



Community Development **REQUEST FOR PROPOSAL**

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

DATE ISSUED: September 4, 2025

BID DATE: September 24, 2025

PROJECT: 44803 Wiigob Court Onamia, MN

TO: General Contractor

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

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for Cabinet Repairs, flooring replacement and Plumbing repairs from Water Damage that started in kitchen base cabinet at 44803 Wiigob Court in Onamia. Bids will be **due Wednesday September 24th at 3:00 PM.** Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday **September 25, 2025 at 10:00 AM.**

A mandatory pre-bid site visit will be held: Tuesday, September 9, 2025 at 11:00am.

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:

1. Remove all water damaged “wood laminate” flooring from the front entry, kitchen, hallway to three bedrooms, closet and bathroom. The bedrooms will not receive new flooring. Only the hallway to these aforementioned rooms. All of the rooms and hallway currently with “wood laminate” flooring will receive new Tarkett Vericore Maple Block LVP. The only room that carpet will be removed will be the family room. This family room carpet flooring will be replaced with same Tarkett Vericore Maple Block 7.01” x 48” Floating Luxury Vinyl Plank. Any substitutions must be approved by Project Coordinator and Elder Homeowner.
2. Repair the water damaged kitchen sink base and lower cabinet to match existing. The countertop will be left in place and all adjacent cabinet repairs will be completed on-site and in place also.
3. Verify that the entire kitchen sink area plumbing water shut offs are working properly. Repair and replace the damaged drain piping and water supply lines under the kitchen sink. The entire under cabinet water filtration system will be disconnected and removed with no replacement. Remove all plastic piping that is solely servicing the old abandoned drinking water filtration system.
4. Flooring to be removed and replaced with Tarkett Vericore Floating Luxury Vinyl flooring as indicated above. Install new base trim where missing to match existing interior house trim. The LVP transitions to adjacent carpet rooms must be very smooth and tightly seamed. All living room base above existing carpet will need replacement with new wood base to match entire home.
5. Include a separate line item for a contingency allowance of \$1,550.00. Only Project Manager, pre-approved project costs will be charged to this contingency.

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** 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.

All proposals MUST be mailed and labeled as follows:

**Mille Lacs Band of Ojibwe
Commissioner of Community Development
Sealed bid: (44803 Wiigob Court Onamia)
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. ****

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 Jackie Smith at (320) 384-4773 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. Contact Toby Egan at 320-630-2491.

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: (44803 Wiigob Court Onamia, MN 56359)

LUMP SUM PRICE:

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

ALTERNATE #1 (IF APPLICABLE):

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

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

ALTERNATE #2 (IF APPLICABLE):

(Indicate specifics of what is to be included in Alternate 2.)

_____ \$ _____
(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: _____