



Community Development REQUEST FOR PROPOSAL

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

DATE ISSUED: May 07, 2026

BID DATE: June 10, 2026

PROJECT: Wood Structure Canopy over Mobile Home
6007 County Rd. #138 Garrison, MN

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 custom Awning / Canopy over a Mobile Home located at 6007 County Rd. #138, Garrison, MN. Bids will be due Wednesday, June 10th, 2026, at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday June 11th, 2026 at 10:00 AM.

A mandatory Pre-Bid site visit will be held on Tuesday, May 26, 2026 at 10:00 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.**
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Work Scope Description:

- 1. Build a 15' x 70' Canopy/Awning over a Mobile home. Provide and install entire roof structure including footings, 6X6 treated posts with concrete footings, structural framing and support, decking, GAF Timberline HD shingle roofing materials and all labor. This Canopy/Awning is to provide an additional roof system over an aging Mobile Home ROOF. This new mobile home Canopy/Awning will serve as protection from snow, rain and the elements. We include a rough drawing and photos to this RFP.**
- 2. Provide and replace the (2) bathroom windows and frames appropriately sized.**
- 3. Spray foam insulation under the entire Mobile Home.**
- 4. Remove old skirting and install new skirting around entire structure.**
- 5. Insulate and trim all window openings on exterior.**
- 6. Provide venting and duct/piping for the clothes dryer.**
- 7. Plumbing lines need replacement in the bathroom area to be discussed in detail at Walk Through on May 26th, 2026 at 10am.**

- A. Include a \$3,900.00 contingency allowance.
- B. 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.
- C. **Permit through MLBO only.** Permit will be pulled through MidMN Inspections LLC. Mr. Tad Winterfield 763-482-0446. No separate permit required by Crow Wing County.

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 James Carpenter at 320-364-9865 or by email at james.carpenter@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. All Contractors must provide the following along with their bid submittal:
 - a. Completed and signed MLB Community Development Construction Bid Form
 - b. Completed schedule of values (billing worksheet page 2).
 - 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: 6007 Cty. Road #138
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 days. 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) 532-8274 or via email at 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 only from MLBO contracted Building Official – Tad Winterfield Building Official 763-482-0446, tad@midmninspections.com. Include a \$500.00 Building Permit fee allowance in your proposal. Actual Permit fee cost will be adjusted according to actual charges on completion billing from awarded contractor to MLBO.

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: 6007 County Rd. #138 Garrison, MN (Canopy for over Mobile Home)

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.

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

NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

FIRM NAME: _____ **TELEPHONE:** _____

ADDRESS: _____

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MAIL ADDRESS:

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