



Revised

INVITATION TO BID

April 17, 2014

The Legislative Branch of Little Traverse Bay Bands of Odawa Indians (LTBB), a federally Recognized Indian Tribe, is seeking proposals for an individual(s) for the development of Ziibimijwang, the "Place of the Flowing River". Ziibimijwang is a Little Traverse Bay Bands of Odawa Indians owned farm located at 5055 Gill Rd., Carp Lake, Michigan.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) Information and direction in terms of competing for award of this contract. For additional information on LTBB please also review the Tribe's web site at www.ltbbodawa-nsn.gov

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 May 2, 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 at 7500 Odawa Circle, Harbor Springs, Michigan on May 3, 2014.

II. SCOPE:

A tribally owned farm will enhance LTBB food sovereignty by providing a reliable food source for the community independent of the larger food system, encouraging a healthy lifestyle for our people and enhancing people's knowledge and ability to do farming/gardening and subsistence activities for themselves. LTBB's Vision is to create an LTBB owned farm that will provide produce, cultural activities, agricultural training and conservation opportunities for LTBB Tribal Citizens. LTBB's mission is to promote consumption of locally grown produce as healthy lifestyle options for LTBB.

Currently, the Ad-hoc Agricultural Assessment Work Group (AA WG) will take an active role in farm and financial planning and will oversee operations to ensure that farming practices adhere to the stated purposes of the farm. The Ad-hoc Agricultural Assessment Work Group (AA WG) will make recommendations to Tribal Council who has final say.

- A. Development of Ziibimijwang, the "Place of the Flowing River" a Little Traverse Bay Bands of Odawa Indians owned Farm located at 5055 Gill Rd. Carp Lake MI which shall include:
 - working the ground
 - planting and leveling
 - cultivating weeds
 - bug control
 - irrigation
- B. Prepare, plant and maintain twelve (12) acres of organic non-GMO vegetables.
- C. Start date May 12, 2014 and Completion date of November 30, 2014.
- D. All operations must be organic, including fertilization of the crops.
- E. Vegetables shall include the following: Green beans, pumpkins, squash, and tomatoes (400 plants will be provided).
- F. The Irrigation system, machines, fuel, and harvesting of the crops shall be provided by LTBB.

III. QUALIFICATIONS OF CONTRACTOR,

- A. Must be available immediately for start date of May 12, 2014 through November 30, 2014.
- B. Working knowledge of farming and farm management.
- C. Working knowledge of care and maintenance of farming equipment is necessary, preferably with Massey Ferguson

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. CONTRACT AWARD

The LTBB Contracts Personnel, the LTBB Ad-hoc Agricultural Assessment Work Group (AA WG) and the LTBB Tribal Legislative Office will evaluate the bids and make a recommendation to Tribal Council. LTBB Tribal Council will make the decision to award the contract to one or more of the most responsive, responsible bidder(s) having proven experience in farming 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,
 - 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. Profile
 - b. List of References

- c. 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.

Bid Evaluation for Example

(Total Possible Points = 100)

1. Availability to Provide Farm Management services as requested (May through November 2014)
2. Knowledge and Experience with Farming (planting, fertilizing, land management, etc.)
3. Experience, Knowledge, and Ability to Use Farm Equipment
4. Experience with Organic Operations
5. Experience with and Knowledge of Massey Ferguson Equipment
6. Tribally Owned Business
7. Knowledge of or Experience with Tribal /Government Operations
8. Small Business/Minority Owned
9. Quality of Service (based on Prior experience w/LTBB and/or references provided)
10. Price

Point value for questions 1- 5: yes = 10, no = 0

Point Value for question 6-8: yes = 5, no = 0

Point Value for questions 9: poor = 1, fair = 3, good = 5, very good = 10, excellent = 15

Point Value for question 10: lowest bid = 20, next lowest bid = 10, middle bids 5, highest bid = 0