



INVITATION TO BID

May 11, 2016

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Janitorial Supplies for the LTBB Health Park

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) List of Basic Supplies

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 May 27, 2016 no later than 4:00pm. 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. REQUIREMENTS

- A. Able to supply product as needed, weekly/biweekly orders placed. See "Exhibit A" for a list of regularly used products and estimated yearly quantities.
- B. Able to deliver orders within two - three (2-3) business days of order placement.
- C. Supply products without chancing dispensers or adding additional ones.
- D. Able to supply special ordered when needed.
- E. Provide local representative.

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.

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. Local representative 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, 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, the LTBB Health Director or designee and the LTBB Tribal Administrator will evaluate the bids and make a decision to award the contract to one or more of the lower bidder(s) having proven the capability to provide supplies 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 timeline of deliverables as it relates to the placement of orders as indicated in Scope of Services.
 3. The price per unit for each item listed in Exhibit A as noted in Section II of this invitation. Please include any additional charges that may apply such as shipping, processing fees, fuel charges, minimum order fees, etc.
 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. LTBB is now required to to have a copy of the Certificates of Insurance for any applicable coverages as noted in Section V of this invitation (i.e. workman's comp.).

Exhibit A

Item #	Description	Qty
389652_EA	Smokers Cease-Fire Gray	1
384600_EA	6112-77 "Caution Wet Floor"	1
PR104217EA	Belt DO NOT USE DUPLICATE	3
131390_GL	Bleach Gallon	18
117492_BX	Clnr Blue All Purpose 5 GI Box	1
'CL001593	CLOROX DISINFECT WIPEFRESH SCE	13
DIA82838_GL	DIAL SENS SKIN ANTIMICROB GAL	1
HSK440QT	Dishwashing Soap Liquid Quart	12
BUCQ645G	Disinfectant Quat 64 5/Gallon	2
290901_EA	Dispenser Roll Towel #86800	1
286612_EA	Dispenser Toilet Paper #88900	6
286611_EA	Dispenser Toilet Paper 9" #888	1
294310_CS	Facial Tissue W06100 DubI-Soft	12
294300_CS	Facial Tissue W13000 Nat.	1
295200_CS	Feminine Waxed Bag Kraft KL260	2
N0607586	FILTER [HOSPITAL GRADE]	1
PT103483_PK	Filter 103483 1500XP/TYPE ".U"	3
245850_CS	Floor Pad 20" Red PL 5/Cs	1
243650_CS	Floor Pad 20" Bfack PL 5/Cs	1
314499_BX	Glove Pwd Free Nitrile MED BX	1
314505_BX	Glove Pwd. Free Nitrile XL BX	3
314500_BX	Glove Pwd.Free Nitrile LG BX	2
315028_BX	Glove Vinyl Exam P.Free XLG Bx	4
IMP8825PR	Gloves Brown Knit Pair #8825L	24
211700_BG	Ice Melt Pro-Link Prem 50# Bag	16
'RCPH126	INVADER 60" ALUMINUM HOLE	1
ASANN13EZ	KEYS - FITS TBOO. T1905,T1900,	2
KSSDISDECN	Disinfectant Deodorant	156
KSSGLASSCN	Streak Free Aerosol	18
KSSSTRQT	Streak Free Quart	6
KSSVAC5G	Vac Up Stripper 5 Gal Pail	1
123599_QT	NAB Bathroom Clnr, Qt	18
123600_CS	NAB Bathroom Clnr, 12/Qt	1
211727_BG	Ice Melt Green Melt 50# Bag	57
226163_CS	Liner HR-20XH-C 30x36 Clear CS	2
226170_CS	Liner HR-40XH-C 40x46 Clear CS	3
226050_CS	Liner MR24240 HD-SM 24x24	1
225525_CS	Liner MR30373 HD-16M 30x37	9
225101_CS	Liner MR40484-MClear 22M 40x48	9
229790_CS	Liner, Generic 24X33, 16 Mic	5
123400_QT	Mild Bowl Cleaner.Qt	93
267202_EA	Mop LG Blend WAGBIL EA	4
APGC82027	MR. CLEAN MAGIC ERASER ALL PUR	1
292290_CS	Multifold Towel W48300 N.Wht	2
181800_GL	Nilium,Lemon,Water Sol,Gallon	1
174291_BX	Pathfinder Lane Clnr 5 GI AP	1

N0609971	Pre-Filter Dust Kit w/Velcro	1
'G0J9652-12	PURELL HAND SANI 80Z 12/CS	2
289905_CS	Roll Towel W31300 Natural	7
289907_CS	Roll Towel W31400 Nat. White	33
393000_BX	S.O.S. Soap Pads 15/Box	1
154100_BX	Seal/Finish Citation 5 Gal Box	1
ASS11_EA	SHEILA SHINE AEROSOL EACH	36
'SS11_EA	SHEILA SHINE AEROSOL EACH	12
ALJNGMM40R	SMARTCOLOR MICRO MOP 15.0	2
184562_EA	StdAire Citrus Sparkle Each	12
184560_EA	StdAire Dispenser White EACH	3
184564_EA	StdAire Summer Day Each	30
184570_EA	StdAire Vanilla Blossom Each	18
196292_CS	SYM Foam Hand Sanitizer 1200ml	2
196274_CS	SYM Green Cert Foam Hand 1250m	4
196325_EA	SYM Smoke 1250ml Dispenser EA	2
285901_CS	Toilet Paper 2-Ply W10020	25
5901_CS	Toilet Paper 2-Ply W10020	18
185704_PKG	U.Screen Wave 30 Lavender 2PK	5
185706_PKG	U.Screen Wave 30 MANGO 2/PK	5
185705_PKG	U.Screen Wave 30 W.Green 2/PK	5
185710_CS	Urinal Fir Mat Disposable CASE	2
255400_EA	Utility Pad Black Ea	5
294670_CS	W41000 Kitchen Roll Towel	4
RCP6183YEL	ZIPPERED VINYL REPLACMNTBAG Fi	1