



## **INVITATION TO BID**

September 29, 2020

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 2020-2021 snow season for the Elders Program for the Charlevoix Area.

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*

Mandy Szocinski  
Accounting

## I. BIDS DUE

- A. All bids must be received by Mandy Szocinski in the Accounting Department by **October 23, 2020** 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. By Fax: 231-242-1449
  - 2. By E-Mail: mszocinski@ltbbodawa-nsn.gov
  - 3. 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.

## II. SCOPE

- A. The Contractor shall obtain the necessary equipment, supplies, and materials to accomplish the task of snow removal services at all of the addresses listed. Equipment must be in working order to accomplish the contract obligations.

### Location Listings Requiring Snow Removal Services

<b>Charlevoix</b>
08657 Mercer Rd Charlevoix, MI 49720

Addresses are subject to change at any time during contract period. Additions will be prorated at the average bid rate. Address deletions will be effective immediately upon notification and contract will be reduced by prorated amount.

- B. The Contractor shall plow the main driveway leading to the main dwelling. The Contractor shall plow snow accumulations of four (4) 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. Clear snow from the main walkway, porch, ramp, and stairs (including handrails) of main entrance of dwelling as needed.
- D. Salt and/or sand, as needed, the main driveway and the main sidewalk leading to the main dwelling.
- E. Properly place the snow or remove it to minimize loss of parking space.
- F. Remove snow from the main dwelling roofs once per year as requested by the Elders Coordinator.
- G. Be available for plowing all addresses from November 1, 2020 through March 31, 2021.
- H. 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.
- J. Log each address with date for each time services were provided and supply log with invoices.

## III. QUALIFICATIONS OF CONTRACTOR

- A. Must have a minimum of one (1) year of experience in snow removal.
- B. Must have a proven ability for a contract commencement by November 1, 2020.
- C. Must have qualified and trained staff to complete the contract requirements.
- D. Must provide a list of equipment available for this contract with submission of their bid. LTBB reserves the right to inspect equipment.
- E. Must provide three (3) references: include 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. PREFERENCES FOR 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. Large Commercial Snow Blower preferred to plowing.
- E. Experience working with Elders.

## 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 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.

## VI. FUNDING REQUIREMENTS

This project is 100% funded with funds available through U.S Department of Health and Human Services Administration on Aging Grants. Contractors submitting bids and awarded this project MUST comply with any Special Terms and Conditions the grantor may require. Any Requirements will be listed in section II SCOPE.

## VII. CONTRACT AWARD

The LTBB Contracting Personnel, the LTBB Elders Director and the LTBB Direct Services Administrator, if necessary, will evaluate the bids and make a decision to award the contract to one or more of the most responsive 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

Responses must be in the format listed below along with any supplemental documentation which is required to meet criteria of this request. Confine submissions to those matters sufficient to define its proposal and to provide adequate basis for the Little Traverse Bay Bands of Odawa Indians to evaluate the proposal. **Incomplete responses will not be considered.**

1. Introduction
  - a. Letter briefly state the understanding you have of the work to be done stating subject is in response to this invitation
  - b. Company Profile including the name, title, address, telephone number, name of contact person, and date
  - c. Key staff who will perform the tasks and equipment list for this project
  - d. List of References (minimum of 3)
  - e. List and provide contact information for any subcontractors for the project.
2. 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).
  - a. Clearly indicate if snow removal or snow blowing
3. 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.

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

**Bid Evaluation for Snow Removal**  
(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	10
Method and Approach meets LTBB Needs	5
<b>Additional points for use of snow blower instead of plow</b>	<b>10</b>
Experience working with Elders and/or Tribal Citizens	5
Quality of work, Past Performance (references)	15
Total cost	40
Native American Owned	10
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
<b>Total Score</b>	<b>100</b>

APPENDIX A  
**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 snow removal.
- ❖ 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 removing snow. Instruct children in the vicinity of snow removal area to remain well clear of snow removal equipment.
- ❖ 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 amber flashing light only when plowing, light must be turned off when traveling.
- ❖ If amber caution colored light bar is not operational, plow truck must use headlights and four-way flashers during snow removal operations.
- ❖ Report any complaints, incidents or of striking any object while snow removal on contracted property, to LTBB representative as soon as possible, and at a minimum within the same day of the snow removal event.