



## **INVITATION TO BID**

July 11, 2024

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Graphic Design Services to create signage along Warrior Trail, a workout trail located of the LTBB Administration Complex.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) Preproposal questions about project specifics can be directed to Deborah Shawa by email at [dshawa@ltbbodawa-nsn.gov](mailto:dshawa@ltbbodawa-nsn.gov) or by phone at 231-242-1613.
- 3.) Examples attached.

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 **July 29, 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 method:
  1. By E-Mail: [mszocinski@lbbodawa-nsn.gov](mailto:mszocinski@lbbodawa-nsn.gov)
  2. By Fax: 231-242-1449
  3. U.S. Mail: 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 Program, through grant funding is requesting proposals for Graphic Design services to create permanent signage for Warrior Trail LTBB's workout trail located at the LTBB Administration Complex.

- A. Work with the LTBB Health Program to create signs for each workout station.
- B. Content of signs to be provided by LTBB Health Department (see attached examples).
- C. A total of 19 signs are needed.
- D. Some of the work out stations are listed below, but not limited to:

- Stretch
- Warm up
- Cardio
- Chest and Lat pull
- Balance beam
- Leg press
- Pull Ups
- Hip twister
- Tai chi spinner
- Fitness

## 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. FUNDING REQUIREMENTS

This project is funded 100% with funds available through Great Lakes Inter-Tribal Council Good Health and Wellness in Indian Country and can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the grants associated with this project and their related guidance. For this project, each grant sources will be contracted separately to ensure that each grant is billed separately to ensure the records comply with the requirements of the grant award.

## 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 services 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 decide 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.

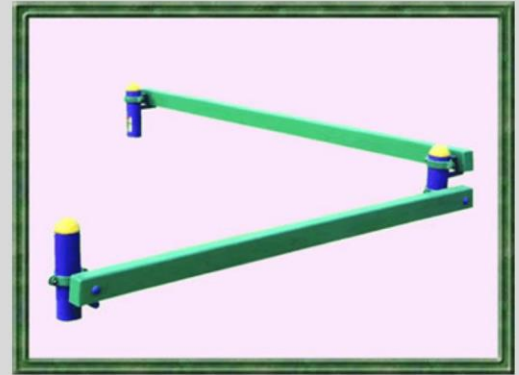
1. Introduction
  - a. Letter briefly state the understanding you have of the work to be done stating subject is in response to this invitation
  - b. Company Profile including the name, title, address, telephone number, name of contact person, and date
  - c. Key staff who will perform the tasks for 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. Total **all-inclusive price cost** of the services for the Contract term as noted in Section II of this request.
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.

### Bid Evaluation

(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 specifically relating to project services	20
Similar Projects	10
Method and Approach meets LTBB Needs	15
Ability to provide services	15
Quality of work, Past Performance (references)	10
Rate	20
Native American Owned	5
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
<b>Total Score</b>	<b>100</b>



**BALANCE BEAM IS AN ENJOYABLE WAY OF TESTING AND IMPROVING BALANCING SKILLS - AN IMPORTANT ASPECT OF MOTOR SKILL AND DEVELOPMENT. MANY SCHOOL-AGE CHILDREN WILL WALK ON STRAIGHT LINES WHENEVER POSSIBLE DURING FREE PLAY. BALANCING IS PURE FUN. BUT ADULTS, TOO, SHOULD PRACTICE AND ENJOY THEIR BALANCING SKILLS EQUALLY. ADDITIONALLY, STAND IN PLACE ON THE RIGHT FOOT AND BALANCE THE BODY WITH THE ARMS STRETCHED OUT, REPEATING THIS ALSO WITH THE LEFT FOOT. WALKING ACROSS THE BALANCE BEAM BACKWARDS WILL ADD ADDITIONAL CHALLENGES. INVENT OTHER BALANCING SKILLS COMMENSURATE WITH YOUR ABILITIES.**

[https://www.outdoor-fitness.com/equipment/balance\\_beam.htm](https://www.outdoor-fitness.com/equipment/balance_beam.htm)



# classic warmup

BY DAREBEE © [darebee.com](http://darebee.com) 10 reps each



neck tilts



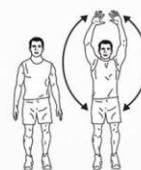
neck rotations



torso rotations



chest expansions



side arm raises



arm rotations



hip rotations



hops on the spot



side-to-side hops