



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

**OWNER:** MILLE LACS BAND OF OJIBWE      **DATE ISSUED:** 9 June 2026

**BID DATE:** 8 July 2026

**PROJECT:** MLBO DII ALU to HHS Clinic Remodel, McGregor MN

**TO:** Qualified General Contractors

**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 commercial renovation / conversion of our East Lake ALU to Clinic , located in McGregor, MN. Bids will be due Wednesday 8 July, 2026 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday 9 July, 2026 at 10:00 AM.

**A mandatory pre-bid site visit will be held on: Tuesday June 23<sup>rd</sup>, 2026 at 1:00pm. Site Location: 20849 370<sup>th</sup> Ln, McGregor, MN 55760 (East Lake Asst Living Unit)**

### **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 Project design documents as prepared by the Architect.
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. Contractor to carry Builder's Risk insurance on project for duration of construction.
9. **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:**

Project Narrative: The MLBO HHS department is converting the existing ALU building into a new clinic building to service the East Lake community. The existing structure is approximately 15,000sf. Work will include exterior sitework improvements, and reconfiguration of interior spaces to meet the needs of a clinic facility. Mechanical, plumbing, electrical, low voltage, security systems, fire protection modifications, interior finishes, exterior doors / windows and exterior finishes are all included in this project.

1. Refer to Busch Architects, Inc. project plans and specifications identified as “MLBO DII ALU to HHS Clinic Remodel”. Project Manual including specifications and design drawings will be provided to bidding contractors. Please Email [Ryan.Jendro@millelacsband.com](mailto:Ryan.Jendro@millelacsband.com) for a Drop Box link to download design documents. General Contractor to perform all construction activities as defined in the plans and specifications as identified by the design documents.
2. Bids must be honored for 90 calendar days.
3. Anticipated project schedule is Fall 2026 to Fall 2027.
4. Contractor shall include 0.5% TERO tax fee in base bid. Contractor shall utilize FEDERAL Davis Bacon wage rates for construction of this project. Current wage determination rates for Aitkin County will be provided in the first Pre-Bid Addendum.
5. Refer to the project Bid Form for the listing of Bid Alternates. Project bid form will be available when Pre-Bid Addendum #1 is issued.
6. Project is sales tax exempt. Awarded contractor will be provided with the tax exemption form ST3.
7. Project Retainage is 10%.
8. Contractor to include a 10% contingency allowance in the base bid for Owner directed changes. Unused allowance will be credited back to the Owner upon project completion.
9. Contractor shall be required to provide portable toilet facilities for work staff.
10. Contractor to provide temporary protection as needed for construction activities.
11. Contractor will be required to provide bi-weekly construction updates to the Owner / Design Team.

*Specified Product Substitutions: All proposed product substitutions shall be submitted in accordance with the project specifications. Any approved substitutions, will be made available to all bidders via Pre-Bid Addendum.*

**Contacts:**

**Interested bidders shall contact Ryan Jendro - CMD Project Manager at 320.630.5011 or at [ryan.jendro@millelacsband.com](mailto:ryan.jendro@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 submit building schedule to Owner at the time of contract signature by the Contractor.
3. Contractor shall provide means and methods for all building phases of construction.

**Bidding notes:**

1. Submit signed proposal in lump sum (supply and install), not to exceed amount.
2. All Contractors (including subcontractors) must comply with Commercial Davis Bacon wage requirements (Aitkin County).
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 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: MLBO DII ALU to HHS Clinic Remodel  
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.**

**COMMUNITY DEVELOPMENT/PROJECT MANAGEMENT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.**

**PERMIT AND CONTRACTOR REQUIREMENTS:**

Permits: Contractors are responsible to attain all necessary permits for all work, including Mille Lacs Band of Ojibwe (MLBO) Permits and State of MN Electrical, Plumbing

**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 or by email at [JSmith2@grcasinos.com](mailto:JSmith2@grcasinos.com) with questions regarding licensing and for the license application.

### Bonding Requirements:

- A. Performance and Payment Bond: A performance and payment bond on the part of the contractor for 20 percent of the contract price shall be required. "Performance and Payment Bond" means a bond executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.