



## **Community Development** **REQUEST FOR PROPOSAL**

**OWNER:** MILLE LACS BAND OF OJIBWE  
43408 OODENA DRIVE  
ONAMIA, MN 56359

**DATE ISSUED:** April 22, 2025

**BID DATE:** May 6, 2026

**PROJECT:** 41334 83<sup>rd</sup> St. Hillman Rehab

**TO:** QUALIFIED GENERAL CONTRACTORS

**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 renovation located at 41334 83<sup>rd</sup> Street, Hillman, MN. Bids will be due Wednesday, May 6, 2026 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday May 7, 2026 at 10:00 AM.

**A mandatory pre-bid site visit will be held on Tuesday, April 28, 2025 at 9:15 am.**

### **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.
-

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

**Exterior:**

1. Demo all existing soffit. Supply and install all new white aluminum vented soffits.
2. Tear-off all existing roofing, to include removal of the box vents. After the removal of the box vents, make sheathing adjustments to in-fill and install continuous ridge vent. Demo and replace water damaged sheathing as needed. Include 16 sheets in the base bid. Check insulation and ensure the presence of a vapor barrier where sheathing needs replacement. Supply and install new roofing to include: shingles; ice & water installation over the entire roof; replacement of all underlayment, drip edge, exhaust vents and any other accessories which may be present. Shingles to be Certainteed Landmark in weathered wood 6084. Remove and dispose of satellite dish. Caulk screw holes or repair any damage to the roof sheathing.
3. Demo existing patio door in the rear of the home. Inspect the sheathing and framing around the door. Replace any rotten or badly water damaged framing, sheathing or insulation. Replace house wrap around the opening and ensure that proper taping/ flashing is in place before installing the new door. Supply and install Thermo-tech slim line style 2 panel sliding patio door in white with High Performance glass and flat colonial grids. Contractor to field measure and verify sizing.
4. Demo existing kitchen sink and bathroom windows. Supply and install Thermotech white vinyl windows. Match the existing style and size of each. Inspect the sheathing and framing around the windows. Replace any rotten or badly water damaged framing, sheathing or insulation. Replace house wrap around the opening and ensure that proper taping/ flashing is in place before installing the new windows.
5. Demo existing septic tank lids. Supply and install 2 new lids that fit properly.
6. Dig down to better access the remaining broken inspection pipe between tank lids. Replace as much of the pvc pipe as necessary to bring its height above grade. Supply and install new cap to cover.
7. Cut trees down to stump flash with the ground as follows. Trees may be chipped onsite or cut into smaller sections and piled inside the surrounding tree line. Coordinate debris pile location with homeowner.
  - a. 1 dead tree off to the corner of the deck
  - b. 2 dead trees to the east of the rear deck by the old mound

**Interior:**

1. Patch, texture, prime and paint as needed to address all damaged and water stained rear ceiling drywall surfaces. All (new and existing) texturing to match as closely as possible. Prime all drywall with Zinsser mold killing primer. Repaint to match existing. When complete, all the paint and texturing is expected to look as uniform as possible.
  2. Demo and replace all smoke detectors with spec combo smoke c/o detector to meet code compliance.
  3. Demo and replace patio door jambs to match existing wood finish. Spray foam around door before completing jamb replacement.
  4. Demo and replace window extension jambs on rear windows and east side bathroom window. New jambs to match the existing of each window. Spray foam around windows as needed before completing replacement.
- 

**Additional costs to Include in Base Bid:**

1. Include \$5,000 general allowance in base bid for exterior wall repairs, insulation replacement and associated work. Allowance shall only be used for changes to the work scope which have been approved by Carla Dunkley, Compliance & Residential Projects Manager, prior to execution of work.

2. Construction shall be permitted through Tad Winterfield, as contracted through the Mille Lacs Band. Include a \$500 permit allowance. Any difference in actual permit cost will be deduct from the final billing.
3. For all bids over \$25,000.00, 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.

*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.*

### **Bid Alternate #1:**

Provide unit cost for each of the following to include materials and labor for replacement. These costs will be used to determine final deduct or add to the final project cost. These costs should match any submitted proposed use of the project general or roof sheathing allowances.

- a. Per sheet on roofing
- b. Per sheet on exterior wall
- c. Per ft of exterior wall insulation.
- d. Hourly labor rate for framing repairs (lumber costs would be detailed separately on proposed change/ allowance use)

### **Bid Alternate #2:**

Supply and install heat tape to the bottom 3 rows of shingles on the rear of the home.

### **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 60 days of a fully executed contract.
2. Project will be substantially complete within 90 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. All Contractors are encouraged to provide the following along with their bid submittal:
  - a. Completed and signed MLB Community Development Construction Bid Form (**Required**)

- b. Completed schedule of values (billing worksheet page 2). Should include names of the sub-contractors supplying labor for each item and each materials supplier for each item. **(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. The contractor submitting the bid must be the license holder.
- 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.
5. Bidders must thoroughly review the MLB 2025 Spec Book, project rfp and any pre-bid addendums issued to ensure that they have accounted for and included the cost of all specified materials, products, equipment and labor in their bid.

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

**Mille Lacs Band of Ojibwe**

**Commissioner of Community Development**

**Sealed bid: 41334 83<sup>rd</sup> St., Hillman**

**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@grcasinos.com](mailto:JSmith2@grcasinos.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 a Mille Lacs Band of Ojibwe (MLBO) Permit. Contact Tad Winterfield at 763-482-0446 for questions on permit fees or points of inspection.

**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: 41334 83<sup>rd</sup> St., Hillman

LUMP SUM BASE BID:

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written Value) (Dollar Amount)

BID ALTERNATE #1 (Unit Costs.):

\$ \_\_\_\_\_ / roof sheathing  
(Dollar Amount)

\$ \_\_\_\_\_ / exterior wall sheathing  
(Dollar Amount)

\$ \_\_\_\_\_ / exterior wall insulation  
(Dollar Amount)

\$ \_\_\_\_\_ / hourly labor  
(Dollar Amount)

BID ALTERNATE #2 (Heat Tape Add):

\_\_\_\_\_ \$ \_\_\_\_\_  
(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 TO INCLUDE: Failure to provide any of these attachments may result in bid disqualification.**

- o MLB BID FORM (MUST BE SIGNED)
- o SCHEDULE OF VALUES
- o SUB-CONTRACTOR LISTS (Include values)

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

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

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

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

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