INVITATION TO BID

October 1, 2026

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Snow Removal Services for the 2026-2027 snow season at the Little Traverse Bay Bands of Odawa Indian's Mtigwaakiis "Small Stand of Big Trees" Housing Complex (Multi Family Apartments) located just off Murray Rd at on Kiizhik Dr., Charlevoix, Michigan.

Included with this letter are:

1.) A listing of the locations requiring snow removal services.
2.) Provisions governing this ITB.
3.) For questions regarding bidding procedure or submittals, contact Mandy Szocinski by email at mszocinski@ltbbodawa-nsn.gov or by phone at 231-242-1439.
4.) For project specific questions contact Heidi Bosma, the LTBB Housing Department, who can be reached by phone at 231-242-1540 or by e-mail at - hbosma@ltbbodawa-nsn.gov.
5.) Map of Area

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 **October 19, 2026** no later than 3:30pm prevailing local time, late or incomplete bids will not be accepted.
B. Bids will be accepted in the following methods:
   1. By E-Mail: mszocinski@ltbbodawa-nsn.gov
   2. 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. SNOW REMOVAL SCOPE

A. Obtain the necessary equipment, supplies, and materials to accomplish the task of snow removal services at Little Traverse Bay Bands of Odawa Indian's Mtigwaakiis "Small Stand of Big Trees" Housing Complex at Kiizhik Dr., Charlevoix Michigan (4 Multi-Family Apartment Buildings) located off Murray Road. Also included is the drive leading to well house and well house entrance (Parking and drives indicated in yellow and walkways in **green** on Exhibit 1- Area Map). Equipment must be in working order to accomplish the contract obligations. **Note this location will have some construction traffic which has reduced the area to maintain (highlighted in blue on map).
   1. Plow or blow the driveways, entrance and drive to well, parking lot, walkways and building entries. Plow when snow accumulations of three (3) inches or more. Plowing shall be done once per day, unless a significant amount of snowfall occurs. If such action occurs, the Contractor will only plow after the significant snowfall stops.
   2. Clear snow from all sidewalks, parking areas, drive and entrance to well house, ramps, and building entries.
   3. Salt and/or sand, as needed, parking lots, drive and entrance to well house, walkways, parking areas, sidewalks, ramps and building entries even when no accumulation has occurred.
   4. Must maintain salt and/or sand, on regular basis even when no accumulation has occurred, the driveways, walkways, parking lot, sidewalks, and entries.
   5. Work with LTBB Housing Department to schedule when services are provides so parking and obstacles can be removed.
   6. Properly place the snow or remove it to minimize loss of parking space.
   7. If snow encroaches on driveways, parking, sidewalks, and/or hinders line of sight, load and remove dispose of off property.
B. While on site, in person contact adhere to the LTBB social Distancing guidelines and Covid Protocols.
C. Available for plowing from November 1, 2026 through May 1, 2027.
D. Observe all applicable prescribed safety regulations and practices (see Appendix “A”).
E. Contractor shall be responsible to make turf, parking lot, and sidewalk and curb repairs in areas where Contractor’s equipment damages said areas.
F. Contractor is responsible for any damages to LTBB or neighboring property caused by Contractor or Contractor’s equipment that may occur during the fulfilment of this contract

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 The Contractor must have qualified and trained staff to complete the contract requirements.

C. Provide a list of equipment available for this contract with submission of their bid. Equipment must be in working order to accomplish the contract obligations. LTBB reserves the right to inspect equipment.
D. List of three (3) references, including names, addresses, phone numbers, and contact persons.

IV. SPECIAL CONSIDERATIONS OF CONTRACTOR

A. 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. Past performance and references will be taken into consideration.

V. INSURANCE REQUIREMENTS

The Contractor must obtain and agree to maintain during the term of the Contract, the following insurance coverage that apply, 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, and all materials which it may use during contract period. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, and materials.
C. The Contractor shall procure and maintain during the term of the contract Professional or Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than $1,000,000 limit per claim with at least an aggregate annual of $2,000,000, 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 claim with at least an aggregate annual of $2,000,000.
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 the Department of Housing and Urban Development Native American Housing Assistance and Self Determination Act and any special terms, conditions, and reporting requirements shall be listed in "Scope" above.

VII. 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 snow removal as described above. Native American Preference and Past Performance 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, materials 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. The total fixed price cost (flat rate for season) of the snow removal services for the Contract term as noted in Section II by indicated portions of this invitation:
   a. Cost per season
   b. Cost per trip outside contract parameters or dates
   c. Any additional cost
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. Copies of applicable Certificates of Insurance for the Contract term as noted in Section V

Bid Evaluation for Snow Removal

(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.

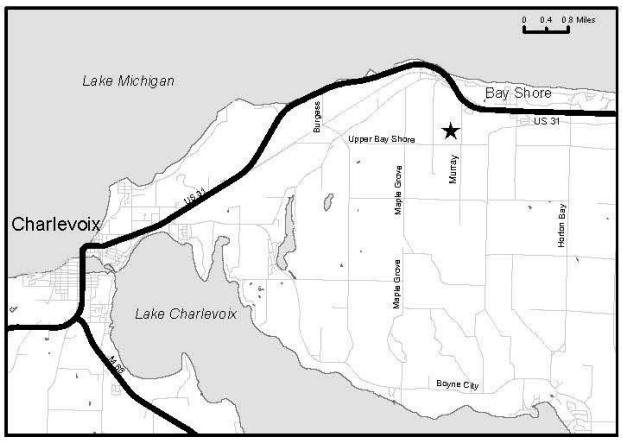
Description	Points available
Qualifications and experience of staff dedicated to this project	10
Method and Approach meets LTBB Needs	15
Experience working with Tribal Citizens	10
Quality of work, Past Performance (references)	15
Total cost	25
Native American Owned (LTBB 20 points- other Tribes 10 points – none 0)	
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
Total Score	**80**

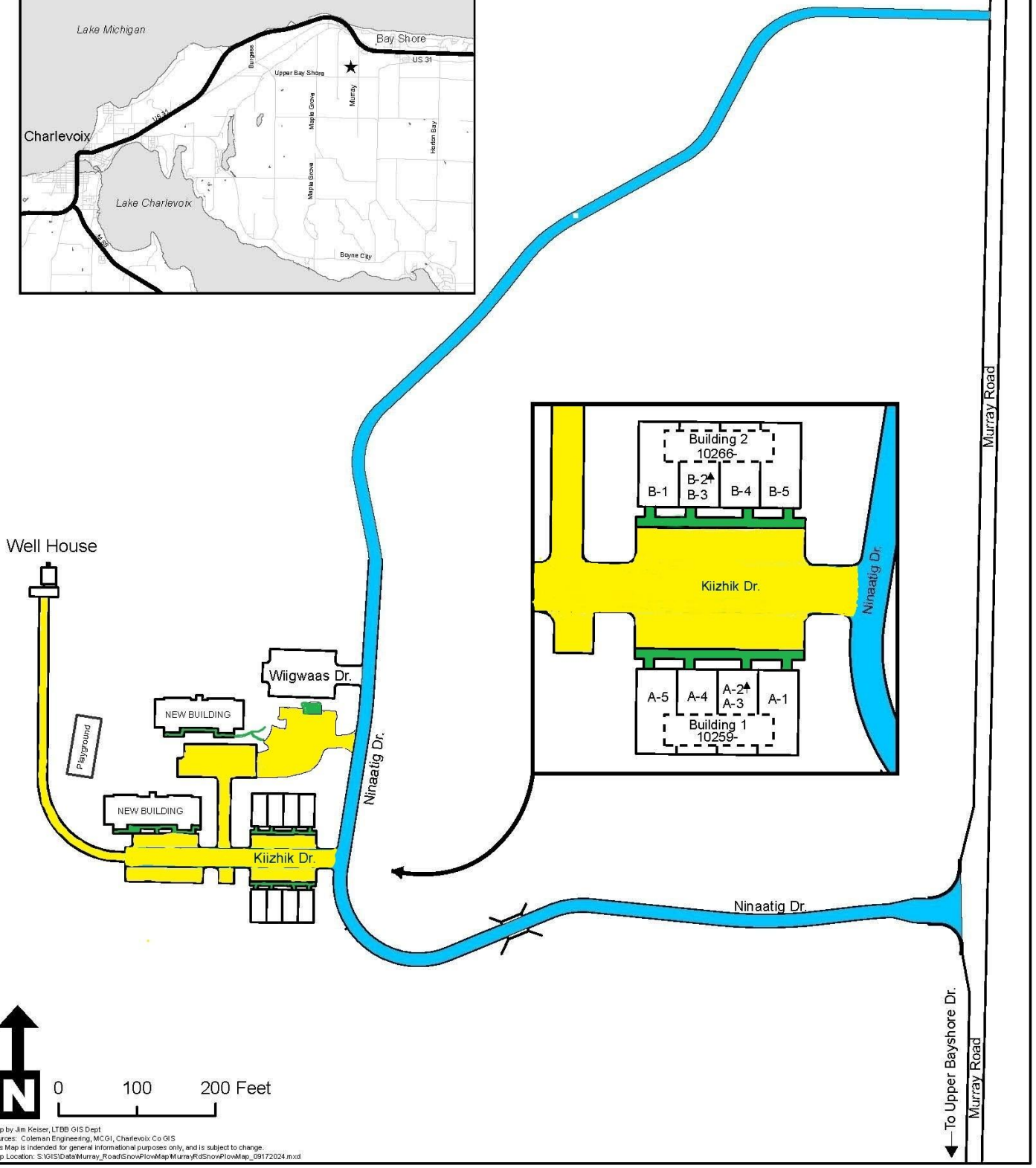
LTBB ODAWA HEATH AND SAFETY
Snow Removal and Winter Contractors Safety Guidelines

Contractors Guidelines is established to ensure consistent best safety practices for snow and ice removal:

- Snow must not be pushed across or into a street or alley obstructing traffic and causing safety concerns.
- Snow should not be pushed or piled onto any neighbor's property without permission.
- Snow may not be pushed or piled onto public sidewalks.
- Snow must not be piled at a height or in a location that obstructs the view of traffic.
- Allow for clear vision for drivers at intersections and driveways.
- Snow shall not be piled in a manner that covers or obstructs the path to a fire hydrant. While firefighters generally know where each hydrant is located, time spent locating and digging it out could mean the difference in a life- or property-threatening situation.
- Use caution around street-side mailboxes. Attempt to keep the area clear of snow to allow postal vehicles access to the boxes. Report any caused damage to mail boxes that has occurred during plowing.
- Make several extra visual checks of oncoming traffic when entering a street from a driveway.
- Pull out slowly and only if there is enough room in traffic to allow easy access based on road conditions.
- State law requires pedestrians to use sidewalks where provided. Where none are available, pedestrians shall, when practicable, walk on the left side of the street facing traffic. Make every effort to remain clear of all pedestrians while plowing. Instruct children in the vicinity of plowing area to remain well clear of plow truck.
- Beware of persons operating snowmobiles upon public streets.
- Prior to beginning operations on a daily basis test backup alarm, headlight, backup lights and four-way flashers.
- Use ember flashing light only when plowing, light must be turned off when traveling.
- If ember caution colored light bar is not operational, plow truck must use headlights and four-way flashers during plowing operations.
- Report any complaints, incidents or of striking any object while plowing on contracted property, to LTBB representative as soon as possible, and at a minimum within the same day of the plowing event.

Little Traverse Bay Bands of Odawa Indian's
Mtigwaakiis "Small Stand of Big Trees" / Murray Rd
Housing Complex





Map by Jim Keiser, LTBB GIS Dept
Sources: Coleman Engineering, MCGI, Charlevoix Co GIS
This Map is indended for general informational purposes only, and is subject to change.
Map Location: S:\GIS\Data\Murray_Road\SnowPlowMap\MurrayRdSnowPlowMap_09172024.mxd

Snow Plowing 2026-27
Mtigwaakiis (Murray Rd)

Little Traverse Bay Bands of Odawa Indians Housing Department