



Community Development **REQUEST FOR PROPOSAL**

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

DATE ISSUED: March 17, 2026

BID DATE: April 8, 2026

PROJECT: 63885 Badger Rd, Hinckley I.H.S. Onsite Septic System

TO: Qualified Septic 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 replacement of an on-site septic system for the home located at 63885 Badger Rd, Hinckley, MN. Bids will be due Wednesday April 8, 2026 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday April 9, 2026 at 10:00 AM.

There will not be a mandatory pre-bid site visit. However, contractors are encouraged to look at the site. Any contractor submitting a bid, must contact Carla Dunkley prior to submittal to ensure that a pre-bid addendum has not been issued.

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 MN Chapter 7080.
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.
3. Contractor must reconnect all utilities, service panel or service feed.
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. Contractor shall be responsible for all debris removal related to all work performed under this work scope.
8. NO WORK SHALL BE PERFORMED UNTIL ALL REQUIRED PERMITS HAVE BEEN ISSUED AND COPIES IN THE POSSESSION OF THE PROJECT COORDINATOR.

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

Work Scope Description: Please note that bids will only be accepted from licensed septic installers performing 34% or more of the work scope themselves. Bids will not be accepted from general contractors or contractors with restricted licenses.

Contractor shall provide all equipment, materials and labor to complete the work described or referenced in this rfp, provided 2025 MLB Spec Book, MN Chapter 7080, IHS Section 01270 and within the provided Environmental Systems design.

1. Replace the on-site septic system per the approved septic design provided by Environmental Systems dated 7/21/23, including box mound materials and details. Contractor shall ensure a complete and functional system. Note: this design was "renewed" by the designer on 10/24/25 per provided letter.
2. Note: This is a Type III timed dosing box mound system. Please see the construction notes section of the design for instruction on mound construction.
3. The contractor shall have the existing septic tank pumped and removed (offsite disposal). Contractor shall assume existing tank hold up to 2,500 gallons. Contractor shall complete tank abandonment form and submit a copy to the Project Coordinator.
4. Contractor shall be responsible for obtaining a Pine County septic permit and coordinating required inspections.
5. Contractor shall be responsible for contacting the Pine County inspector to schedule inspection of scratch, tanks, rock bed and final cover.
6. Additionally, contractor must give the I.H.S. Engineer and Carla Dunkley, Project Manager, a minimum of 48 hour notice before starting the installation to schedule project site visits to see scratch, tanks and rock bed before covering.
7. Contractor shall provide an As-Built System drawing for submission to MLBO.
8. Contractor will not receive final payment until Pine County has completed a successful final inspection and issued a Certificate of Compliance; any punch list items from the Owner or I.H.S. Engineer have been completed; and Owner has been supplied with full lien waivers for all subcontractors and suppliers.
9. Contractor is responsible for cutting vegetation and tree removal as required to install the system in accordance to MN Chapter 7080. Contractor is responsible to cutting trees located within the mound foot print and immediately around the mound, as needed to access the area to construct said mound. Trees shall be cut flush with the ground. Any trees measuring 6" or more in diameter shall be cut into 8' sections and hauled to the DNR shed located on Ojibwe Rd. Smaller trees or brush cleared can either be chipped or hauled away for offsite disposal.
10. Contractor shall follow proper MN Chapter 7080 mound prep procedure, keeping traffic off the designated mound area. Contractor shall be responsible for the cost of any: compaction testing; re-design fees; or additional costs associated with system redesign or relocation; if these expenses are incurred due to contractor or subcontractor damaging the mound location.
11. Contractor shall provide and install Polylok PL122 filter with alarm per design.
12. Contractor shall provide and install flow meter, timed dose & alarm per design: SJE Rhombus model: TD1W114H8AC21E.
13. Contractor shall be responsible for electrical connections and any required trenching.
14. Contractor will be responsible for all yard repairs caused by system installation, including grading, black dirt cover and seeding.
15. Contractor is responsible for calling Gopher One before digging.
16. Although we acknowledge the weather and soil condition dependent nature of the work, it is expected that the work be completed as soon as possible; but the contract will be drafted with a completion deadline date of **October 31, 2026**.
17. Contractor shall include 0.5% TERO tax fee in base bid, if amount exceeds \$25,000.00. Submission of receipt for paid TERO fee is required with application for final payment.

Specified Product Substitutions: No substitutions will not be allowed on products specified within the design.

Contacts:

Interested bidders shall contact Carla Dunkley, Compliance & Residential Projects Manager at 320-630-2495 or by email at carla.dunkley@millelacsband.com for a copy of the 2025 MLB Spec Book, Environmental Systems design or to be included on the bidder's list in the event that any addendums are issued for this project.

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

Bidding Notes:

1. All contractors encourage to include the following with their proposals:
 - a. Sign and completed Mille Lacs Band Bid Form. **(REQUIRED)**
 - b. Completed and signed bid schedule included in IHS specifications. **(REQUIRED)**
 - c. Copy of current MLB Vendor's License. (or a copy of submitted application)
 - d. Copy of current certificate of insurance for General Liability and Property Damage.
 - e. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.
2. All Contractors (including subcontractors) must comply with Davis Bacon wage requirements.
3. 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: 63885 Badger Rd, Hinckley IHS Septic
P.O. 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. ****

****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:

1. 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 with questions regarding licensing and for the license application.
2. Contractors must be MN licensed septic installers.

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: 63885 Badger Rd, Hinckley IHS Septic

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.

ATTACHMENTS REQUIRED: Failure to provide any of these attachments may result in bid disqualification.

- MLB BID FORM (MUST BE SIGNED)
- IHS BID SCHEDULE (REQUIRED)
- MLBO VENDOR LICENSE (OR COPY OF APPLICATION)
- COPY OF CURRENT INSURANCES
- COPY OF MINNESOTA INSTALLER'S LICENSE

NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

FIRM NAME: _____ **TELEPHONE:** _____

ADDRESS: _____

EMAIL ADDRESS: _____