



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

**OWNER:** Mille Lacs of Ojibwe  
43408 Oodena Drive  
Onamia, MN 56359

**PROJECT:** Time and Materials Contracts: Roofing Projects

**DATE:** August 1, 2023

**TO:** Roofing Contractors

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Please submit an itemized quotation for providing the following services.

**THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.**

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The Mille Lacs Band of Ojibwe, Community Development, is seeking proposals from qualified residential roofing contractors. This service contract shall be utilized by Community Development Department for multiple small residential projects scattered throughout the State of Minnesota and in Wisconsin, if within 30 miles of the DIII Lake Lena Community Center. This will help to eliminate the delays often encountered with small service contracts, and will decrease the amount of administrative time spent on small projects.

### **Work Scope & General Conditions:**

Projects to be covered under the annual contract will be small residential roofing projects. Each project's work scope may vary slightly. An example of a typical roofing project work scope follows:

1. Tear-off and replace existing roofing. Include ice & water installation, replacement of underlayment, valley metal flashings, roof jacks, ridge vent, step flashings and any other accessories which may be present. Homeowner to select new shingle color from Timberline stock colors. Install new kick-out step flashings where appropriate.
2. Demo and replace gutters and install leaf guards. Install new downspouts and extensions as needed to direct water away from foundation.
3. Include replacement of up to 10 sheets of roof plywood. Unit cost per sheet installed to be credited back to Owner for any unused plywood.

When possible the contractor will provide the Mille Lacs Band Community Development staff with a cost estimate prior to performing any work. Also, if the Contractor begins work on a project and encounters a substantial change in the project's work scope, the Contractor is responsible for notifying the Mille Lacs Band as soon as possible and prior to performing any work not already approved. The Contractor is expected to provide service in a timely manner as many of the roofing repairs may be deemed as urgent. Contractor shall complete each roofing project no later than 90 days from receiving MLB Project Management approval to complete work under the annual contract. Contractors are responsible for securing all applicable permits, including Mille Lacs Band permit, and supplying the Mille Lacs Band with copies of any inspections conducted and will not be paid without this documentation.

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Annual service to District I & District IIA is estimated to be \$45,000.00. Annual service to District II (McGregor/ Aitkin) is estimated to be \$20,000.00. Annual service to District III (Hinckley/ Sandstone) is estimated to be \$45,000.00. Annual service to Urban/ Off Reservation (located within the State of MN, could include but not limited to: Pine City, Milaca, Maple Grove, Minneapolis, Duluth) is estimated to be \$20,000.00.

Upon approval of proposals, a Service Contract shall be awarded for a period ending September 30, 2024 for an amount not to exceed amount. There may be one or more service contracts awarded depending on how many proposals are received to provide service to each district. Depending on necessity less than the awarded contract amount may be used for the year. In the event that additional dollars need to be added to the service contract, the Contractor agrees to continue providing service at the rates provided in their original proposal. Contractor shall have the responsibility to keep accurate records for the project and submit invoicing to Community Development. Each invoice must be itemized to list the quantities and rates for each task billed so that it can be easily identified that the contractor is billing according to the contracted rates. (Invoice breakdown should look similar to the spreadsheet on the attached bid form.) Each invoice amount will be verified, paid, and deducted from the total contract amount.

**Bidding Notes:**

1. Your proposal should include the following:
  - a. Signed and fully completed bid form. (REQUIRED)
  - b. Which MLBO Districts you will work in: District I (Mille Lacs), District IIA (Isle), District II (McGregor, East Lake), District III (Hinckley, Lake Lena) and Urban Area. Proposals may be selective or to provide service to all districts.
  - c. New vendors should include a copy of a current MLB Vendor's License. (or copy of a submitted application)
  - d. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.
  - e. Copy of current certificate of insurance. (Optional, insurance can be verified after opening.)
2. 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  
Sealed Bid: FY2024 Roofing Projects  
PO Box 509  
Onamia, MN 56359

**Proposals are due in the PO Box by 3:00pm on August 23, 2023. A public bid opening will be held at 10:00 am on August 24, 2023 at the Mille Lacs Band Government Center.**

**\*\*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.**

**\*\*Please note that the bids 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. \*\***

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**

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**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 Residential Code (IRC), and Mille Lacs Band of Ojibwe 2016 MLB Project Specification Book.
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.

**Contacts:**

Interested bidders shall contact either Carla Dunkley at 320-630-2495 or by email at [carla.dunkley@millelacsband.com](mailto:carla.dunkley@millelacsband.com) to be included on the bidder's list in the event that any addendums are issued for this project.

**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 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.
2. Contractors must possess a valid Minnesota Contractor's License.

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

# BIDDING FORMS

Bidding Requirements and Contract Forms

## COMMUNITY DEVELOPMENT PROJECT MANAGEMENT

### FY 2023 BID FORM REQUIRED FOR ALL BIDS

FIRM NAME: \_\_\_\_\_

JOB/PROJECT: FY2024 Roofing Projects

PROPOSED AREAS OF SERVICE: (Check All That Apply)

DI                      DII                      DIII                      Urban

Description	Unit	Unit Cost
New Shingles / Tear Off / Disposal	Per Square	
Roof Deck Replacement	4x8 sheet Each	
Ridge vent	If	
Box Vent	Each	
Plumbing / Mech Vent Boots	Each	
Valley	If	
Drip Edge / Gutter Apron	If	
Underlayment	Per Square	
Ice & Water	Per Square	
6" Fascia Cover	If	
16" Vented Soffit	sf	
Gutters w/ Leaf Guards	If	
Downspout / Extension Single Level	Each	
Downspout / Extension Two Level	Each	
Antenna / Dish Re-install	Each	
Misc. Labor Rate	per hour/guy	
D1 Location Surcharge (Vineland)	Per Job	
D2 Location Surcharge (McGregor)	Per Job	
D3 Location Surcharge (Hinckley / Lake Lena)	Per Job	
Urban Area Location Surcharge (Metro Area)	Per Job	

All labor, materials and equipment to perform each should be factored into each unit cost.  
 Profit and Overhead to be factored into each unit cost.  
 Permitting cost will be added per job basis.

Location Surcharge includes 20 Mile Radius of area

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**BID GUARANTEE PERIOD:**

I agree to hold this bid open for a period of **60 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.

**ATTACHMENTS REQUIRED: Failure to provide any of these attachments will result in bid disqualification.**

- MLB BID FORM (MUST BE SIGNED)

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FIRM NAME:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_