



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

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

**DATE ISSUED:** September 16, 2024

**BID DATE:** October 2, 2024

**PROJECT:** DNR Roofing and Siding Replacement

**TO:** QUALIFIED GENERAL CONTRACTORS

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The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for a commercial roofing and siding replacement project to be performed at the MLBO DNR Building located at 45380 US HWY. 169, Onamia, MN. Bids will be due Wednesday, October 2<sup>nd</sup>, 2024 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday October 3<sup>rd</sup>, 2024 at 10:00 AM.

**A mandatory pre-bid site visit will be held on: Tuesday September 24, 2024 at 10:30 AM, on-site at the MLBO DNR Building located at 45380 US HWY 169, 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 removal and replacement of the building metal roofing and siding.

## Work Scope:

1. Demo existing steel roofing materials. Contractor shall remove fasteners from steel panels and stack on site for Owner to recycle.
2. Contractor shall be responsible for temporary covering for the duration of the project to prevent water intrusion during construction activities.
3. Inspect existing roof purlins. Replace any purlins that are cracked or damaged. Install additional purlins where needed to create mounting substrate for OSB sheathing. Provide allowance of \$5,000.00 for any framing repairs that may be needed.
4. Install new ½" OSB roof sheathing over entire roof area.
5. Install Hi-Temp self-adhering roofing membrane over entire roof area. Metal Sales ms-HT.
6. Install new metal roofing. Metal Sales Classic Rib, 26 ga. Exposed fastener system. Install new roof jacks, flashings, closure strips and boots as needed. Install continuous ridge vent. Provide and install 3 bath fan roof caps and connect to loose ducts in attic.
7. Demo all existing fascia and soffit panels.
8. Ensure all ventilation chutes are in place. Adjust as needed for proper ventilation air flow.
9. Install new metal fascia, vented soffit panels (Metal Sales Lanced Flat), F & J channel as needed to integrate with the new roofing and siding products.
10. Demo all existing steel siding and brick wainscot materials and steel angle ledgers exposing the post frame wall construction. Remove all building accessories as needed (lights, dish mounts, etc.) Protect from damage. Contractor shall remove fasteners from steel panels and stack on site for Owner to recycle.
11. Inspect and replace any damaged wall girts (allowance).
12. At office area Perimeter, Add additional treated 2x6 wall girt material to top of existing grade board. Embed in sealant and cover joint with butyl flashing tape. See wall detail drawing.
13. On the building front elevation, where brick wainscot is removed. A new sloped concrete curb will need to be infilled where it abuts the concrete sidewalk. Install rigid foam thermal break on exterior face of grade board and install steel curb flashing. See wall detail drawing.
14. As wall cavities are exposed, inspect insulation for damage, gapping or poorly installed areas. Notify MLBO Project Manager of any deficiencies encountered. Include a \$7,500.00 material and labor allowance to address any insulation repairs.
15. Install ½" OSB exterior sheathing and Tyvek WRB. Tape and seal all joints including tape flashing of the existing windows and doors, and at bottom grade board. Caulk and seal OSB sheathing at bottom grade board when installing OSB sheathing.
16. Install new steel siding materials and associated steel trim and fasteners. Metal Sales Classic Rib 26 ga., exposed fastener siding system. Add steel trim wrap to existing exterior door frames. Front building elevation to be installed with two-tone siding, upper siding and lower wainscot. Include Hemmed D-2 trim or equivalent at transition.
17. Re-install accessories previously removed.
18. Caulk penetrations as needed, blind caulk all J-channel trims to doors and windows.

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

**Bid Alternate #1:** Framing / Insulation Repair Allowance Hourly Labor Rate.

**Bid Alternate #2:** Steel Roofing: Added lump sum cost to upgrade base bid roofing material to Metal Sales Vertical Seam – Striated 26 ga. 16” panel coverage concealed-fastener roofing 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](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: MLBO DNR Roofing & Siding  
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 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 DNR Roofing & Siding Replacement**

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

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

ALTERNATE #1 Labor Hourly Rate for Framing / Insulation Allowance

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

ALTERNATE #2 Roofing Upgrade to Standing Seam Concealed Fastener System

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