



INVITATION TO BID

August 22, 2013

The Little Traverse Bay Bands of Odawa Indians, a federally recognized Indian tribe, invites your business to submit a Bid for Food Preparation Services for August 2013 through March 2014.

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 **September 13, 2013** no later than 4:00pm 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 to: 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 **September 17, 2013**.

II. REQUIREMENTS

- A. Work with LTBB Elders Program and dietician to plan nutritional meals that meet current USDA dietary guidelines, as required by the Older Americans Act.
- B. Provide Monthly menus including but not limited to the equivalent of: single entrée, single vegetable, fruit or other side, coffee and one alternate beverage.
- C. Dishware and flatware provided by LTBB, Contractor to provide napkins and applicable condiments.
- D. Contractor responsible for all cooking, serving, and clean up needs.
- E. Provide meals by noon every Tuesday at 7500 Odawa Circle, Harbor Springs, Michigan for contracted period, unless LTBB has given Contractor prior notice of cancelation.
- F. Meals may be cooked on site or off premises in a licensed facility.
- G. Meals served buffet style for approximately seventy five (75) individuals each Tuesday. Contractor will be notified twenty four hours in advance if additional meals are needed.
- H. Clean kitchen which includes: wash all dishes and put away; wipe down counters and stove; sweep and mop floors; clean sink and buffet; take out trash.
- I. Clean dining room which includes: wipe tables and chairs, pick and take out trash.
- J. Provide detail monthly billing.

III. QUALIFICATIONS OF CONTRACTOR

- A. Must be licensed by the Michigan Department of Agriculture or other Equivalent Licensing Authority.
Be advised the following will be verified with the local Health Department or Equivalent:
 - 1. License is current
 - 2. Critical Violations
- B. Must be able to demonstrate a knowledge and compliance with the current Federal Food Code and the appropriate Codes of Federal Regulations and the standards it adopts.
- C. Must have appropriate staff to accommodate timely food prep and service for seventy five (75) individuals.

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 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 fully 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.

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 Food Preparation 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, 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
 - b. List of References.
2. The total fixed price cost of the Food Preparation services as noted in Section II of this invitation.
3. Example of Proposed Menu demonstrating portion & dietary needs
4. A copy of the Certificates of Insurance as noted in Section V of this invitation.
5. A copy of current food license.

Bid Evaluation for Catering Elder Lunches
(Total Possible Points = 100)

<u>CATEGORIES</u>	<u>RATING</u>
1) Cost	_____
2) Menu example	
a. Demonstrates knowledge of USDA dietary requirements for Older Americans	_____
b. Demonstrates knowledge of food limitations and dietary concerns for elderly	_____
c. Creativity – is the menu appealing	_____
3) Grasp of the project requirements	_____
4) Ability - adequate staff and equipment	_____
5) Native American Preference	_____
6) Experience working with elderly	_____
7) Past work performance based on references	_____
GRAND TOTAL	= _____

Point Value for question 1: lowest bidder = 25, next lowest bidder = 15, middle bidders 5, highest bidder = 0

Point Value for questions 2: Excellent = 10, Good = 8, Fair = 5, Poor = 0

Point Value for question 3: Excellent = 10, Good = 8, Fair = 5, Poor = 2, No Grasp = 0

Point Value for questions 4, 5, and 6: yes = 5, no = 0

Point Value for question 7: Excellent = 20, Good = 10, Fair = 5, Poor = 2, poor = 0