



Community Development **REQUEST FOR PROPOSAL**

OWNER: MILLE LACS BAND OF OJIBWE

DATE ISSUED: July 8, 2026

BID DATE: July 29, 2026

PROJECT: HHS Hillcrest Remodel

TO: QUALIFIED GENERAL CONTRACTORS

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for a residential remodel project to be performed at the HHS Hillcrest property located at 12067 Twilight Rd., Onamia, MN. Bids will be due Wednesday, July 29, 2026 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday July 30, 2026 at 10:00 AM.

A mandatory pre-bid site visit will be held on: Friday July 17, 2026 at 1:00 PM, on-site at the HHS Hillcrest property located at 12067 Twilight Rd., Onamia, MN.

Project plans and product specifications will be available to bidders per request.

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 remodel of our residential Hillcrest property to serve as a HHS living facility. Work in general will include general interior finish replacement, flooring, painting, ceiling tile, casework, light fixture replacement. Work will include concrete floor cutting and patching to accommodate underground electrical and plumbing connections, Work will also include minor electrical / low voltage / security modifications. Installation of a residential fire suppression system and conversion of the attached garage into a meeting room space are part of this workscope. Exterior work will include removal of the existing deck, foundation excavation / waterproofing, grading, construction of an accessible entrance ramp, and window and siding replacement.

Work Scope:

1. Provide labor to materials to complete the project per plans and specifications identified as Mille Lacs Band of Ojibwe Hillcrest Women's Half Way House Renovation by Meyer Group. Project Number 25-040. Dated 3-25-26.
2. Contractor shall include a contingency allowance line of \$25,000.00 to be utilized by the Owner for project scope changes, unforeseen conditions or otherwise unspecified work. Contractor shall submit any change request to the Owner for review/approval before commencing with any additional work that will be paid from the contingency allowance line.
3. Contractor shall be responsible for providing portable toilets available to workers.
4. Contractor shall be responsible for all debris disposal.
5. Contractor shall be responsible for site restoration to areas disturbed by this work.
6. Fire suppression system is a design-build system. Contractor shall produce shop drawings, etc. for system approval prior to installation. Please see notes in the drawings and specification section.
7. Contract is standard MLBO Construction Contract.
8. Project retainage is 10%.
9. Include ½ (0.5) percent TERO Tax Fee in Base Bid.

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: HHS Hillcrest Remodel
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 State Electrical and Mille Lacs County 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. For all Band funded residential construction projects, a performance bond is required for contracts in excess of \$100,000.00. The performance bond shall be at a minimum twenty (20%) percent of the contract price, but not in excess of \$500,000.00.

SECTION II – BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT
PROJECT MANAGEMENT

FY 2026 CONSTRUCTION BID FORM
REQUIRED FOR ALL BIDS

FIRM NAME: _____

JOB/PROJECT: HHS Hillcrest Remodel

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

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

ALTERNATE #1 (Add to Demo and Replace Asphalt Shingle Roof)

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

ALTERNATE #2 (Deduct to Salvage Exterior Siding Per Drawing A4.2 Exterior Elevations Alternate)

_____ \$ _____
(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 will result in bid disqualification.

- o MLB BID FORM (MUST BE SIGNED)
- o SCHEDULE OF VALUES
- o MLBO VENDOR LICENSE
- o COPY OF CURRENT INSURANCES
- o LETTER FROM BONDING SURETY (REQUIRED)
- o COPY OF MINNESOTA CONTRACTORS LICENSE (if required)
- o SUB-CONTRACTOR/SUPPLIER LIST (Include values)

NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

FIRM NAME: _____ **TELEPHONE:** _____

ADDRESS: _____

EMAIL ADDRESS: _____