



## Community Development REQUEST FOR PROPOSAL

**PROJECT: 105 SULLIVAN AVE. S. HINCKLEY SHOWER INSTALLATION**

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

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed lump sum bids for a residential bathroom renovation located at 105 Sullivan Ave. S. Hinckley, MN. Bids will be due Wednesday, February 4, 2026 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday February 5, 2026 at 10:00 AM.

**A mandatory Pre-Bid site visit will be held on Monday, January 26, 2026 at 2 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 2025 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. **Contractor should provide their electrical subcontractor with sufficient information so that cost of any code required updates are included in their base bid.**
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 UNTIL ALL REQUIRED PERMITS HAVE BEEN ISSUED AND COPIES IN THE POSSESSION OF THE PROJECT COORDINATOR AND /OR MILLE LACS BAND BUILDING OFFICIAL.

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**Work Scope Description:** Unless otherwise noted all work shall be completed according to the 2025 MLB Spec Book.

**Interior:**

1. Demo existing tub/shower and shower trim kit.
2. Supply and install Flexstone Royale Alcove Shower Surround Kit for openings up to 60" W x 30" D x 80" H. Include supply and install of two (2) 15" corner shelves. Supply and install Flexstone single threshold shower base with correct sided drain opening. All components to be Alaskan Ivory in color. Contractor shall include all materials and labor necessary for installation per manufacturer's instructions, including but not limited to the shower drain and backer boards for walls. Contractor is responsible for field measuring to ensure that the selected shower kit size is the best fit for the opening.
3. Contractor shall supply and install plywood backer for the shower surround.
4. Contractor shall include all costs associated with moving plumbing to align with the new showers.
5. Contractor shall include all costs associated with trimming the shower walls to fit the opening. Shower shall fit without leaving a gap in the flooring at shower edge. Material trimmed from shower walls may be used as a small curb to be installed in front of the tub if needed.
6. Supply and install grab bars in shower per MN Accessibility Code.
7. Modify existing shower valve assembly to eliminate tub spout (shower function only) Supply and install a new Moen Adler chrome shower faucet model # 82604. Contractor shall include installation of a shower diverter valve and install Moen handheld showerhead combo with slide bar (Moen 3667EP) chrome finish.
8. Although it's not anticipated that it will be necessary, contractor shall include a \$1500 allowance for drywall and paint repairs. Any necessary drywall or painting work to be completed as described in the following. Patch, tape and texture drywall around the new tub as *needed*; prime and paint all affected drywall surfaces in the bathroom. All (new and existing) texturing to match as closely as possible. Prime drywall with Zinsser mold killing primer. Paint walls to match existing. When complete, the expectation is that the paint and texturing on the walls surrounding the shower looks as uniform as possible. In the event that no drywall or painting work is needed, the allowance will be credited back.
9. Demo and replace all smoke detectors with spec combo smoke c/o detectors as needed to meet code compliance.
10. Reinstall/ relocate existing shower curtain rod to work with new shower. Provide new full length shower curtain.
11. The expectation is to complete this shower installation without needing to move the tenant out. They will be told that they cannot use their shower for a couple of days but will need to have continued access to use their toilet.
12. Contractor shall include 0.5% TERO tax fee in base bid. Submission of receipt for paid TERO fee is required with application for final payment.
13. Contractor shall include the City of Hinckley's permit fee.

*Specified Product Substitutions: All proposed product substitutions must be approved by the Project Coordinator 5 days prior to bid. Any approved substitutions, will be made available to all bidders.*

**Contacts:**

Interested bidders shall contact Carla Dunkley at 320-630-2495 or by email at [carla.dunkley@millelacsband.com](mailto:carla.dunkley@millelacsband.com) to be included on the bidder's list in the event that any addendums are issued for this project.

## **Mobilization and Project Schedule:**

1. The Contractor shall be capable of mobilizing his equipment, crews, and subcontractors within 30 days of a fully executed contract.
2. Project will be substantially complete within 45 days of fully executed contract.
3. General contractor expected to immediately, upon receipt of fully executed contract, source all required materials and products required for the project. Contractor must immediately notify project coordinator of items with long lead times that may impact project schedule.
4. Contractor shall provide means and methods for all building phases of construction.
5. Liquidated damages for exceeding specified timeframes will be in all contracts.

**COMMUNITY DEVELOPMENT/PROJECT MANAGEMENT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.**

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

### **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. Documentation to be provided along with bid submittal:
  - a. Completed & signed MLB Community Development Construction Bid Form (**required**)
  - b. Completed schedule of values (billing worksheet page 2) (**required**)
  - c. A copy of Current MLB Vendor's License (or a copy of the submitted application)
  - d. A copy of Current Insurance Certificate
  - e. A copy of Subcontractor/Material Supplier list
  - f. A copy of valid State of Minnesota Contractor's License
  - g. A copy of Authorized Signature Sheet (submitted with first bid submittal)
4. All Contractors must comply with all Mille Lacs Band of Ojibwe American Indian Employment requirements (see 18 MLBSA § 5). Contact Lori Trail at (320) 532-4778.

### **All proposals must be mailed and labeled as follows:**

**Mille Lacs Band of Ojibwe**

**Commissioner of Community Development**

**Sealed bid: 105 Sullivan Ave. S., Hinckley Shower Installation**

**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. Do not require delivery signature.\*\***

**\*\*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 SUBMITTED IN THIS MANNER WILL BE REJECTED.**

## Licensing:

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 Jackie Smith at (320) 384-4773 or via email at [JSmith2@gracasinos.com](mailto:JSmith2@gracasinos.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 City of Hinckley Permits.

**Bonding Requirements: In accordance with Mille Lacs Band Title 7 as updated in Band Ordinance 07-22. Please note that bonding requirements on Mille Lacs Band Funded Residential projects has changed.**

Band Ordinance 07-22 states the following:

For all Band funded residential construction projects, a performance bond is required for contracts in excess of \$100,000.00.

## SECTION II – BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT  
PROJECT MANAGEMENT

### FY 2026 CONSTRUCTION BID FORM REQUIRED FOR ALL BIDS

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

**JOB/PROJECT:** 105 Sullivan Ave. S. Hinckley Shower Installation

**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 may result in bid disqualification.

- MLB BID FORM (REQUIRED & MUST BE SIGNED)
- SCHEDULE OF VALUES (REQUIRED)
- MLBO VENDOR LICENSE
- COPY OF CURRENT INSURANCES
- COPY OF MINNESOTA CONTRACTOR'S LICENSE
- SUB-CONTRACTOR LISTS (Include values)

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

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

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