

# —REQUEST FOR PROPOSALS—

*for the*



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## **TO**

Convenience Store/Grocery Store/Tribally stamped Cigarette and Other Tobacco Vendors

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## **DUE**

September 30th by 4 p.m. EST

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## **REQUESTED BY**

Amy M. Cappelli, Controller  
Bay Mills Indian Community  
12140 W. Lakeshore Drive, Brimley, Michigan 49715

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## **PROPOSAL & SELECTION TIMELINE**

- **September 1, 2022:** RFP issued and advertised.
  - **September 20, 2022:** Pre-proposal questions (in writing) due.
  - **September 22, 2022:** Responses to pre-proposal questions issued.
  - **September 30, 2022:** Proposals due by 4 p.m. EST
  - **October 3-7, 2022:** Review of proposals.
  - **October 10, 2022:** Recommendation made to Executive Council @ Council meeting.
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# CONFIDENTIALITY STATEMENT

The information outlined in this RFP is confidential and only meant for the intended recipients. Any review, use, dissemination, distribution, or copying of the Tribal information enclosed is strictly prohibited. Likewise, the Bay Mills Indian Community (BMIC), Bay Mills Gaming Authority (BMGA), Bay Mills Resort & Casino (BMRC) and Bay Mills Business Holdings (BMBH), will not disclose, share, copy, disseminate, or distribute any information submitted by any vender outside our intended or necessary review and/or internal approval processes, which includes the Executive Council.

## SUMMARY & BACKGROUND

The Bay Mills Indian Community (“BMIC” or the “Tribe”) is a federally recognized sovereign nation located in the rural eastern Upper Peninsula of Michigan on the shores of Lake Superior. The people of Bay Mills are Ojibwa (or Chippewa) and have resided in this area since time immemorial. BMIC was granted a federal Corporate Charter pursuant to Section 16 of the Indian Reorganization Act on June 18, 1934. BMIC is one of the four original reservations established in Michigan. There are currently 2,206 enrolled Tribal members, with approximately 1,388 members living within the tri-county (Chippewa, Luce, and Mackinac counties) service area.

In 2021, BMIC reorganized the ownership and operation of its gaming activity by chartering the Bay Mills Gaming Authority (BMGA). This reorganization established the Gaming Authority Board of Directors and was established under a separate tax ID number (TIN) from the original Bay Mills Indian Community (BMIC) TIN. BMGA will be used throughout this RFP for that reason.

Similarly, in 2021, BMIC reorganized the ownership and operation of its non-gaming business activity by chartering the Bay Mills Business Holdings (BMBH). This reorganization established the Business Holdings Board of Directors and was established under a separate tax ID number (TIN) from the original Bay Mills Indian Community (BMIC) TIN. BMBH will be used throughout this RFP for that reason.

We operate Bay Mills Resort and Casino (BMGA), Wild Bluff Golf Course (BMGA), Advanced Office Technologies (BMIC), Bay Mart (BMBH), and Four Seasons Market (BMBH). These businesses will be the primary focus of this RFP. AOT sells Tribally stamped cigarettes and other tobacco products and these businesses are all located within 8 miles of each other; hence, the logistics of multiple deliveries in a single run is feasible.

## PROPOSAL GUIDELINES

This RFP represents the requirements for an open and competitive process. **Proposals will be accepted until 4 p.m. EST on September 30, 2022 via email or standard mail.** No proposals will be considered after the deadline. BMIC requires the proposals to be signed by an official agent or representative of any organization that submits a proposal.

## RFP PURPOSE & DESCRIPTION

### *Purpose:*

The purpose of this request for proposals (RFP) is to solicit a vendor for grocery; non-grocery; cigarettes, tribally stamped and non-stamped; other tobacco items, tribally stamped and non-stamped; and miscellaneous items for resale at the five locations listed above.

## ***Description:***

Proposals must contain the cost of products, with special emphasis on the cost of cigarettes and other tobacco products. They must also contain a delivery schedule, any fees associated to delivery, and any other applicable fees. The proposal also needs to show the incentive package for certain products and invoice allowances for cigarettes and other items. A proposal should, if applicable, have a plan for rebates on certain items and explain how that information is quantified and provided. We will compare carton to carton, then a few random items in each area for comparison.

For informational purposes, BMIC's total quota for Cigarettes is 12,952.70 cartons and OTP is \$7,700. On top of this, we purchase approximately 500 cartons per month at Bay Mart and a few hundred more at AOT that are taxable. For Other Tobacco Products (OTP), all entities purchase \$7,500-\$10,000 per month at Bay Mart and over the quota amount.

## **PROPOSAL REQUIREMENTS**

The following items should be specifically addressed in the proposal submitted and must reference the item number below:

- 1.0. Company information.
- 1.1. Year organized.
- 1.2. Number of clients.
- 1.3. Location of corporate headquarters.
- 1.4. Is there an annual conference?
- 1.5. Can we be considered as Multi store, given the five locations?
- 1.6. Tribal Cigarettes and Other Tobacco products will need special reporting; can you provide this?
- 1.7. Delivery Schedule for all locations.
- 1.8. Contact person for the account and individual that will provide information associated with BMIC's Quota.

## **SELECTION PROCESS AND TIMING**

We will review all proposals based on the criteria outlined above and the evaluation criteria on the last page. The organization selected will be notified. Please specify if a formal presentation is desired via Zoom or FTF ahead of a potential request. Please include how long that presentation would be, if applicable. A presentation isn't required for potential selection.

## **DEADLINE & CONTACT INFORMATION**

Those submitting a proposal must submit them by 4 p.m. EST on September 30, 2022. **Hard copy submissions are not required, though that is an option. Those mailing copies should send, at a minimum, 5 copies.** Please submit a digital copy to Paul Leblanc: [paleblanc@baymills.org](mailto:paleblanc@baymills.org) with the subject **"Retail/Cig/OTP RFP ( your firm name)"** to ensure the emails are reviewed in a timely manner. A response email will be sent to the applicable contact to confirm the receipt of each proposal. The mailing address for the paper copies is below:

Bay Mills Indian Community  
Attn: Amy M. Cappelli, Controller  
Bay Mills Indian Community  
12140 W. Lakeshore Drive, Brimley, Michigan 49715

# PROPOSAL EVALUATION CRITERIA

A committee of BMIC team members will evaluate proposals based on the criteria in the table below.

	<b>Excellent (4)</b>	<b>Good (3)</b>	<b>Fair (2)</b>	<b>Poor (1)</b>	<b>Missing (0)</b>	<b>Score</b>	<b>Comments</b>
<i>Company Information</i>							
<i>Provided a Delivery schedule</i>							
<i>Ability to do quota reporting requirements</i>							
<i>Tribal Stamp for cigarettes and OTP</i>							
<i>Provided information in a clear, informative, and understandable manner</i>							
<i>Experience financing similar projects and working with Tribes</i>							
<i>Specific account contact provided, including Quota contact</i>							
<i>Firm has references or recommendations from other clients</i>							