



Community Development

REQUEST FOR PROPOSAL

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

PROJECT: **MLB Environmental Services Annual Heating & Cooling**

DATE: **September 14, 2026**

TO: **Qualified HVAC Contractors**

Description and Scope of Work

The Mille Lacs Band, Community Development Department will be accepting sealed bids for **the servicing of the heating, cooling, HVAC and control systems (currently I-NET) for the Mille Lacs Band of Ojibwe facilities in all three districts (D-I Onamia, D-2A Isle, D-2 East Lake and District-3 Lake Lena)** until **3:00pm, on September 30, 2026**. Bids will then be publicly opened and read aloud, on **October 1, 2026 at 10:00am** in the **Community Development Department**, located in the Mille Lacs Government Center.

The selected vendor is required to execute a structured workforce development plan focusing on the Mille Lacs Band community.

Workforce development

Overview & Objectives

The Mille Lacs Band of Ojibwe is committed to community self-sufficiency and economic empowerment. A critical component of this project is **workforce development**, specifically aimed at building sustainable, high-skilled technical capacity within the Band membership. The Selected Vendor is required to execute a structured training program that transitions Band members into the HVAC trades and elevates the capabilities of existing facility staff.

Scope of Workforce Development Services

The Selected Vendor shall provide all necessary oversight, curriculum structure, and mentorship to fulfill the following three programmatic pillars:

Mille Lacs Band Apprentice Program

- **Mandatory Enrollment:** The Vendor shall sponsor, employ, and train a minimum of **one (1) Mille Lacs Band Member Apprentice** for the duration of the contract. Said apprentice will be an employee of the vendor.
- **On-the-Job Training (OJT):** Provide to the apprentice direct, hands-on field experience covering installation, diagnostic troubleshooting, preventative maintenance, and safety protocols.

- **Path to Journeyman Status:** The Vendor must align the apprentice's field hours and technical instruction with state and tribal apprenticeship standards, establishing a clear pathway toward achieving **HVAC Journeyman status**.
- **MLB Facility Staff Knowledge Transfer & Shadowing**
- **Coordination & Notification:** The Vendor shall establish a formal communication protocol to notify **on-site maintenance staff** of all scheduled major maintenance, installations, and complex repairs.
- **Shadowing Opportunities:** The Vendor shall permit and facilitate active shadowing opportunities for designated MLB on-site maintenance staff, ensuring they can observe, ask questions, and learn localized system nuances.
- **Basic Diagnostics:** Shadowing sessions must focus on empowering internal MLB staff to perform basic troubleshooting and routine maintenance independently after project completion.

Educational and Administrative Support

- **Progress Tracking:** The Vendor shall maintain a verifiable log of training hours, mastered competencies, and certifications achieved by the apprentice(s) and shadowing staff.
- **Mentorship:** Assign a qualified lead technician or Journeyman/Master HVAC professional to act as the primary mentor for the Band apprentice.

Deliverables and Reporting

The Selected Vendor must submit the following documentation:

1. **Workforce Development Plan (Due 30 days post-award):** A detailed outline of the training curriculum, safety orientation, and schedule for the apprentice and shadowing staff.
2. **Monthly Progress Reports:** A summary of hours logged by the apprentice, specific HVAC systems covered, competencies verified, and a log of maintenance staff shadowing sessions.
3. **End-of-Project Evaluation:** A final transition report detailing the apprentice's standing relative to Journeyman requirements and recommendations for their continued development.

Please include an outline of your proposed workforce development plan with your submittal.

Mail sealed bids to: Tracy Burr, Commissioner of Community Development
RFP Heating and Cooling
P.O.Box 509
Onamia, MN 56359

Bidding Notes

- Bids include the following facilities:
 - District 1 (Onamia)
 - A. Tribal Government Center
 - B. Ceremonial Building
 - C. Community Center
 - D. Law Office
 - E. New Community Center
 - District 2A (Isle)
 - A. Chiminsing Center
 - District 2 (McGregor)
 - A. Government/Community Center
 - B. Ceremonial Building
 - C. Minisinaakwaang Leadership Academy
 - District 3 (Lake Lena)
 - A. Community Center
 - B. Ceremonial Building
 - C. Meshakwad Community Center (Hinckley)
- Bids must include all rates regarding service calls (after hours, holidays, weekends and emergencies).
- Bids should be broken down by District if rates are different. A spreadsheet may be used for the breakdown of pricing.

- Bids must be inclusive of the following:
 - all service call rates and maintenance of heating, cooling, HVAC and control systems for the proper safety, comfort and protection for the Mille Lacs Band Tribal buildings listed above.
- Bids should include a one call number for all service needs to be in compliance for all above listed facilities.
- All pricing shall be valid through September 30, 2027
- Site visits are encouraged and may be scheduled with Rhonda Sam, Environmental Services Manager (320-630-2447).
- Bids must include all related materials (when possible) and labor.

Licensing

Contractors must have a current Mille Lacs Band Vendor's license. Contact Jackie Smith at the Business Regulations Office at (320) 384-4773 with questions regarding licensing and for the license application or by email her at JSmith2@grcasions.com

The Mille Lacs Band of Ojibwe reserves the right to reject any and all bids for any reason.

MLB BID FORM

COMMUNITY DEVELOPMENT

Environmental Services

FIRM NAME: _____

JOB/PROJECT: **FY2027 Environmental Services Heating & Cooling**

District I Service Rates

Hourly rate during business hours	\$	_____
Hourly rate of after-hours & weekend calls	\$	_____
Hourly rate of holiday calls	\$	_____
Hourly rate of emergency calls	\$	_____
Other applicable charges:	\$	_____
_____	(Charge Description)	(Dollar Amount)
_____	\$	_____
_____	(Charge Description)	(Dollar Amount)

District IIa Service Rates

Hourly rate during business hours	\$	_____
Hourly rate of after-hours & weekend calls	\$	_____
Hourly rate of holiday calls	\$	_____
Hourly rate of emergency calls	\$	_____
Other applicable charges:	\$	_____
_____	(Charge Description)	(Dollar Amount)
_____	\$	_____
_____	(Charge Description)	(Dollar Amount)

District II Service Rates

Hourly rate during business hours	\$	_____
Hourly rate of after-hours & weekend calls	\$	_____
Hourly rate of holiday calls	\$	_____
Hourly rate of emergency calls	\$	_____
Other applicable charges:	\$	_____
_____	(Charge Description)	(Dollar Amount)
_____	\$	_____
_____	(Charge Description)	(Dollar Amount)

District III Service Rates

Hourly rate during business hours	\$	_____
Hourly rate of after-hours & weekend calls	\$	_____
Hourly rate of holiday calls	\$	_____
Hourly rate of emergency calls	\$	_____
Other applicable charges:	\$	_____
_____	(Charge Description)	(Dollar Amount)
_____	\$	_____
_____	(Charge Description)	(Dollar Amount)

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.

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

- MLB BID FORM (MUST BE SIGNED)
- DETAILED PROPOSAL
- MLBO VENDOR LICENSE
- COPY OF CURRENT INSURANCES
- COPY OF MINNESOTA CONTRACTORS LICENSE (if required)

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FIRM NAME: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL: _____