



## **INVITATION TO BID**

February 24, 2021

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Farming Services for the LTBB's Diabetes Program Homegrown Project for 2021.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) For questions regarding bidding procedure or submittals, contact Mandy Szocinski by email at [mszocinski@ltbbodawa-nsn.gov](mailto:mszocinski@ltbbodawa-nsn.gov) or by phone at 231-242-1439.
- 3.) Pre proposal project specific questions can be directed to Michele Keshick by email [mkeshick@ltbbodawa-nsn.gov](mailto:mkeshick@ltbbodawa-nsn.gov) or Jody Werner by email [jwerner@ltbbodawa-nsn.gov](mailto:jwerner@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 **March 12, 2021** 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

Little Traverse Bay Bands of Odawa Indians (LTBB) Health Department receives several grants throughout the year to assist its Citizens and Community in improving their Health and Well Being. One of these ways is the LTBB Diabetes Program's Homegrown project which provided local fresh produce at no cost to its Citizens. Not only to provide fresh local produce but also to provide an outdoor physical activity for the community to be involved in. Therefore, we are looking for someone who can provide assistance on their own property, as well as, several locations LTBB has set aside for this project. LTBB prefers the property to be within Emmet or Charlevoix County for convenience of the LTBB Community for harvesting of produce.

- A. Set aside a portion approximately 5 acres of their Property for the LTBB's Diabetes Program Homegrown Project use within Emmet and Charlevoix Counties. On this parcel we are wanting:
- Six (6) rows of tomatoes
  - One (1) row of each summer squash and cabbages
  - Two (2) rows of peppers
  - half (1/2) row of kale and kohlrabi
  - Eighteen (18) rows of green beans
  - Six (6) rows of peas
  - Half (1/2) row of basil and parsley
  - One (1) row of each broccoli, beets, turnips, rutabaga.
- B. LTBB has set aside a 20-acre area at the Cemetery Road Property for LTBB's Diabetes Program Homegrown Project use where the Contractor shall plant the following crops;
- Winter squash
  - Potatoes
  - Corn.
- C. LTBB has set aside a 9-acre area at Murray Rd. property for staggered planting of sweet corn.
- D. Purchase and Provide all seeds, plants and fertilizer for all sites for the LTBB's Homegrown Project.
- E. Provide all equipment necessary to prepare and plant all sites set aside for LTBB's Homegrown Project use.
- F. Prepare, plant, weed, and irrigate all sites set aside for LTBB's Homegrown Project use.
- G. For LTBB's Homegrown Project on the 5 areas set aside on the farmers property, we expect to be fenced, weeded and irrigated.
- H. Monitor the sites throughout growing season and notify LTBB's Health staff when the vegetables are ready for harvest. Harvesting of produce to be done by LTBB Tribal Citizens.
- I. Farmer shall be notified in advance when Tribal Citizens are harvesting on Farmers Property.
- J. LTBB is willing to provide payment in two lump sums: one for purchase of plants, seeds, and fertilizer and one after harvest has begun.

## 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. Have sufficient land, equipment and labor to provide services at all three (3) locations.
- D. Have a minimum of 5 years farming experience.

#### **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 will be preferred.

#### **V. INSURANCE REQUIREMENTS**

The Contractor must meet and agree to maintain during the term of the Contract, any of the following insurance coverages that are 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.

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

The LTBB Community Health Manager, the LTBB Health Director and the LTBB Contracts Personnel will evaluate the bids and make a decision to award the contract to most responsive bidder having proven experience in Farming 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 price cost of the 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. A copy of the Certificates of Insurance for the Contract term as noted in Section V of this invitation.

### **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	10
Method and Approach meets LTBB Needs	25
Experience, Past Performance (references)	10
Quality of work	15
Total cost	25
Native American Owned	10
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
<b>Total Score</b>	<b>100</b>