



Community Development REQUEST FOR PROPOSAL

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

PROJECT: FY2024 Septic Pumping & Maint.

DATE: August 1, 2023

TO: Licensed Septic Maintainer & Service Provider Contractors

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.

The Mille Lacs Band of Ojibwe, Community Development, is seeking proposals from qualified Septic Maintainer and Service Provider Contractors for Time and Material Service Contracts. This service contract shall be a one year contract to be utilized by the Housing Department for tank pumping, line jetting or cleaning at multiple residential locations. This will help to eliminate the delays often encountered with small service contracts, and will decrease the amount of administrative time spent on small projects.

Work Scope:

Provide septic tank pumping; line jetting or cleaning; and other regular septic maintenance for various residential sites as requested by the Mille Lacs Band Housing Department. When possible the contractor will provide the Mille Lacs Band Housing staff with a cost estimate prior to performing any work. The Contractor may be called and dispatched to a residence at any time. The Contractor is expected to provide service in a timely manner.

Annual service to District I (Onamia), District IIA (Isle) is estimated to be \$50,000.00.

Annual service to District II (Aitkin, McGregor, East Lake) is estimated to be \$10,000.00.

Annual Service to District III (Hinckley, Lake Lena) is estimated to be \$20,000.00. Please specify on your proposal all services that you are able to provide and list a rate for each. Also, include the times that you are available to provide services.

General Conditions:

Upon approval of proposals, a Service Contract shall be awarded for a one-year period ending September 30, 2024 for a not to exceed amount. There may be multiple service contracts awarded depending on how many proposals are received to provide service to each district. Depending on necessity, less than the awarded contract amount may be used for the year. In the event that additional dollars need to be added to the service contract, the Contractor agrees to continue providing service at the rates provided in their original proposal. Contractor shall have the responsibility to keep accurate records and submit invoicing to the Housing Department. Each invoice must be itemized and reference: the actual date of service; number of hours and rate charged for labor; and a detailed list of any other charges. Invoice amount will be verified, paid, and deducted from the total contract amount.

Bidding Notes:

Your proposals shall include the following:

FY2024 Septic Pumping & Maint. RFP

1. Standard Labor Rate: Submit all labor rate levels that may be charged for septic/ holding tank pumping; line jetting or cleaning; and any other possible charges related to regular septic maintenance. Also, include rates for use of all different equipment that may be applicable.
2. Which MLBO Districts you will work in: District I (Onamia), District IIA (Isle), District II (Aitkin, McGregor, East Lake), District III (Hinckley, Lake Lena) and Urban Area. Proposals may either be for: DI, DIIA, DII or DIII only or to provide service to all districts.
3. Trip Charge Rate, if applicable, or flat labor rate for travel.
4. Provide a Sample Estimate, Proposal, or Invoice form including all of the above information. This will be used in lieu of the MLBO Schedule of Values form and *in addition to* the standard MLBO bid form. On the bid form please reference the following:
 - a. Job/Project: FY2024 Septic Pumping & Maint.
 - b. On the labor and materials bid lines, reference the attached Sample Estimate, Proposal, or Invoice form with the rates and percentages required.
 - c. Include all other MLBO Bid Attachments as required on the General Bid Form.
5. A copy of current MLB Vendor's License. (or a copy of submitted application)
6. A copy of current certificate of insurance.
7. 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:

Mille Lacs Band of Ojibwe Housing Maintenance
Sealed Bid: FY2024 Septic Pumping & Maint.
PO Box 509
Onamia, MN 56359

Proposals are due in the PO Box by 3:00pm on August 16, 2023. A public bid opening will be held at 8:30am on August 17, 2023 at the Mille Lacs Band Government Center.

****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.**

****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. ****

PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.

Contacts:

If you have any questions or need additional information, please call Mark Goede at (320) 532-4654 or via email: d1housing.maint@millelacsband.com.

Licensing:

1. Contractors must be licensed with the Mille Lacs Band of Ojibwe. Call Elizabeth Thornbloom with any questions 320-532-8274, or email ETHornbloom@grcasinos.com.
2. Contractors must currently hold a valid MN Septic Maintainer License. However, also being licensed as a MN Septic Service Provider is preferred.

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

BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT
HOUSING MAINTENANCE

FY 2024 BID FORM REQUIRED FOR ALL BIDS

FIRM NAME: _____

JOB/PROJECT: FY2024 Septic Pumping & Maint.

#1 LABOR PRICE:

_____ N/A _____ \$ _____
(Written Value) (Dollar Amount)

#2 MATERIALS COSTS:

_____ N/A _____ \$ _____
(Written Value) (Dollar Amount)

TOTAL BID PRICE:

_____ N/A _____ \$ _____
(Written Value) (Dollar Amount)

Bid includes service rates for: DI _____ DIIA _____ DII _____ DIII _____

PLEASE SEE ATTACHED PROPOSAL FOR BREAKDOWN OF BID.

BID GUARANTEE PERIOD:

I agree to hold this bid open for a period of **60 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)
- ATTACHED PROPOSAL WITH A BREAKDOWN OF PROPOSED RATES
- MLBO VENDOR LICENSE
- COPY OF CURRENT INSURANCES

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FIRM NAME: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL: _____