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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 22, 2018**

**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 10, 2018**. Bids will then be publicly opened and read aloud at **10:00am on September 11, 2018** 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
		- Meshakwad Community Center (Hinckley)
* 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, 2019.
* 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. **\*\***

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