



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

**OWNER: MILLE LACS BAND OF OJIBWE**

**DATE ISSUED: November 25, 2024**

**BID DATE: December 18, 2024**

**PROJECT: DNR Environmental Lab Remodel**

**TO: QUALIFIED GENERAL CONTRACTORS**

---

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for a small commercial remodel project to be performed at the MLBO DNR Office located at 101 Pony Farm Road, Onamia, MN. Bids will be due Wednesday, December 18<sup>th</sup>, 2024 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday December 19<sup>th</sup>, 2024 at 10:00 AM.

**A mandatory pre-bid site visit will be held on: Thursday December 5<sup>th</sup>, 2024 at 2:30 PM, on-site at the MLBO DNR Office, 101 Pony Farm Road, Onamia, MN. The office is located on the East side of HWY 169 and Main Street in the City of Onamia.**

**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.**

### Work Scope:

1. Selectively Demo office area and bathroom partition walls as needed to allow for plumbing and electrical rough-in work. Remove bathroom vanity, bath accessories as needed. Protect from damage for re-installation when plumbing rough-in and drywall work is completed.
2. Contractor shall provide and utilize temporary protection of the surrounding office space. Protect all surrounding spaces and areas during construction activities.
3. Provide and install Sanivite drain pump 008 with Sanialarm in the new lab space to be installed under the new sink. Follow manufacturers installation instructions. Install waste and vent lines vertically in the partition wall, and across bathroom ceiling to existing plumbing wall. Connect 1-1/2" discharge waste line and vent line into the existing DWV system.
4. Supply and install insulated pex hot and cold water supply lines from existing plumbing wall across the ceiling and into the new plumbing wall partition for the new sink. Make all connections and provide new shut off valves for the new sink.
5. Install backer as needed in partition wall for installation of new plumbing fixtures and accessories in the Lab space.
6. Add electrical receptacle for the Sanivite drain pump. (Existing electrical circuit in wall)
7. Frame and drywall to create ceiling soffit in the bathroom space to conceal all of the new plumbing lines. Install false return air grill in soffit to prevent potential freezing.
8. Install the following Owner provided fixtures including Emergency Shower / Eyewash station, Utility sink, faucet, drain assembly and wall shelf. Provide any needed connection fittings, valves, drain trap, anchors, etc. to complete the installations.
9. Patch and repair drywall finishes and paint the lab space and bathrooms where disturbed. (Sherwin Williams Dover White). Restore other finishes as needed affected by this work.
10. Contractor to include \$4,000 Owner Contingency Allowance in the base bid to be utilized by the Owner for unseen conditions.
11. Contractor to submit for MLBO Building permitting. Permit fee schedule will be provided.
12. Contractor to include ½% TERO fee in base bid. Submission of TERO Compliance plan for approval will be required.

### 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](mailto: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: DNR Lab  
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](mailto: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 Statue 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 DNR Lab**

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

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

**ALTERNATE #1 (If Applicable)**

\_\_\_\_\_ \$ \_\_\_\_\_  
(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
- 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: \_\_\_\_\_