

GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS

Traverse City Satellite Office -2019-2020 Snow and Ice Removal

REQUEST FOR PROPOSALS

October 7, 2019

Contact:

**Ron Anderson, Facilities Manager
2605 N. West Bay Shore Drive
Peshawbestown, MI 49682-9275**

Grand Traverse Band of Ottawa and Chippewa Indians

Traverse City Satellite Office -2019-2020 Snow and Ice Removal

Request for Proposals

SUMMARY

Date: October 7, 2019
Proposals due by: October 25, 2019

To: Prospective Offerors
Subject: Request for Proposals

The Grand Traverse Band of Ottawa and Chippewa Indians (“GTB”) will be soliciting bids for the 2019-20 winter snow removal at the: **GTB Traverse City Satellite Office 845 Business Park Dr. Traverse City, Michigan 49686**

Proposals submitted in response to this Request for Proposals will be received at the address on the cover sheet until 5:00 p.m. Eastern Standard Time on October 25, 2019. Proposals will not be accepted via fax or email.

The purpose of this RFP is to outline GTB’s expectations for proposals to perform the following scope of work:

- a. Offerors to provide a cost to:
 - a. Plow snow per visit.
 - b. Apply Salt/Ice Melter.
 - c. Apply Sand as needed.
- b. Stake all parking lots and hard surfaces.
- c. Plowing of snow as needed.
- d. Apply salt/Ice melter as needed to asphalt driveways and parking spaces to melt Ice.
- e. Apply sand as needed to asphalt driveways and parking spaces.
- f. Haul away snow banks as needed to make room for additional snow fall.
- g. Clean up sand left behind in the spring and haul away.
- h. Repair all damage incurred during the snow removal process including but not limited to damaged hardscapes and grassy areas.

INSTRUCTIONS TO OFFERORS

1. Format, Timing, and Submission of Proposals

Firms or individuals wishing to be considered in the selection process must submit 1 original and 2 copies of their complete proposal sealed in an appropriate envelope no later than 5:00 p.m. Eastern Standard Time on October, 25, 2019, with the front of the package plainly marked as follows:

Ron Anderson, Facilities Manager
2605 N. West Bay Shore Drive
Peshawbestown, MI 49682

Proposal Name: _____
Submission Date: _____

The package shall include a cover letter written on the official letterhead of the firm or individual submitting the proposal and the letter shall be signed by a person authorized to submit the proposal. The letter shall further include the name of the firm or individual, business address, telephone number, the name of the person authorized to submit and sign the proposal, and his or her title, telephone number, and email address.

All proposal received up to the designated time will be considered in the selection process. GTB reserves the right to accept or reject any or all proposal and to waive informalities or irregularities in the selection process.

All proposals shall contain concise written English language. A proposal may contain illustrations. Legibility, clarity, and completeness are essential. All submissions must include the following tabbed headings:

- Proposal cover letter
- Certificate of Liability Insurance showing The Grand Traverse Band of Ottawa and Chippewa Indians as an Insured.
- Ownership interest
- Description of firm / team experience providing relevant services
- Previous experience responding to work requests for GTB, other Indian tribes, or non-tribal rural communities
- Indian Preference Eligibility, if applicable
- Preferred compensation, hourly rates, and billing schedules

2. Costs of Preparing and Submitting a Proposal

GTB will not be liable for any costs incurred by the offerors in replying to this Request for Proposals (“RFP”). GTB is not liable for the cost of any work or services performed by a selected firm or individual prior to the execution of a formal written contract for such work or services.

3. Ownership Interest

The offeror shall include the following ownership information in its proposal: the name of each person having an ownership interest in the offeror; the identity of each person having an ownership in the offeror who is, or who within one year prior to the date of submission of the proposal has been, a commissioner, officer, or employee or GTB or a member of its governing body or any other public official who exercise or who may reasonably be expected to exercise any responsibilities or functions with regard to the development covered by this RFP.

4. **Applicable Law**

This Request for Proposals and all contracts and subcontracts for the Project will be subject to the applicable governing law.

5. **Confidentiality**

To the extent permitted under applicable law, all proposals will be kept confidential. In the event that any offeror believes that any information submitted with its proposal is confidential, classified, proprietary, or privileged, such information must be explicitly identified and marked. **The reason for such designation must also be stated.**

6. **Requests for Information**

Questions related to this Request for Proposals may be directed to **Ron Anderson, GTB Facilities Manager**, at the GTB Facilities Maintenance Office, 2605 N. West Bay Shore Drive, Peshawbestown, MI 49682, by phone at (231) 534-7034, or by email at ron.anderson@gtbindians.com.

Requests for information or questions regarding this RFP should be addressed only to Mr. Anderson. **Unauthorized contact regarding this RFP with any other GTB employee, agent, or official may result in disqualification.** Any oral communication is unofficial and non-binding; offerors may only rely on written addenda issued to all participants by Mr. Ron Anderson.

7. **Representations by Offeror**

Submission of a proposal will constitute an incontrovertible representation by the offeror that the offeror has complied with all the requirements set in this RFP.

8. **Evaluation of Proposals**

Offerors will be evaluated on the following:

- Basis of proposals submitted
- Basis of the evaluation factors set forth in this RFP.
- A maximum of 100 points will be available for the evaluation of each proposal.
- Offerors seeking to qualify as an Indian-owned enterprise of an Indian organization, or as a minority-owned small business, women's business enterprise, labor surplus area business, or business concern located in or owned in substantial part by persons residing in the area of the project, must submit the required documentation and information not later than the deadline for the submission of proposals.

Negotiations may be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, and offerors may be requested to clarify or revise all or portions of their proposal based on such negotiations.

The following information **must** be included in each proposal and will form the basis of the evaluation. The point number reflects the weight of each criterion. Telephone interviews may be conducted to obtain additional information regarding a proposal.

8.1. Cost of the Project Identified in the RFP – 60 points.

The proposal should set forth the full cost to GTB of accepting the offeror's proposal for these services. The proposal should also include any discount provided to GTB and the offeror's billing and payment terms. All costs shall be shown in U.S. dollars. The lowest responsive proposal shall be scored the full 60 points.

8.2 Experience Providing Snow Removal Services – 10 points.

The proposal should describe in detail the offeror's experience providing services related to the scope of work provided in Section 9 above. The offeror's description and understanding of the full scope of services and the supporting documentation needed will be considered in evaluating this factor.

8.3 Previous Experience Working with Indian Tribes or Other Rural Locations – 10 points.

GTB seeks a reliable contractor who is responsive to work requests and able to respond to such requests in a timely and professional manner.

8.4 Indian Preference – 10 points.

Any qualified Indian-owned economic enterprise or Indian organization submitting a proposal will receive 15 points.

8.5 Training and Employment of Tribal Members – 10 points.

GTB will award up to an additional 10% for evaluation of the offeror's statement regarding the training and employment of tribal members.

Proposals will be received at the time and place indicated in this RFP or in an addendum, unless GTB has withdrawn this Request for Proposals. In the event of any discrepancies, the amount shown in words shall have precedence, and item's unit price shall have precedence over the item extended price, and the arithmetic sum of the extended unit and lump sum prices shall have precedence over the total amount of proposal. Any interlineation, alteration, or erasure shall be initialed by the offeror for the proposal to be considered. It is the intent of GTB to award a Contract to the Offeror submitting the best proposal, provided the proposal has been submitted in accordance with the requirements of this RFP and associated contract documents.