



## **Community Development** **REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE**  
43408 OODENA DRIVE  
ONAMIA, MN 56359

**DATE ISSUED: 4 November, 2016**

**BID DATE: 22 November, 2016**

**PROJECT: 17231 Gabeshi Ct., ONAMIA, MN**

**TO: QUALIFIED GENERAL CONTRACTORS**

**THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED  
HEREIN.**

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The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for renovation at 17231 Gabeshi Ct., Onamia, MN. Bids will be due Tuesday 22 November, 2016 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Wednesday 23 November, 2016 at 8:30 AM.

**A mandatory Pre-Bid site visit will be held on Tuesday November 9<sup>th</sup> 2016  
at 10:00 AM.**

### **General Notes:**

1. It is the Contractors responsibility to identify any and all discrepancies in the scope of work, not meeting Industry Standards or that which is inconsistent with the International Residential Code (IRC), and Mille Lacs Band of Ojibwe 2016 MLB Project Specification Book.
2. All electrical wiring, apparatus and equipment for electric light, heat and power, technology circuits or systems shall comply with the rules of the Department of Commerce or the Department of Labor and Industry, as applicable, and be installed in conformity with accepted standards of construction for safety to life and property.
3. Contractor must reconnect all utilities, service panel or service feed. Also includes gas, propane. Include such equipment or materials identified in the pre-bid conference.
4. Contractor will secure all permits and fees.
5. Contractor is responsible for a thorough investigation of the scope of work.
6. Contractor will repair any damage to the property or structure created by the scope of work.
7. **NO WORK SHALL BE PERFORMED UNTIL ALL REQUIRED PERMITS HAVE BEEN ISSUED AND COPIES IN THE POSSESSION OF THE PROJECT COORDINATOR AND /OR MILLE LACS BAND BUILDING OFFICIAL.**

## Work Scope Description:

### Exterior:

1. Supply a 20-yard dumpster two weeks prior to start of project.
2. Supply a storage pod two weeks prior to start of project.
3. Repair siding and accessories.
4. Repair one broke window, three broken window screens and the patio door screen.
5. Demo deck at rear of building and install new 10' x 14' deck with stairs built to code, to include installation of sono tubes footings to frost depth.
6. Demo and replace front entry door and screen door.

### Interior:

1. Demo and replace all smoke detectors with new combo smoke c/o detector to meet code compliance.
2. Patch and paint all interior drywall surfaces. Apply Kilz mold eliminator over molding areas.
3. Supply and install missing or broken receptacle and switch covers.
4. Demo flooring throughout, supply and install carpet in bedrooms and their closets. Supply and install vinyl stair treads and risers to interior stairs. Demo and replace vinyl in bathes and laundry room with spec underlayment supplied and installed by contractor in the upstairs bathroom. Supply and install **Mohawk GenuEdge** laminate flooring and accessories in kitchen, hallways, living room, family room and closets of those areas. (all flooring colors to be selected by home owner).
5. Supply and install quarter round trim where laminate flooring is installed, stained and sealed to match existing.
6. Demo and replace any damaged or missing floor vents and diffusers.
7. Supply and install missing trim pieces stained and sealed to match existing.
8. Demo and replace bath vanity reusing the existing sink and faucet assembly.
9. Demo and replace bathroom mirror with a spec mirror of the same size.
10. Demo and replace both toilets with spec units.
11. Demo base boards in bathes and mechanical room, supply and install 4" vinyl base (color to be selected by homeowner).
12. Demo and install new bath fans.
13. Supply and install missing door stops.
14. Demo and replace interior doors slabs and hardware, doors stained to match existing finishes, hardware to match existing metal finish.
15. Demo and replace HRV unit ensuring new unit is sized for home and balanced by contractor.
16. Demo sheetrock to access insulation in the southern portion of the west wall on both levels, demo and replace any areas of substandard insulation, supply and install new vapor barrier, sheetrock, tape, prime and paint to match existing.

*Specified Product Substitutions: All proposed product substitutions must be approved by the Project Coordinator 5 days prior to bid. Any approved substitutions, will be made available to all bidders.*

**Contacts:**

**Interested bidders shall contact Archie Cash – CMD Project Coordinator at [archie.cash@millelacsband.com](mailto:archie.cash@millelacsband.com) or at 320.532.7432 to be included on the bidder's list in the event that any addendums are issued for this project.**

**Mobilization:**

1. The Contractor shall be capable of mobilizing his equipment and crews within seven days of the receipt of Notice to Proceed.
2. Contractor shall provide means and methods for all building phases of construction.

**COMMUNITY DEVELOPMENT/PROJECT MANAGEMENT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.**

**COMMUNITY DEVELOPMENT WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARD OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.**

**Bidding notes:**

1. Submit proposal in lump sum (supply and install), not to exceed amount
2. All Contractors (including subcontractors) must comply with Davis Bacon wage requirements.
3. All Contractors must provide the following along with their bid submittal:
  - a. Completed and signed MLB Community Development Construction Bid Form
  - b. A copy of Current MLB Vendor's License (or a copy of the submitted application)
  - c. A copy of Current Insurance Certificate
  - d. Completed and signed copy of the TERO Compliance Plan
  - e. A copy of Subcontractor/Material Supplier list
  - f. A copy of valid State of Minnesota Contractor's License
  - g. A copy of Authorized Signature Sheet (submitted with first bid submittal)
4. All Contractors must comply with all Mille Lacs Band of Ojibwe American Indian Employment requirements (see 18 MLBSA § 5). Contact Craig Hansen at (320) 532-4778.

**All proposals must be mailed and labeled as follows:**

**Mille Lacs Band of Ojibwe  
Commissioner of Community Development  
Sealed bid: 17231 Gabeshi Ct.  
PO Box 509  
Onamia, MN 56359**

**\*\*Please note that the bids submitted via mail to the P.O. Box. FedEx and UPS will not deliver to a P.O. Box and the Onamia post office will not accept hand delivered items. Please plan accordingly to ensure the timely receipt of your bid submittal. Do not require delivery signature.\*\***

## **PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**

### Licensing:

1. Firms must be licensed with the Mille Lacs Band of Ojibwe. A copy of this license (or the license application) must accompany each bid. Licensing process can take several weeks. If you are not currently licensed with the MLBO, please submit a copy of your license application along with your proposal. Contact Jacquelyn Smith at (320)532-8240 or via email at [JSmith@mlcorporateventures.com](mailto:JSmith@mlcorporateventures.com) with questions regarding licensing and for the license application.

### **PERMIT AND CONTRACTOR REQUIREMENTS:**

Permits: Contractors are responsible to attain all necessary permits for all work, including Mille Lacs Band of Ojibwe (MLBO) Permits. Both sites will require city and county permitting.

**Bonding Requirements: In accordance with 2016 MLB Project Specification Book. Please note that bonding requirements on Mille Lacs Band Funded Residential projects has changed. All projects over \$50,000 require bonding regardless of company ownership.**

MLBSA Section 17 Procurement Statute Ordinance 03-06 states the following:

#### Section 17. Bonding

- A. In construction contracts that are federally funded or deemed commercial, bonding is required. These types of contracts shall demand a performance bond not less than twenty (20%) percent of the total contract price, but not to exceed \$500,000.00. A performance bond requirement is to ensure that, if a contractor defaults, the Band may request that the surety pay the expense incurred to complete the construction contract.
- B. In addition, all construction contracts identified as federally funded or commercial shall be covered by a payment bond equal to one payment installment or cover subcontractors/suppliers as determined by the Contracting Officer or his agents. The payment bond must contain language stating that if the contractor fails to make a payment to its subcontractors/suppliers, the surety will make the necessary payment.
- C. For all Band funded residential construction projects, a performance bond is required for contracts in excess of \$50,000.00. The performance bond shall be at a minimum twenty (20%) percent of the contract price, but not in excess of \$500,000.00.

**SECTION II – BIDDING FORMS**

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT  
PROJECT MANAGEMENT

**FY 2016 CONSTRUCTION BID FORM**  
**REQUIRED FOR ALL BIDS**

**FIRM NAME:** \_\_\_\_\_

**JOB/PROJECT:** 17231 Gabeshi Ct., Onamia MN

**LUMP SUM PRICE:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written Value) (Dollar Amount)

**Acknowledgement of Addendum(s):** 1) \_\_\_\_\_ date 2) \_\_\_\_\_ date 3) \_\_\_\_\_ date

**BID GUARANTEE PERIOD:**

I agree to hold this bid open for a period of **90 days** after the bid opening. If this bid is accepted I agree to execute a Contract and/or a Purchase Order with the Mille Lacs Band of Ojibwe along with furnishing all required bonding (if required) and insurances.

**TERO COMPLIANCE:**

I understand that this company, its subcontractors and all employees performing work on this project will be expected to comply with all Mille Lacs Band TERO Compliance Regulations. Upon being informed that I will be awarded a contract for this project, I will submit all required TERO Compliance Plans directly to the MLB TERO Office for review and approval.

**Acknowledgement of TERO Compliance:** \_\_\_\_\_

**ATTACHMENTS REQUIRED: Failure to provide any of these attachments will result in bid disqualification.**

- o MLB BID FORM (MUST BE SIGNED)
- o MLBO VENDOR LICENSE
- o COPY OF CURRENT INSURANCES
- o LETTER FROM BONDING SURETY
- o COPY OF MINNESOTA CONTRACTOR'S LICENSE
- o SUB-CONTRACTOR LISTS (Include values)

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FIRM NAME:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_