NOTICE TO BIDDERS

FY 2020 RFP Heating & Cooling

# A. Description and Scope of Work

Sealed bids for **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)** will be received at the office of the Commissioner of Community Development, located in the Government Center Onamia, Minnesota until **3:00pm, on September 11, 2019**. Bids will then be publicly opened and read aloud, on **September 1, 2019 at 8:30am** in the **Community Development Department**, located in the Mille Lacs Government Center.

# B. Bidding Notes

* Bids include the following facilities:
  + District 1 (Onamia)
    - Tribal Government Center
    - Ceremonial Building
    - Community Center
    - Law Office
    - New Community Center
  + District 2A (Isle)
    - Chiminsing Center
  + District 2 (McGregor)
    - Government/Community Center
    - Ceremonial Building
    - Minisinaakwaang Leadership Academy
  + District 3 (Lake Lena)
    - Community Center
    - Ceremonial Building
    - 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, 2020
* 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.

**a.     Job/Project: MLB Facilities Heating and cooling**

**b.     On the labor and materials bid lines, reference the attached Proposal with the rates and percentages required.**

**c.     Include all other MLBO Bid Attachments as required on the General Bid Form.**

* Contractors must possess a valid Minnesota Contractors License.
* A copy of current MLB Vendor’s License. (or copy of submitted application)
* Completed and signed copy of the TERO Compliance Plan.
* A copy of current certificate of insurance.
* Copy of an authorized signature sheet if not already on file with the Mille Lacs Band.

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

**All proposals must be mailed and labeled as follows:**

**Percy Benjamin, Commissioner of Community Development**

**Facilities Heating and cooling**

**PO Box 509**

**Onamia, MN 56359**

\*\*Please note that the bids 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. **\*\***

# C. Licensing

In accordance with Band Statue, all contractors must be licensed with the Mille Lacs Band of Ojibwe Corporate Commission. For an application and information about classes of Vendor Licenses, etc. please contact the Corporate Commission at (320) 532-8274.

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