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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE DATE ISSUED: November 1, 2017**

**43408 OODENA DRIVE**

**ONAMIA, MN 56359 BID DATE: November 15, 2017**

**PROJECT: Mulligan Rd Septic Replacement**

**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 shared on-site septic system; and abandonment of the existing systems at 46748 and 46784 Mulligan Rd. Garrison. Bids will be due Wednesday November 15, 2017 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday November 16, 2017 at 8:30 AM.

**A mandatory pre-bid site visit will be held at 1pm on Tuesday, November 7th. Directions to project site from Grand Casino Mille Lacs: North on US Hwy 169. Turn left by the Hardwoods Golf Club Sign. Turn left at the 1st intersection. System to be installed on vacant lot between 2 existing homes on Mulligan Rd.**

**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:**

**2016 MLB Spec Book, MN Chapter 7080 and Approved Septic Design by EZ Excavating Dated 10/31/17.**

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

1. Replace on-site septic system per the approved septic design provided by EZ Excavating dated 10/31/2017. Note: filter to be installed is SimTech STF-100A2. Contractor shall ensure complete and functional system.
2. Contractor will be responsible for having the existing tanks pumped by a licensed Maintainer; and crushing both. Contractor shall complete a Tank Abandonment Reporting Form, which shall be provided to the MLBO along with copies of the paid pumping invoices. Contractor shall assume both tanks to be 1,500 gallons each.
3. Contractor shall be responsible for all required permitting and inspections through Mille Lacs County and the MLB DNR. Contractor shall submit to the Owner copies of permits and inspections. Contact Ryan Rupp for information on MLB DNR procedures at (320) 532-7442 or via email at [Ryan.Rupp@millelacsband.com](mailto:Ryan.Rupp@millelacsband.com)
4. Contractor shall provide an As-Built System drawing for submission to MLBO and permitting authority.
5. Contractor will not receive final payment until a Certificate of Compliance has been received from Mille Lacs County; MLB DNR completes a successful final inspection of the system; and Owner has been supplied with full lien waivers for all subcontractors and suppliers.
6. Contractor is responsible for cutting vegetation as required to install the system.
7. 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.
8. Contractor shall be responsible for trenching and connecting the electric from home at 46784 Mulligan Rd to the new pump tank.
9. Contractor shall provide and install SJE Rhombus AB Duo alarm for each home and be responsible for electrical connection.
10. Contractor will be responsible for all yard repairs caused by system installation, including grading, black dirt cover and seeding.
11. Also, provide and install an event counter along side the pump control box**.**
12. Contractor is responsible for calling Gopher One, as it is believed that there may be utility line(s) located near designated mound location.
13. Contractor shall install system as soon as weather permits in Spring of 2018.
14. 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.

***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**](mailto: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: Mulligan Rd Septic Replacement**

**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 Jacquelyn Smith at (320) 532-8240 or via email at [JSmith@mlcv.com](mailto:JSmith@mlcv.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 County and 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 2018 CONSTRUCTION BID FORM

REQUIRED FOR ALL BIDS

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

**JOB/PROJECT: Mulligan Rd Septic Replacement**

**LUMP SUM PRICE:**

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(Written Value) (Dollar Amount)

**ALTERNATE #1: (IF APPLICABLE):**

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(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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**