

INVITATION TO BID

September 4, 2015

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for installation of two (2) interior doors and four (4) individual room exhaust ventilation systems with appurtenances at the Health Clinic located at 1250 Lears Road, Petoskey, MI 49770.

Included with this letter are:

- 1.) Provisions governing this Invitation to Bid (ITB).
- 2.) Floor Plans
- 3.) Contact Information

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 18, 2015** no later than 4:00pm prevailing local time. Submittals received after deadline will not be considered.
- B. Bids will be accepted in the following four methods:
 - a. In person: Accounting Department, 7500 Odawa Circle, Harbor Springs, MI 49740
 - b. By Fax: 231-242-1449
 - c. By E-Mail: mszocinski@ltbbodawa-nsn.gov
 - d. 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.

II. PROJECT ADMINISTRATION

The Little Traverse Bay Band (LTBB) is the "Owner" of the facility. The selected contractor will contract directly with LTBB for the services to be rendered.

Administrative/Contractual contact for this project is:

Mandy Szocinski
Accounting and Contracts
(231) 242-1439
mszocinski@ltbbodawa-nsn.gov

Construction services will be coordinated through the LTBB's onsite project manager on this project.

LTBB's Onsite contact for this project is:

Jody Werner, Contract Health/Dental Manager
Little Traverse Bay Band Health Clinic
1250 Lears Road
Petoskey, MI 49770
(231) 242-1611

The Indian Health Service (IHS) will be the technical representative as requested by LTBB. The IHS contact is:

Brian Willoughby, P.E., Facilities Engineer
Indian Health Service
9A S. Brown Street
Rhineland, WI 54501
(715) 365-5114

III. SCOPE OF WORK

- A. This project will include design and installation of four (4) separate exhaust ventilation systems to exhaust air from three (3) dental operator rooms and one (1) storage room to the outside. The three (3) dental room ventilation systems will need to be wired so that they can be controlled with a light switch and have a light that will notify the dental staff when the exhaust fan is in use. The one (1) storage room ventilation system should also be wired so that it can be controlled with a key operated light switch however does not need to be lighted. Exhaust fan control switches shall be mounted adjacent to the existing light switches within the rooms. (Note: Room #4 existing light switch shall be relocated to opposite side of door opening.) The ductwork within the rooms shall be solid 3.25" x 12". The ductwork shall extend from the floor within the rooms through the ceiling into the attic. A grill shall be installed in the ductwork at floor elevation. The exhaust fans shall be mounted in the attic and then routed through flexible ductwork to soffit mounted exhaust vents. The ductwork within the rooms shall be covered with smooth paneling, gypsum board, or

other approved method to conceal and match the existing rooms décor. See Appendix A for floor plans. Room #4 and Room #5 shall also have doors with associated hardware installed to match the existing doors within the dental space. Installation of the door within Room #4 will require relocating of the existing light switch to the opposite side of the opening.

B. Products

1. Dental Room Fan Specs (3 total):
 - a. Minimum CFM: 160
 - b. Static Pressure: 0.1
 - c. Max Sones: 3
 - d. Fan Diameter 6 inches
 - e. Direct Drive
 - f. Greenheck SQ Direct 75 – E 1/100 or Equivalent
2. Storage Room Fan Specs (1 total)
 - a. Minimum CFM: 100
 - b. Static Pressure: 0.1
 - c. Max Sones: 2.1
 - d. Fan Diameter 6 inches
 - e. Direct Drive
 - f. Greenheck SQ Direct 65 – E 1/100 or Equivalent
3. Ductwork
 - a. Flexible Ductwork – 6 inch diameter woven fiberglass, Thermaflex or equal
 - b. Solid Ductwork – 3.25” x 12” rectangular, aluminum or galvanized, minimum 30 gauge.
4. Soffit Exhaust Vent
 - a. One-way flapper
 - b. Aluminum or Plastic construction
5. Interior Exhaust Grill
 - a. Metal, minimum 10” x 12”
 - b. White with fixed blades
6. Doors
 - a. Metal frame, 36” door, with no window to match existing doors
 - b. Commercial grade closet/hall passage style lever
 - c. Commercial grade hinges

C. The contractor shall ensure all work is performed in accordance with the applicable codes, safety standards, and adhere to the general provisions of the contract documents.

IV. 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. Contractor shall be licensed in the State of Michigan to complete work and demonstrate the capability to complete such work. Contractor must have been in business for a minimum of five (5) years and have at least five (5) years' experience in construction.

V. 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 3 of "Bid Package" submittal for documentation needed.

VI. 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, 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 100 % funded with funds through Association of American Indian Physicians Nitrous Oxide Sedation System grant funds. Davis Bacon wage rates are NOT required.

VII. CONTRACT AWARD

The LTBB Staff Accountant, the LTBB Health Director, LTBB Contract Health/Dental Manager and the LTBB Contracts Personnel will evaluate the bids and make a decision to award the contract to the most responsive, responsible bidder(s) having proven experience in work as described above. Native American Preference shall apply.

LTBB may make a determination to award only a portion of the bid based on available funding. 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.

VIII. METHOD OF PAYMENT

Services shall be paid for on a lump sum amount. Contractor shall submit bid in a lump sum form on attached bid schedule. Only one (1) payment will be made to the Contractor and will be made once a final inspection has been completed.

BID PACKAGE

Contractors must submit a response in the form of a bid that includes the following sections:

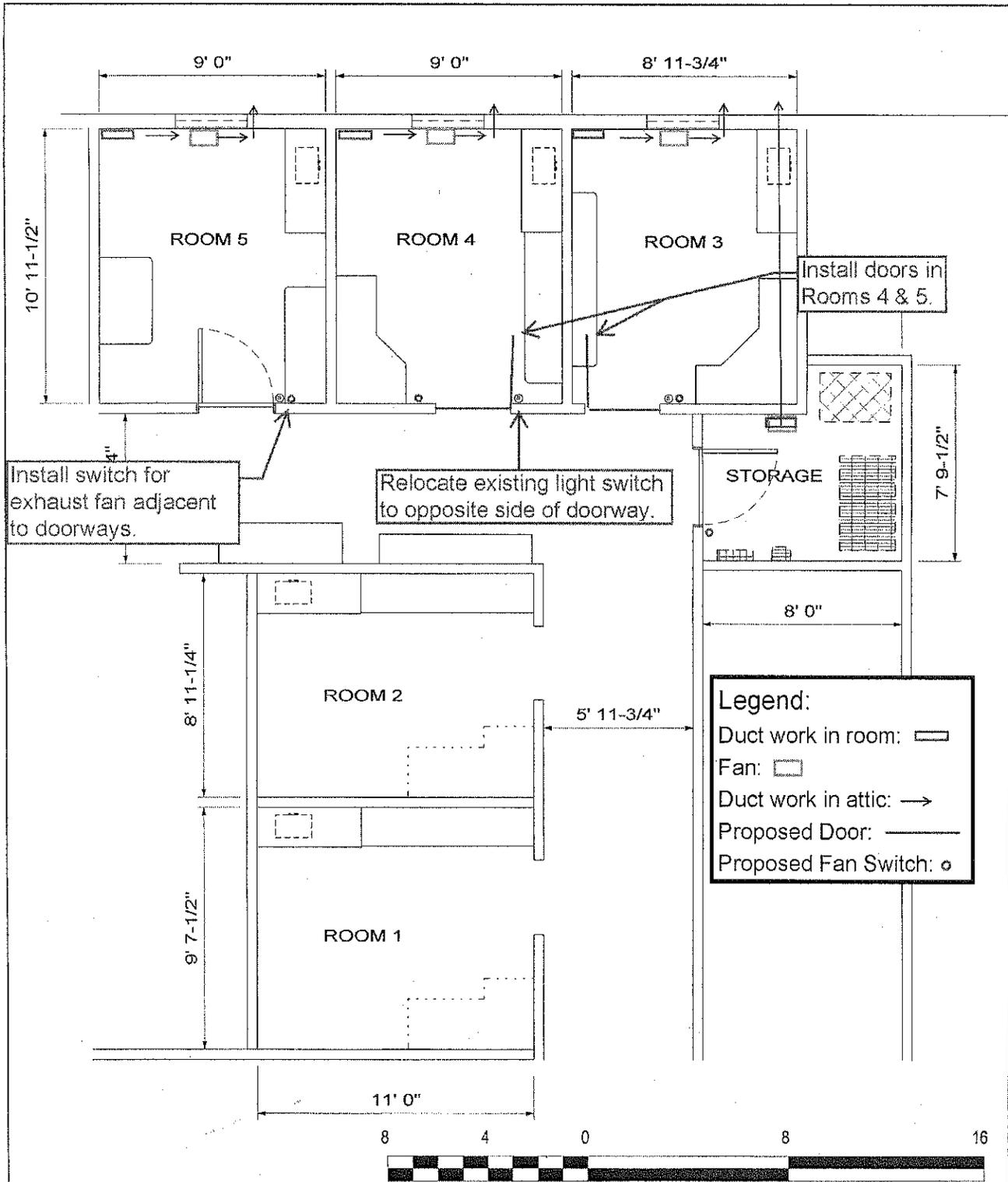
- A. TRANSMITTAL LETTER – This letter is to be a brief letter, addressed to Mandy Szocinski, Accounting, which provides the following information:
 - 1. Name and address of the contractor.
 - 2. Name, Title, and telephone number of the contact person for the contractor.
 - 3. A statement that the bid 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. Signed Bid Schedule – Appendix B
 2. Copy of State of Michigan License
 3. 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.
 4. A copy of the Certificates of Insurance for the Contract term as noted in Section V of this invitation.

ATTACHMENTS TO THIS INVITATION TO BID

Appendix A – Floor Plan
Appendix B – Bid Schedule

Appendix A - Room Layout / Floor Plan



LTBB DENTAL ROOMS VENTILATION

DRAWN BY DJN
DATE: 6/2/15

1/4" = 1'

A1

APPENDIX B - BID SCHEDULE

**Little Traverse Bay Band Health Center
Petoskey, MI**

SCHEDULE A - Door and Exhaust Ventilation

| ITEM NO. | DESCRIPTION | EST. QTY. | UNIT | UNIT COST | TOTAL COST |
|----------|---|-----------|----------|--------------------------|------------|
| 1 | Room 5 Exhaust Ventilation System | 1 | Lump Sum | _____ | _____ |
| 2 | Storage Room Exhaust Ventilation System | 1 | Lump Sum | _____ | _____ |
| 3 | Room 3 Door | 1 | Lump Sum | _____ | _____ |
| 4 | Room 3 Exhaust Ventilation System | 1 | Lump Sum | _____ | _____ |
| 5 | Room 4 Door & Light Switch Relocate | 1 | Lump Sum | _____ | _____ |
| 6 | Room 4 Exhaust Ventilation System | 1 | Lump Sum | _____ | _____ |
| | | | | Total Construction Cost: | _____ |

Signature:

Date:

Company:

NOTE TO OFFERORS:

THE OFFEROR MUST SUBMIT A PROPOSAL ON ALL ITEMS OF THE SCHEDULES AS AWARDS WILL BE MADE IN AGGREGATE. THE CONTRACTOR SHALL BE PAID FOR ACTUAL QUANTITIES COMPLETED.