



INVITATION TO BID-Revised

January 10, 2018

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for On-Call General Maintenance and Repair services for 2018 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.
- 3.) Pre proposal site visits can be arranged by contacting John Givens at 231-242-1542 or by email jgivens@ltbbodawa-nsn.gov or Tosha Otto at 231-242-1544 or by email at Totto@ltbbodawa-nsn.gov

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 **January 24, 2018** no later than 4:30 pm prevailing local time. Incomplete submittals or 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: 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. SCOPE

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 plumbing 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.
- N. LTBB shall provide parts and supplies.

III. QUALIFICATIONS OF CONTRACTOR

- A. Must have Experience with building and repairs
- B. Must have 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. 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.

- E. If you have employees then Davis Bacon is applicable and you **Must** be Davis Bacon and Related Acts (DBRA) compliant. DBRA are administered by the Wage and Hour Division. Contractors and subcontractors with employee, 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 MI170009 10/13/2017 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.
- F. Knowledge of Tribal, Environmental or Special regulations/codes governing Tribal Projects

IV. PREFERENCES FOR CONTRACTOR

- A. Licensed by the State of Michigan (Builder’s License)
- B. 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. Experience working in a Native American Community
- D. Current Michigan Builder’s License

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 and Related Acts compliant for residential as applicable. 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.

V. CONTRACT AWARD

The LTBB Contracting Personnel, the LTBB Housing Director and the LTBB Direct Services Administrator will evaluate the bids and make a decision to award the contract to one or more, most responsive and 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,
- 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 response time and availability to service.
 - f. 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. 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. Copies of applicable Certificates of Insurance for the Contract term as noted in Section V

6. Copy of Michigan licenses or indicate license numbers (if applies).

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

Qualifications and experience (based on years and types of experience)	20
Michigan Builders License	15
Regular Hourly Rate	10
Afterhours Hourly Rate	10
Holiday Hourly Rate	10
Quality of work, Past Performance (references)	15
Experience working with Tribal Citizens	10
Native American Owned	5
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
Service Call Charge or Fuel Charge	-10
Total Score	100

Proposals shall be evaluated on the point scale listed below. Point values to be awarded on a sliding scale based upon proposal information provided and total point values in each category are not guaranteed.

Addendum A

General Decision Number: MI170009 10/13/2017 MI9

Superseded General Decision Number: MI20160009

State: Michigan

Construction Type: Residential

Counties: Antrim, Benzie, Charlevoix, Emmet, Kalkaska, Leelanau, Manistee, Missaukee and Wexford Counties in Michigan.

RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.20 for calendar year 2017 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.20 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2017. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Modification Number Publication Date

0	01/06/2017	3	07/28/2017
1	04/28/2017	4	08/11/2017
2	07/14/2017	5	10/13/2017

BRMI0009-006 08/01/2016

	Rates	Fringes
BRICKLAYER.....	\$ 26.50	14.57

ELEC0498-002 05/29/2017

Antrim, Benzie, Charlevoix, Emmet (All Townships Except Wawatan), Kalkaska, Leelanau, Manistee, Missaukee & Wexford Counties

	Rates	Fringes
ELECTRICIAN.....	\$ 28.89	17.89

ELEC0692-014 05/29/2017

	Rates	Fringes
EMMETT (Township of Wawatan)		
ELECTRICIAN.....	\$ 28.62	17.21

ENGI0325-015 06/01/2017

MANISTEE COUNTY

	Rates	Fringes
OPERATOR: Power Equipment Backhoe/Excavator; Loader; Roller.....	\$ 31.63	23.30

PAID HOLIDAYS: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

 ENGI0325-027 06/01/2017
 REMAINING COUNTIES
 OPERATOR: Power Equipment Backhoe/Excavator; Loader; Roller.....\$ 31.63 23.30
 PAID HOLIDAYS: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

 LABO0355-006 06/01/2017
 EXCLUDES OPEN CUT CONSTRUCTION
 MANISTEE COUNTY
 LABORER
 Common or General; Mason Tender - Cement/Concrete....\$ 20.43 12.85

 LABO1098-019 07/01/2017
 Antrim, Benzie, Charlevoix, Emmet, Kalkaska, Leelanau, Missaukee & Wexford Counties
 LABORER
 Common or General; Mason Tender - Cement/Concrete....\$ 17.00 12.85

 PLUM0085-015 05/02/2016
 Antrim, Benzie, Charlevoix, Emmet, Kalkaska, Leelanau, Missaukee & Wexford Counties
 PLUMBER (Including HVAC Pipe Installation).....\$ 22.47 8.92

 PLUM0174-011 07/01/2016
 MANISTEE COUNTY
 PLUMBER (Including HVAC Pipe Installation).....\$ 32.21 21.42

 * ROOF0149-016 06/01/2016
 ROOFER.....\$ 22.57 11.88

 SHEE0007-030 06/01/2014
 SHEETMETAL WORKER (HVAC Duct and Unit Installation).....\$ 20.33 10.13

 SUMI2010-007 09/16/2010
 Rates Fringes
 CARPENTER.....\$ 13.00 3.79
 CEMENT MASON/CONCRETE FINISHER...\$ 19.55 6.35
 PAINTER: Brush Only.....\$ 13.44 2.17
 PAINTER: Spray.....\$ 14.36 1.98
 SHEET METAL WORKER, Excludes HVAC Duct and Unit Installation.....\$ 18.88 6.10
 TRUCK DRIVER: Dump Truck.....\$ 12.00 1.25

 WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

 Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

 Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

 The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

 Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UAVG" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an

abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

END OF GENERAL DECISION