



**INVITATION TO BID**

January 28, 2016

The Little Traverse Bay Bands of Odawa Indians, a federally recognized Indian tribe, invites your business to submit a Bid for In-Home House Cleaning Services for the Elders for April 2016 through March 2017.

Included with this letter are:

- 1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

Mandy Szocinski  
Accounting

## I. BIDS DUE

- A. All bids must be received by Mandy Ragland in the Accounting Department by **February 26, 2016** no later than 4:30pm. 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: 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. REQUIREMENTS

- A. Travel to individual homes locations listed in "Exhibit A" to provide cleaning.
- B. Contractor to supply all product and equipment needed to complete all of the duties listed in item "C" of this section of Invitation to Bid.
- C. The following duties are to be performed weekly at each location listed in "Exhibit A".
  - a. **Kitchen**
    - empty trash
    - sweep and mop floor
    - scour sink (do dishes in sink, and scour afterwards)
    - wipe counters, stove, and table
    - clean refrigerator and/or oven (as necessary)
  - b. **Living Room**
    - empty trash
    - sweep/vacuum floor
    - mop floor (if no carpet)
    - dust
  - c. **Bathroom**
    - empty trash
    - sweep and mop floor
    - scour sink, toilet, tub/shower
    - clean mirrors
  - d. **Bedroom**
    - empty trash
    - change bedding if necessary
    - make the bed
    - vacuum floor
- D. Three (3) hour initial cleaning of each new additional home (or lapse in service of a home) and subsequent cleanings of one – three hours once per week.

## 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. Must have valid driver's license and reliable transportation.
- C. Must have own cleaning equipment and supplies.
- D. Must pass background check.
- E. Experience working with elderly.

## 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. Knowledge of and/or experience with Anishinabe Cultures will be preferred.

## 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, 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. FUNDING REQUIREMENTS

This project may be up to fifty percent (50%) funded with funds available through Administration on Aging (AOA). Be advised that AOA funds can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the AOA award and related guidance.

## VII. CONTRACT AWARD

The LTBB Contracts personnel, the LTBB Elders Program Director and the LTBB Tribal Administrator will evaluate the bids and make a decision to award the contract to one or more of the lower, most responsive, responsible bidder(s) having proven experience in House Cleaning 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,
  - I. 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 hourly rate 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 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. A copy of the Certificates of Insurance for the Contract term as noted in Section V of this invitation.

**Exhibit A**

**Location Listings Requiring Housekeeping Services for 2016**

5758 Ap-Gish-Mok Blvd Harbor Springs, MI 49740	423 Maple St. Harbor Springs, MI 49740	802 N. Washington St. Harbor Springs, MI 49740
8218 Luce St Alanson, MI 49706	3648 Zhou Noong Circle Harbor Springs, MI 49740	3631 Wah-Be-Noong Circle Harbor Springs, MI 49740
171 Poplar Rd Pellston, MI 49769	700 Hillside Club Dr Apt 34 Pellston, MI 49769	3650 Zhou-Noong Circle Harbor Springs, MI 49740

Addresses are subject to change at any time during contract period. Additions will be prorated at the average bid rate. Address deletions will be effective immediately upon notification and contract will be reduced by prorated amount.

**Bid Evaluation for House Keeping**  
(Total Possible Points = 100)

Points =

Price	lowest= 30	2nd low= 15	3rd thru highest = 5	highest = 0
Ability	great=25	good=10	fair=5	poor=0
Past work performance	great=20	good=10	fair=5	poor=0
Native American Owned & Operated	yes =5	no= 0		
Work with LTBB before	yes = 5	no= 0		
Work with Elders	yes= 10	no= 0		
Has own Equipment	yes= 5	no= 0		

"Ability" is based on condition of equipment and adequate manpower to handle locations

**great** - equipment good repair

**good**- equipment adequate working order

**fair**-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