



Community Development
REQUEST FOR PROPOSAL

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

PROJECT: Annual Roofing Contract

Re: Roofing Projects

DATE: August 11, 2026

TO: Roofing Contractors

Please submit an itemized quotation for providing the following services.

“Annual Contract Roofing for Residential Home Projects.”

The Mille Lacs Band of Ojibwe, (CMD) Community Development, is seeking proposals from qualified residential roofing contractors. This service contract shall be utilized by the Community Development Department for multiple residential projects throughout the entire Mille Lacs Reservation boundaries only; including the following: District I, District II, District III

The MLBO will bid all other Twin Cities and Greater MN or Wisconsin projects as separate projects and will not cover those as part of this “Master” Annual Contract for District 1,2,3. While preparing your RFP bid summary, please include District surcharges for travel on the bid form if they apply.

The intent of this annual contract is an attempt help to eliminate the delays often encountered with small service contracts, and will decrease the amount of wait time and administrative time spent on small projects.

Work Scope & General Conditions:

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

Roofing Projects

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 that may be required. Homeowner to select new shingle color from GAF Timberline and Certainteed stock colors. Install new kick-out step flashings where appropriate.
2. Demo and replace gutters. Install new downspouts and extensions as needed to direct water away from foundation.

Specifications:

SECTION 07 3113 – ASPHALT SHINGLES

General Building Construction

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Asphalt shingle roofing.
- B. Flexible sheet membranes for eave protection, underlayment, and valley protection.
- C. Associated metal flashings and accessories.

1.02 RELATED REQUIREMENTS

- A. Section 06 1600 - Sheathing: Roof sheathing.
- B. Section 07 6200 - Sheet Metal Flashing and Trim: Edge and cap flashings.

1.03 REFERENCE STANDARDS

- A. ASTM D 1970 - Standard Specification for Self-Adhering Polymer Modified Bituminous Sheet Materials Used as Steep Roofing Underlayment for Ice Dam Protection; 2001.
- B. ASTM D 3462 - Standard Specification for Asphalt Shingles Made From Glass Felt and Surfaced With Mineral Granules; 2007.
- C. ASTM D 4586 - Standard Specification for Asphalt Roof Cement, Asbestos-Free; 2007.
- D. ASTM D 4869 - Standard Specification for Asphalt-Saturated Organic Felt Underlayment Used in Steep Slope Roofing; 2005.
- E. NRCA MS104 - The NRCA Steep Roofing Manual; National Roofing Contractors Association; 2001, Fifth Edition, with interim updates.
- F. UL (RMSD) - Roofing Materials and Systems Directory; Underwriters Laboratories Inc.; current edition.

1.04 QUALITY ASSURANCE

- A. Perform Work in accordance with the recommendations of NRCA Steep Roofing Manual.
- B. Installer Qualifications: A firm or individual that is approved, authorized, or licensed by asphalt shingle roofing system manufacturer to install roofing system indicated.
- C. Products Required to Comply with Fire Resistance Criteria: UL listed and labeled.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Store roofing materials in a dry, well-ventilated, weather-tight location according to asphalt shingle manufacturer's written instructions. Store underlayment rolls on end on pallets or other raised surfaces. Do not double-stack rolls.

Roofing Projects

1. Handle, store, and place roofing materials in a manner to avoid significant or permanent damage to roof deck or structural supporting members.
- B. Protect unused underlayment from weather, sunlight, and moisture when left overnight or when roofing work is not in progress.

1.07 FIELD CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit asphalt shingle roofing to be performed according to manufacturer's written instructions and warranty requirements.
 1. Install self-adhering sheet underlayment within the range of ambient and substrate temperatures recommended by manufacturer.

1.08 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace asphalt shingles that fail in materials or workmanship within specified warranty period. Materials failures include manufacturing defects and failure of asphalt shingles to self-seal after a reasonable time.
 1. Material Warranty Period: 30 years from date of Substantial Completion, prorated, with first 10 years non-prorated.
 2. Wind-Speed Warranty Period: Asphalt shingles will resist blow-off or damage caused by wind speeds up to 90 mph for 10 years from date of Substantial Completion.
 3. Algae-Discoloration Warranty Period: Asphalt shingles will not discolor 10 years from date of Substantial Completion.
- B. Special Project Warranty: Roofing Installer's warranty, on warranty form at end of this Section, signed by roofing Installer, covering Work of this Section, in which roofing Installer agrees to repair or replace components of asphalt shingle roofing that fail in materials or workmanship within the following warranty period:
 1. Warranty Period: 2 years from date of Substantial Completion.

PART 2 PRODUCTS

2.01 SHINGLES

- A. Manufacturers:
 1. GAF Materials Corporation; Product – Advanced Protection Shingles (Previously Timberline 30 year): www.gaf.com.
 2. CertainTeed Landmark
 3. No other substitutions will be accepted.
- B. Asphalt Shingles: Asphalt-coated glass felt, mineral granule surfaced, complying with ASTM D 3462;
 1. Self-sealing type.
 2. Style: Square.
 3. Color: As selected by CMD Project Management staff from manufacturer's full range.

2.02 SOFFIT

- A. Aluminum Soffit: Formed and coated aluminum soffit complying with AAMA 1402, including Paragraph 3.2.4.2.1, "Standard Commercial Coating."
 1. Basis of Design: Rollex Corporation: System 3.
 2. Other Acceptable Manufacturers:
 - a. Alcoa Building Products, Inc.
 - b. Gentek Building Products, Inc.
 3. Pattern: 12-inch exposure in V-grooved, triple 4-inch board style.
 4. Texture: Smooth.
 5. Ventilation: Provide perforated soffit where indicated.
 - a. Free Air Space: Minimum 9.72 square inches per lineal foot.
 6. Minimum Nominal Thickness: 0.019 inch.
 7. Finish: Manufacturer's standard finish.
 8. Colors for Aluminum Soffit: As selected by CMD Project Management staff from manufacturer's

full range.

2.03 SHEET MATERIALS

- A. Eave Protection Membrane: Self-adhering polymer-modified asphalt sheet complying with ASTM D 1970; 40 mil total thickness; with strippable treated release paper and polyethylene sheet top surface.
 - 1. Manufacturers:
 - a. CertainTeed Corporation; Product Winterguard.
 - b. Grace, W. R. & Co.; Product Grace Ice and Water Shield.
 - c. Johns Manville International, Inc.; Product Roof Defender.
 - d. Owens Corning; Product WeatherLock M.
- B. Felt Underlayment: Asphalt-saturated organic felt underlayment, complying with ASTM D 4869, minimum 15 lb/100 sq ft.

2.04 ACCESSORIES

- A. Nails: Standard round wire shingle type, of hot-dipped zinc coated steel, 12 gage, 0.105 inch shank diameter, 3/8 inch head diameter, of sufficient length to penetrate through roof sheathing or 3/4 inch into roof sheathing or decking.
- B. Ridge Vents: Plastic, extruded with vent openings that do not permit direct water or weather entry; flanged to receive shingles; Shingle Vent II manufactured by Air Vent Inc.

2.05 METAL FLASHINGS

- A. Metal Flashings: Provide sheet metal eave edge, pre-formed metal valley, gable edge, ridge, ridge vents, open valley flashing, chimney flashing, dormer flashing, and other flashing indicated.
- B. Sheet Metal: Prefinished galvanized steel, as specified in Section 07 6200.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify existing conditions prior to beginning work.
- B. Verify that deck is of sufficient thickness to accept fasteners.
- C. Verify that roof penetrations and plumbing stacks are in place and flashed to deck surface.
- D. Verify roof openings are correctly framed.
- E. Verify deck surfaces are dry, free of ridges, warps, or voids.

3.02 PREPARATION

- A. Seal roof deck joints wider than 1/8 inch with deck tape.
- B. At areas where eave protection membrane is to be adhered to substrate, fill knot holes and surface cracks with latex filler.
- C. Broom clean deck surfaces before installing underlayment or eave protection.

3.03 INSTALLATION - EAVE PROTECTION MEMBRANE

- A. Install eave protection membrane from eave edge to minimum 2 ft up-slope beyond interior face of exterior wall.
- B. Install eave protection membrane as indicated on drawings.
- C. Install eave protection membrane in accordance with manufacturer's instructions.

3.04 INSTALLATION - UNDERLAYMENT

- A. Install underlayment perpendicular to slope of roof, with ends and edges weather lapped minimum 4 inches. Stagger end laps of each consecutive layer. Nail in place. Weather lap minimum 4 inches over

eave protection.

1. Install felt underlayment on roof deck not covered by self-adhering sheet underlayment. Lap sides of felt over self-adhering sheet underlayment not less than 3 inches in direction to shed water. Lap ends of felt not less than 6 inches over self-adhering sheet underlayment.

B. Items projecting through or mounted on roof: Weather lap and seal watertight with plastic cement.

3.05 INSTALLATION - VALLEY PROTECTION

- A. Install a 36-inch wide strip of ice/water protection lining centered in valley. Install pre-formed metal valley flashing and secure with roofing nails. Lap ends of strips at least 12 inches in direction to shed water, and seal with asphalt roofing cement. Fasten to roof deck with roofing nails.

3.06 INSTALLATION - METAL FLASHING AND ACCESSORIES

- A. Install flashings in accordance with NRCA requirements.
- B. Weather lap joints minimum 2 inches and seal weather tight with plastic cement.
- C. Secure in place with nails at 8 inches on center. Conceal fastenings.
- D. Items Projecting Through or Mounted on Roofing: Flash and seal weather tight with plastic cement.

3.07 INSTALLATION - SHINGLES

- A. Install shingles in accordance with manufacturer's instructions.
1. Fasten individual shingles (hip/ridge) using 2 nails per shingle, or as required by code, whichever is greater.
 2. Fasten strip shingles using 4 nails per strip, or as required by code, whichever is greater.
- B. Place shingles in straight coursing pattern with 5 inch weather exposure to produce double thickness over full roof area. Provide double course of shingles at eaves.
- C. Project first course of shingles 3/4 inch beyond fascia boards.
- D. Extend shingles 1/2 inch beyond face of gable edge fascia boards.
- E. Extend shingles on one slope across valley and fasten. Trim shingles 1" to 2" back from edge of pre-formed metal valley flashing.
- F. Cap ridges with individual shingles, maintaining 5 inch weather exposure. Place to avoid exposed nails.
- G. Ridge Vents: Install continuous ridge vents over asphalt shingles according to manufacturer's written instructions. Fasten with roofing nails of sufficient length to penetrate sheathing.
- H. Mechanical through-roof venting to be installed on back side of roof (not visible from front street wherever possible)
- I. Ridge and Hip Cap Shingles: Maintain same exposure of cap shingles as roofing shingle exposure. Lap cap shingles at ridges to shed water away from direction of prevailing winds. Fasten with roofing nails of sufficient length to penetrate sheathing.
1. Fasten ridge cap asphalt shingles to cover ridge vent without obstructing airflow.
- J. Coordinate installation of roof mounted components or work projecting through roof with weather tight placement of counterflashings.
- K.. Complete installation to provide weather tight service.

3.08 PROTECTION

- A. Do not permit traffic over finished roof surface.

END OF SECTION

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 30 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, as well as supplying the Mille Lacs Band with copies of any inspections conducted and payment will be made upon receipt of this documentation and non-conditional LIEN WAIVERS.

Annual service to District I & District IIA is estimated to be \$35,000.00. 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 \$35,000.00.

Upon approval of proposals, a Service Contract shall be awarded for a period ending September 30, 2027 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 through the end of the initial contract period. 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. New vendors should include a copy of a current MLB Vendor's License. (or copy of a submitted application)
 - c. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.
 - d. 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 Roofing Projects

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: FY2027 Roofing
Projects PO Box 509
Onamia, MN 56359

Proposals are due in the PO Box by 3:00pm on August 26, 2026. A public bid opening will be held at 10:00 am on August 27, 2026 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 MAY BE REJECTED.

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 2025 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 Jim Carpenter at 320-364-9865 or by email at james.carpenter@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 should begin before you submit proposals. If you are not currently licensed with the MLBO, please submit a copy of your license application along with your proposal. Contact Jackie Smith at (320) 384-4773 or via email at jsmith2@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.**

FY 2027 BID FORM
REQUIRED FOR ALL BIDS

FIRM NAME: _____

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	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	
Slopes Steeper than 8/12 pitch	Per Job	

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: _____