INVITATION TO BID

May 19, 2015

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submits a Bid for Grounds Maintenance Services for LTBB Rental Housing 2015 season.

Included with this letter are:

1.) A listing of the locations requiring snow removal services.
2.) 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 **May 28, 2015** no later than 4:00pm prevailing local time, late or incomplete bids will not be accepted.
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 in the Accounting Department, 7500 Odawa Circle, Harbor Springs, Michigan on May 29, 2015.

II. SNOW REMOVAL REQUIREMENTS

A. The Contractor shall obtain the necessary equipment, supplies, and materials to accomplish the task of lawn Care and Ground Maintenance services at 10266 and 10259 Kiizhik Dr., Charlevoix Michigan (Multi Family Apartments).
B. The Contractor shall mow lawns, weed whack, trim, prune, pull weed from beds and general grounds maintenance weekly or more frequently as requested by the LTBB Housing Department.
C. The Contractor shall clear leaves and debris from the main sidewalk leading to the main dwelling, ramps, steps, and porches, as needed.
D. The Contractor shall routinely provide lawn care and clean up at the playground, drain field area, all common areas.
E. The Contractor shall properly remove and dispose of leaves and debris it to minimize fire hazard and provide pleasant visual up keep.
F. The Contractor shall provide general fall cleanup for all rental areas and common areas.
G. The Contractor shall be available for all addresses from June 1, 2015 through November 25, 2015.
H. Contractor shall provide monthly billing.
I. Contractor shall be responsible to make turf, parking lot, and sidewalk and curb repairs in areas where Contractor's equipment damages said areas.

III. QUALIFICATIONS OF CONTRACTOR

A. The Contractor must have a minimum of one (1) year of experience in lawn care.
B. The Contractor must have a proven ability for a contract commencement by June 1, 2015.
C. The Contractor must provide a list of equipment available for this contract with submission of their bid. Equipment must be in working order to accomplish the contract obligations. LTBB reserves the right to inspect equipment.
D. The Contractor shall submit a list of three (3) references, including names, addresses, phone numbers, and contact persons.
E. 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.

IV. SPECIAL CONSIDERATIONS OF CONTRACTOR

A. 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. Past performance and references will be taken into consideration.
D. Experience working with Native Americans.

V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the snow removal 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 during snow removal. 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 $1,000,000.00 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 $1,000,000.00 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, 7500 Odawa Circle, Harbor Springs, Michigan 49740.

VI. CONTRACT AWARD

The LTBB Contracting Personnel, the LTBB Housing Director and the LTBB Tribal Administrator will evaluate the bids and make a decision to award the contract to one or more of the most responsive, responsible bidder(s) having proven experience in snow removal as described above. Native American Preference and Past Performance 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. The total fixed price cost (flat rate for season) of the lawn care services for the Contract term as noted in Section II of this invitation.
   a. 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. A copy of the Certificates of Insurance for the Contract term as noted in Section V 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.

Bid Evaluation for Snow Removal
(Total Possible Points = 100)

	Points =			
Price	lowest= 40	2nd low= 25	3rd thru highest = 15	highest = 5
Ability	great=20	good=10	fair=5	poor=0
Past work performance	great=20	good=10	fair=5	poor=0
Native American Owned & Operated	yes =15	no= 0		
Previous work with LTBB	yes = 5	no= 0		

"Ability" is based on condition of equipment and adequate manpower to handle locations
great - equipment good repair **fair**-working order
good- equipment adequate working order **poor**-equipment in disrepair
"Past work Performance" is based on quality of work from references, number of complaints (if any), and an overall of public opinion of contractor. if worked with LTBB- from most recent year of service-
great - 0 complaints, All serviced as indicated, & All home owners satisfied
good -1-3 complaints, Most home owners satisfied, few delays in service
fair – 4-6 complaints, some home owners satisfied some not, missed services
poor - over 6 complaints, more than half of those provided for unhappy with service, property damages, missed services