**Department of Natural Resources**

**REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE DATE ISSUED: September 29th, 2025**

**43408 OODENA DRIVE**

**ONAMIA, MN 56359 DUE DATE: October 10th, 2025**

**PROJECT: Construction at 43504 Timber Trials Road, Onamia, MN 56359**

**56359**

**TO: Qualified Contractors**

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

**Project Description**

The Mille Lacs Band of Ojibwe, Department of Natural Resources (MLB DNR) office will be accepting lump sum proposals for **construction** of a building located at **43504 Timber Trials Road, Onamia, MN 56359.** Interested bidders can contact Todd Moilanen, Cultural Resources Director, at (320) 515-1903 or at [Todd.Moilanen@MilleLacsBand.com](mailto:Todd.Moilanen@MilleLacsBand.com) to be included on the bidder’s list in the event that any addendums are issued for this project.

**General Information:**A mandatory site visit is required by all contractors planning to submit a proposal. The site visit will take place on **October 3rd, 2025 at 10:00am.**

**Scope of Work:**

* Building a kitchen on-site
  + Haul-in materials and build a new kitchen on-site.
  + Kitchen dimensions: 16’ x 20’ wood frame, wood trusses, steel roof and steel outside walls, kitchen will have two (2) attached wooden decks.
  + Steel finish on overhangs.
  + No soffits. No inside finish.
  + Two (2) 36” metal doors with window on both ends of kitchen area.
  + Two (2) 48” x 36” sliding window on both sides of kitchen area.
  + Open framed cabinet area with two (2) stainless sinks. No plumbing.
  + Decks will be treated wood at 12’ x 16’ on both sides of kitchen.
  + Roofing over entire structure including the deck area will be metal. Ceiling area over decks will be covered with metal.
  + Structure (including decks) will be built on skids consisting of three-three ply 2” x 6” x 44’ runners which will sit on pre-set finished ground and Sono tubes at 18’ x 46’
* Provide MLB DNR with all disposal receipts/logs and inventory of items, upon request

**Bidding Notes:**

All proposals shall include the following:

* A completed and signed Construction Bid Form
* Copy of current Mille Lacs Band Vendor’s License (or a copy of submitted application)
* Copy of current Certificate of Insurance for Commercial Liability of $1 million and Design Professional Liability of $2 million
* A copy of valid State of Minnesota Contractor’s License (if applicable)
* Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band
* Subcontractors / Material Supplier list
* Any other information specific to the project as stated in the RFP

All contractors must comply with all Mille Lacs Band of Ojibwe American Indian Employment requirements (see 18 MLBSA § 5).

**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 Elizabeth Thornbloom at (320) 532-8274 with questions regarding licensing and for the license application.

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

**Mille Lacs Band of Ojibwe**

**Todd Moilanen, Cultural Resources Director**

**Sealed Proposal: Construction of Cultural Grounds Kitchen**

**P.O. Box 509**

**Onamia, MN 56359**

**Proposals are due on October 10th, 2025 by 8:30am.**

\*\*Please note that all proposals must be 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 proposal submittal.**\*\***

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED. MLB DNR RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.**

Contractors are responsible to attain all necessary permits for all work, including Mille Lacs Band of Ojibwe Permits.

**CONSTRUCTION BID FORM**

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

**JOB/PROJECT:** Cultural Grounds Kitchen Build 43504 Timber Trails Road Onamia, MN 56359

**LUMP SUM PRICE:**   
*(Labor and materials)*

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(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 will result in bid disqualification.

* A completed and signed Construction Bid Form
* Copy of current Mille Lacs Band Vendor’s License (or a copy of submitted application)
* Copy of current Certificate of Insurance for Commercial Liability of $1 million and Design Professional Liability of $2 million
* A copy of valid State of Minnesota Contractor’s License (if applicable)
* Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band
* Subcontractors / Material Supplier list

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

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

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

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

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