



## **INVITATION TO BID**

March 22, 2024

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid to Provide Maintenance and Repairs to Boats used by LTBB Natural Resource Programs.

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.) For project specific questions contact Carrie Coy, the LTBB Water Quality Technician, who can be reached by e-mail - [ccooy@ltbbodawa-nsn.gov](mailto:ccooy@ltbbodawa-nsn.gov) or Caroline Moellering by email [cmoellering@ltbbodawa-nsn.gov](mailto:cmoellering@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 **April 1, 2024** no later than 3:00pm 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

- A. Provide maintenance and repairs for up to seven (7) program vessels used by Little Traverse Bay Bands (LTBB) Natural Resources Departments (NRD) Environmental Services and Great Lakes Fisheries Programs as specified below:
  - Ultracraft 1436, 2006 Mercury 8hp 4stroke
  - Lund Rebel SS 1440, 2000 Honda 25 hp 4 stroke; incl. bilge pump
  - Kegomic- Honda GX160 lifter motor, and 2 2023 Yamaha 115's
  - Giasahk- Honda GX160 lifter motor, and 2 2023 Yamaha 115's
  - Namaagos- Honda GX160 lifter motor, and 2 2023 Yamaha 115's
  - Captain Trainer- Honda GX 160, Suzuki 2023 200
  - Loaner boat- Suzuki 140
- B. LTBB prefers to have services done on-site or at boats location rather than transporting boat to vendor location. Will accept taking boat to vendor if necessary.
- C. Provide Summerization and Spring commissioning.
- D. Provide general maintenance and repairs throughout the year.
- E. Provide winterization and preparation for winter storage.
- F. Provide on-site on call emergency repairs for boats listed
- G. Expected turnaround time for repairs is approximately one (1) week not including part backorders.
- H. Include any information on extra/special features of the listed boats that may need maintenance other than general.
- I. Please provide rate information based on boat types as listed rather than total cost (i.e. rate/hour for Ultracraft for winterization or spring commissioning)
- J. Invoice each boat separately for proper tracking

## 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 have experience working with marine vessels as listed above.
- D. Must have tools and transportation to provide services.

#### **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 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 funded 100% with funds available through Bureau of Indian Affairs grant funds. Contractors submitting bids and awarded this project MUST comply with the following Special Terms and Conditions. Grant funding requires that each boat is invoiced and tracked separately.

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

A team from LTBB will evaluate the proposals and choose to award the contract to one or more of the most responsive firms having proven experience in similar media campaigns 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 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. 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 rate for services broken down by service requested per boat 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.

<b>Evaluation Scale (Total Possible Points = 100)</b>	
<b>Description</b>	<b>Points available</b>
Qualifications and experience of staff dedicated to this project	15
Method and Approach meets LTBB Needs	15
Experience working with LTBB	10
Quality of work, Past Performance (references)	15
Cost	30
Native American Owned	10
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
<b>Total Score</b>	<b>100</b>