



Community Development **REQUEST FOR PROPOSAL**

OWNER: MILLE LACS BAND OF OJIBWE

DATE ISSUED: October 21, 2025

BID DATE: November 12, 2025

PROJECT: Lake Lena Dental Clinic Remodel

TO: QUALIFIED GENERAL CONTRACTORS

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for a commercial remodel project to be performed at the Lake Lena Dental Clinic located at 45741 Grace Lake Rd., Sandstone, MN. Bids will be due Wednesday, November 12, 2025 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday November 13, 2025 at 10:00 AM.

A mandatory pre-bid site visit will be held on: Wednesday October 29, 2025 at 2:00 PM, on-site at the Lake Lena Dental Clinic located at 45741 Grace Lake Rd., Sandstone, MN. Directions to site: Take HWY 48 east from Hinckley 21 miles to Grace Lake Road. Take a left (north) on Grace Lake Road. Go 4 miles, The Clinic is located on the Community Center complex site. It is the Southern building.

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 2023 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 Lake Lena Dental Clinic for installation of new dental equipment. 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, air and vac to the new dental chair locations. Work will also include minor electrical / low voltage modifications for new equipment and accessories.

Work Scope:

1. Provide labor to remove existing dental equipment from the dental space including two dental chairs, two rear consoles and center divider console. Disconnect all utilities. Store equipment on site per Owner direction.
2. Utilize Owner Vendor provided equipment templates to locate new underground utilities to be moved and modified, including water supply, air, vacuum, N2O, O2 and electrical receptacles. Plumbing subcontractor must have medical gas certification. Coordinate with Owner's Dental Supplier as needed for precise layout.
3. Provide temporary protection as needed to maintain a clean building environment. Utilize dust containment equipment to contain dust.
4. Contractor may utilize the rear parking area for staging, dumpsters, toilet, etc. Contractor shall protect the rear hall flooring and clean the area daily.
5. Layout and cut existing concrete floor slab to accommodate the underground utilities modifications to the new chair locations. Coordinate this work with Owner staff to be performed during off business hours.
6. Patch concrete floor areas disturbed. Remove remaining floor coverings and cove base in the dental space and grind surfaces clean for new flooring installation.
7. Install new LVT and 4" vinyl wall base throughout the space. LVT: Shaw Contract Solitude 6"x48" plank fully adhered. Provide samples to Owner for color selection.
8. Modify electrical receptacles and low voltage connections for new equipment locations.
9. Selectively demo finished wall spaces and install backing support, electrical modifications, etc. for dental equipment installation. Restore drywall finishes. Install ceiling backer as needed for ceiling mounted computer monitor equipment.
10. Remove interior signage, wall attached accessories, etc. Remove vinyl wall covering, patch, skimcoat and paint all drywall surfaces within the dental space. Re-install wall mounted accessories and signage.
11. Provide and install custom casework base cabinet as shown in operatory 145.
12. Remove lower interior window sills (2). Cut down or install new matching window sill to be flush with the under sill trim.
13. Provide and install ceiling track mounted medical curtain mounted between the two dental stations and dividing casework.

14. Demo and replace interior ceiling troffer light fixtures. 2x4 Troffer / Lay-in Fixture: Lithonia 2ALL4 CTRF Match current building lighting circuit voltage. Convert existing recessed can lights to LED.
15. Medical Records Room 132: See plan for notes. Selectively demo casework, flooring, cabinet lighting, vinyl wall covering and acoustical ceiling to accommodate a new partition wall. Construct new partition wall, including backing and electrical to accommodate the new Panoramic Imaging equipment location. Skimcoat, tape, finish and paint. Replace flooring in the space with LVT and vinyl base. New partition wall location will be determined by equipment supplier for clear space requirements. Restore finishes on the medical records side of the new partition wall. Medical Records room will also receive new flooring and vinyl base.
16. Relocated existing Pano X-Ray equipment power supply receptacle to the new space. Run a new homerun to the electrical panel and abandon the old location. Lighting in the newly created space to be separated from the existing medical records room. Change 3 way light switch installed at door 132B to single pole. Likewise, change door 132A light switch to a single pole switch.
17. Contractor shall include a contingency allowance line of \$15,000.00 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.

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: Lake Lena Dental Clinic 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 Mille Lacs Band of Ojibwe (MLBO) Permits.

Bonding Requirements: In accordance with 2016 MLB Project Specification Book.

MLBSA Section 17 Procurement Statue 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: **Lake Lena Dental Clinic Remodel**

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

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

ALTERNATE #1 (Description)

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

ALTERNATE #2 (Description)

_____ \$ _____
(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.

- 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: _____