



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 Identification of professional wet laboratory services for the years 2021-2025.

Included with this letter are:

- 1.) Provisions governing this ITB.
 - a. Provisions included for proposal.
- 2.) For questions regarding bidding procedure or submittals, contact Mandy Szocinski by email at mszocinski@ltbbodawa-nsn.gov or by phone at 231-242-1439.
- 3.) For project specific questions or an excel spreadsheet version of the Macroinvertebrate Collection Inventory Sheet contact Lauren Dey, the LTBB Water Quality Technician, who can be reached by e-mail - ldey@ltbbodawa-nsn.gov, office - 231-242-1572.

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 25, 2020** no later than 4:30pm prevailing local time. Submittals received after deadline will not be considered.
- 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 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. SCOPE

The LTBB Surface Water Quality Protection Program has been implementing a Surface Water Monitoring Program since the year of 2000. The Monitoring Program utilizes a monitoring design that is evaluated and assessed every two years. The monitoring design identifies water bodies to be monitored, frequency, and parameters to be analyzed at each water body. These designs are based on funding, impacts to water quality and the needs and Tribal water quality uses of LTBB. This program is funded by a fairly stable funding mechanism; however, the monitoring design is subject to change if funding amounts decrease or increase. Most water bodies are monitored on a seasonal basis with four sites monitored between May and October. In order to keep the yearly data as comparable as possible due to having exactly the same quality standards from year to year throughout the entire grant period, therefore, the following request is for services beginning January 1, 2021 through December 31, 2025; however, fall sampling is usually completed by the end of October. LTBB desires a five (5) year commitment from a Contractor, with understanding that each year is contingent upon receiving the yearly awarded funding.

- A. Provide analysis of samples taken in each year.
- B. Provide analysis of water samples for the following parameters: Total Nitrogen, Total Phosphorus, Total Chloride and chlorophyll-a (if samples are presumed to be 25mg/L).

Table 1.

Analyte	Estimated # of samples		Minimum detection limit- range
	2021	2022	
Total chloride	12	12	1 mg/L
Total nitrogen	132	152	0.1 – 0.5 mg/L
Total phosphorous	132	152	0.001 – 0.015 mg/L
Chlorophyll-a	21	27	0.0002 mg/L

- C. Lab to provide all sample containers and shipping to LTBB (included in fee).
- D. Lab to cover shipping of samples from LTBB to lab (included in fee).
- E. LTBB chain-of-custody and QA/QC procedures shall be followed.
- F. Laboratory will analyze samples following all standard operating procedures and quality assurances for each parameter.
- G. Results must be emailed to LTBB within two weeks of completed analysis.
- H. Submit data in Microsoft Excel sheet and be compatible with EPA's Water Quality Exchange (CDX) STORET format. (LTBB will provide format to chosen lab). Please provide whether or not there is an extra cost for this service or if this is a part of the analysis cost.
- I. Provide results and convert excel sheets into WQX/CDX format each season once samples for that season are submitted and completed.

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. Must be Certified And provide certifications.
- D. Must be available to provide analysis year-round.
- E. Indicate number of years of experience with similar projects.
- F. Three references required.

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. NELAP certified labs are 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. FUNDING REQUIREMENTS

This project is 100% funded with funds available through Environmental Protection Agency Performance Partnership Grant. 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 Natural Resources Director, the LTBB Environmental Program Manager, and the LTBB Contracts Personnel will evaluate the bids and make a decision to award the most responsive bidder having proven experience 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

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 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).
3. The total fixed cost of the services for the Contract term as noted in Section II and below per year.

ANALYTES	METHOD	NO. SAMPLES	UNIT PRICE	TOTAL PRICE
CHLORIDE				
TOTAL NITROGEN				
TOTAL PHOSPHOROUS				
CHLOROPHYLL-A				
			SUB-TOTAL:	
SHIPPING				
			TOTAL	

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. A copy of the Certificates of Insurance for the Contract term as noted in Section V of this invitation.
6. Copies of certifications.

Evaluation Scale
(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	15
Method, Capability, and Approach meets LTBB Needs	15
Experience, Past Performance (references)	15
Minimum Detection Limits and Ranges	15
Total cost	15
Ability to format and return data in a timely manner	5
Lab availability	10
Native American Owned	5
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
Total Score	100