



## **Community Development** **REQUEST FOR PROPOSAL**

**OWNER:** Mille Lacs of Ojibwe  
43408 Oodena Drive  
Onamia, MN 56359

**PROJECT:** Weekly Maintenance Service for DI Cemeteries

**DATE:** April 19, 2023

**TO:** Lawn Care Contractors

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Please submit an itemized quotation for providing the following services.

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

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### **Work Scope:**

Provide weekly maintenance services for District I cemeteries through September 30, 2023.

Contractor will be responsible for labor and equipment to maintain the following cemeteries in District I: Bedausky, Vineland, Nay Ah Shing and Lakeside. Weekly maintenance will include cleaning cemeteries of debris/leaves, mowing and weed whipping. Contractor will also be responsible for filling in settled areas and reestablishing turf, black dirt will be supplied at each cemetery by Public Works Department. **Some weekly service may be cancelled if grass doesn't grow via weather conditions.**

For payment, weekly invoices should be submitted for 100% of work completed which will be verified and inspected by Public Works Department.

### **Bidding Notes:**

Your proposals shall include the following:

1. Bid should show weekly cost to do the above mentioned work schedule. Bid ***must be signed*** by contractor to be valid.
2. Copy of current MLB Vendor's License. (or a copy of submitted application)
3. Copy of current certificate of insurance for General Liability and Property Damage.
4. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.

All Proposals must be mailed and labeled as follows:

Attn: Commissioner of Community Development  
Sealed Bid: Dist. I Cemetery Maintenance Bid  
PO Box 509  
Onamia, MN 56359

**Proposals are due in the PO Box by 3:00 pm on May 3, 2023. A public bid opening will be held at 9:00am on May 4, 2023 at the Mille Lacs Band Government Center.**

**\*\*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.**

**Contacts:**

Questions regarding this project should be addressed to Brian Scheinost at the Mille Lacs Band of Ojibwe Public Works Department (320) 532-7437.

**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@grcasinos.com](mailto:ETHornbloom@grcasinos.com) with questions regarding licensing and for the license application.

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