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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 17, 2017**

**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 **1:30pm, on September 6, 2017**. Bids will then be publicly opened and read aloud, on **September 7, 2017 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

**\*\*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.**

# 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
* 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, 2018
* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**