



INVITATION TO BID

May 6, 2024

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for On-Call Housekeeping Services for three rental cabins located in Carp Lake, May 22, 2024 through November 30, 2024.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) For project specific questions and pre proposal site visits can be arranged by contacting Doug Craven, the LTBB Natural Resources Director, who can be reached by email - dcraven@ltbbodawa-nsn.gov.
- 3.) Property can be seen by appointment by contacting the LTBB Natural Resources Department front desk at 231-242-1670 or email dbrowne@ltbbodawa-nsn.gov or Doug Craven by email dcraven@ltbbodawa-nsn.gov to arrange.

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 **May 21, 2024** 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
- C. Any questions regarding the bid process may be directed to Mandy Szocinski, at 231- 242-1439 or cell 231-373-0048.

II. SCOPE

The Little Traverse Bay Bands of Odawa Indians (LTBB) has three cabins located at 27 Wilderness Park Dr., Carp Lake, MI 49718 for which Our Natural Resources Departments rents out to vacationers through the summer and early fall. LTBB is soliciting proposals to provide cleaning/housekeeping services on an on-call basis between renters.

- A. Supply all equipment and supplies necessary to provide services.
- B. Provide on-call cleaning of the units after check out of renters.
- C. Cleaning will be scheduled after check-out (11am) but before next guest arrives (3pm) as rented schedule allows.
- D. May require same day cleaning on occasion with advance notice.
- E. LTBB shall provide as much advance notice as possible for needed services as rental schedule allows.
- F. Inspect the units upon check out and any excessive use or new damage will be photographed and reported immediately.
- G. List flat rate per unit per trip, list rate for excessive clean in needed (will only be accepted with backup)
- H. Services provided in each unit:
 - Baths: Clean, sweep and mop bathrooms.
 - Common areas: Dusted, vacuumed, and mopped.
 - Kitchen: Wipe down and clean all surface areas, empty refrigerator excluding condiments and wipe down inside of fridge and microwave, as needed.
 - Trash: remove and dispose of all household trash from property

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.

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 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. CONTRACT AWARD

A team from LTBB will evaluate the bids and decide to award the contract to the most responsive bidder having proven experience in cleaning 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 and deliverables to complete the project as it relates to the Scope of Services in Section II. Clearly indicate which tasks will be completed by subcontractors (if applicable).
3. Total cost of the services with breakdown per site as noted in Section II of this invitation as follows:
 - a. Total Cost to clean up each unit per trip
 - b. Cost of excessive cleaning, if needed
 - c. If any, any additional costs above what is quoted
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.