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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER:** Mille Lacs of Ojibwe

43408 Oodena Drive

 Onamia, MN 56359

**PROJECT: MLB Facilities Annual Heating & Cooling**

**DATE: August 22, 2018**

**TO: Qualified HVAC Contractors**

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# Description and Scope of Work

The Mille Lacs Band, Community Development Department will be accepting sealed bidsfor **the servicing of the heating, cooling, HVAC and control systems (currently I-NET) for the Mille Lacs Band of Ojibwe facilities in all three districts (D-I Onamia, D-2A Isle, D-2 East Lake and District-3 Lake Lena)** until **3:30pm, on September 24, 2018**. Bids will then be publicly opened and read aloud, on **September 25, 2018 at 10:00am** in the **Community Development Department**, located in the Mille Lacs Government Center.

Mail sealed bids to: Percy Benjamin, Commissioner of Community Development

 RFP Heating and Cooling

 P.O.Box 509

 Onamia, MN 56359

# Bidding Notes

* Bids include the following facilities:
	+ District 1 (Onamia)
		1. Tribal Government Center
		2. Ceremonial Building
		3. Community Center
		4. Law Office
	+ District 2A (Isle)
		1. Chiminsing Center
	+ District 2 (McGregor)
		1. Government/Community Center
		2. Ceremonial Building
		3. Minisinaakwaang Leadership Academy
	+ District 3 (Lake Lena)
		1. Community Center
		2. Ceremonial Building
		3. Meshakwad Community Center (Hinckley)
* Bids must include all rates regarding service calls (after hours, holidays, weekends and emergencies).
* Bids should be broken down by District if rates are different. A spreadsheet may be used for the breakdown of pricing.
* Bids must be inclusive of the following:
	+ all service call rates and maintenance of heating, cooling, HVAC and control systems for the proper safety, comfort and protection for the Mille Lacs Band Tribal buildings listed above.
* Bids should include a one call number for all service needs to be in compliance for all above listed facilities.
* All pricing shall be valid through September 30, 2019
* Site visits are encouraged and may be scheduled with Rhonda Sam, Facilities Manager (320-630-2447).
* Bids must include all related materials (when possible) and labor.

# Licensing

Contractors must have a current Mille Lacs Band Vendor’s license. Contact Julie Habeck at the Business Regulations Office at (320)532-8860 with questions regarding licensing and for the license application

**The Mille Lacs Band of Ojibwe reserves the right to reject any and all bids for any reason.**

MLB BID FORM COMMUNITY DEVELOPMENT

 FACILITIES

**FIRM NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JOB/PROJECT: FY2018 Facilities Heating & Cooling**

District I Service Rates

Hourly rate during business hours **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of after hours & weekend calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of holiday calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of emergency calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Other applicable charges: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Charge Description) (Dollar Amount)

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Charge Description) (Dollar Amount)

District IIa Service Rates

Hourly rate during business hours **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of after hours & weekend calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of holiday calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of emergency calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Other applicable charges: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Charge Description) (Dollar Amount)

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Charge Description) (Dollar Amount)

District II Service Rates

Hourly rate during business hours **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of after hours & weekend calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of holiday calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of emergency calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Other applicable charges: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Charge Description) (Dollar Amount)

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Charge Description) (Dollar Amount)

District III Service Rates

Hourly rate during business hours **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of after hours & weekend calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of holiday calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Hourly rate of emergency calls **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Other applicable charges: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Charge Description) (Dollar Amount)

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Charge Description) (Dollar Amount)

**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.

**ATTACHMENTS REQUIRED: Failure to provide any of these attachments will result in bid disqualification.**

* MLB BID FORM (MUST BE SIGNED)
* DETAILED PROPOSAL
* MLBO VENDOR LICENSE
* COPY OF CURRENT INSURANCES
* COPY OF MINNESOTA CONTRACTORS LICENSE (if required)

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FIRM NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**