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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER:** Mille Lacs of Ojibwe

43408 Oodena Drive

 Onamia, MN 56359

**PROJECT: Time and Materials Contracts: FY2019 Roofing Projects**

**DATE: November 20, 2018**

**TO: Roofing Contractors**

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Please submit an itemized quotation for providing the following services.

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

The Mille Lacs Band of Ojibwe, Community Development, is seeking proposals from qualified residential roofing contractors. This service contract shall be utilized by Community Development Department for multiple small residential projects scattered throughout the State of Minnesota and in Wisconsin, if within 30 miles of the DIII Lake Lena Community Center. This will help to eliminate the delays often encountered with small service contracts, and will decrease the amount of administrative time spent on small projects.

**Work Scope & General Conditions:**

Projects to be covered under the annual contract will be small residential roofing projects. Each project’s work scope may vary slightly. An example of a typical roofing project work scope follows:

1. Tear-off and replace existing roofing. Include ice & water installation, replacement of underlayment, valley metal flashings, roof jacks, ridge vent, step flashings and any other accessories which may be present. Homeowner to select new shingle color from Timberline stock colors. Install new kick-out step flashings where appropriate.
2. Demo and replace gutters and install leaf guards. Install new downspouts and extensions as needed to direct water away from foundation.
3. Include replacement of up to 10 sheets of roof plywood. Unit cost per sheet installed to be credited back to Owner for any unused plywood.

When possible the contractor will provide the Mille Lacs Band Community Development staff with a cost estimate prior to performing any work. Also, if the Contractor begins work on a project and encounters a substantial change in the project’s work scope, the Contractor is responsible for notifying the Mille Lacs Band as soon as possible and prior to performing any work not already approved. The Contractor is expected to provide service in a timely manner as many of the roofing repairs may be deemed as urgent. Contractor shall complete each roofing project no later than 90 days from receiving MLB Project Management approval to complete work under the annual contract. Contractors are responsible for securing all applicable permits, including Mille Lacs Band permit, and supplying the Mille Lacs Band with copies of any inspections conducted and will not be paid without this documentation.

Annual service to District I & District IIA is estimated to be $50,000.00. Annual service to District II (McGregor/ Aitkin) is estimated to be $20,000.00. Annual service to District III (Hinckley/ Sandstone) is estimated to be $50,000.00. Annual service to Urban/ Off Reservation (located within the State of MN, could include but not limited to: Pine City, Milaca, Maple Grove, Minneapolis, Duluth) is estimated to be $40,000.00.

Upon approval of proposals, a Service Contract shall be awarded for a one year period ending September 30, 2019 for an amount not to exceed amount. There may be one or more service contracts awarded depending on how many proposals are received to provide service to each district. Depending on necessity less than the awarded contract amount may be used for the year. In the event that additional dollars need to be added to the service contract, the Contractor agrees to continue providing service at the rates provided in their original proposal. Contractor shall have the responsibility to keep accurate records for the project and submit invoicing to Community Development. Each invoice must be itemized in the same manner as the contractor submitted on their bid proposal of rates and charges for the annual service contract so that it can be easily identified that the contractor is billing according to the contracted rates. Each invoice amount will be verified, paid, and deducted from the total contract amount.

Contractor shall provide an itemized proposal including labor, mileage and any other applicable rates. Also, contractor shall submit a total bid amount for each of the following 2 example projects on the bid form.

**Example Project Bid #1 for Blue Spruce with Attached Garage in Onamia**: Provide bid price on bid form for total cost of materials and labor to complete items 1 & 3 as detailed above in the provided “typical work scope.” Contractor shall attach an itemized breakdown of the estimate.

**Example Project Bid #2 for Cedar Home with Attached Garage in Hinckley:** Provide bid price on bid form for total cost of materials and labor to complete items 1 & 3 as detailed above in the provided “typical work scope.” Contractor shall attach an itemized breakdown of the estimate.

**Bidding Notes**: Your proposals shall include the following:

1. Standard Labor Rate: Submit all labor rates that may be apply.(Remember if your proposal includes a cost per sq ft replaced then you must submit itemized invoices using said cost per sq ft. If you submit a proposal for an hourly labor rate, then you must submit itemized invoices showing the rate charged per hour of labor.)
2. Trip Charge Rate, if applicable, or flat labor rate for travel.
3. Material Mark-up Percentage.
4. Profit and Overhead Percentage.
5. Which MLBO Districts you will work in: District I (Mille Lacs), District IIA (Isle), District II (McGregor, East Lake), District III (Hinckley, Lake Lena) and Urban Area. Proposals may be selective or to provide service to all districts.
6. Provide a Proposal including all of the above information. This will be used in lieu of the MLBO Schedule of Values form and *in addition to* the standard MLBO bid form. On the bid form please reference the following:

a.     Job/Project: FY2019 Roofing Projects

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.

1. Copy of a current MLB Vendor’s License. (or copy of a submitted application)
2. Copy of a completed and signed TERO Compliance Plan. 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.
3. Copy of current certificate of insurance.
4. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.

All Proposals must be mailed and labeled as follows:

 Mille Lacs Band of Ojibwe

 Sealed Bid: FY2019 Roofing Projects

 PO Box 509

 Onamia, MN 56359

**Proposals are due in the PO Box by 3:00pm on December 12, 2018. A public bid opening will be held at 8:30am on December 13, 2018 at the Mille Lacs Band Government Center.**

**\*\*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.**

**\*\*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. \*\***

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**

**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 Residential Code (IRC), 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.

**Contacts:**

Interested bidders shall contact either Carla Dunkley at 320-532-7429 or by email at carla.dunkley@millelacsband.com to be included on the bidder’s list in the event that any addendums are issued for this project.

**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@mlcv.com with questions regarding licensing and for the license application.
2. Contractors must possess a valid Minnesota Contractor's License.

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

BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT

PROJECT MANAGEMENT

FY 2019 BID FORM

REQUIRED FOR ALL BIDS

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

**JOB/PROJECT: FY2019 Roofing Projects**

**LABOR & MATERIALS RATES:**

 **SEE ATTACHED PROPOSAL**

**PROPOSED AREAS OF SERVICE: (Check All That Apply)**

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**UNIT COST PER SHEET OF ROOF SHEATHING REPLACED: $\_\_\_\_\_\_\_\_/ SHEET**

**TOTAL BID PRICE Project Example #1: Reroofing Blue Spruce w/ Attached Garage in Onamia**

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 (Written Value) (Dollar Amount)

**TOTAL BID PRICE Project Example #2: Reroofing Cedar w/ Attached Garage in Hinckley**

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 (Written Value) (Dollar Amount)

**BID GUARANTEE PERIOD:**

I agree to hold this bid open for a period of **60 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)
* ATTACHED PROPOSAL WITH A BREAKDOWN OF PROPOSED RATES
* MLBO VENDOR LICENSE
* COPY OF CURRENT INSURANCES

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

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

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

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

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