



INVITATION TO BID

December 17, 2024

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Identification of Macroinvertebrates Collected by LTBB for the grant cycle 2025 through 2027.

Included with this letter are:

- 1.) Provisions governing this ITB.
 - a. Provisions included for proposal.
- 2.) For questions regarding bidding procedure or submittals, contact Mandy Szocinski by email at mszocinski@ltbbodawa-nsn.gov or by phone at 231-242-1439.
- 3.) For project specific questions or an excel spreadsheet version of the Macroinvertebrate Collection Inventory Sheet contact Carrie Mikolaizyk, the LTBB Water Quality Technician, who can be reached by e-mail - cmikolaizyk@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 **January 10, 2025** no later than 3:30pm 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
- C. Any questions regarding the bid process may be directed to Mandy Szocinski, at 231-242-1439.

II. SCOPE

The LTBB Water Quality Program receives grant funds through Environmental Protection Agency Performance Partnership Grant to monitor and identify invertebrates in samples taken by the LTBB staff from our area. The monitoring design identifies water bodies, location and parameters to be analyzed from each water body. The designs are based on funding, impacts to water quality and the needs and Tribal water quality uses of LTBB. This program is funded by a fairly stable funding mechanism; however, it is subject to change if funding amounts decrease or increase. The following request is a 3- year award for services beginning on award in 2025 through December 31, 2027, however, each year after year 1 is contingent on awarded funding. LTBB desires a three (3) year commitment from a lab, with understanding that each year is contingent upon yearly awarded funding.

Little Traverse Bay Bands of Odawa Indians (LTBB) will provide the selected lab an excel spreadsheet with an inventory of the sites, lot number, number of organisms present, number of vials, and estimated number of chironomids upon in-house sorting to the family level. Although number of invertebrate samples will vary in future years of contract, estimated number of samples are as follows: 2024 macros to be sent in 2025 (52 samples), 2025 macros to be sent in 2026 (67 samples), and 2026 macros to be sent in 2027 (58 samples).

- A. Provide genus level identification, when possible, for all invertebrate samples.
- B. Organisms will be identified to genus whenever possible. However, early instars and damaged specimens may be identified to higher taxonomic levels.
- C. Data will be submitted on an Excel spreadsheet formatted to LTBB's specifications. All data entries will be double-checked to assure accuracy
- D. Provide results in an Excel worksheet detailing abundance for each taxon encountered distributed among the sites noted in the table.
- E. Facilitate a taxonomic review of 10% of the samples for quality assurance.
- F. 10% of the organisms will re-identified by a second taxonomist for quality assurance:
 - samples will be randomly selected until 10% are designated for re-identification
 - results will be compared to the primary results
 - acceptable level of taxonomic agreement between the two data sets would be 90% or better
 - If less than 90% agreement is achieved, the specimens in question will be re-examined and the two taxonomists would reconcile their determinations and may necessitate examination of specimens in additional samples
 - Changes to the entire data set will be made as necessary.
 - If the two taxonomists cannot agree on the identity of any specimens, they will be sent to a third independent taxonomist for verification. Cost of QA/QC is to be covered in bid reply
- G. Representative specimens of each new family encountered in the samples will be isolated into separate labeled vials to be added to the reference collection established by LTBB.
- H. LTBB will provide a spreadsheet of current reference collection.
- I. Rare or unusual specimens found, those specimens are to be put into its own vial and labeled.
- J. Rare and/or unusual separated and the remaining macroinvertebrates can be pooled by location after identification and returned to LTBB.
- K. Return all sample vials and slides to LTBB.
- L. Work to be completed and data submitted to LTBB within 180 days from the receipt of the samples.
- M. Please indicate in you bid pricing for of the three years of commitment.
- N. Bid should include a cost summary and how the cost was estimated (see below):
 - total number of macroinvertebrates to be identified
 - estimate of chironomids
 - time consideration
 - supplies
 - 10% of the work being quality assured

IV. 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. Indicate number of years of experience with similar projects.
- D. Three references required.

V. 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. A certified taxonomist having successfully passed the test administered by the North American Benthological Society, in the taxa groups of General Arthropods East, EPT East, Chironomidae East, is preferred.

VI. 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. FUNDING REQUIREMENTS

This project is 100% funded with funds available through Environmental Protection Agency Performance Partnership Grant. Contractors submitting bids and awarded this project MUST comply with any Special Terms and Conditions the grantor may require which will be listed in section II SCOPE above.

VII. CONTRACT AWARD

A team from LTBB will evaluate the bids and decide to award the contract to the most responsible bidder having proven experience 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 stating 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 cost of the services for the Contract term as noted in Section II of this invitation.
 - a. Bid should include a cost summary and how the cost was estimated (see below):
 - total number of macroinvertebrates to be identified
 - estimate of chironomids
 - time consideration
 - supplies
 - 10% of the work being quality assured
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.

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.

Qualifications and experience of staff dedicated to this project	20
Method, Capability, and Approach meets LTBB Needs	20
Experience, Past Performance (references)	15
Cost	20
Ability to format and return data in a timely manner	5
Lab availability	10
Native American Owned	5
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
Total Score	100

