. All bids must be received by Mandy Szocinski in the Accounting Department by ***January 21, 2013*** no later than 4:30 pm 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 January 23, 2013.

## II. REQUIREMENTS

A. Provide local service technician.
B. Provide two hour or less emergency response time from initial call.
C. Provide service within twenty-four (24) hour notice.
D. Provide service on heating, plumbing and A/C systems.
E. Contractor must have the capability to service Johnson & KMC Control systems.
F. Contractor must have the capability to service computerized building maintenance systems.
G. Provide service and repair water and sewer pump systems.
H. Contractor to have a variety of parts on hand with the ability to obtain needed parts quickly.
I. Provide services after hours and holidays as needed.
J. See "Exhibit A" for site locations to be serviced.

## III. QUALIFICATIONS OF CONTRACTOR

A. Licensed by the State of Michigan
B. Experience with Johnson and KMC Controls
C. Experience in Plumbing, Heating and A/C minimum of five (5) years
D. Experience with water and sewer pump systems
E. Knowledge of Tribal, Environmental or Special regulations/codes governing Tribal Projects

## 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 Anishinabe Cultures.

## 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. 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. CONTRACT AWARD

The LTBB Contracting Personnel, the LTBB Facilities Manager 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 services 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, LTBB 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
   1. Introduction
      a. Company Profile including certifications, licenses and qualifications.
      b. List of References.
   2. The total fixed price cost of services as noted in Section II of this invitation as follows:
      a. Indicate regular daytime hourly for labor.
      b. Indicate after hour/weekend hourly rate labor
      c. Indicate emergency/holiday hourly rate for labor
      d. Indicate any additional charges that may apply – fuel charges, service calls, travel charges, etc.
      e. Indicate in your proposal if parts are additional and what the mark up will be if applicable.
      f. Indicate response time and availability to service.
      g. Indicate any and all exclusions of services.
   3. If the execution of work to be performed by your company requires the hiring of sub-contractors at any time you must clearly state this and include any mark up or additional cost in your proposal. Sub-

contractors must be identified and the work they will perform must be defined and authorized by LTBB before work is to be performed.

4. The Proposal must contain three (3) references.
5. Copies of applicable Certificates of Insurance for the Contract term as noted in Section V
6. Copy of Michigan licenses or indicate license numbers

Evaluation Criteria for Contractor
(100 Total Points Possible)

1. Ability to Provide Heating, Plumbing and A/C Service
2. Ability to Service Computerized Building Maintenance System
3. Parts on Hand
4. Knowledge of Tribal, Environment or Special regulations/codes governing Tribal Projects
5. Experience – 5 years
6. Licensed
7. Available within 24 hour notice
8. Provide Local Technician
9. Available 2 hour response
10. Quality of Service (based on Prior experience w/LTBB and/or references provided)
11. Price Per Hour - daytime
12. Price Per Hour - after hours
13. Price Per Hour - Holidays
14. Service Call Charge or Fuel Charge
15. Additional Charges or Minimum Charge
16. Tribally Owned Business

Point value for questions 1- 5: yes = 2, no = 0

Point Value for question 6 - 9: yes = 5, no = 0

Point Value for questions 10: poor = 1, fair = 3, good = 5, very good = 10, excellent = 20

Point Value for questions 11, 12 and 13: lowest bidder = 15, next lowest bidders = 10, middle bidders 5, highest bidder = 0

Point Value for questions 14 and 15: deduct yes = 10, no = 0 (or yes = - 10 and no = 0)

Point Value for question 16: yes = 5, no = 0

EXHIBIT A
LTBB SITE LOCATIONS

LTBB Administration Building
7500 Odawa Circle
Harbor Springs, MI 49740

LTBB NRD Building
7845 Odawa Circle
Harbor Springs, MI 49740

LTBB Health Park
1250 Lears Rd
Petoskey, MI 49770

LTBB Planning/Youth Building
1345 US 31 N.
Petoskey, MI 49770

LTBB 915 Building
915 Emmett St.
Petoskey, MI 49770

LTBB Commodities Warehouse
829 Charlevoix Ave, Unit 4
Petoskey, MI 49770

Wah Wahs Noo De Kee
Community Housing
Heynig Rd
Harbor Springs, MI 49740

Murray Road Development
10577 Murray Rd
Charlevoix, MI 49720

LTBB Appleyard Daycare
414 Monroe St
Petoskey, MI 49770

LTBB Greenhouse
7845 Odawa Circle
Harbor Springs, MI 49740

LTBB 911 Building
911 Spring St
Petoskey, MI 49740

LTBB Powwow Grounds
7500 Odawa Circle
Harbor Springs, MI 49740