



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

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

**DATE ISSUED:** August 26, 2025

**BID DATE:** September 17, 2025

**PROJECT:** 16811 Ataage Drive Onamia, MN

**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 \*Demolition and total replacement of existing front entrance Deck and ramp / steps” at 16811 Ataage Drive, Onamia. Bids will be due **Wednesday September 17, 2025 at 3:00 PM.** Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on **Thursday September 18, 2025 at 10:00 AM.**

**A mandatory pre-bid site visit will be held on: Wednesday, September 3, 2025 at 10:00am.**

### **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 2025 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 Description for replacement deck and ramp / steps:**

Unless otherwise noted all work shall be completed according to the 2025 MLB Spec Book, including products installed.

Note: Contractor should review the latest code requirements for the work as outlined below. Contractor must provide a MLBO Permit. All inspections must be scheduled with the MLBO Building Official at 320-630-2491.

Project summary for Wheelchair ramp and deck replacement.

1-The permit for deck removal and replacement project will be issued once the project is awarded and that selected contractor submits a plan for approval to the MLBO Building Official. All work to meet local and state codes. Include MLBO Building Permit costs.

2- Provide materials and labor to Seal (Treat) all Cut Ends of new Treated Wood and Lumber to prevent future wood rot. Use ZINSSER Green Wolman Copper Coat WoodLife. This is a necessary step to receiving final permit sign off.

3- This deck and wheelchair ramp location is the main entrance to the home. Full replacement including deck, wheelchair ramp (handicap accessible ramp), posts, railings, decking, anchors, hardware, adjacent steps for able bodied use as exists will be replaced completely, caulking and or glue as needed. The railing system requires a graspable secondary handrail that will attach to a 2 x 6 top cap and the drop down 2 x 6 horizontal board. All lumber used in the top cap, handrails will be sanded extensively to ensure smoothness.

4- The new deck and ramp Concrete Footings, Posts & Framing will not fasten to the home. Please, plan for free standing to support deck and ramp.

5- Deck Board spacing will not exceed 1/8" to ensure a relatively smooth surface for wheelchair wheels.

6-Contractor to attempt One inch rise for every One foot of the ramp length. (Space is limited). Please, address as part of the final plan to be approved by MLBO.

7-Include a CONTINGENCY ALLOWANCE OF \$1,200.00 in total.

8-Include the ½ % TERO Tax.

*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 320-364-9865 (cell) or [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: (16811 Ataage Drive Onamia, MN)  
P.O. 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.\*\***

**\*\*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 Jackie Smith at (320)384-4773 or via email at [JSmith2@grcasinos.com](mailto:JSmith2@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 2025 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

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

JOB/PROJECT: (16811 Ataage Drive Onamia, MN 56359)

LUMP SUM PRICE:

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

LUMP SUM PRICE ABOVE TO INCLUDE A CONTINGENCY ALLOWANCE OF \$1,200.00,  
(TWELVE HUNDRED DOLLARS).

ALTERNATE #1:

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

ALTERNATE #2:

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

Acknowledgement of Addendum(s): 1) \_\_\_\_\_ date 2) \_\_\_\_\_ 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 may result in bid disqualification.

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

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

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

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

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

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