INVITATION TO BID

November 19, 2015

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for on-call handyman services for 2016 for 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.
2.) List of Locations to be serviced.

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 ***December 15, 2015*** no later than 4:30 pm 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: 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 at 7500 Odawa Circle, Harbor Springs, Michigan.

II. REQUIREMENTS

A. The Contractor shall obtain the necessary equipment to accomplish the task of repair services at all units at 10266 and 10259 Kiizhik Dr., Charlevoix Michigan (Multi Family Apartments) addresses listed. Equipment must be in working order to accomplish the contract obligations. LTBB to provide supplies. LTBB Housing Rental Addresses:

10259-1 Kiizhik Dr Charlevoix, MI	10259-2 Kiizhik Dr Charlevoix, MI	10259-3 Kiizhik Dr Charlevoix, MI	10259-4 Kiizhik Dr Charlevoix, MI
10259-5 Kiizhik Dr Charlevoix, MI	10266-1 Kiizhik Dr Charlevoix, MI	10266-2 Kiizhik Dr Charlevoix, MI	10266-3 Kiizhik Dr Charlevoix, MI
10266-4 Kiizhik Dr Charlevoix, MI	10266-5 Kiizhik Dr Charlevoix, MI		

B. Provide general routine minor repairs as directed by the LTBB Housing Department.
C. Provide local service technician.
D. Provide two hour or less response for emergency repairs.
E. Contractor shall touch up paint where needed and replace small items as needed (i.e. light bulbs, toilet seat or seal, door knob, blinds, etc.).
F. Provide inventory of supplies and manage supplies needed.
G. Provide notification if service on electrical, heating, plumbing and A/C systems.
H. Ability to coordinate with electrical, plowing, lawn maintenance and pluming contractors.
I. Provide general cleanup and debris removal.
J. Provide rental cleanout and prep when necessary.
K. Provide service on a variety of residential needs.
L. Provide additional services as requested by LTBB Housing.
M. Provide services after hours and holidays if needed.

III. QUALIFICATIONS OF CONTRACTOR

A. Experience with building and repairs
B. Experience with general maintenance
C. 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.
D. If Applicable, Must be Davis Bacon and Related Acts (DBRA) compliant. 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 will be listed in the contract as Addendum A MI150009 10/30/2015 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) and supply weekly certified payroll.

E. Knowledge of Tribal, Environmental or Special regulations/codes governing Tribal Projects

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. Licensed by the State of Michigan (Builder's License)

D. Experience working in a Native American Community

V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract the following insurance coverage if applicable, 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 Professional/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. The Contractor shall procure and maintain during the term of the contract Professional Liability (Errors and Omissions Coverage) Insurance on an "occurrence basis" with limits of liability of not less than $1,000,000 per occurrence.

F. 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 is funded in part with funds available through Housing and Urban Development. Contractors submitting bids and awarded this project MUST comply with the following Special Terms and Conditions required for this Financial Assistance: Davis Bacon Compliant for residential.

Be advised that these 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 Housing and Urban Development and related guidance. For projects funded by sources other than the Housing and Urban Development, Contractors must bill separately to ensure the records comply with the requirements.

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, most responsive, responsible bidder(s) having proven experience in 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,

1. 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 regular daytime hourly for labor.
   b. Indicate after hour/weekend hourly rate labor
   c. Indicate emergency/holiday hourly rate for labor
   d. Indicate any additional charges that may apply – fuel charges, service calls, travel charges, etc.
   e. Indicate in your proposal if parts are additional and what the markup will be if applicable.
   f. Indicate response time and availability to service.
   g. Indicate any and all exclusions of services.
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. <u>Documentation Required for Preferences Listed in Section IV</u>—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 Michigan licenses or indicate license numbers

Evaluation Criteria for Contractor
(100 Total Points Possible)

1. Ability to Provide Service
2. Price Per Hour - daytime
3. Price Per Hour - after hours
4. Price Per Hour - Holidays
5. Provide Local Technician
6. Available 2 hour response for emergencies
7. Quality of Service (based on Prior experience w/LTBB and/or references provided)
8. Knowledge of Tribal, Environment or Special regulations/codes governing Tribal Projects
9. Service Call Charge or Fuel Charge
10. Native/Minority Owned or Registered Small Business

Point value for questions 1, 5,6, and 8: yes = 5, no = 0
Point Value for questions 2, 3 and 4: lowest bid = 15, 2nd lowest bid = 10, middle bids= 5, highest bid = 0
Point Value for questions 7: poor = 1, fair = 3, good = 5, very good = 10, excellent = 20
Point Value for questions 9: deduct yes = 10, no = 0 (or yes = - 10 and no = 0)
Point Value for question 10: yes = 10, no = 0 Native = + 5