



Community Development **REQUEST FOR PROPOSAL**

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

DATE ISSUED: October 9, 2024

BID DATE: October 30, 2024

PROJECT: CMD Conference Room

TO: QUALIFIED GENERAL CONTRACTORS

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for a commercial remodel project to be performed at the MLBO CMD Office located at 43408 Oodena Drive, Onamia, MN. Bids will be due Wednesday, October 30th, 2024 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday October 31st, 2024 at 10:00 AM.

A mandatory pre-bid site visit will be held on: Wednesday October 16, 2024 at 1:00 PM, on-site at the MLBO CMD Office (Government Center) 43408 Oodena Drive, Onamia, MN.

Project plans and product specifications will be available to bidders at the pre-bid site visit.

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 Building Code (IBC), and Mille Lacs Band of Ojibwe 2016 MLB Project Specification Book.
2. Contractor will secure all permits and fees.
3. Contractor is responsible for a thorough investigation of the scope of work.
4. Contractor will repair any damage to the property or structure created by the scope of work.
5. 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.

Project Narrative:

This project will consist of an interior remodel to the CMD office to convert an existing framed cubical workstation space into a conference room. Work will include selective demolition, framing modifications, acoustical ceiling modifications, casework, wood trim, glazing, doors and hardware, flooring, lighting, electrical and interior finishes.

Work Scope:

1. Selectively Demo office area space to complete the remodel. Including cubical walls, door openings, flooring, electrical, low voltage and partial ceiling grid.
2. Contractor shall provide and utilize temporary protection of the surrounding office space via Zipwall or similar barrier system. Protect all surrounding spaces and areas during construction activities. Provide and utilize HEPA air filtration / air scrubber during dust producing operations to minimize return air contamination.
3. Frame conference room space according to the floor plan to structure above. Provide backing support for sliding door hardware tracks and TV mount. Coordinate layout with Project Manager.
4. Selectively demo, modify and install electrical and low voltage according to plan.
5. Provide and install drywall finishes, tape, sand and paint. Restore any surrounding finishes affected by this work. Patch and paint existing CMD Break Area room.
6. Prepare subfloor for installation of new LVT flooring by removing old carpet adhesive, patching and filling of plywood substrate. Shaw Contract Solitude 6"x48" plank fully adhered. Install 4" vinyl base. Owner to select colors.
7. Install pre-finished red oak cased window openings, glazing, stops and casing. Match existing half wall cap finish.
8. Provide and install new rolling barn door slabs, hardware, jamb stops and gaskets. Rolling door hardware: Johnson Hardware 2610S362 for double sliding door. Johnson Hardware 2610F72S for single doors. Door Slabs to be Masonite Stile and Rail Oak 4 glass lite doors. Include door pull handles, Oak parting stops on door opening interior with continuous brush gaskets for acoustical sound control.
9. Modify surrounding open office acoustical suspension grid system with new perimeter wall angles on the new walls. Install new grid system within the new conference room space per plan. (USG Finline DXF 9/16" grid system. USG Mars Finline Bevel 86985 2'x2'). Replace ceiling tiles in the existing CMD Breakroom.
10. Modify sprinkler heads within the space to provide adequate coverage. See RCP.
11. Modify supply air diffusers. Add return air grille. See RCP.
12. Install new LED lighting (Day-Brite by Signify recessed selectable backlit panel 2'x4' 2SBP355L8CS-4-UNV-DIM) with occupancy sensor and wall dimming control switches. Replace 2 recessed can lights in CMD hall, and add 2 recessed can lights. (Lithonia LDN6 selectable, match building lighting voltage) See RCP.
13. Install fire alarm horn strobe device in the new conference room.
14. Demo and replace existing CMD Break Area casework with semi-custom oak hardwood cabinets and countertop (Silestone) Provide and install new 32" undermount stainless steel double bowl sink: American Standard 18DB6311800S.075 and faucet: Delta Classic 19810-SS-DST.
15. Provide and install new semi-custom oak hardwood base cabinets and countertop (Silestone) in the new conference room.
16. Contractor to include \$7,500 Owner Contingency Allowance in the base bid to be utilized by the Owner for unseen conditions.

17. Contractor to submit for MLBO Building permitting. Permit fee schedule will be provided.
18. Contractor to include ½% TERO fee in base bid. Submission of TERO Compliance plan for approval will be required.

Bid Alternate #1: Open Office Lighting and Ceiling Tile Upgrade

- Added cost to upgrade entire CMD Open Office space LED light fixture replacement and acoustical ceiling tile change out.

Bid Alternate #2: Private Office Lighting and Ceiling Tile Upgrade

- Added cost to upgrade CMD private office space LED light fixture replacement and acoustical ceiling tile change out.

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 Ryan Jendro, Project Manager, at 320.630.5011 or at ryan.jendro@millelacsband.com to obtain bid form and to be included on the bidder's list in the event that any addendums are issued for this project.

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. Surety Bond Letter
 - 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.

All proposals must be mailed and labeled as follows:

**Mille Lacs Band of Ojibwe
Commissioner of Community Development
Sealed bid: CMD Conference Room
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 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 2016 MLB Project Specification Book.

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.

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: **MLBO CMD Conference Room**

BASE BID – (*Labor and materials including all allowances and contingency*):

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

ALTERNATE #1 Open Office Lighting / Ceiling Upgrade

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

ALTERNATE #2 Private Office Lighting / Ceiling Upgrade

_____ \$ _____
(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 may result in bid disqualification.

- MLB BID FORM (MUST BE SIGNED)
- SCHEDULE OF VALUES
- MLBO VENDOR LICENSE
- COPY OF CURRENT INSURANCES
- LETTER FROM BONDING SURETY (REQUIRED)
- COPY OF MINNESOTA CONTRACTORS LICENSE (if required)
- SUB-CONTRACTOR/SUPPLIER LIST (Include values)

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FIRM NAME: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____