



INVITATION TO BID

August 12, 2014

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites individuals to submit a Bid for Food Preservation and Canning Services for the August 25, 2014 through September 30, 2014.

Included with this letter are:

- 1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

A handwritten signature in cursive script that reads "Mandy Szocinski".

Mandy Szocinski
Accounting



I. BIDS DUE

- A. All bids must be received by Mandy Szocinski in the Accounting Department by August 22, 2014 no later than 12:00pm 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 August 22, 2014.

II. REQUIREMENTS

- A. Assist the Healthy Heart program staff in teaching food preservation methods.
- B. Assist in teaching participants in methods of preserving foods which include: Canning, freezing and drying of fruits, vegetables and meats.
- C. Assist with teaching cultural or traditional methods of preserving foods which may be relevant to the Healthy Heart Program goals as indicated by the LTBB Health Staff.
- D. Assist the Healthy Heart program staff in canning foods for distribution to Healthy Heart participants.
- E. Available to provide services during scheduled events as determined and planned by the LTBB Health Staff from August 25, 2014 through September 30, 2014 for an estimated total of 133 hours.
 - Event 1 - August 26 & 27 12 pm till 9 pm @ 5656 Ap-Gish-Mok Blvd., Harbor Springs
 - Event 2 – TBD
 - Event 3 - TBD
 - Event 4+ TBD

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 knowledge and proficiency in the following methods of food preservation:
 - Canning of fruits, vegetables and meats
 - Freezing of fruits, vegetables and meats
 - Drying of fruits, vegetables and meats
- C. Must have reliable transportation and ability to travel on site.

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. FUNDING REQUIREMENTS

This project is funded in full with funds available through Indian Health Agency, LTBB Special diabetes programs for Indians grant for Healthy Heart Initiatives.

VI. CONTRACT AWARD

The LTBB Accounting Contract Personnel, the LTBB Grant Compliance Officer and the LTBB Chief Financial Officer 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 preservation 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, 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 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.
 3. The total fixed price cost per hour 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.