



INVITATION TO BID

October 18, 2016

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid to Replace Flooring for the 2 Units at the LTBB "Murray Road" Rental Housing (Multi Family Apartments) located just off Murray Rd at 10266 and 10259 Kiizhik Dr., Charlevoix, Michigan.

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 **October 28, 2016** 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:
 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.

II. SCOPE

- A. The Contractor shall obtain the necessary equipment and supplies to accomplish the task of replacing flooring for entire units of 10266-1 and 10259-5 Kiizhik Dr., Charlevoix Michigan (Multi Family Apartments) addresses listed. Equipment must be in working order to accomplish the contract obligations. LTBB to provide supplies. See Exhibit A for specific room sizes.
- B. Supply vinyl, carpet and padding similar to existing and according to LTBB Housing Director's choice.
 - Current Carpet – color Khaki with 7/16 spill guard pad
 - Vinyl to match or provide similar replacement choice
- C. Remove existing flooring from Entire unit floor.
- D. Contractor shall remove and replace carpeting and padding in living room, stairways, hallways, bedrooms and closets of each unit.
- E. Remove and replace vinyl (underlayment if needed) in kitchen, dining area and bathrooms.
- F. Reinstall trim, molding, and replace threshold.
- G. Provide before and after photos of project.
- H. Supply all materials and permits required for completion of this contract.
- I. Clean, remove, and dispose of all debris resulting from this project.
- J. Contractor shall be responsible to make any repairs in areas where Contractor's equipment damages said areas i.e. walls, doors, cabinets, etc.
- K. Property may be seen by appointment by contacting the LTBB Housing Department at 231-242-1540.

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. **Davis Bacon and Related Acts (DBRA)**. 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 i.e. **MI130009 08/30/2013 MI9** "Davis-Bacon Wage Determination"). 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*)

- C. 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.

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 obtain and agree to maintain during the term of the Contract, the following insurance coverage that apply, 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, and all materials which it may use during contract period. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, and materials.
- C. The Contractor shall procure and maintain during the term of the contract Professional or 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 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 responsive, responsible bidder(s) having proven experience in the services as described above in Section II. 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, that includes; 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. 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. The total fixed price cost 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/Women Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; Registered as MBE/WBE - 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. A copy of the Certificates of Insurance for the Contract term as noted in Section V of this invitation.

Exhibit A

Units have identical dimensions - 10259-5 Kiizhik Dr. Unit AS and 10266-1 Kiizhik Dr. Unit B 1

Carpet

Downstairs Carpet:

- Living Room & Stairway - 12x16 Upstairs Carpet:
- 1 - Bedroom – 11x11
 - 1 - Bedroom Closet - 5.5 x 5
- 2 - Bedroom -9.5 x 10.5
 - 2 - Bedroom Closet -2 x 5
- 3 Bedroom -10 x 12
 - 3 Bedroom Closet - 3 x3
- Upstairs Hallway Carpet - 5 x 3

Vinyl

Downstairs Vinyl:

- Kitchen and dining area -22 x 10
- Bathroom - 3.5 x 6

Upstairs Vinyl:

- Bathroom -7 x 9