



INVITATION TO BID

August 3, 2021

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid to Replace Carpet in Rental Unit located the LTBB Wah Wahs Noo Da Ke Housing Community located just off Heynig Rd., Harbor Springs, Michigan.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) Pre proposal site visits can be arranged by contacting John Givens at 231-242-1542 or by email jgivens@ltbbodawa-nsn.gov or Hunter Johnson at 231-242-1544 or by email at HJohnson@ltbbodawa-nsn.gov
- 3.) Unit is occupied, therefore, property can be seen by appointment only by contacting the LTBB Housing Department at 231-242-1540 or 231-242-1544.

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 **August 19, 2021** no later than 4:00pm 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

- A. The Contractor shall obtain the necessary equipment and supplies to accomplish the task of replacing carpet in rental unit at 3647 Wah Be Noong, Harbor Springs, Michigan. Equipment must be in working order to accomplish the contract obligations. LTBB to provide supplies. Call for appointment to see unit for specific room size.
- B. Work with LTBB housing Department to schedule access to unit and arrange progress inspections.
- C. Adhere to all Covid protocols and distancing guidelines to ensure safety and health of both Contractor's staff and LTBB Citizens.
- D. Supply carpet and padding similar to existing and according to LTBB Housing Director's choice.
- E. Move furniture to access floors.
- F. Contractor shall remove and replace all existing carpeting and padding throughout entire unit.
- G. Make subfloor repairs or replacement where living room and hallway meet if needed.
- H. Reinstall trim, molding, and replace threshold as needed.
- I. Provide before and after photos of project.
- J. Supply all materials required for completion of this contract.
- K. Clean, remove, and dispose of all debris resulting from this project.
- L. Contractor shall be responsible to make any repairs in areas where Contractor's equipment damages said areas i.e. walls, doors, cabinets, etc.
- M. Project is subject to Davis Bacon and Related Acts ([40 USC §276a](#); [29 CFR Parts 1, 3, 5, 6 and 7](#)), and Certified Payroll Records must be submitted to LTBB during the project period **see Section III-B and Addendum A for specifications, applicable if Contractor has employees and has an accumulative contract total exceeding \$1,999.99.**

III. QUALIFICATIONS OF CONTRACTOR,

- 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. **Davis Bacon and Related Acts (DBRA).** DBRA are administered by the Wage and Hour Division. Contractors and subcontractors 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 are listed in this contract (Addendum A i.e. **MI20210009 06/25/2021** "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](#))
- C. 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. 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.

V. INSURANCE REQUIREMENTS

The Contractor must obtain and agree to maintain during the term of the Contract, the following insurance coverage that apply, 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, and all materials which it may use during contract period. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, and materials.
- C. The Contractor shall procure and maintain during the term of the contract Professional or 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. CONTRACT AWARD

The LTBB Contracting Personnel, the LTBB Housing Director and the Occupancy Specialist will evaluate the bids and make a decision to award the contract to the most responsive bidder having proven experience in the services as described above in Section II. 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.

VI. FUNDING REQUIREMENTS

Contractor acknowledges notification that this project is 100% funded through the Department of Housing and Urban Development and requires pre approvals and **Davis Bacon and Related Acts (DBRA) reporting and wage certifications payroll logs** for projects that exceeds total dollar amount of \$2,000.00.

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, materials 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. The total project cost for services broken down by service requested (shoulder repairs and sealing cracks) for the services 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/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.

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
Total Score	100

Addendum A

Davis-Bacon Wage Determination

General Decision Number: MI20210009 06/25/2021

Superseded General Decision Number: MI20200009

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 \$10.95 for calendar year 2021 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 \$10.95 per hour (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 2021. If this contract is covered by the EO and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must pay workers in that classification at least the wage rate determined through the conformance process set forth in 29 CFR 5.5(a)(1)(ii) (or the EO minimum wage rate, if it is higher than the conformed wage rate). The EO minimum wage rate will be adjusted annually. Please note that this EO applies to the above-mentioned types of contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but it does not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60). Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Modification Number	Publication Date	Modification Number	Publication Date	Modification Number	Publication Date
0	01/03/2020	1	01/15/2021	2	06/25/2021
BRMI0009-006	08/01/2020	Rates	Fringes		
BRICKLAYER.....		\$ 30.24	19.67		

ELEC0498-002	06/01/2019	Rates	Fringes		
Antrim, Benzie, Charlevoix, Emmet (All Townships Except Wawatan), Kalkaska, Leelanau, Manistee, Missaukee & Wexford Counties					
ELECTRICIAN.....		\$ 30.58	19.14		

ELEC0692-014	06/01/2020	Rates	Fringes		
Emmett (Township of Wawatan)					
ELECTRICIAN.....		\$ 30.89	20.15		

ENGI0325-015	06/01/2020	Manistee County	Rates	Fringes	
OPERATOR: Power Equipment Backhoe/Excavator; Loader; Roller.....			\$ 34.43	24.85	
PAID HOLIDAYS: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.					

ENGI0325-027	06/01/2020	Remaining Counties	Rates	Fringes	
OPERATOR: Power Equipment Backhoe/Excavator; Loader; Roller.....			\$ 34.43	24.85	
PAID HOLIDAYS: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.					

LABO0355-006	06/01/2018	EXCLUDES OPEN CUT CONSTRUCTION			
Manistee County		Rates	Fringes		
LABORER					
Common or General; Mason Tender - Cement/Concrete....		\$ 23.24	12.85		

LABO1098-019 07/01/2019

Antrim, Benzie, Charlevoix, Emmet, Kalkaska, Leelanau, Missaukee & Wexford Counties

LABORER	Rates	Fringes
Common or General; Mason Tender - Cement/Concrete....	\$ 17.41	12.90

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

PLUM0174-011 07/01/2020	Rates	Fringes
Manistee County		
PLUMBER (Including HVAC Pipe Installation).....	\$ 37.09	22.52

* ROOF0149-016 05/01/2021	Rates	Fringes
ROOFER.....	\$ 26.50	15.95

SHEE0007-030 05/01/2018	Rates	Fringes
SHEETMETAL WORKER (HVAC Duct and Unit Installation).....	\$ 21.54	11.91

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.

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END OF GENERAL DECISION