



INVITATION TO BID

January 5, 2024

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for DoD-Certified Laboratory services to analyze mercury and PCB's in fish tissue samples and surface water for sulfate and dissolved organic carbon.

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 contact Carrie Coy, the LTBB Water Quality Technician, who can be reached by e-mail - ccoy@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 **January 27, 2024** no later than 3:30pm prevailing local time. Submittals received after deadline will not be considered.
- B. Bids will be accepted in the following 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 Environmental Services Program has been implementing a Monitoring Program since the year of 2000. LTBB started a multi-year effort to identify the distribution of PFAS in the 1836 ceded territory, starting with surface waters concentrations in 2022 and fish tissue in 2023, as part of this project in 2024 LTBB will be monitoring the mercury and PCB levels in fish tissue and the sulfate and dissolved organic carbon levels in surface water. Fish and Water sampling will occur between January-November 2024, but may continue afterward if delays occur. The estimated number of fish fillet samples is approximately 280 samples and water samples 20.

Laboratory must be NELAP- certified (or have similar certification) for mercury and PCBs analysis. Non-certified laboratories will not be considered.

- A. Provide coolers, sample containers, and ice packs (if preferred over ice) for sample collection and transport (included in fee). At the end of the contract all coolers, ice packs, and containers will be returned to the lab.
- B. Lab to provide all sample containers and shipping containers to LTBB (included in fee).
- C. Lab to cover shipping of samples from LTBB to lab (included in fee). Optional.
- D. Fish samples will be shipped as skin-on fillet samples, which will require homogenization.
- E. Samples will be shipped a minimum of 7 days prior to the maximum time limits with the appropriate COC forms.
- F. Must analyze samples within maximum hold times and send results within 24 days of sample analysis in the approved method.
- G. Please include the applicable hold times.
- H. Chain-of-custody and QA/QC procedures as per the EPA method shall be followed.
- I. Laboratory must use approved methods, although modification to account for analyzing fish tissue is permitted.
- J. EPA method 7473 or similar method is preferred for mercury, though other methods may be considered. List method to be used.
- K. Provide a list of analytes identified in the analysis and an explanation of any modifications from the method.
- L. List typical turnaround time for normal processing (not rush TAT).
- M. An approved method using congener detection with results for 83 congeners (either individually or as co-eluting congeners) is preferred for PCBs, though other approved methods will be considered as well.
- N. Preferred detection limits are in the range of 20ppb or lower for mercury and a quantification limit below 10 ppb for PCBs.
- O. Please include how much tissue is necessary to obtain/reach the reporting limits listed in your proposal and if you need separate samples for mercury and PCBs.
- P. Provide a cost summary and how cost was estimated.
- Q. Minimum detection or reporting limit.
- R. List method to be used and /or any modifications to the approved method.
- S. List of PCB analytes to be analyzed.
** Optional**
- T. If multiple methods are offered with different analytes, methods, detection limits, and/or costs please include the multiple options in the proposal.
- U. Do you accept Saturday sample deliveries? (not required) If yes, please show as an optional cost estimate.
- V. Do you offer overnight shipping of samples from LTBB to you? (not required) If yes, please show as an optional cost estimate.

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 NELAP-Certified for mercury and PCBs and **provide certifications**.
- D. Brief explanation of experience analyzing for mercury and PCBs in tissue.

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. Experience in mercury and PCBs analysis of tissue media is preferred.

V. INSURANCE REQUIREMENTS

The Contractor must obtain and maintain all of the following insurance coverages required by law that apply during the term of this Contract. 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 through the Bureau of Indian Affairs (BIA) Great Lakes Restoration Initiative (GLRI) Identifying PFAS grant and any special reporting, conditions, terms or requirements that apply will be itemized above in "Scope".

VII. CONTRACT AWARD

A team from LTBB will evaluate the bids and decide to award the contract to one or more of the most responsible bidder(s) 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 determine 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. Brief explanation of experience analyzing for PFAS in surface water environmental media
 - d. Key staff who will perform the tasks for this project
 - e. 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 cost of the services for the Contract term as noted in Section II as indicated below:
 - a. Provide a cost summary and how the cost was estimated
 - b. Cost summary (include options for different numbers of analytes)
 - c. Cost for Saturday Deliveries (if offered but Not required)
 - d. Cost for Overnight Deliveries (if offered but Not required)
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 required.

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.

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| Qualifications and experience of staff dedicated to this project | 15 |
| Method to be used, Capability, and Approach meets LTBB Needs | 20 |
| Experience, Past Performance (references) | 15 |
| Minimum Detection Limits and Ranges | 10 |
| Total cost | 15 |
| Additional Services (Saturday & Overnight) | 5 |
| Turn Around Time | 10 |
| Native American Owned | 5 |
| Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned | 5 |
| Total Score | 100 |