



Community Development **REQUEST FOR PROPOSAL**

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

DATE ISSUED: November 5, 2025

BID DATE: December 3, 2025

PROJECT: MLBO Government Center Roofing and Siding Replacement

TO: QUALIFIED GENERAL CONTRACTORS

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 Government Center located at 43408 Oodena Drive, Onamia, MN. Bids will be due Wednesday, December 3rd, 2025 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday December 4th, 2025 at 10:00 AM.

A mandatory pre-bid site visit will be held on: Tuesday November 18, 2025 at 2:00 PM, on-site at the MLBO Government Center: 43408 Oodena Drive, Onamia, MN 56359.

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 2025 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 asphalt shingled roofing and cedar siding. New Timberline HDZ asphalt shingles and pre-finished LP Smartside will be installed. Bid Alternates will include mortar applied cultured stone veneer siding and attic insulation re-conditioning. The Government Center is a busy public site and is to remain open for business during the project.

Work Scope:

1. Provide temporary protection and traffic control / barricading throughout the duration of the project as needed to protect the public and workers from injury.
2. Contractor shall keep Owner notified of project schedule and coordinate the temporary closure of building entrances as needed to maintain a safe working environment.
3. Demo existing asphalt roofing materials and underlayment.
4. Provide up to 30 sheets of replacement roof sheathing 5/8" CDX in base bid. Provide unit cost for additional sheets if needed or credit for unused sheets.
5. Install new synthetic underlayment, including self-adhering ice and water protection. See Roof Plan for extent of Ice and water protection.
6. Contractor shall be responsible for temporary roof covering when needed for the duration of the project to prevent water intrusion during construction activities.
7. Install new Timberline HDZ Shingles and ridge/hip cap.
8. Demo and replace all roof penetration flashings including roof vents / ridge vents and jacks. Valley metal, drip edge, gutter apron are to be included.
9. Demo and replace standing seam ridge covers. Owner to select color.
10. Demo and replace center reception Kalwall skylight over rotunda clearstory. Owner to select color.
11. Demo and replace existing flat roof membrane roofing (4 areas) with Durolast TPO membrane roofing. Cut-in and install emergency overflow scupper over the media room.
12. Demo all existing soffit panels. Install steel ventilated soffit and trim accessories. Repair / Adjust or replace any of the existing cedar Fascia boards. Install steel fascia covers to match existing fascia profile.
13. When soffit panels are removed, ensure all attic ventilation chutes are in place. Adjust as needed for proper ventilation air flow.
14. Remove and re-install all building accessories as needed (lights, dish mounts, etc.) Protect from damage.
15. Demo Cedar siding material and trim.
16. Demo and replace any damaged steel base metal flashing.
17. Install Tyvek Commercial WRB. Clean all window cladding of caulking and residue. Tape and seal all joints including tape flashing of the existing windows and doors.
18. Install new 2-tone pre-finish LP Smartside 8" cedar texture siding and trim boards. Follow all manufacturers' installation instructions. Installer must be an LP certified installer. See Building Elevations.
19. Include LP 5/4 Trimboards, Utility blocks and properly flash where needed. See drawings for typical window / door and band board details.
20. Replace exterior wall mounted light fixtures.
21. Caulk penetrations as needed, and caulk siding and trims as required by LP.
22. Demo and Replace CEO Deck Railings and spindles.
23. Clean, prep and apply SW Woodscapes solid color stain to existing wood architectural and structural supports including columns, beams and exposed roofing braces.

24. Clean, prep and apply SW Superdeck semi transparent stain to CEO deck boards.
25. Remove, protect and re-install gutters throughout the project as needed to complete the work. Replace any damaged components.
26. Contractor to include 5% Contingency Allowance to the base bid value to be utilized by the Owner for concealed damages or Owner directed changes.
27. Contractor to include ½% TERO fee in base bid. Submission of TERO Compliance plan for approval will be required.
28. Contractor to submit for MLBO Building permitting. Permit fee schedule will be provided.
29. Contractor to provide jobsite toilet facilities.

Bid Alternate #1: Attic Insulation Add: Contractor to provide labor and material to install an average of 6" of additional blown-in-fiberglass insulation to the existing attic space. Include extra touch up of compressed insulation areas.

Bid Alternate #2: Exterior Stone 42" Wainscot Add: Additional cost to upgrade building lower 42" siding areas to cultured stone wainscot with Ledge cap and Flashing.

Bid Alternate #3: Exterior Stone Wainscot Add: Additional cost to upgrade additional building siding areas to cultured stone. Refer to elevations for extent.

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 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 Government Center 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 Jackie Smith at (320) 384-4773 or via email at JSmith2@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 2025 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 Government Center Roofing & Siding Replacement**

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

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

ALTERNATE #1 Blown Fiberglass Attic Insulation

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

ALTERNATE #2 Upgrade to Cultured Stone 42" Wainscot

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

ALTERNATE #3 Upgrade to Cultured Stone Various Siding Areas

_____ \$ _____
(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: _____