



INVITATION TO BID

April 7, 2016

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Operational Solar Array Installation.

Included with this letter are:

- 1.) Provisions governing this ITB.
 - a. Provisions included are for 15kW maximum power output system.
 - b. As an alternate bid option, you may also provide quote for complete system as specified with 20kW maximum power output.
- 2.) Pre proposal site visits can be arranged by contacting Jon Mauchmar at 231-242-1578 or by email jmauchmar@ltbbodawa-nsn.gov.
- 3.) As-Built drawings for installation site the LTBB Hatchery are also available by email.

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 **May 6, 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.

II. SCOPE

LTBB owns and operates a fish hatchery near Pellston, MI. The Tribe solicits proposals to design and install a ground mounted solar array at the hatchery to help with energy costs and work towards the Tribe's renewable energy goals. The hatchery was constructed in 2013 and sits on an 80 acre parcel on the north side of Drier Road at 4100 Giigoohns Miikaan Avenue in Emmet County (see Attachment 1). The completed installation will be connected with the Great Lakes Energy power grid.

- A. Work with LTBB to determine the best installation plan for the solar array.
- B. Determine the suitability of the site available for the solar panels and locate the arrays to obtain maximum access to sunlight.
- C. Inform LTBB of any shading as a result of the design. Some tree removal may be allowed (see attachment 2 for array location).
- D. Provide all system design, labor, tools, materials, supervision and system commissioning, including incidental services necessary to install a complete PV system.
 - PV System should be sized to provide 15 kW maximum power output
 - PV System should be designed and attached to withstand the environmental conditions at the site
 - System shall be designed and installed to qualify for the Great Lakes Energy Net Metering program requirements found at: www.gtlakes.com/billing/rates/customer-choice/net-metering.
- E. Obtain all required permits and inspections necessary for installation.
- F. Provide site preparation
- G. Provide and install all necessary solar photovoltaic system equipment which include:
 - photovoltaic system equipment
 - conduit and wiring
 - fuse and/or disconnect boxes
 - any and all electrical components for a complete operating system
- H. Provide additional electric meters and any necessary hook up.
- I. Provide mechanical and/or electrical schematics of the system for review by LTBB before installation of the system begins.
- J. A Great Lakes Energy interconnection application is required to be completed. LTBB will retain payment until system is approved as an eligible Great Lakes Energy system.
- K. Provide, upon completion, copies of all engineering studies, owner's manuals, as-built drawings, schematics, and applicable warranties for each of the components of the system.
- L. Provide specifications and recommendations for regular and ongoing maintenance procedures that LTBB personnel would normally perform.
- M. Provide As-Built drawings to LTBB upon Completion.

III. QUALIFICATION REQUIREMENTS 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 a team leader with a minimum of five (5) years experience solar energy assessments and solar array installation.
- C. Must have experience performing solar assessments and array installation with commercial and/or governmental buildings.
- D. Must have a Professional Engineer on the team with at least three (3) years of experience in energy management/renewable energy installation, or be certified as an energy manager (CEM) by the American Energy Association.
- E. Must possess or have access to transportation, equipment and software to perform solar energy assessments.
- F. Must be able to provide documentation of (3) successful solar installations.

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 Contracts Personnel, Environmental Services Coordinator and the LTBB Tribal Administrator and/or his designee 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 Solar Array Installation 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.

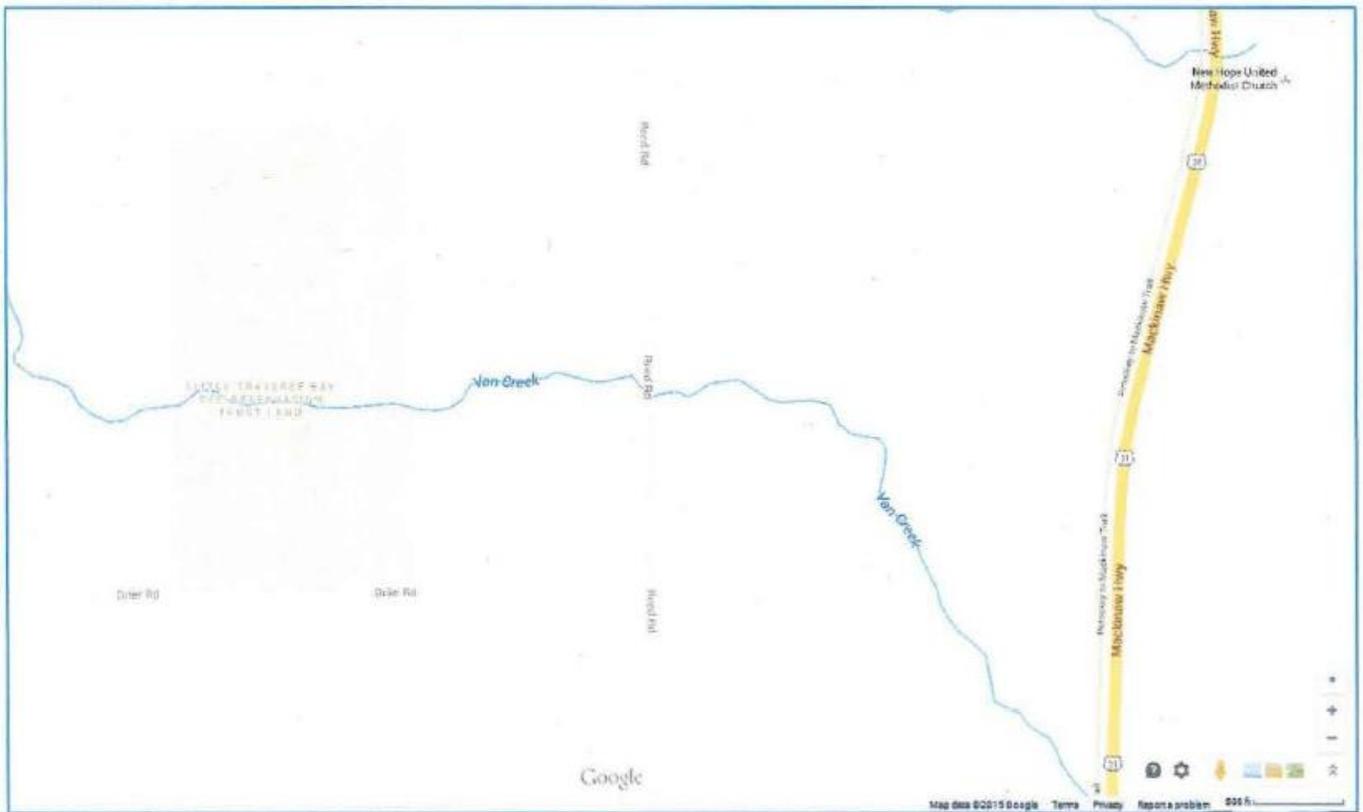
LTBB may make a determination that the rejection of all bids is in the best interest of LTBB. LTBB will not pay for any information herein requested, nor is it liable for any costs incurred by the bidder.

BID PACKAGE

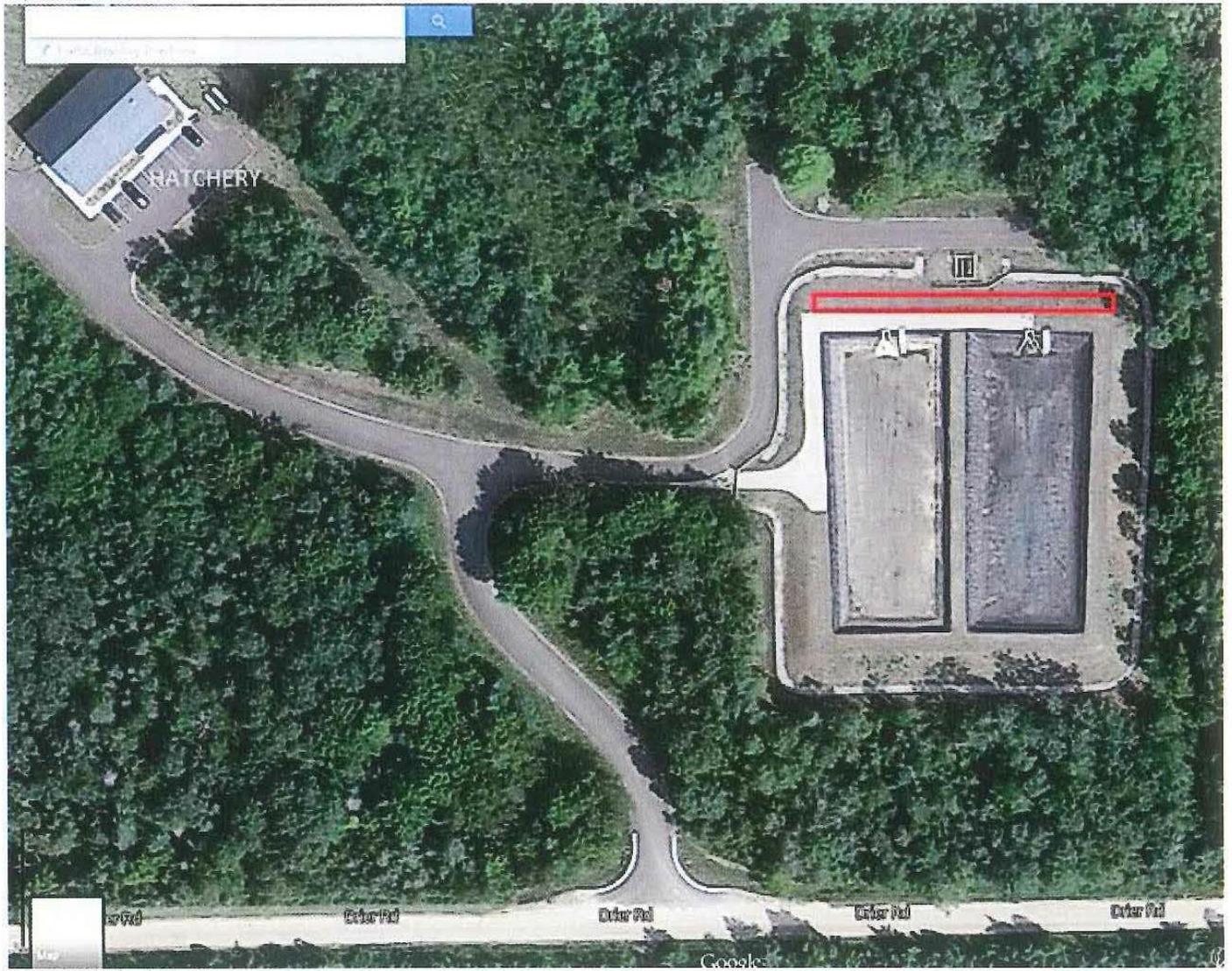
Contractors must submit a response in the form of a bid that includes the following sections:

- A. TRANSMITTAL LETTER – This letter is to be a brief letter, addressed to Mandy Szocinski, 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. 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 and documentation of at least 3 successful solar installations
 - 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. A copy of the Certificates of Insurance for the Contract term as noted in Section V 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. The cost of the services for the Contract term as noted in Section II of this invitation. Please bid separately 15kW and 20kW systems. Please include cost of each below:
 - a. System Design/Engineering
 - b. System equipment
 - c. Labor, tools, and materials necessary for complete system
 - d. Supervision and system commissioning, including any incidentals necessary for complete installation
 - e. Electrical permits and Inspections
 - f. Electrical services to system and additional meters
 - g. Site preparation and tree removal if necessary
 - h. Necessary application fees
 - i. Engineering studies
 - j. Copies of all engineering studies, owner's manuals, as-built drawings, schematics, and applicable warranties for each of the components of the system

Attachment 1.



Attachment 2.



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