INVITATION TO BID

November 16, 2015

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for on-call general/emergency electrical services for 2016-2019.

Included with this letter are:

1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

Mandy Szocinski

Mandy Szocinski
Accounting

I. BIDS DUE

A. All bids must be received by Mandy Szocinski in the Accounting Department by ***December 15, 2015*** no later than 4:30 pm 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: 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.

II. REQUIREMENTS

A. Available to provide services years 2016 through 2019.
B. Provide local service technician.
C. Provide two hour or less emergency response time from initial call.
D. Provide service within twenty-four (24) hour notice.
E. Provide service on variable speed drives on air handlers.
F. Provide service on parking lot lights, electrical poles and light poles.
G. Contractor must have the capability to service computerized building maintenance systems.
H. Contractor to have a variety of parts on hand with the ability to obtain needed parts quickly.
I. Provide services after hours and holidays as needed.
J. See "Exhibit A" for site locations to be serviced.

III. QUALIFICATIONS OF CONTRACTOR

A. Licensed by the State of Michigan
B. Experience with Johnson Controls and Trane
C. Experience as Electrician minimum of five (5) years
D. 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.
E. **If Applicable**, Must be Davis Bacon and Related Acts (DBRA) compliant. DBRA are administered by the Wage and Hour Division. Contractors and subcontractors performing on federally funded or assisted contracts in, in excess of $2,000.00 for the construction, alteration or repairs are required to pay their laborers not less than the prevailing wage rates and fringe benefits as determined by Department of Labor (DOL) and listed on the web site (www.dol.gov) under the Wage and Hour Division (WHD) for corresponding classes of laborers employed on similar project in the area and are listed in this contract (Addendum A MI150118 10/02/2015 MI118 "Davis-Bacon Wage Determination" will be attached). Apprentices may be employed at less than predetermined rates if they are in an apprenticeship program registered with the DOL or with a state apprenticeship agency recognized by the DOL. Trainees may be employed at less than predetermined rates if they are in a training program certified by the DOL. Contractors and subcontractors on prime contracts in excess $100,000.00 are required, pursuant to the Contract Work Hours and Safety Standards Act, to pay employees one and one-half times their basic rates of pay for all hours over 40 worked on covered contract work in a workweek. Covered Contractors and subcontractors are also required to pay employees weekly and to submit weekly certified payroll records to LTBB, the contracting agency, to the LTBB Accounting Office or designee (form wh347). (40 USC §276a; 29 CFR Parts 1, 3, 5, 6 and 7)
F. Knowledge of Tribal, Environmental or Special regulations/codes governing Tribal Projects

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. Experience working in a Native American Community.

V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract the following insurance coverage if applicable, 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 Professional/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. The Contractor shall procure and maintain during the term of the contract Professional Liability (Errors and Omissions Coverage) Insurance on an "occurrence basis" with limits of liability of not less than $1,000,000 per occurrence.

F. 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 Contracting Personnel, the LTBB Facilities Manager 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 services 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 certifications, licenses and qualifications.

b. List of References (minimum of 3).

2. The total fixed price cost of services as noted in Section II of this invitation as follows:
   a. Indicate regular daytime hourly for labor.
   b. Indicate after hour/weekend hourly rate labor
   c. Indicate emergency/holiday hourly rate for labor
   d. Indicate any additional charges that may apply – fuel charges, service calls, travel charges, etc.
   e. Indicate in your proposal if parts are additional and what the mark up will be if applicable.
   f. Indicate response time and availability to service.
   g. Indicate any and all exclusions of services.
3. If the execution of work to be performed by your company requires the hiring of sub-contractors at any time you must clearly state this and include any mark up or additional cost in your proposal. Sub-contractors must be identified and the work they will perform must be defined and authorized by LTBB before work is to be performed.
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. Copies of applicable Certificates of Insurance for the Contract term as noted in Section V
6. Copy of Michigan Electrical license or indicate license number

Evaluation Criteria for Contractor
(100 Total Points Possible)

1. Ability to Service and Repair Variable Speed Drives on Air Handlers
2. Ability to Service Parking lot lights, poles and electrical poles
3. Knowledge of Tribal, Environment or Special regulations/codes governing Tribal Projects
4. Experience – 5 years
5. Electrical License
6. Available within 24 hour notice
7. Provide Local Technician
8. Available 2 hour response
9. Quality of Service (based on Prior experience w/LTBB and/or references provided)
10. Price Per Hour - daytime
11. Price Per Hour - after hours
12. Price Per Hour - Holidays
13. Service Call Charge or Fuel Charge
14. Additional Charges or Minimum Charge
15. Native/Minority Owned or Registered Small Business

Point value for questions 1- 4: yes = 2, no = 0
Point Value for question 5 - 8: yes = 5, no = 0
Point Value for questions 9: poor = 1, fair = 3, good = 5, very good = 10, excellent = 20
Point Value for questions 10, 11 and 12: lowest bid = 15, next lowest bid = 10, middle bid 5, highest bid = 0
Point Value for questions 13 and 14: deduct yes = 10, no = 0 (or yes = - 10 and no = 0)
Point Value for question 15: yes = 5, no = 0; Tribal = +2

EXHIBIT A
LTBB SITE LOCATIONS

LTBB Administration Building
7500 Odawa Circle
Harbor Springs, MI 49740

LTBB NRD Building
7845 Odawa Circle
Harbor Springs, MI 49740

LTBB Health Park
1250 Lears Rd
Petoskey, MI 49770

LTBB Planning/Youth Building
1345 US 31 N.
Petoskey, MI 49770

LTBB 915 Building
915 Emmett St.
Petoskey, MI 49770

LTBB Commodities Warehouse
829 Charlevoix Ave, Unit 4
Petoskey, MI 49770

Wah Wahs Noo De Kee
Community Housing
Heynig Rd
Harbor Springs, MI 49740

Murray Road Development
10577 Murray Rd
Charlevoix, MI 49720

LTBB Bio Diesel Building
7845 Odawa Circle
Harbor Springs, MI 49740

LTBB Greenhouse
7845 Odawa Circle
Harbor Springs, MI 49740

LTBB 911 Building
911 Spring St
Petoskey, MI 49740

LTBB Powwow Grounds
7500 Odawa Circle
Harbor Springs, MI 49740

Additional site may be added.