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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE DATE ISSUED: August 2, 2018**

 **43408 OODENA DRIVE**

 **ONAMIA, MN 56359 BID DATE: August 22, 2018**

**PRODUCT: Black Dirt Supply & Delivery**

**TO: Excavators & Dirt Suppliers**

**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 bids for supply and delivery of pulverized black dirt to multiple project sites in Districts I, II and III. Bids will be due Wednesday, August 22, 2018 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday, August 23, 2018 at 8:30 am.

**Work Scope:**

Contractor to supply and deliver pulverized black dirt to multiple project sites in Districts I (Onamia), IIa (Isle), II (McGregor/ East Lake) and III (Hinckley/ Sandstone/ Lake Lena) as requested by Earthworks staff.

The anticipated material amounts to be delivered for each District are as follows, but may be less:

800 cubic yards of black dirt for District I

400 cubic yards of black dirt for District IIa

600 cubic yards of black dirt for District II

1000 cubic yards of black dirt for District III

Cost of materials and delivery must be valid through September 30, 2019.

Contractor should have a stockpile of 160 cubic yards so that materials can be accessible for delivery in the Spring and help minimize delays caused by wet conditions.

**Timely Delivery Expectations**: Contractor must deliver dirt to the requested site(s) by the date requested for delivery; or schedule an alternate date for delivery with the Earthworks Supervisor. If the contractor fails to complete a requested delivery by the date scheduled with the Earthworks Supervisor and the request was made 48 (forty-eight) hours in advance; the first two (2) occurrences will result in written warnings. Upon the third such failure to provide delivery as previously described, the contractor will be considered in default and their contract will be cancelled immediately with payment due only for any dirt delivered to date.

**Contacts:**

**Interested bidders shall contact Dan Thomas, Earthworks Supervisor at 320-630-1236 (cell) or Mike Moilanen, Director of Planning and Project Management at 320-532-7438 with any questions.**

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

**Bidding notes:**

1. Submit a **signed project bid form** with unit pricing per cubic yard delivered, including rates for all available load sizes.
2. Proposals may be selective or to provide service to all three districts.
3. Cost of materials and delivery must be valid through September 30, 2018.
4. All Contractors must provide the following along with their bid submittal:
	1. A copy of Current MLB Vendor’s License (or a copy of the submitted application)
	2. A current W-9 form
	3. Current certificate of Insurance
	4. Copy of authorized signature sheet (if not on file)

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

**Mille Lacs Band of Ojibwe**

**Commissioner of Community Development**

**Sealed bid: FY2019 Black Dirt**

**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. **\*\***

**\*\*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 Elizabeth Thornbloom at (320)532-8274 or via email at EThornbloom@mlcv.com with questions regarding licensing and for the license application.

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

SECTION II – BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT

PROJECT MANAGEMENT

FY 2016 CONSTRUCTION BID FORM

REQUIRED FOR ALL BIDS

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

**JOB/PROJECT: FY2019 Black Dirt**

**DI Service:**

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 (List Load Size) (Cost per cubic yard)

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 (List Load Size) (Cost per cubic yard)

**DII Service:**

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 (List Load Size) (Cost per cubic yard)

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 (List Load Size) (Cost per cubic yard)

**DIII Service:**

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 (List Load Size) (Cost per cubic yard)

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 (List Load Size) (Cost per cubic yard)

**Additional charges (if applicable):**

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 (Describe charge ) (Dollar Amount of Charge)

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 (Describe charge ) (Dollar Amount of Charge)

**Acknowledgement and Understanding of Timely Delivery Expectations as Described in RFP dated August 2, 2018.**

**1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Contractor signature) (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 will result in bid disqualification.**

* MLB BID FORM (MUST BE SIGNED)
* MLBO VENDOR LICENSE
* COPY OF CURRENT INSURANCES

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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