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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE DATE ISSUED: October 11, 2019**

 **43408 OODENA DRIVE**

 **ONAMIA, MN 56359 BID DATE: October 30, 2019**

**PROJECT: 17423 Virgo Rd, Onamia Box Mound**

**TO: Qualified Septic 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 the installation of a new on-site box mound septic system at 17423 Virgo Rd, Onamia. Bids will be due Wednesday October 30, 2019 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday October 31, 2019 at 8:30 AM.

**There will not be a mandatory pre-bid site visit. However, contractors are encouraged to look at the site. Any contractor submitting a bid, must contact Carla Dunkley prior to submittal to ensure that a pre-bid addendum has not been issued.**

**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 2016 MLB Project Specification Book.
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. 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 Description: Please note that bids will only be accepted from licensed septic installers performing 34% or more of the work scope themselves. Bids *will not* be accepted from general contractors.**

**Work Scope:**

**2016 MLB Spec Book, MN Chapter 7080 and Approved Septic Design by EZ Excavating Dated 8/8/2019.**

Contractor shall provide all equipment, materials and labor to complete the work described or referenced in this rfp and within the provided EZ Excavating Design.

1. Replace on-site septic system per the approved septic design provided by EZ Excavating dated 8/8/2019. Contractor shall ensure complete and functional system.
2. Note: This is a Type III timed dosing box mound system. Please see the construction notes section of the design for instruction on mound construction.
3. The contractor shall have the existing septic tank pumped and inspected by a licensed SSTS Inspector to determine if its suitable for connection to the new mound. If determined suitable, proof of pumping and the inspection shall be submitted to the Owner.
4. Contractor shall remove and dispose of (offsite) the existing pump tank, supply and install a new pump tank in its place per the provided design.
5. Contractor shall be responsible for all required permitting and inspections through the MLB inspector. Contractor shall submit to the Owner copies of permits and inspections. Note: at the time of this posting, the Mille Lacs Band doesn’t have an inspector on staff. By the time that the system is scheduled for installation, the Band shall either have an inspector on staff or under contract. There will not be a Band permit fee.
6. Contractor shall provide an As-Built System drawing for submission to MLBO and permitting authority.
7. Contractor will not receive final payment until the MLB DNR has completed a successful final inspection an issued a Certificate of Compliance; and Owner has been supplied with full lien waivers for all subcontractors and suppliers.
8. Contractor is responsible for cutting vegetation and tree removal as required to install the system in accordance to MN Chapter 7080.
9. Contractor shall follow proper MN Chapter 7080 mound prep procedure, keeping traffic off the designated mound area. Contractor shall be responsible for the cost of any: compaction testing; re-design fees; or additional costs associated with system redesign or relocation; if these expenses are incurred due to contractor or subcontractor damaging the mound location.
10. Contractor shall provide and install SJE Rhombus AB Duo alarm for home.
11. Contractor shall provide and install SJE Rhombus timed dosing panel per the provided design.
12. Contractor shall be responsible for electrical connections and any required trenching.
13. Contractor will be responsible for all yard repairs caused by system installation, including grading, black dirt cover and seeding.
14. Contractor shall provide and install an event counter along side the pump control box per provided design**.**
15. Contractor shall install a filter per the provided design.
16. Contractor is responsible for calling Gopher One, as it is believed that there may be utility line(s) located near designated mound location.
17. For bids totaling $25,000 or more, .5% TERO tax fee shall be included in the base bid and paid to the TERO office prior to receipt of final contract payment.
18. Contract will be written with an expiration date of September 30, 2020.

**Bid Alternate #1:**

Provide the cost to remove and dispose of (offsite) the existing septic tank, should it not pass inspection for continued use; and to provide and install a new 1600 gallon Cemstone tank per the provided design. Note: This cost will be added into the total contract amount by the Owner. This cost will become a deduct of the same value, should the existing septic tank be reused.

***Specified Product Substitutions: No substitutions will not be allowed on products specified within the design.***

**Contacts:**

**Interested bidders shall contact Carla Dunkley, Project Management Compliance Officer at 320-532-7429 or by E-mail at** **carla.dunkley@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 provide means and methods for all building phases of construction.

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

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:
	1. Completed and signed MLB Community Development Construction Bid Form
	2. A copy of Current MLB Vendor’s License (or a copy of the submitted application)
	3. A copy of Current Insurance Certificate
	4. A copy of Subcontractor/Material Supplier list
	5. A copy of valid State of Minnesota Contractor’s License (if applicable)
	6. 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 Craig Hansen at (320) 532-4778.

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

**Mille Lacs Band of Ojibwe**

**Commissioner of Community Development**

**Sealed bid: 17423 Virgo Rd, Onamia Box Mound**

**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:**

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 Elizabeth Thornbloom at (320) 532-8274 or via email at EThornbloom@grcasinos.com with questions regarding licensing and for the license application.

 2. Contractors must be MN licensed septic installers.

**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

1. For all Band funded residential construction projects, a performance bond is required for contracts in excess of $50,000.00. 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 2020 CONSTRUCTION BID FORM

REQUIRED FOR ALL BIDS

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

**JOB/PROJECT: 17423 Virgo Rd, Onamia Box Mound**

**LUMP SUM PRICE:**

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 (Written Value) (Dollar Amount)

**ALTERNATE #1: (Cost to remove, dispose of existing septic tank and install new):**

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

 (Written Value) (Dollar Amount)

**ALTERNATE #2 (IF APPLICABLE):**

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 (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)
* MLBO VENDOR LICENSE
* COPY OF CURRENT INSURANCES
* LETTER FROM BONDING SURETY (If required)
* COPY OF MINNESOTA CONTRACTOR’S LICENSE (if applicable)
* SUB-CONTRACTOR LISTS (Include values)

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

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

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

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

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