

Leech Lake Tribal College
Request for Proposal (RFP)
RFP# 2026-002
Cedar & Oak Bathroom Remodel

Important Dates (all times CST)

RFP Release Date..... April 16, 2026
Letter of Intent to Bid..... April 23, 2026, 5:00 p.m
Site Inspection.....April 27, 2026 @ 9:00 a.m.
RFP Submissions Due.....May 4, 2026
(submission must be post marked by due date specified)



Questions/Clarifications related to this RFP should be directed to the Director of Finance via email:

Burt Howard
Director of Finance
Leech Lake Tribal College
6945 Little Wolf Road, NW
Cass Lake, MN 56633
Phone: (218) 335-4253
Email: Burt.Howard@lltc.edu

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Objective of this RFP

Leech Lake Tribal College (LLTC) is issuing this request for proposals (RFP) to deliver a complete renovation of four (4) multi-stall restrooms in Cedar Hall and Oak Hall that results in safe, modern, fully functional, and ADA-compliant facilities suitable for high-use institutional environments. The work will replace existing finishes, fixtures, partitions, and accessories while maintaining the current layout and infrastructure wherever feasible, ensuring cost efficiency and minimizing disruption. The project is intended to improve durability, cleanliness, accessibility, and overall user experience, culminating in turnkey restroom facilities that meet current code requirements and support the long-term operational needs of the College.

About Leech Lake Tribal College

Leech Lake Tribal College is a tribal college established in 1990 and chartered by the Leech Lake Band of Ojibwe. Located in Cass Lake in Northern Minnesota, the college provides quality higher education grounded in Anishinaabe values offering associate degrees and certificates in traditional fields such as liberal arts, early childhood education, the sciences, business management, law enforcement, carpentry, and electrical. LLTC has a current enrollment of approximately 200 students and approximately 60 faculty, staff, and administrators. Leech Lake Tribal College is accredited by The Higher Learning Commission of the North Central Association of Universities and Schools and is a member of the American Indian Higher Education Consortium.

Scope of Work

LLTC is seeking proposals from Qualified Vendors to fulfill the scope of work. Refer to Attachment A.

Letter of Intent to Submit a Bid

Vendors planning to submit a bid in response to this RFP are requested to return the Letter of Intent (Attachment B of this RFP) by 5:00 p.m. on April 23rd, 2026.

Verbal Communication

Any verbal communication between the Vendor and any College personnel is **not** binding. Only information issued in writing and added to the RFP specifications by an official written addendum by Procurement is binding.

Site Inspection

A site inspection for the project will take place on April 27, 2026. Bidders should arrive at Oak Hall, room 121 by 9:00 a.m.

Proposal Specification

Proposals must be submitted in two separate parts:

Technical Proposal

One (1) original and one (1) copy of the Technical Proposal, clearly labeled “RFP-2026-002 Cedar and Oak Bathroom Remodel,” including all required attachments. The Technical Proposal shall not contain any pricing information.

Cost Proposal

One (1) original Cost Proposal submitted in a separate sealed envelope. The envelope must clearly display the name of the Proposer and be labeled “RFP-2026-002 Cedar and Oak Bathroom Remodel – Cost Proposal.”

All proposals must be postmarked on or before the specified due date and time. Proposals received after the deadline will be returned unopened.

To be considered, the proposal must include the following:

Qualified Vendor Information

1. A signed letter of interest stating the Proposer’s interest and qualifications in providing the required services. The qualifications section should be limited to two (2) pages.
2. Client references, including a minimum of three (3) projects completed within the last five (5) years, preferably for educational institutions or similar organizations. Each reference must include the organization name, address, telephone number, and the name and title of a contact person.
3. All items identified in the Proposal Submittal Checklist.

Proposer Certification Statement

In compliance with this request for proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Name of Firm: _____

Name of DBA (If Applicable): _____

Represented By: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone No.: _____ Fax No.: _____

Email: _____

FEIN No.: _____ DUNS No.: _____

Proposal Submittal Check List

- Proposal/ Proposal Requirements
- Project Plan
- Materials List
- Implementation Timeline: Estimated schedule for completion.
- Cost Proposal: (Separate Sealed Envelope)
- Vendor Experience: Demonstrated expertise with references.

- Warranty information, including workmanship warranty period and manufacturer's warranty
- Completed IRS W-9 Form
- Proposer Certification Statement

Proposal Submission

Completed proposal must be sent via mail at the address below and postmarked on or before the due date defined in this RFP.

Leech Lake Tribal College Attn:

Business Office

Burt Howard, Director of Finance

Enclosed: "RFP-2026-002 Cedar and Oak Bathroom Remodel"

6945 Little Wolf Road, NW

Cass Lake, MN 56633

Special Terms and Conditions

A. Qualifications of Proposers:

- The College may make such reasonable investigations as deemed proper and necessary to determine the ability of the Proposer to perform the work and the Proposer shall furnish to the College all such information for this purpose as may be requested. The College reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Proposer fails to satisfy the College that such Proposer is properly qualified to carry out the obligations of the contract.

B. Cancellation of Contract

- The College reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days' written notice to the Proposer. Any contract cancellation notice shall not relieve the Proposer of the obligation to deliver and/or perform on all outstanding services prior to the effective date of cancellation. In the event of termination by mutual agreement, the Proposer may be compensated for hours worked and/or goods supplied at the specified contractual rate within the scope of the contract.
- If, through any cause other than acts of nature, or other like restrictions beyond the control of the parties rendering performance under the contract impossible, the Proposer fails to fulfill in a timely and proper manner obligations under the contract, the College shall have the right to terminate the contract on written notice to the Proposer specifying the effective date of termination.
- The Proposer shall not be relieved of liability to the College for damages sustained by virtue of any breach of the contract by the Proposer. The College may withhold, or require to be withheld, any payment to the Proposer for the purpose of setoff until such time as the exact amount of damages is agreed upon or is otherwise determined.

C. Governing Law; Venue: Limited Waiver of Sovereign Immunity

- Any Agreement shall be governed exclusively by the laws of the Leech Lake Band of Ojibwe. The parties must agree that the Leech Lake Tribal Court shall have exclusive jurisdiction over any dispute, claim, or action arising from or relating to this Agreement. Nothing in the Agreement shall be deemed or construed as a waiver of the sovereign immunity of the Leech Lake Band of Ojibwe, the Leech Lake Tribal College, its Board of Trustees, or its agents, employees, or officers, except to the limited extent expressly stated in the Agreement and authorized by duly enacted resolution of the Leech Lake Reservation Business Committee. The waiver is limited in the following ways: (a) it will be limited to the specifics and value of the Agreement; (b) it shall be effective during the term of the Agreement and shall cease once the Agreement terminates; and (c) is approved and authorized by the Resolution of the Leech Lake Band of Ojibwe. No Director, member, officer, or trustee shall be held personally liable for any action or decision taken in good faith within the scope of their authority and in the best interests of the College. The parties waive any right to trial by jury to the fullest extent permitted by applicable law, but nothing shall authorize class actions or representative proceedings absent express agreement otherwise.

Indemnification

The Proposer agrees to indemnify, defend, and hold harmless the College, its officers, agents, and employees from any claims, damages, and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Proposer or any services of any kind or nature furnished by the Proposer, provided that such liability is not attributable to the sole negligence of any College employee or the failure of College employees to use the materials, goods, or equipment in the manner described by the Proposer on the materials, goods, or equipment delivered.

Proprietary Information

The College will not accept responses to Invitations for Proposals in cases where the Proposer declares the entire response to the RFP to be proprietary information. The Proposer must designate in the smallest increments possible, that part of the proposal which is deemed to be proprietary.

Integrated Agreement

Any resulting contract represents the entire and integrated agreement between the Proposer and LLTC and supersedes all prior negotiations, representation, or agreements, whether written or oral. The contract may only be amended by written agreement of the Proposer and the College.

Worker's Compensation

The Proposer shall be required at all times during the term of this agreement to subscribe and comply with applicable Workers' Compensation laws and to hold harmless the College and its authorized agents from any and all liability from or under said act.

Insurance Requirements

The successful Proposer shall, at its own expense, maintain in full force and effect throughout the term of the contract the following insurance coverage:

- **Commercial General Liability Insurance**, including coverage for bodily injury, property damage, personal injury, and contractual liability;
- **Workers' Compensation Insurance** in compliance with applicable state laws, and Employer's Liability coverage;
- **Automobile Liability Insurance** covering all owned, non-owned, and hired vehicles used in connection with the work;
- **Professional Liability Insurance**, if applicable, covering errors and omissions related to services performed under the contract.

All insurance policies shall be issued by insurers licensed to do business in the applicable jurisdiction and shall be in amounts sufficient to protect the interests of the College, as reasonably determined by the College.

The Proposer shall provide Certificates of Insurance evidencing the required coverage and limits within ten (10) working days of contract award notification and prior to commencement of work. All policies shall remain in effect for the duration of the contract and any applicable warranty period.

LLTC Rights for Solicitation Cancellation, Rejection of a Proposal or All Proposals

Leech Lake Tribal College reserves the right to reject any and all Proposals submitted, to waive any informalities or irregularities and to re-advertise in its best interest, and to request additional information from all Proposers. The advertisement for Proposals does not commit Leech Lake Tribal College to award a contract nor to pay any costs incurred for the preparation of the Proposal. Any contract awarded will be awarded to the Proposer, who, based upon evaluation of all Proposals, is determined to have submitted the best Proposal, considering both qualifications and cost.

LLTC may cancel the procurement or reject any or all proposals. LLTC is not liable to any proposer for any loss or expense caused by or resulting from the proposals of a solicitation or rejection of a proposal.

LLTC will not reimburse any costs incurred in preparation of the proposal in response to this RFP.

Changes to the RFP and Addenda

If LLTC determines that additional information or clarification to the RFP is necessary, or if changes are made to the RFP, such information will be supplied in addenda. Addenda shall have the same binding effect as though contained in this RFP. Verbal statements made by LLTC's representatives are not binding on LLTC unless confirmed by written addendum.

Rights of LLTC

During the evaluation process, LLTC reserves the right, where it may serve LLTC's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Submission of a proposal indicates acceptance of the conditions contained in the request for proposal (RFP), unless clearly and specifically noted in the proposal submitted and confirmed in the contract between LLTC and the Firm selected.

Upon submission, all proposals become the property of LLTC and become part of our official files without any further obligation on the part of LLTC. LLTC will not pay for any information requested, nor is it liable for any costs incurred by the bidder.

Availability of Funds

This procurement is subject to the availability of funding. Leech Lake Tribal College's obligation hereunder is contingent upon the availability of appropriated funds from which payment for the Contract purposes can be made. No legal liability on the part of Leech Lake Tribal College for any payment shall arise until funds are made available to the Director of Finance for this Contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Director of Finance. Any award of Contract hereunder will be conditioned upon said availability of funds.

Opening Proposal

Proposals will not be publicly opened. All proposals and evaluations will be kept strictly confidential throughout the evaluation, selection, and negotiation. Only members of the Evaluation Committee, Leech Lake Tribal College administrative officers, and its agents having a legitimate interest will be provided access to the proposals and evaluation results.

No proposal shall be withdrawn for a period of ninety (90) days after the due date of the submission of the proposal. A Proposer may notify or withdraw the proposal at any time prior to the proposal due date by written request, signed by the same person who signed the proposal.

Proposals are to be signed by an individual authorized to bind the submitter to its provisions. Proposals are to contain a statement indicating the period during which the proposal will remain valid. Failure to sign the proposal will disqualify it.

Proposal Review and Notification

LLTC will appoint an Evaluation Committee to review and evaluate each proposal submitted. It is anticipated that the proposal review process will be completed and award announced during the week of May 10th, 2026.

Proposal Evaluation and Criteria

- A. The Evaluation Committee will make all decisions regarding the evaluations, determination of responsible Proposers and the competitive range; recommend the selection of the Proposer, if any, that may be awarded the Contract, and in negotiations.
- B. All aspects of the evaluations of the proposals, any discussions/negotiations, including documentation, correspondence and meetings, will be kept confidential during the evaluation process.
- C. All proposals must conform to the specifications. Proposals will be analyzed for conformance with the instructions and requirements of the RFP. Proposals that do not comply with these instructions and do not include the required information may be rejected as insufficient or not be considered for competitive range. Leech Lake Tribal College reserves the right to request of a Proposer to provide any missing information and to make corrections.
- D. Evaluation criteria include:
 - 1. Experience and qualifications – 25%
 - 2. Project Approach and schedule – 25%

- 3. References – 20%
- 4. Cost – 30%

Indian Preference

All Leech Lake Tribal College procurement is subject to applicable provisions of the Code of Federal Regulations (CFR), including federal Indian preference requirements, as amended. A five percent (5%) proposal preference will be given to any Native American-Owned Firm that is at least fifty-one percent (51%) owned and actively controlled by one or more enrolled members of a Federally Recognized Indian Tribe. To receive this preference, the Firm must submit documentation of ownership and control, and proof of Tribal enrollment for Native American owners, as outlined in this RFP

Award

- A. Submission and award of a Contract will be awarded to the most responsible Proposer submitting a responsive Proposal that is the most advantageous to Leech Lake Tribal College, taking into consideration the factors outlined in this Request for Proposal.

- B. Independent Contractor: It is expressly understood and agreed that the Proposer, if selected, and all persons designated by it to provide services in connection with the subsequent award of a Contract, is and shall be deemed to be an independent contractor, responsible for its respective acts or omissions and that Leech Lake Tribal College shall in no way be responsible, therefore, neither party here to has authority to bind the other or to hold out to third parties, that has the authority to bind the other.

Late proposals will not be considered.

Thank you for your interest.

Attachment A – Scope of Work

1. Project Overview

The Contractor shall provide all labor, materials, equipment, supervision, and services necessary to complete the renovation of four (4) existing multi-stall restrooms located in Cedar Hall and Oak Hall.

The project consists of full interior renovation of each restroom, including demolition, replacement of finishes, installation of fixtures and accessories, and associated plumbing and electrical work. The intent is to deliver fully functional, modernized restroom facilities while maintaining existing layouts unless otherwise approved.

The project should be executed and completed between the dates of July 23, 2026 and August 16, 2026. This is the period of time between our Summer and Fall semesters and will have the least impact to our operations.

2. General Requirements

The Contractor shall:

- Provide project management, supervision, and coordination of all trades
- Furnish all materials, equipment, and labor required for a complete installation
- Provide dumpsters, debris removal, and site cleanup
- Maintain safe working conditions and protect adjacent areas from damage
- Coordinate work to minimize disruption to campus operations
- Comply with ADA Standards for Accessible Design (2010) and all applicable state and local codes.
- Maintain all required insurance and standard construction practices.
- Propose a phased construction approach minimizing impact to campus operations.
- The Contractor shall be responsible for obtaining all required permits, inspections, and approvals unless otherwise specified. All associated costs shall be included in the proposal.
- Unforeseen conditions outside the defined scope shall be addressed through a written change order process, subject to approval by the College prior to execution.

3. Demolition

The Contractor shall remove and dispose of existing materials and components, including:

- Floor and wall tile systems
- Wall substrates as required (e.g., drywall behind tile)
- Countertops
- Toilet and urinal partitions
- Plumbing fixtures (toilets, urinals, sinks, faucets)
- Bathroom accessories (mirrors, dispensers, etc.)
- Electrical devices (receptacles, switches, light fixtures, covers)

All demolition debris shall be removed from site and disposed of in accordance with applicable regulations.

4. Wall and Ceiling Construction

The Contractor shall:

- Install new drywall and/or cementitious tile backer board as required
- Repair and prepare wall and ceiling surfaces
- Provide joint finishing, sealing, and surface preparation
- Install blocking and supports for accessories, partitions, and fixtures

5. Flooring and Wall Finishes

The Contractor shall furnish and install:

- New floor tile in all restroom areas
- New wall tile (wainscot height unless otherwise specified)
- Grout, sealants, and trim components
- Paint for walls and ceilings in non-tiled areas

All finishes shall be durable, commercial-grade, and suitable for high-use institutional environments.

6. Countertops and Casework

The Contractor shall:

- Furnish and install new solid surface countertops (e.g., Corian or approved equal)
- Provide required supports, brackets, and backsplashes
- Coordinate installation with plumbing fixtures and sinks

7. Plumbing

The Contractor shall:

- Disconnect, remove, and replace all plumbing fixtures unless otherwise specified
- Furnish and install new:
 - Toilets (wall-hung or floor-mounted as applicable)
 - Urinals
 - Lavatory sinks and faucets
- Reconnect all plumbing systems and ensure proper operation

Unless otherwise approved, existing plumbing rough-in locations shall remain unchanged.

8. Toilet and Urinal Partitions

The Contractor shall:

- Remove existing partitions and supports
- Furnish and install new toilet and urinal partitions (solid plastic or approved equal)
- Install all required hardware and supports

Existing layouts shall be maintained unless otherwise directed.

9. Bathroom Accessories

The Contractor shall furnish and install all restroom accessories, including:

- Mirrors
- Soap dispensers
- Toilet paper dispensers

- Hand dryers
- Grab bars
- Sanitary disposal units
- Baby changing stations (where required)

All accessories shall be commercial-grade and ADA-compliant.

10. Electrical

The Contractor shall:

- Remove and replace or reinstall electrical components as required
- Furnish and install:
 - Light fixtures and/or diffusers
 - Receptacles and switches
 - GFCI protection where required
 - Hand dryers
 - ADA push-button controls (where applicable)
- Ensure all work complies with applicable electrical codes

11. Finishing and Closeout

The Contractor shall:

- Complete all final patching, painting, and finish work
- Install all accessories and fixtures
- Perform final cleaning of all restroom areas
- Address punch list items prior to final acceptance

12. Project Assumptions and Constraints

- Work shall be performed during normal working hours unless otherwise approved
- Restrooms may be taken out of service during construction
- Existing building layout and infrastructure shall be maintained unless otherwise directed

- All work shall be coordinated to ensure continuous safety and minimal disruption

13. Exclusions

The following are excluded unless explicitly stated otherwise:

- Design and engineering services
- Structural modifications
- Relocation of plumbing or electrical mains
- Work outside of identified restroom areas

14. Substantial Completion

The project shall be considered complete when all systems are operational, all finishes are installed, all punch list items are resolved, and the Owner has accepted the work.

Attachment B – Letter of Intent

Letter of Intent to submit a bid for LLTC RFP# 2026-002

Company Name:	
Contact Name:	
Address:	
City, State, Zip:	
Phone #	
Email Address:	

Signature: _____ **Date:** _____

Title: _____

RFP addendums (if any) will be sent by email to the contact person listed above.

Please return by email no later than 5:00 p.m. on April 23rd, 2026. Please return to:

**Burt Howard, Director of Finance
Leech Lake Tribal College
Email: Burt.Howard@lltc.edu**