



## **INVITATION TO BID**

March 3, 2016

LTBB Biindigen Convenience Store, Owned by Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for *Remodel* Services.

Included with this letter are:

- 1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

Don Portman  
Biindigen Store Manager

## I. BIDS DUE

- A. All bids must be received by Donald Portman by April 4, 2016 no later than 4:00pm prevailing local time.
- B. Bids will be accepted in the following four methods:
  1. In person: Donald Portman, at Biindigen, 2169 US 31 North, Petoskey, MI 49770
  2. By Fax: 231-487-9348
  3. By E-Mail: biindigen@gmail.com
  4. U.S. Mail to: Biindigen  
Attn: Donald Portman  
2169 US 31 North,  
Petoskey, MI 49770
- C. Any questions regarding the bid process may be directed to Donald Portman, 231-818-6706.
- D. All bids will be reviewed by April 6, 2016.

## II. REQUIREMENTS

- A. Must be available to start immediately upon award of contract and complete all work by May 1, 2016.
- B. Available to perform all work between hours of 10 pm and 6 am when store is closed.
- C. Must be able to move shelving unit nightly and replace by opening daily
- D. Must cover all equipment and merchandise in work areas.
- E. Remove all existing oak flooring on entire floor and prep sub floor, to be done in stages.
- F. Once flooring is removed repair sub floor as needed.
- G. In area where floor has heaved, sections between old and new construction, frame to lock sections together.
- H. In crawl space, place squash blocks between subfloor and beams at load points.
- I. Remove existing beverage station.
- J. Construct new "L" shape, 3ft by 10ft beverage station with cabinetry and shelving in relocated area, including relocation of plumbing, drainage, and electrical
  - Must include names of plumber and electrician
  - Must be licensed and insured
  - Must supply copies of license & insurance for above
  - Must supply and include itemized quote for each
- K. Remove base trim as needed
- L. Install 7x48" CoreTech Plus Engineered Vinyl Plank Flooring over entire floor
- M. Replace and install base trim where needed and install transition moulding in doorways and tile areas.
- N. 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.
- O. Contractor shall clean and maintain work site routinely to ensure occupant safety and dispose of waste daily.
- P. Contractor shall Contact the LTBB Planning Department to provide any needed permits from the LTBB Building Official for the project and be responsible for contacting LTBB's inspectors to schedule and conduct inspections.
- Q. Contractor shall clean, remove, and dispose of all debris resulting from this project.

## 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. The Parties understand that LTBB has enacted a statute, WOS 2012-008, the Sex Offender Registration and Notification Statute, to fulfill the obligations of sex offender registration and notification. All contractors, including their employees including all subcontractors and their employees that are sex offenders that are mandated to register are required to update their registry with the LTBB Law Enforcement when working on sites under the jurisdiction of LTBB.
- C. 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.
- A. Contractor must supply Plumber and Electrician Licensed by the State of Michigan with minimum of five (5) years experience
- D. Knowledge of Tribal, Environmental or Special regulations/codes governing Tribal Projects
- E. Must not have any judgements or claims prior or pending for faulty, sub-par or poor quality work.

**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.

**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, 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. CONTRACT AWARD**

The LTBB 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 items 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 cost of replacing flooring
    - b. Indicate cost of electrical
    - c. Indicate cost of plumbing
    - d. Indicate cost of new beverage bar
    - e. Indicate and additional cost
  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 Current Michigan licenses or indicate license number

### **Bid Evaluation for Example**

(Total Possible Points = 100)

1. Ability to Provide required flooring
2. Ability to complete work by May 1
3. Ability to work after hours
4. Provide manpower to move shelving & Equipment
5. Knowledge of Tribal Operations/Regulations
6. Price
7. Quality of Service (based on Prior experience w/LTBB and/or references provided)
8. Native/Minority Owned or Registered Small Business (must have documentation)

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

Point Value for question 2-4: yes = 10, no = 0

Point Value for question 6: lowest = 15, next lowest = 10, bidders 5, bidder = 0

Point Value for questions 7: poor = 1, fair = 3, good = 8, very good = 20, excellent = 45

Point Value for question 8: yes = 5, no = 0 for each that apply