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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE DATE ISSUED: 1 August 2018**

**43408 OODENA DRIVE**

**ONAMIA, MN 56359 BID DATE: 15 August 2018**

**PROJECT: 40847 US HWY 169, Onamia, MN Water Heater, Softener**

**TO: QUALIFIED GENERAL CONTRACTORS**

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

**RFP for Replacement of**

**Water Softener & Water Heater**

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for renovation work at 40847 Onamia, MN. Bids will be due **Wednesday August 15, 2018** at **3:00 PM**. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on **Thursday August 16, 2018** at **8:30 AM**.

**A Mandatory Pre-Bid site visit will be held at site: Tuesday 8/07/18 at 3:00 PM.**

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. NO WORK SHALL BE PERFORMED UNITL ALL REQUIRED PERMITS HAVE BEEN ISSUED AND COPIES IN THE POSSESSION OF THE PROJECT COORDINATOR AND/OR MILLE LACS ABDN BUILDING OFFICIAL.

**COMMUNITY DEVELOPMENT WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARE OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.**

**Work Scope Description:**

**Interior:**

1. **Demo and replace existing water softener unit at the Mino Bimaadiziwin Hotel. Include installation, training of proper maintenance and operation.**
2. **Demo and replace outdated Water Heater Unit (Model # BTC-275 970) Install A.O Smith Water Heater, Model # BTR-275-118, Install, connect to current water heater of a dual system, provide training of proper maintenance and operation. Ensure venting is code compliant.**

**Contacts:**

Interested bidders shall contact Janelle Boyd or Eloise Wind at 320-532-3911 or by email at [Janelle.Boyd@millelacsband.com](mailto:Janelle.Boyd@millelacsband.com) to be included on the bidders’ 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 in seven days of the receipt of Notice to Proceed.
2. Contractor shall submit building schedule to Project Coordinator at the time of contract signature by the Contractor.
3. 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 bids submittal
4. Completed and signed MLB Community Development Construction Bid Form
5. A copy of Current MLB Vendors License (or a copy of the submitted application)
6. A copy of Current Insurance Certificate
7. Completed and signed copy of the TERO Compliance Plan
8. A copy of Subcontractor/Material Supplier list
9. A copy of valid State of Minnesota Contractor’s License
10. A copy of Authorized Signature Sheet (submitted with firs bid submittal)
11. All Contractors must comply with all Mille Lacs Band of Ojibwe American Indian Employment requirements (see 18 MLBSA § 5). Contact Craig Hanson at 320 532-4778.

All Proposals MUST be mailed and labeled as follows:

**Mille Lacs Band of Ojibwe**

**Commissioner of Community Development**

**Sealed Bid 40847 US HWY 169 Water Heater/ Softener**

**P.O. Box 509**

**Onamia, MN 56359**

\*\*Please note that the bids must be submitted via mail to PO Box, FedEx and UPS will not deliver to a P.O Box and the Onamia Post Office will 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 SUMITTED 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 Elizabeth Thornbloom at (320) 532-8274 or via email at [EThornbloom@mlcv.com](mailto:EThornbloom@mlcv.com) with questions regarding licensing and for the license application.

**Permit and Contractor Requirements:**

Permits: Contractors are responsible to attain all necessary permits for all work, including mille Lacs Band of Ojibwe (MLBO) permits.

Bonding Requirements: In accordance with 2016 MLB Project Specification Book.

MLBSA Section 17 Procurement Statute Ordinance 03-06 state the following:

Sections17. Bonding

1. In construction contracts that are federally funded or deemed commercial, bonding is require. These types of contract shall demand a performance bod not less than twenty (20%) percent of total contract price, but not to exceed $500,000.00. A performance bond requirement is to ensure that, if a contractor defaults, the Band may request that the surety pay the expense incurred to complete the construction contract.
2. In addition, all construction contracts identified as federally funded or commercial shall be covered by a payment bond equal to one payment installment or cover subcontractors/suppliers as determined by the Contracting Officer or his agent. The payment bond must contain language stating that if the contractor fails to make a payment to its subcontractors/suppliers, the surety will make necessary payment.
3. 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 the excess of $500,000.00.

SECTION II – BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT

**FY 2018 CONSTRUCTION BID FORM**

**REQUIRED FOR ALL BIDS**

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

**JOB/PROJECT: 40847 US Hwy 169 Water Heater/ Softener**

**TOTAL LUMP SUM PRICE:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(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
* BONDING SURETY LETTER
* COPY OF CURRENT INSURANCES
* COPY OF MINNESOTA CONTRACTOR’S LICENSE

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

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

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

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

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