**INVITATION TO BID**

October 4, 2015

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Snow Removal Services for the 2016-2017 snow season for Kiizhik Dr. Apartments .

Included with this letter are:

1.) A listing of the locations requiring snow removal services.
2.) Provisions governing this ITB.

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 **October 21, 2016** no later than 4:30pm prevailing local time, late or incomplete bids will not be accepted.
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. SNOW REMOVAL SCOPE

A. The Contractor shall obtain the necessary equipment, supplies, and materials to accomplish the task of snow removal services at 10266 and 10259 Kiizhik Dr., Charlevoix Michigan (Multi Family Apartments). Equipment must be in working order to accomplish the contract obligations.
B. The Contractor shall plow the main driveway leading to the building, driveways, entrance to well, parking lots and trash collection areas. The Contractor shall plow snow accumulations of three (3) inches or more. Plowing shall be done once per day, unless a significant amount of snowfall occurs. If such action occurs, the Contractor will only plow after the significant snowfall stops.
C. The Contractor shall clear snow from the main sidewalk leading to the building.
D. The Contractor shall salt and/or sand, as needed, the main driveway, parking lots, walkways, parking areas, sidewalks and community areas.
E. The Contractor shall salt and/or sand, as needed on regular basis when no accumulation has occurred , the main driveway, parking lots, walkways, parking areas, sidewalks and community areas.
F. The Contractor shall properly place the snow or remove it to minimize loss of parking space.
G. The Contractor shall be available for plowing all addresses from November 1, 2016 through May 21, 2017.
H. The Contractor shall observe all applicable prescribed safety regulations and practices (see Appendix "A").
I. Contractor shall be responsible to make turf, parking lot, and sidewalk and curb repairs in areas where Contractor's equipment damages said areas.

## III. QUALIFICATIONS OF CONTRACTOR

A. The Contractor must have a minimum of one (1) year of experience in snow removal.
B. The Contractor must have a proven ability for a contract commencement by November 1, 2016.
C. The Contractor must have qualified and trained staff to complete the contract requirements.
D. The Contractor must provide a list of equipment available for this contract with submission of their bid. LTBB reserves the right to inspect equipment.
E. The Contractor shall submit a list of three (3) references, including names, addresses, phone numbers, and contact persons.
F. 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.
G. 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. SPECIAL CONSIDERATIONS OF CONTRACTOR

A. 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. Past performance and references will be taken into consideration.
D. Experience working with Native Americans.

## V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the snow removal Contract, the following insurance coverage. 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, as required by law.
B. The Contractor shall be responsible for insuring all its vehicles, equipment, tools and all materials which it may use during snow removal. 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 $1,000,000.00 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 $1,000,000.00 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, 7500 Odawa Circle, Harbor Springs, Michigan 49740.

## 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 of the lower, most responsive, responsible bidder(s) having proven experience in snow removal as described above. Native American Preference and Past Performance 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,
   - 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. The total fixed price cost (flat rate for season) of the snow removal services for the Contract term as noted in Section II of this invitation.
   a. 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.

**Bid Evaluation for Snow Removal**
(Total Possible Points = 100)

| | Points = | | | |
|---|---|---|---|---|
| Price | lowest= 40 | 2nd low= 25 | 3rd thru highest = 15 | highest = 5 |
| Ability | great=20 | good=10 | fair=5 | poor=0 |
| Past work performance | great=20 | good=10 | fair=5 | poor=0 |
| Indian or Minority Owned & Operated | yes =5 | no= 0 | | |
| Previous work with LTBB | yes = 5 | no= 0 | | |
| Women Owned | yes= 5 | no= 0 | | |
| Register Small Business | 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

# LTBB ODAWA HEATH AND SAFETY
## Snow Removal and Winter Contractors Safety Guidelines

Contractors Guidelines is established to ensure consistent best safety practices for snow and ice removal:

- Snow must not be pushed across or into a street or alley obstructing traffic and causing safety concerns.
- Snow should not be pushed or piled onto any neighbor's property without permission.
- Snow may not be pushed or piled onto public sidewalks.
- Snow must not be piled at a height or in a location that obstructs the view of traffic.
- Allow for clear vision for drivers at intersections and driveways.
- Snow shall not be piled in a manner that covers or obstructs the path to a fire hydrant. While firefighters generally know where each hydrant is located, time spent locating and digging it out could mean the difference in a life- or property-threatening situation.
- Use caution around street-side mailboxes. Attempt to keep the area clear of snow to allow postal vehicles access to the boxes. Report any caused damage to mail boxes that has occurred during plowing.
- Make several extra visual checks of oncoming traffic when entering a street from a driveway.
- Pull out slowly and only if there is enough room in traffic to allow easy access based on road conditions.
- State law requires pedestrians to use sidewalks where provided. Where none are available, pedestrians shall, when practicable, walk on the left side of the street facing traffic. Make every effort to remain clear of all pedestrians while plowing. Instruct children in the vicinity of plowing area to remain well clear of plow truck.
- Beware of persons operating snowmobiles upon public streets.
- Prior to beginning operations on a daily basis test backup alarm, headlight, backup lights and four way flashers.
- Use ember flashing light only when plowing, light must be turned off when traveling.
- If ember caution colored light bar is not operational, plow truck must use headlights and four way flashers during plowing operations.
- Report any complaints, incidents or of striking any object while plowing on contracted property, to LTBB representative as soon as possible, and at a minimum within the same day of the plowing event.