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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER:** Mille Lacs of Ojibwe

43408 Oodena Drive

 Onamia, MN 56359

**PROJECT: Weatherization Project at 41936 248th Place McGregor MN**

**DATE: July 25, 2018**

**TO: Weatherization 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, Weatherization, is seeking proposals from qualified Weatherization Contractors for a Weatherization Project Contract. This service contract shall be a one-time contract to be utilized by Weatherization.

Work Scope:

Project is to include work stated in the attached Work Order for 41936 248th Place McGregor MN 55760. 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. Contractor is responsible for contacting Toby Egan, Mille Lacs Band Building Official, to determine whether or not a permit will be required. Contractors are responsible for securing all applicable permits and supplying the Mille Lacs Band with copies of any inspections conducted and will not be paid without this documentation.

General Conditions:

Must have all required permits; MLBO and County. Manual J Load calculations. Licensed MLBO vendor. Weatherization Policy and Standard Work Specification [SWS] can be found at MN commerce website <http://mn.gov/commerce/industries/energy/service-providers/wap/> Policy Manual Tab B for field guide SWS. A tab for weatherization Policy manual. No tax or permit fees on bid.

**Bidding Notes**:

Your proposals shall include the following:

1. On the bid form please reference the following:

a.     On the labor and materials bid lines, reference the attached Proposal with the rates and percentages required.

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: Weatherization Project 41936 248th Place McGregor

 PO Box 509

 Onamia, MN 56359

**Proposals are due in the PO Box by 3:00pm on August 8, 2018. A public bid opening will be held at 8:30am on August 9, 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.**

**Contacts:**

If you have any questions or need additional information, please contact Lee Thompson at (320) 532-4654, or via email at energya@millelacsband.com

**Licensing**:

1. Contractors must be licensed with the Mille Lacs Band of Ojibwe. Call Elizabeth Thornbloom with any questions at 320-532-8274 or email EThornbloom@mlcv.com
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

WEATHERIZATION

FY 2018 BID FORM

REQUIRED FOR ALL BIDS

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

**JOB/PROJECT: Weatherization Project 41936 248th Place McGregor**

 **#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)
* ATTACHED PROPOSAL WITH A BREAKDOWN OF PROPOSED RATES
* MLBO VENDOR LICENSE
* COPY OF CURRENT INSURANCES

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

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

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

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

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