

Request for Proposal
Technical Support for the Mille Lacs Band of Ojibwe In:
Request for Proposal to Provide Energy Efficiency Audits
For Tribal Government Buildings

RELEASED: September 20, 2010
DUE: October 31, 2010

Objectives: To provide Energy Efficiency Audits for three tribal Government buildings. The Government center 50,600 SF, Assisted living Unit 33,000 SF, and Clinic 18,000 SF.

Considerations When Providing a Proposal:

ONLY CONTRACTOR WHO CAN PROVIDE ALL OF THE SERVICES LISTED IN THE SCOPE OF ANALYSIS MAY OFFER PROPOSALS FOR THIS WORK

. Deliverables and Cost: Dec.1, 2010 through July 1, 2010

If your proposal to the Mille Lacs Band of Ojibwe does not include a list of subcontractors, you may not use subcontractors. We are requesting a full proposal and not just statement of qualifications. Please include qualifications of the lead individuals who will be working on this contract to complete the deliverables.

In addition to the estimated cost and timeline for each deliverable, the Mille Lacs Band of Ojibwe requires a brief outline (2 to 4 pages) of the steps the proposer thinks are necessary to complete the work. You will not be penalized for using more than 4 pages. Once the contract has been awarded the successful bidder will be required to submit a detailed work plan.

The Mille Lacs Band of Ojibwe has several administrative requirements outlined below

- Sample Signature Page. Samples of signatures for anyone authorized to sign on behalf of their company.
- Must list current Insurances.
- Must have a Corporate Commission Non-gaming Vendor license.
- Reporting and invoicing. The Mille Lacs Band of Ojibwe requires progress reports on all deliverables, one hard copy and one electronic copy submitted to the Project Manager. Invoices must be submitted monthly and each invoice submitted must identify any work completed by a small business (100 employees or less).

The Mille Lacs Band of Ojibwe's hours of operation are 8:00 a.m. to 5:00 p.m. Central Standard Time. Proposals may be submitted to the Mille Lacs Band of Ojibwe Department of Natural Resources and Environment in the following way:

(1) Mail to: ATTN: Andrew Boyd, Mille Lacs Band of Ojibwe, Department of Natural Resources and Environment, 43408 Oodena Drive, Onamia, MN 56359;

A late response will not be accepted.

Bidders may address any and all questions to the Project Manager- Andrew Boyd, Ecosystems and Environmental Technician via email: andrew.boyd@millelacsband.com , to be post marked on or before October 31, 2010.

The selection process will be completed by December 1, 2010 or sooner and responses will be developed and sent out to all bidders.

If no additional information is required, an award will be made based on price, time schedule for deliverables, and steps required in completing the work.

SCOPE OF ANALYSIS: The specific tasks to be performed by the contractor are listed below:

Conduct Energy audits on three government buildings and provide retro-commissioning plan to improve energy efficiency and energy conservation of the buildings.

The Mille Lacs Band of Ojibwe reserve the right to reject any and all bids for any reason.