



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

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

**DATE ISSUED:** April 17, 2025

**BID DATE:** May 21, 2025

**PROJECT:** HVAC - Remove Interior A/C Air Handler  
Replace with Furnace – A/C Complete  
8354 Red Pine Circle  
Minneapolis, MN 55417

**TO:** QUALIFIED HVAC 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 a residential HVAC Upgrade located at 8354 Red Pine Circle, Baxter, MN. Bids will be due Wednesday May 21, 2025, at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday May 22, 2025 at 10:00 AM.

**A Mandatory Pre-bid Site Visit (Walk Through) will be held on:  
Tuesday, May 6, 2025 at 11:00am. 8354 Red Pine Circle, Baxter MN 56425**

### **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.
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. **Contractor should provide their electrical subcontractor with sufficient information so that cost of any code required updates are included in their base bid.**
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.

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**Work Scope Description:** Unless otherwise noted all work shall be completed according to the 2025 MLB Spec Book.

**HVAC & Furnace / A-C Replacement:**

1. Demo, disconnect, removal and disposal of existing air conditioning equipment from basement crawl space. Include labor, removal and disposal costs in full.
2. Lineset from indoor coil to outdoor condensing unit will be replaced with new.
3. Condensate pump removal and replacement.
4. Disconnect sheet metal transition and replace with new custom transition for furnace and air conditioning. Provide any additional sheetmetal and or required duct work.
5. All electrical requirements per code. Confirm breaker amp capacity and provide as required for the new equipment. Wire guage, electrical disconnect, reconnection or complete replacement of electrical whip may be required. Verify at walk through.
6. City of Baxter, MN Permits and Inspections and MLBO Permit / Inspections also required. All HVAC work must be permitted and inspected according to State, Local and or City Codes.
7. Job-site must be maintained in a safe and organized fashion.
8. Provide Furnace and Air Conditioning with Condenser, A Coil and Line Set for new equipment that includes a minimum 10 year warranty on materials and 2-3 year Labor Warranty. Include the WARRANTY DETAILS. We are approving Two (2) stage 96% efficient Lennox, Carrier or Trane Equipment that meets the Manual S Report sizing. If considering bidding any other manufacturer, please contact us for approval and then provide alternate manufacturer to be shared with other bidders.
9. Provide and install new Furnace in accordance to approved Manual J and S Reports. Provide all manufacturer and model numbers as part of Proposal.
10. Provide and install a (2) stage; (7) day programmable thermostat in the approved location.
11. Include Concrete Pad for the condenser locate in the back yard.
12. Owner is open to appropriate brands with minimum 10 year warranty Parts and 2-3 year labor warranty.
13. Provide pricing for one or more equipment packages depending on your preferred equipment.
14. Interested bidders must be approved "Mille Lacs Band of Ojibwe" NON-GAMING VENDOR. Please, fill out the attached Non-Gaming Vendor Application and submit to [JSmith2@grcinos.com](mailto:JSmith2@grcinos.com) as indicated on the Non-Gaming Vendor information sheet.

**Contacts:**

Interested bidders shall contact James Carpenter at 320-364-9865 or by email 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 and Project Schedule:**

1. The Contractor shall be capable of mobilizing his equipment, crews, and subcontractors within 30 days of a fully executed contract.
2. Project will be substantially complete within 45 days of fully executed contract.
3. General contractor expected to immediately, upon receipt of fully executed contract, source all required materials and products required for the project. Contractor must immediately notify project coordinator of items with long lead times that may impact project schedule.
4. Contractor shall provide means and methods for all building phases of construction.
5. Liquidated damages for exceeding specified timeframes will be in all contracts.

**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. Completed schedule of values (billing worksheet page 2).
  - c. A copy of Current MLB Vendor's License (or a copy of the submitted application)
  - d. A copy of Current Insurance Certificate
  - 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 Lori Trail at (320) 532-4778. (NOT REQUIRED FOR THIS HVAC PROJECT)

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

**Mille Lacs Band of Ojibwe  
Commissioner of Community Development  
Sealed bid: 8354 Red Pine Circle Baxter, MN 56425  
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.\*\***

**\*\*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: (start this application process as soon as you decide to provide proposal)**

Firms must be licensed with the Mille Lacs Band of Ojibwe. A copy of this license (or the license application) must accompany each bid. 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 [JSmith2@grcasinos.com](mailto:JSmith2@grcasinos.com) with questions regarding licensing and for the license application.

## **PERMIT AND CONTRACTOR REQUIREMENTS:**

Two (2) Permits required:

(1) City of Baxter, MN HVAC Permit to include electrical disconnect and reconnect. Baxter requires Energy Code Compliance Checklist/Certificate. **Baxter, MN City 218-454-5109**

**(2)** A Mille Lacs Band of Ojibwe (MLBO) Permit is also required. This permit is a requirement by the MLBO Building Official. **Contact Toby Egan at 320-630-2491.**

**Manual J Residential Load calculation and Manual S to determine appropriate equipment must be completed for this project and provided and approved by the MLBO Project Manager or Project Coordinator prior to ordering Furnace with A/C Equipment.**

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: 8354 Red Pine Circle Baxter, MN 56425 (HVAC Installation)

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 any required TERO Compliance Plans directly to the MLB TERO Office for review and approval. Not applicable for this project.

**Acknowledgement of TERO Compliance: \*Not applicable for this HVAC Project.**

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

- MLB BID FORM (REQUIRED & MUST BE SIGNED)
- SCHEDULE OF VALUES (REQUIRED)
- MLBO VENDOR LICENSE
- COPY OF CURRENT INSURANCES
- COPY OF MINNESOTA CONTRACTOR'S LICENSE
- SUB-CONTRACTOR LISTS (Include values)

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

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

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

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

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