



Community Development **REQUEST FOR PROPOSAL**

OWNER: MILLE LACS BAND OF OJIBWE

DATE ISSUED: 19 August 2025

BID DATE: 24 September 2025

PROJECT: NASS Upper and Lower Schools Remodel, Onamia MN

TO: Pre-Qualified RFQ General Contractors

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for commercial renovation of our Upper and Lower Schools, located in Onamia, MN. Bids will be due Wednesday 24 September, 2025 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday 25 September, 2025 at 10:00 AM.

A mandatory pre-bid site visit for the pre-qualified General Contractors will be held on: Wednesday August 27th, 2025. We will meet at the upper school site, 43651 Oodena Drive, Onamia, MN 56359 The site visit will be held at 1:00 pm.

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 Project design documents as prepared by Architectural Resources Inc.
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.
8. Contractor to carry Builder's Risk insurance on project for duration of construction.

9. 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.

Work Scope:

Project Narrative: The upper and lower schools were originally built in the early 90's and are in need of repair and updates to meet the needs of the MLBO community. Work consists of Electrical and HVAC updating, interior finishes replacement. Exterior EIFS siding, doors and windows, roofing, parking lot and site improvements. The projects will be phased. Beginning with the interior work in the upper school then finishing at the lower school. Exterior improvements schedule will be more flexible, offering opportunities at both facilities during the summer months.

1. Refer to Firm Ground Architects & Engineers Project 22.058. Project Manual including specifications and design drawings will be provided to bidding contractors. There are separate building plans and combined specifications for each project site. Please Email Ryan.Jendro@millelacsband.com for a Drop Box link to download design documents. General Contractor to perform all construction activities as defined in the plans and specifications as identified by the design documents.
2. Bids must be honored for 90 calendar days.
3. Anticipated project schedule is January 2026 to Fall 2027.
4. Contractor shall include 0.5% TERO tax fee in base bid. Contractor shall utilize FEDERAL Davis Bacon wage rates for construction of this project. Wage determination rates for Mille Lacs County will be provided in the first pre-bid addendum.
5. Refer to the project Bid Form for the listing of Bid Alternates.
6. Project is sales tax exempt. Awarded contractor will be provided with the tax exemption form ST3.
7. Project Retainage is 10%.
8. Awarded General Contractor shall be responsible for moving and storage of Owners supplies, equipment, and furnishings during the duration of the remodel work. Discussion will take place at the pre-bid site visit.
9. Contractor shall be required to provide portable toilet facilities for work staff.
10. Contractor to provide temporary protection as needed for building activities.
11. Contractor will be required to provide bi-weekly construction updates to the Owner for grant progress reporting.

Specified Product Substitutions: All proposed product substitutions shall be submitted in accordance with the project specifications. Any approved substitutions, will be made available to all bidders via Pre-Bid Addendum.

Contacts:

Interested bidders shall contact Ryan Jendro - CMD Project Manager at 320.630.5011 or at ryan.jendro@millelacsband.com to be included on the bidder's list in the event that any addendums are issued for this project.

Mobilization:

1. The Contractor shall be capable of mobilizing his equipment and crews within seven days of the receipt of Notice to Proceed.
2. Contractor shall submit building schedule to Owner at the time of contract signature by the Contractor.
3. Contractor shall provide means and methods for all building phases of construction.

Bidding notes:

1. Submit signed proposal in lump sum (supply and install), not to exceed amount.
2. All Contractors (including subcontractors) must comply with Commercial Davis Bacon wage requirements (Mille Lacs County and/or Pine County).
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. A copy of Subcontractor/Material Supplier list
 - e. 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: NAS Upper and Lower School Renovation
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.

COMMUNITY DEVELOPMENT/PROJECT MANAGEMENT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.

PERMIT AND CONTRACTOR REQUIREMENTS:

Permits: Contractors are responsible to attain all necessary permits for all work, including Mille Lacs Band of Ojibwe (MLBO) Permits and

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 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 by email at JSmith2@grcasinos.com with questions regarding licensing and for the license application.

Bonding Requirements:

- A. Performance and Payment Bond: A performance and payment bond on the part of the contractor for 100 percent of the contract price shall be required. "Performance and Payment Bond" means a bond executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- B. Bid Bond: Provide a bid guarantee equivalent to 5 percent of the bid price. The bid guarantee must consist of a firm commitment such as bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his/her bid, execute such contractual documents as may be required within the time specified after the forms are presented to him/her.

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: **NAS Upper & Lower Schools Renovation Project; Onamia, MN**

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

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

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

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

ALTERNATE #1 (if applicable)

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

ALTERNATE #2 (if applicable)

_____ \$ _____
(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: _____