



Community Development **REQUEST FOR PROPOSAL**

OWNER: MILLE LACS BAND OF OJIBWE

DATE ISSUED: March 3, 2025

BID DATE: March 26, 2025

PROJECT: DNR HVAC REPLACEMENT

TO: QUALIFIED HVAC CONTRACTORS

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for replacement of two Furnace and Air Conditioning units to be performed at the MLBO DNR Building located at 17238 Noopiming Drive, Onamia, MN. Bids will be due Wednesday, March 26th, 2025 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday March 27th, 2025 at 10:00 AM.

A mandatory pre-bid site visit will be held on: Friday March 14, 2025 at 2:00 PM, on-site at the MLBO DNR Building located at 17238 Noopiming Drive, Onamia, MN.

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 removal and replacement of 2 residential furnace and air conditioning units. Building size is approximately 3,400sf divided into 2 zones.

Work Scope:

1. Demo and dispose of existing furnace, AC Coil, Condenser (2 locations).
2. Contractor to provide heating and cooling load calculations for proper equipment sizing.
3. Provide and install new propane furnace units sized for the two building zones. Include installation of new AC coil, supply plenum, and transition boot adapters as needed.
Approved Manufacturers:
 - a. Lennox EL296V series
 - b. Carrier 59TP6 series
 - c. Trane 96 two stage variable speed.Identify proposed equipment with the bid proposal.
4. Connect PVC intake and exhaust venting to existing venting. Ensure exterior penetrations are sealed.
5. Pipe condensate to existing floor drains in each mechanical room.
6. Supply and install new programable thermostats compatible with the two stage heating.
7. Demo and replace existing AC Condensers and linesets. Install new appropriately sized AC unit by same manufacturer. Existing units are located away from the building with buried linesets and not on equipment pads. Buried linesets are not recommended. Contractor will need to provide and install wall mount brackets for the new condensing units. Install new lineset to A-coil, and relocate electrical disconnects to the exterior wall and connect to disconnect. Verify electrical requirements. Seal all penetrations.
8. Contractor responsible for installation of any electrical connections that are needed.
9. Provide owner with necessary operation, maintenance and warranty paperwork, and on-site operation training.
10. Include \$75 MLBO Building Permit.
11. TERO Compliance plan will need to be submitted. If contract value is over \$25,000.00 contractor to include 0.5% (1/2%) TERO Tax fee.

Bid Alternate #1: A/C Replacement: Upgrade to Heat Pump Units. Increased cost to upgrade condensing units to heat pumps, including any/all controls/thermostats and associated wiring for a complete and functional heat pump system.

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. A copy of Subcontractor/Material Supplier list
 - e. A copy of valid State of Minnesota Contractor's License
 - f. A copy of Authorized Signature Sheet (submitted with first bid submittal)
 - g. Proposed Equipment List
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 DNR HVAC
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.

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 DNR HVAC Replacement**

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

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

ALTERNATE #1 A/C Heat Pump Upgrade

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

ALTERNATE #2 (if applicable)

_____ \$ _____
(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
- COPY OF MINNESOTA CONTRACTORS LICENSE (if required)
- EQUIPMENT LIST: MANUFACTURER AND MODEL INFORMATION

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FIRM NAME: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____