



**INVITATION TO BID -**

January 12, 2018

The Little Traverse Bay Bands of Odawa Indians (LTBB), a federally Recognized Indian Tribe, is seeking proposals from qualified professionals and/or firms to assist the LTBB Planning Department with Certified Mechanical/Plumbing Inspector Services on an on-call basis for 2018 and 2019.

Qualified professionals and/or firms will be an On-Call Service Provider that will not have any specific scope of work but shall provide the services described within this Invitation to Bid as needed in a time frame required by the LTBB Planning Department.

Included with this letter are:

- 1.) Provisions governing this ITB.

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 26, 2018 no later than 4:00pm 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 E-Mail: mszocinski@ltbbodawa-nsn.gov
  3. 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

LTBB is seeking Individual or Firm to provide Residential and Commercial Mechanical, and Plumbing Inspections.

- A. Provide General Mechanical Code Inspection and Review Services
- B. Provide inspection within twenty-four (24) hour notice
- C. Provide inspections between the hours of 8 am and 5 pm Monday thru Friday
- D. Provide residential and commercial mechanical inspections
- E. Provide inspection reports to the LTBB Planning Department
- F. All inspections must be in compliance with 2015 International Code Council Code Set and the 2014 National Electric Code.
- G. Inspections may require qualifications and experience in structural integrity and general physical condition inspections / facilities evaluations of residential and/or commercial buildings or properties which may include, but are not necessarily limited to some or all of the following property elements:
  - Interior Systems – walls, doors, flooring, ceiling, hardware (in the case of multiple unit buildings, a sampling of units that shall include several units of each type of unit configuration as well as common areas)
  - Fire/Life Safety issues (including hazards, alarms, fire escapes)
  - Heating, Ventilation and Air Conditioning (condition, not performance evaluation)
  - Plumbing -Fixtures, domestic supply, storm and sanitary drainage
  - Fire Protection
  - Special Construction - (kitchens, medical space, shops)
- H. May be called upon as an Expert Witness relating to any of the items provided in the Scope.
- I. Person or persons provided by in response to a request from LTBB shall be fully qualified to provide the service or services requested.
- J. Available January 31, 2018 through December 31, 2019.

## III. QUALIFICATIONS

- 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. Licensed personnel/inspectors for each area needed.
- D. Minimum of 3 years experience for each inspection service.

- 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. Knowledge of and/or experience with Anishinabe Cultures and Projects 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, 7500 Odawa Circle, Harbor Springs, Michigan 49740.

#### **VII. CONTRACT AWARD**

The LTBB Staff Accountant, the LTBB Planning Director and the LTBB Contract Personnel will evaluate the bids and make a decision to award the contract the most qualified, responsive, responsible bidder having proven experience in services as described above. Native American Preference shall apply.

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, and include:
  - 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
      - i. Outline Firms Experience and Qualifications on work related to items listed in scope
    - b. List Key staff who will perform the tasks for this project
      - i. Indicate specific role
      - ii. Indicate qualifications and experience
      - iii. Provide resume indicating extent of experience on related projects

- c. List of References
2. Project Approach – describe in detail the tasks, timeline and deliverables to complete the project as it relates to the Scope of Services. Clearly indicate which tasks will be completed by subcontractors (if applicable).
3. Price (LTBB shall determine if rates are fair and reasonable)
  - a. Hourly rate per type of inspection
  - b. Per Trip charge/travel expense rate (mileage charge)
  - c. Any additional charge that may Occur and their rate
4. Documentation Required for Preferences Listed in Section IV— Documentation MUST be provided to be considered. 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/Women Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; Registered as MBE/WBE - 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.
6. Copies of current licenses

**Bid Evaluation**  
(Total Possible Points = 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.

Qualifications and experience of staff dedicated to this project	20
Ability to provide within 24 hour response time	10
Typical time schedule to perform services	5
Regular Hourly Rate	15
Trip Charge/Mileage/Travel Expense	5
Knowledge of Tribal/Governmental Operations	10
Quality of work, Past Performance (references)	15
Experience working with Tribal Citizens	5
Native American Owned	5
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
Excessive Charge (as Considered by LTBB)	-10
<b>Total Score</b>	<b>100</b>