



INVITATION TO BID

August 28, 2024

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid to Install Office Door and Door Frames at the LTBB Administration Building located 7500 Odawa Circle in Harbor Springs Michigan.

Included with this letter are:

- 1.) Provisions governing this ITB. For submittal questions contact Mandy Szocinski at 231-242-1439 or by email at mszocinski@ltbbodawa-nsn.gov.
- 2.) A list of materials and information which should be included in your submittal.
- 3.) Preproposal site visits can be arranged by contacting Facilities Manager Charles Moore at 231-373-7791 or by email CMoore@ltbbodawa-nsn.gov.
- 4.) A general description and preliminary scope of work.
- 5.) For question specific to permit and code requirements only please contact Tammy Willis at the LTBB Planning Department at 231-242-1581 or by email at TWillis@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 **September 13, 2024** no later than 3:30pm prevailing local time. Submittals received after deadline will not be considered.
- B. Bids will be accepted in the following four 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 Little Traverse Bay Bands of Odawa Indians (LTBB) is soliciting proposals to install two (2) office doors and frames for the new Housing and Education suites located at the LTBB Administration Building located 7500 Odawa Circle in Harbor Springs Michigan.

- A. Obtain the necessary equipment, supplies, and materials to accomplish remodel.
- B. Work with LTBB Facilities Department to schedule work being performed in order to work around staff schedules, it may be determined that installation work may require weekends and/or evenings.
- C. Coordinate with LTBB Planning Department to obtain permits and schedule needed inspections for completion of project.
- D. Contacting LTBB's inspectors to schedule and conduct required inspections, LTBB Planning Department shall supply contact information.
- E. Inspections are required, Approved inspection reports will be required before proceeding.
- F. All work shall be in accordance with applicable tribal building codes.
- G. Remove existing doors, hardware, and frames.
- H. Door frames, hardware, and doors supplied by LTBB. Glass installation shall be done by supplier after door installation is completed.
- I. Paint new metal door frames to match existing.
- J. Install new metal door frames to match existing.
- K. Hang doors and install hardware.
- L. Install 5/8" drywall around door frames, tape, mud, sand, and prime.
- M. Paint walls around doors to match existing.
- N. **Must be available to start project immediately upon award and finish project by October 16, 2024.**
- O. Erect safety barriers and signage to cordon off work area during renovation for safety of LTBB's staff and visitors.
- P. Erect plastic barrier walls to contain dust and debris in work areas and place protective coverings on floors in work area by placing plastic sheeting over ducts, desks, counters and finished walls inside containment to mitigate contamination.
- Q. Clean and maintain work site routinely to ensure occupant safety and dispose of waste.
- R. Upon completion, thoroughly clean work area. Remove barriers and containment structure. Dispose of and remove all waste from site. No trash or debris to be disposed of or left onsite.

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.
 - A. Licensed by the State of Michigan (Builder's License).
 - C. Must have a minimum of three (3) year of experience.
 - D. Commercial Construction experience helpful.

IV. PREFERENCES

- 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.
- E. Past performance and references will be taken into consideration.

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, 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, 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 rate for services requested 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/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.

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	10
Method and Approach meets LTBB Needs	20
Availability and timeframe for completion	10
Experience, Past Performance (references)	10
Quality of work	15
Total cost	20
Native American Owned	10
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
Total Score	100