



INVITATION TO BID

March 24, 2014

The Little Traverse Bay Bands of Odawa Indians, a Federally Recognized Sovereign Indian Tribe, invites your business to submit a Bid for each surveillance system for the LTBB's Tribal Court and 911 Spring Street in Petoskey Michigan.

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 April 7, 2014 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 By LTBB at 7500 Odawa Circle, Harbor Springs, Michigan on April 8, 2014.

Little Traverse Bay Bands of Odawa Indians (LTBB) being Federally Recognized Sovereign Native American Tribe has its own governing body and provides services to its Tribal Citizens similar to local and state governments. LTBB is requesting two (2) bids for video surveillance systems. One system will be for Tribal Court Room and lobby. One system will be for the exterior of the building to monitor parking lots, building entryways, and surrounding alleyways.

II. SCOPE

- A. Surveillance System for exterior of 911 Spring Street, Petoskey MI
- Four-five (4-5) exterior dome cameras that have the capability to cover four (4) major areas
 - Three (3) entry/exits
 - Two (2) parking areas
 - System to be viewable in Tribal Law Enforcement Dispatch office on 32" LED HDTV
 - System to be fully recordable per channel on DVR system in Dispatch office
- B. Surveillance System for Courtroom and Lobby located at 911 Spring St., Petoskey, MI.
- One (1) indoor day/night dome camera with capability to cover entire Courtroom
 - One (1) indoor day/night dome camera with capability to cover entire interior of Lobby
 - System to be viewable in Tribal Law Enforcement Dispatch office on 32" LED HDTV
 - System to be viewable in Tribal Court Chief Judge's Chambers on 19" LED HDTV
 - System to be fully recordable per channel on DVR system in Dispatch office
- C. Each system will be capable of recording in real time video with sound
- D. Systems should include proprietary cabling (will not be transmitted via network)
- E. Each system will have a fused power distribution system/box

III. QUALIFICATIONS OF CONTRACTOR,

- A. Must not appear as listed as parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.
- B. Must have minimum of five (5) years' experience with surveillance systems and installation.
- C. Must possess or have access to transportation, equipment and materials to complete projects.
- D. Must be able to provide service after installation for surveillance system and equipment.

IV. PREFERENCES FOR CONTRACTOR

- A. Native American Preference shall apply.
 - 1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
 - 2. Citizens of Other Federally Recognized Tribes, as certified by the Bureau of Indian Affairs
- B. Special consideration shall also be given to firms proven to be minority owned and/or classified as small business, see item 4 of "Bid Package" submittal for documentation needed.
- C. Knowledge of and/or experience with Anishinabe Cultures will be preferred.

V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract, the following 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, and all materials which it may use during contract period. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, and materials.
- C. The Contractor shall procure and maintain during the term of the contract Professional or 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 funds available through the Department of Justice (DOJ), Bureau of Justice Assistance, Coordinated Tribal Assistance Solicitation Purpose Area 3 (CTAS PA3) grant.

VII. CONTRACT AWARD

The LTBB Staff Accountant, the LTBB Grant Compliance Officer, the LTBB Contract Personnel 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 surveillance systems 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,
 - Name, address, telephone number, and email of the contact person including the signature, typed name and title of the individual who is authorized to commit the contractor to the proposal
- B. BID
 1. Introduction
 - a. Company Profile including the date organized to provide services
 - b. Key staff who will perform the tasks for this project
 - c. List of References
 - d. List and provide contact information for any subcontractors for the project
 2. Work Plan – describe in detail the tasks, timeline and deliverables to complete the project as it relates to the Scope of Services. Include equipment and/or technologies to be used. Clearly indicate which tasks will be completed by subcontractors (if applicable).
 3. The total fixed price cost of the services for the Contract term as noted in Section II of this invitation.
 4. Documentation Required for Preferences Listed in Section IV—All things being equal, the following types of firms would receive special consideration, in the award of this contract:
 - Indian Owned— Indian owned is defined as, at least 51% Indian owned & controlled by person(s) of certified (federally recognized) Native American heritage; SBA or Tribal certification required.
 - Minority Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; SBA 8-a certification required.
 - Small Business— Small business for this purpose is firm doing less than \$2 million annually as verified by gross receipts, SBA certification required.
 5. A copy of the Certificates of Insurance for the Contract term as noted in Section V of this invitation.