



## **INVITATION TO BID**

October 11, 2024

The Little Traverse Bay Bands of Odawa Indians (LTBB), a federally Recognized Indian Tribe, is seeking proposals from qualified professionals and/or firms to assist the LTBB Planning Department with Certified Building Official Services on an on-call basis for January 1, 2025 through December 31, 2027. Qualified professionals and/or firms will be an On-Call Service Provider that will not have any specific scope of work but shall provide the services described within this Invitation to Bid as needed in a time frame required by the LTBB Planning Department.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) Pre-proposal questions on the following, can be directed to Amanda Swiss, Planning Director at 231-242-1591 or by email [aswiss@ltbbodawa-nsn.gov](mailto:aswiss@ltbbodawa-nsn.gov):
  - a. expectations of duties
  - b. examples of current and/or prospective LTBB projects
  - c. estimation of potential workload

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 **November 8, 2024** no later than 3:00pm prevailing local time. Incomplete submittals or submittals received after deadline will not be considered.
- B. Bids will be accepted in the following methods:
  1. By E-Mail: [mszocinski@ltbbodawa-nsn.gov](mailto:mszocinski@ltbbodawa-nsn.gov)
  2. By Fax: 231-242-1449
  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

LTBB is seeking Individual or Firm to serve as a Certified Building Official for LTBB and can provide the following services:

- A. Provide Commercial and Residential Building Code Inspection and Review Services.
- B. Provide on-site Residential and Commercial Building Inspections.
- C. Provide inspection within twenty-four (24) hour notice
- D. Provide inspections between the hours of 8 am and 5 pm Monday thru Friday
- E. Provide inspection reports to the LTBB Planning Department
- F. All inspections must be in compliance with LTBB Construction codes (currently State of Michigan Codes adopted by reference with amendments).
- G. May be called upon as an Expert Witness relating to any of the items provided in the Scope.
- H. Any individual or firm employee providing inspections and or reviews must be fully licensed and certified.
- I. Available January 1, 2025 through December 31, 2025.

## 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. Licensed personnel/inspectors for each area needed.
- D. Minimum of 3 years inspection experience for each inspection service.

## 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, 7500 Odawa Circle, Harbor Springs, Michigan 49740.

## VII. CONTRACT AWARD

The LTBB Planning Director, the LTBB Contract Personnel, and when necessary, the LTBB Tribal Administration, will evaluate the bids and decide to award the contract the most qualified bidder having proven experience in services as described above. Native American Preference shall apply.

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
    - i. Indicate specific role
    - ii. Indicate qualifications and experience
    - iii. Provide resume indicating extent of experience on related projects
  - d. List of References relevant to inspection services provided (minimum of 3)
  - e. List of similar projects with documentation
2. Project Approach – describe in detail the tasks, timeline 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. Price (LTBB shall determine if rates are fair and reasonable)
  - a. Hourly rate per type of inspection and/or Flat rate
  - b. Per Trip charge/travel expense rate (mileage charge)
  - c. Any additional charge that may Occur and their rate
4. Documentation Required for Preferences Listed in Section IV— Documentation MUST be provided to be considered. 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.
6. Copies of current licenses

**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 inspection services	20
Ability to provide services	10
Method and Approach meets LTBB Needs	10
Rate	15
Knowledge/Experience of Tribal/Governmental Operations	10
Quality of work, Past Performance (references)	10
Located within 75-mile radius	10
Legal Action	5
Native American Owned	5
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
<b>Total Score</b>	<b>100</b>