INVITATION TO BID

October 2, 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 from entrance and roadways at the LTBB "Murray Road" or "Mtigwakiis" Rental Housing (Multi Family Apartments) located just off Murray Rd (also known as Niinaatig Way) 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.
    a) Bid Entrance and Roads
3.) Preproposal site specific questions can be directed to Amada Swiss by email aswiss@ltbbodawa-nsn.gov.
4.) 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 23, 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. 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 10266 and 10259 Kiizhik Dr., Charlevoix Michigan (Multi Family Apartments) located off Murray Road for the entrance and corresponding roads of subdivision as indicated in **blue** on map attached (see Attachment 1). Equipment must be in working order to accomplish the contract obligations
   1. Shall plow entrance "Ninaatig Drive" from Murray Road into Mtigwaakiis Housing Complex to emergency access road and plow Kiizhik Drive from Ninaatig Drive to where well house access road begins (see map). Plow snow accumulations of **one (1) inch** 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. Routinely salt and/or sand, even when there is no snowfall, entrances and roadway as indicated in blue on map.
   3. Must maintain salt and/or sand, on regular basis even when no accumulation has occurred.
   4. Properly place the snow or remove it to minimize banks and loss sightlines.
B. Available for plowing from November 15, 2026 through March 31, 2027.
C. Please provide Lump sum contract with per swipe pricing for any time after March 31st.
D. Provide Spring clean-up of resulting debris left behind by plowing (i.e. excess salt, sand, rocks on the grass, turf repair)
E. Observe all applicable prescribed safety regulations and practices (see Appendix "A").
F. Contractor shall be responsible to make turf, parking lot, and sidewalk and curb repairs in areas where Contractor's equipment damages said areas.

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. PREFERENCES

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.

D. Experience plowing commercial/public roadways.

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 fund available through the Bureau of Indian Affairs Roads grant and any special reporting or requirements shall 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 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. Submissions should be sufficient 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. Lump Sum Nov1-Mar 31
   b. Per Swipe after Mar 31
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**

APPENDIX A

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 mailboxes 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.
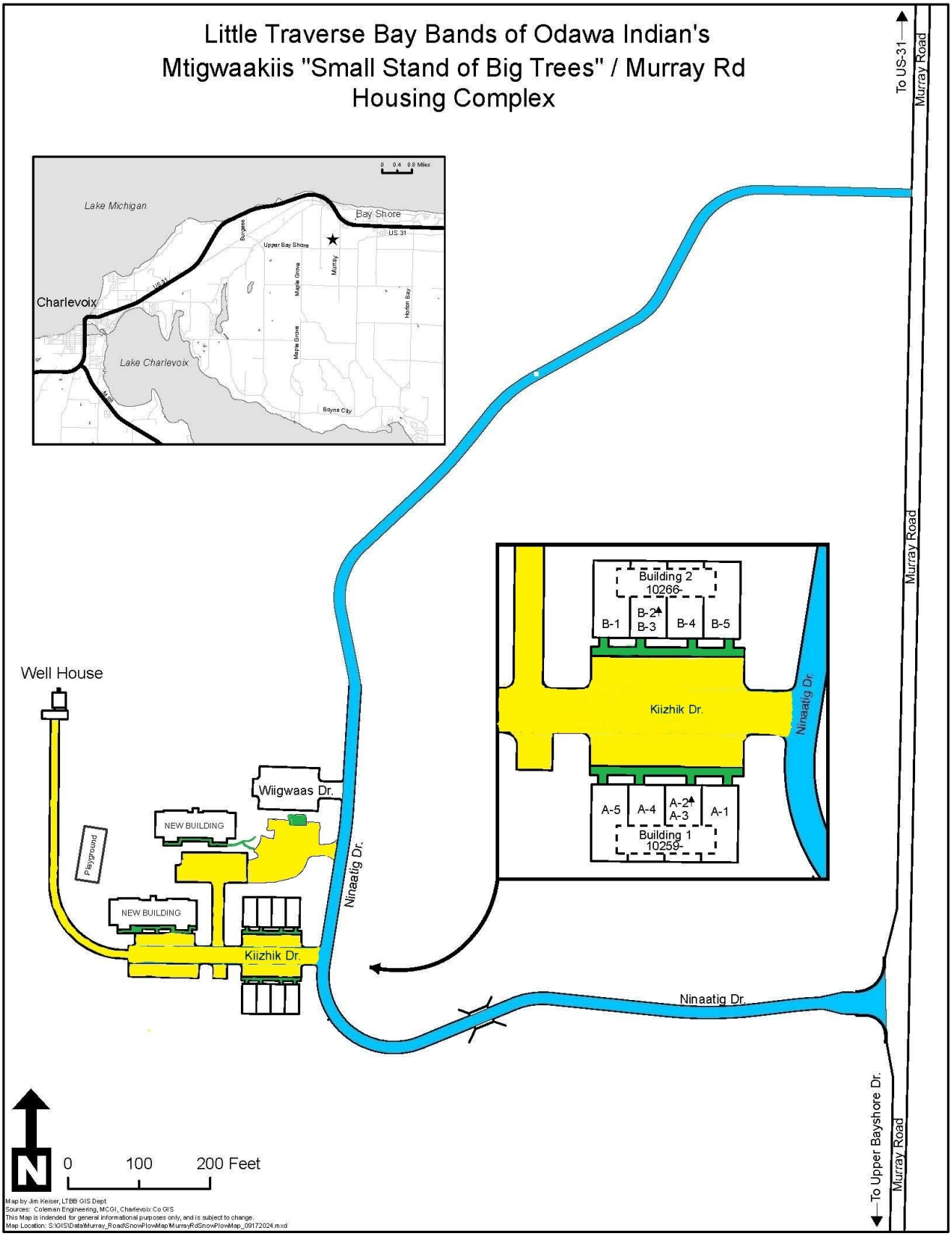
Exhibit 1