

Mille Lacs Band of Ojibwe Community Development Department

Instructions to Bidders

Thank you for your interest in working with the Mille Lacs Band of Ojibwe, Community Development Department. The following information is required for our projects. All proposals will fall into one of two categories: Purchase Order (for material only) or Service Contract (for labor and material or labor only).

For Purchase Orders: (Material supply only)

Materials totaling less than \$25,000.00 may be faxed, emailed, or mailed directly to the party requesting the proposal.

Materials totaling more than \$25,000.00 MUST be mailed to the PO Box as a sealed bid. Please follow the procedure for Service Contracts over \$2,000.00.

For Service Contracts: (Labor and Materials or Labor Only)

Service Contracts less than \$2,000.00: May be faxed, emailed, or mailed directly to the party requesting the proposal.

Service Contracts in excess of \$2,000.00: MUST be mailed to the P.O. Box along with the following information. Bids may be rejected if any of the listed items are not properly submitted.

1. MLB Bid Form (Must be signed)
2. MLB Vendor's License (copy of current license or application of the same)
3. MN Contractor's License unless otherwise specified in RFP
4. Current Insurance Certificate (*Note: Builder's risk required on all projects*)
5. TERO Compliance Form (completed and signed)
6. Subcontractor / Supplier List (with phone numbers and sub-bid amounts)
7. Performance Bond in accordance with Section III of MLB 2006/2007 Spec Book
8. Authorized Signature Sheet (Submitted with first bid)
9. Any other information specific to the project as stated in the RFP

Bonding Requirements:

Bonds will be required as identified and outlined in Section III of MLB 2006/2007 Spec Book. RFP will also indicate bonding necessity. When a performance bond is required on a particular project, bids must contain a letter from the bonding company indicating that the contractor will be able to obtain a bond for the project.

Permits, Licensing and Contractor Requirements:

1. Permits: Contractors are responsible to attain all necessary permits for all work, including Mille Lacs Band of Ojibwe (MLBO) Permits. MLBO permit fees are as follows:

a. Building Permit:	\$50.00
b. 1 st re-inspection:	Free
c. 2 nd re-inspection:	\$100.00
d. 3 rd re-inspection and there after:	\$350.00
Emergency Inspection:	\$75.00
Not ready for called inspection:	\$500.00
No Show for inspection	\$500.00
Work without permits	\$1,000.00
2. Contractors must possess a valid Minnesota Contractors License.
3. Contractors must be licensed with the Mille Lacs Band of Ojibwe. Call, Business Regulation Office, with any questions (320) 532-8859.

4. All Contractors must comply with all Mille Lacs Band of Ojibwe American Indian Employment requirements. Contact Lew Boyd, (320) 532-4181.

All sealed bids must be mailed as follows:

Commissioner of Community Development
Mille Lacs Band of Ojibwe
Sealed Bid: (Project name or Address from RFP)
P.O. Box 509
Onamia, MN 56359

Please note that UPS and FedEx will not deliver to a P.O. Box and that the Onamia Post Office will not receive hand delivered bids. Please plan accordingly when submitting bid proposals.

If you have any questions regarding the bidding process, please contact the responsible Project Coordinator listed on each individual Request for Proposal.

Community Development Project Related Contact Information:

Jennifer Waltman, Commissioner of Community Development	(320) 532-7508
Mike Moilanen, Director of Planning and Project Management	(320) 532-7438
Barbara Cole, Deputy Solicitor General	(320) 532-7845
Toby Egan, Building Official	(320) 532-7444
Travis Lund, Project Manager	(320) 532-7464
Ryan Jendro, Lead Project Coordinator	(320) 532-7857
Jeff Matrious, Project Coordinator	(320) 532-7432
Ron Anderson, Project Coordinator	(320) 532-4774
Community Development Fax Number	(320) 532-4197

Community Development mailing address (**not to be used to submit bids**):

Mille Lacs Band of Ojibwe
Community Development
43408 Oodena Drive
Onamia, MN 56359