



INVITATION TO BID

October 26, 2016

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Construction of Security Wall for the Little Traverse Bay Bands Administration Building.

Included with this letter are:

- 1.) Provisions governing this ITB
- 2.) Contact for Permit Questions Only
LTBB Planning at 231-242-1581
- 3.) Technical project drawings
- 4.) Contact for Technical Questions only:
Architect – Anthony P Esson
tony@anthonyessonarchitect.com

Thank you for your interest.

Sincerely,

Mandy Szocinski
Accounting

I. BIDS DUE

- A. All bids must be received by Mandy Szocinski in the Accounting Department by **November 9, 2016** no later than 4:00pm 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 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

Little Traverse Bay Bands of Odawa Indians (LTBB) is seeking qualified builder to construct a security wall for the front desk of the Administration Building, located at 7500 Odawa Circle, Harbor Springs Michigan. This project is required to be completed and receive final inspection by December 27, 2016 therefore the contractor shall need to start immediately and be readily available.

- A. Provide any needed permits from LTBB Building Official for completion of project
- B. Supply all materials required for completion of project
- C. Construct wall as indicated in Architectural Drawing (Exhibit A)
- D. Coordinate with LTBB Planning Department to schedule needed inspections for completion of project
- E. Erect plastic barrier walls to contain dust and debris in work areas and place protective coverings on floors in work area by placing plastic sheeting over ducts, desks, counters and finished walls inside containment to mitigate contamination.
- F. Contacting LTBB's inspectors to schedule and conduct required inspections, LTBB Planning Department shall supply contact information
- G. If Inspections required, Approved inspection reports will be required before proceeding
- H. LTBB to pay for first inspection, if violations, Contractor shall cover all subsequent inspections until project passes
- I. Clean and maintain work site routinely to ensure occupant safety and dispose of waste daily
- J. Upon completion, thoroughly clean work area with HEPA vacuum and wet cleaning methods
- K. Dispose of all waste
- L. Site can be viewed by contacting Mandy Szocinski at 231-242-1439 or mszocinski@ltbbodawa-nsn.gov
- M. **Substantial Completion** no later than **December 15, 2016** and **Final Completion** no later than **December 27, 2016**
- N. **Project must be complete and have final approved inspection by December 29, 2016**
- O. **All Billing must be received to LTBB by January 13, 2017**

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.
- D. Please acknowledge, on your bid, that you have reviewed the specifications and drawings when preparing your bid. Failure to do so may disqualify bidder.
- E. Must be available to start at signing and have ability to complete by December 27, 2016.

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 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.

VII. CONTRACT AWARD

The LTBB Tribal Chair, the LTBB Tribal Administrator and the LTBB Contracts Personnel will evaluate the bids and make a decision to award the contract to one or more of most responsive, responsible bidder(s) having proven experience in scope 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, 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 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.

Bid Evaluation for Example (Total Possible Points = 100)

1. Availability
2. Ability to Complete
3. Price
4. Knowledge of Cultural Environment
5. Experience
6. Native Owned
7. Registered Small Business
8. Minority/Women Owned

Point Value for questions 1 - 2: poor = 1, fair = 3, good = 5, very good = 10, excellent = 20

Point Value for question 3: lowest bid = 20, next lowest bids = 10, middle bids 5, highest bid = 0

Point Value for question 4 - 5: poor = 1, fair = 3, good = 5, very good = 10

Point value for questions 6: yes = 10, no = 0

Point Value for question 7-8: yes = 5, no = 0



