



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

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

**DATE ISSUED:** December 12, 2023

**BID DATE:** January 17, 2024

**PROJECT:** 16323 Atooban Drive  
Onamia MN 56359

**TO:** General Contractor

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**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 entire Roofing, Siding, Window Replacement, Roof and Interior Insulation at 16323 Atooban Drive in Onamia, MN 56359. Bids will be due Wednesday, January 17, 2024 **at 3:00 PM.** Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday, January 18, 2024 **at 10:00 AM.**

**A mandatory pre-bid site visit will be held: 11:00am on (Thursday) January 4, 2024 at 16323 Atooban Drive Onamia, MN.**

**\*\*\*We encourage\*\*\* General Contractors to bring their roofing, siding, window or insulation subcontractors to this walk through if using subcontractors for material and labor.**

### **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 that supersedes previous additions.
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. Contractor shall be responsible for all debris removal related to all work performed under this work scope.

8. 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.

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

Work Scope:

PLEASE SUBMIT YOUR PROPOSAL on the MLBO monthly billing form (schedule of values). Be very accurate as to what "line item" you include pricing for intended work to be completed.

1. ROOFING:

1. Tear-off and replace existing roofing. Include ice & water installation, replacement of damaged underlayment, valley metal flashings, roof jacks, box vents, step flashings and any other accessories which may be required. Homeowner to select new shingle color from Timberline stock colors. Install new kick-out step flashings where appropriate.
  - A. Include dumpsters and dispose of demo materials properly. Provide and install new TIMBERLINE GAF ARCHITECTURAL shingles. Meet all state and local installation Codes complete with proper ice and water shield. Provide and install no less than five (5) new box vents to exhaust the attic. Confirm if additional vents are required with the roof dimensions.
  - B. Provide and install gutters and downspouts complete. WRAP the fascia boards with metal. Provide all materials and labor.
  - C. INCLUDE 6 sheets of exterior roof sheathing (Roof Decking) to replace any damaged and to cover the demo and removed chimney. Provide the cost per sheet that include material and labor. Any unused sheathing from this (6) sheet allowance will be credited back out of the project total at the material and labor unit cost provided.
  - D. Include costs to remove and "roof over" the chimney and chase. Include all new materials needed to re-vent the active exhaust lines from furnace, HRV and any other venting from items such as Gas Hot Water Heater that run through this existing chimney. Provide and install all new roof boots, piping, flashing and all related materials and

equipment for this piping/exhaust as it penetrates the new roofed over area. The area of the removed chimney that is above the shingled roof will be completely roofed over. Contractor to provide and install all materials as required to repair the roofing, siding and costs related to completely abandoning the chimney above the roof line. The area of the chimney below the roof line will be repaired with sheathing, insulation and siding provided and installed by the contractor.

2. LP Smartside provided and installed on entire home exterior: Demo and remove the existing siding. Provide the dumpsters required and the hauling costs. Provide and Install new LP Smartside – Color is an “available color” approved by homeowner at time of project. General Contractor to provide and install new LP Smartside to be installed over new Insulation and TYVEK Home Wrap. All existing and new sheathing to be wrapped with WRB (weather resistive barrier). As part of the SIDING cost; provide and install drip cap over all windows and doors. Bidding Contractor to include all of the materials and labor for the aforementioned work. Provide and install all new fastening strips, J-Channel and Utility Trim and connectors as required.
3. WINDOWS. Remove all existing windows and Dispose of properly in contractor provided dumpsters. Provide and install all new windows with the required new framing lumber, waterproofing and required materials to complete the window replacements to meet state and local codes. As stated above, provide and install drip cap over all windows and doors. See MLBO Spec Book dated 2016 for window specifications. Windows are Thermo-Tech Classic Vinyl with vinyl frames complete. If proposing alternate lifetime warranty vinyl sliders with White Jambs and Extension windows to the Thermo Tech windows– Notify Project Management Office of exact type, style and model on your proposal.
4. Remove and dispose of damaged or wet existing attic insulation. Ensure that all pipe penetrations are correct and protected during the insulation installation. Make any and all repairs to piping and or venting or piping seams as it passes through the attic space. Demo any existing attic chutes without installation stops. Replace the removed chutes with new and provide and install new venting with insulation stops at exterior walls. Ensure the soffit ventilation is clean and functioning as planned. Provide and install Blown-In Fiberglass Insulation in the attic space to meet R38. \*During the PRE-BID WALK THROUGH, contractors will verify existing insulation and include required materials and installation to achieve the R38. A ladder will be provided at time of Pre-Bid to inspect insulation in

Attic. Repairs and painting may be required when the Attic Access is re-installed. The Attic Dam will need to hold back new insulation. Include this in proposal.

5. Include an Allowance of \$5,000.00 for unforeseen conditions as part of your RFP total.
6. Include a MLBO \$150.00 Permit and related Fee.

*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 **Jim Carpenter, Project Coordinator**, at **320-532-7432 (office), 320-364-9865 (cell)** or at **[james.carpenter@millelacsband.com](mailto:james.carpenter@millelacsband.com)** 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.**

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. A copy of Subcontractor/Material Supplier list
  - e. A copy of valid State of Minnesota Contractor's License (if applicable)
  - f. 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 Lori Trail (TERO DIRECTOR) 320-532-4778 or EMAIL Lori Trail at [Lori.Trail@millelacsband.com](mailto:Lori.Trail@millelacsband.com).

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

**Mille Lacs Band of Ojibwe  
Commissioner of Community Development  
Sealed bid: (16323 Atooban Drive Onamia, MN 56359)  
P.O. Box 509  
Onamia, MN 56359**

**\*\*Please note that the bids must be 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. \*\***

**\*\*The Band reserves the right to reject any bid that it is unable to collect at the Onamia post office by the bid deadline date and time, provided that the Band has made diligent and reasonable efforts to collect the bid. The Band reserves this right even in the event that the bid has been postmarked before the deadline.**

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

**Licensing:**

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 Elizabeth Thornbloom at (320)532-8274 or via email at [EThornbloom@grcasinos.com](mailto:EThornbloom@grcasinos.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.

**Bonding Requirements: In accordance with Mille Lacs Band Title 7 as updated in Band Ordinance 07-22. Please note that bonding requirements on Mille Lacs Band Funded Residential projects has changed.**

**Band Ordinance 07-22 states the following:**

**For all Band funded residential construction projects, a performance bond is required for contracts in excess of \$100,000.00.**

## **SECTION II – BIDDING FORMS**

Bidding Requirements and Contract Forms

**COMMUNITY DEVELOPMENT**  
**PROJECT MANAGEMENT**

### **FY 2023 CONSTRUCTION BID FORM** **REQUIRED FOR ALL BIDS**

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

**JOB/PROJECT:** 16323 Atooban Drive Onamia, MN

**Grand total PRICE:** Include #1 and #2 from below to your total project costs.

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

**#1. Roofing:** Please, verify cost of (6) six exterior roof sheets with all material and labor. Price cost per sheet installed X (6).

\_\_\_\_\_

**#2. Allowance for unforeseen conditions** \_\_\_\_\_ **\$5,000.00** \_\_\_\_\_

**ALTERNATE #1 (IF APPLICABLE):**

*(Indicate specifics of what is to be included in Alternate 1.)*

\_\_\_\_\_ \$ \_\_\_\_\_  
(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.

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

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

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

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

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

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