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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER:** Mille Lacs of Ojibwe

43408 Oodena Drive

 Onamia, MN 56359

**PROJECT: MLB Facilities Annual Electrical Services**

**DATE: August 17, 2017**

**TO: Qualified Electrical Contractors**

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# Description and Scope of Work

The Mille Lacs Band, Community Development Department will be accepting sealed bids for **providing electrical services to 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 at **10:00am on September 7, 2017** at the Mille Lacs Government Center.

# Bidding Notes

* Bids include the following facilities:
	+ District 1 (Onamia)
		- Tribal Government Center
		- Ceremonial Building
		- Community Center
		- Law Office
	+ District 2A (Isle)
		- Chiminsing Center
	+ District 2 (McGregor)
		- Community Center
		- Ceremonial Building
		- Minisinaakwaang Leadership Academy
	+ District 3 (Lake Lena)
		- Community Center
		- 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 breakdown of pricing.
* Bids should include a one call number for all service needs to be in compliance for all above listed facilities.
* Site visits are encouraged and may be scheduled with Rhonda Sam, Facilities Manager (320-630-4227).
* Bids must include all related materials (when possible) and labor.
* All pricing must be valid through September 30, 2018.
* 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: MLB Facilities Electrical**

**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 Electrical**

**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. **\*\***

**\*\*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.**

# C. Licensing

1. 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
2. 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. Contractors must comply with Davis Bacon Wage Requirements.
4. Contractors shall provide a current certificate of insurance.
5. Contractors must possess a valid Minnesota Contractors License.

BIDDING FORM

COMMUNITY DEVELOPMENT

FACILITIES

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

**JOB/PROJECT: FY2018 Facilities Electrical Service**

 **#1 LABOR PRICE:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_N/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Written Value) (Dollar Amount)

**#2 MATERIALS COSTS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_N/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Written Value) (Dollar Amount)

**TOTAL BID PRICE:** *add #1 Labor & #2 Material Cost*

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 (Written Value) (Dollar Amount)

**PLEASE SEE ATTACHED PROPOSAL FOR BREAKDOWN OF BID.**

**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)
* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**