



INVITATION TO BID

October 3, 2024

The Little Traverse Bay Bands of Odawa Indians (LTBB), a federally Recognized Indian Tribe, invites your business to submit a Bid for install two (2) complete restrooms in existing building at 5563 Osborne Rd., Harbor Springs, Michigan.

Included with this letter are:

- 1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

Mandy Szocinski
Accounting

I. BIDS DUE

- A. All bids must be received by Mandy Szocinski in the Accounting Department by **November 13, 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

LTBB has its Traditional Ceremonial Grounds at 5563 Osborne Rd., Harbor Springs, Michigan. Currently there is a building located on the property with a new septic system planned. LTBB is looking to install two (2) public restrooms. Work to be completed Spring 2025.

- A. The contractor shall provide the necessary equipment, supplies, and materials to accomplish the installation of two complete restrooms at 5563 Osborne Rd., Harbor Springs, Michigan.
- B. Observe all applicable prescribed safety regulations and practices.
- C. Erect safety barriers and signage to cordon off work area for safety, when needed.
- D. All work is performed in accordance with the applicable codes, safety standards, and adhere to the general provisions of the contract documents
- E. Coordinate with LTBB Planning Department to schedule needed permits and inspections, as needed.
- F. Work with the LTBB Facilities Department to schedule work being performed.
- G. Install doors, walls, lights, toilets, and sinks.
- H. Cut and trench concrete floor to install plumbing, drains, and electric.
- I. Tap into existing water, electrical, and new septic system.
- J. Work to include; installation, all hookups, and testing for proper operations.
- K. Repair any and all disturbed floors and walls.
- L. Restore disturbed area(s) (final grading, seeding, and mulching of any disturbed area(s)) to original undisturbed condition or better.
- M. Responsible for cleaning, removing, and disposal of all debris, including all dust and concrete chips, resulting from this project and removing from site.

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 by the State of Michigan (Builder's License, Electrical, and Plumbing).
- D. Must have a minimum of three (3) year of experience.

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. Knowledge of and/or experience with Anishinabe Cultures will be 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.

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 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 total fixed price cost of the services for the Contract term 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 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.

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.

Evaluation Scale
(Total Possible Points = 100)

Qualifications and experience of staff dedicated to this project	10
Method and Approach meets LTBB Needs	25
Ability	20
Experience, Past Performance (references)	10
Quality of	15
Total cost	15
Native American Owned	8
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	2
Total Score	100