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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER:** Mille Lacs of Ojibwe

43408 Oodena Drive

 Onamia, MN 56359

**PROJECT: MLB Facilities Pest Control**

**DATE: September 18, 2023**

**TO: Qualified Pest Control Contractors**

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# Description and Scope of Work

The Mille Lacs Band of Ojibwe, Community Development Department will be accepting sealed bids for **annual pest control servicing for the Mille Lacs Band of Ojibwe facilities in all three districts (D-I Onamia, D-2A Isle, D-2 East Lake and District-3 Lake Lena)** until **1:30pm, on October 6, 2023**. Bids will then be publicly opened and read aloud on **October 11, 2023 at 10:00 am**, in the Community Development Department, located in the Mille Lacs Government Center.

Mail sealed bids to: Maria Costello, Assistant Commissioner of Administration

 RFP Pest Control

 P.O. Box 509

 Onamia, MN 56359

# Bidding Notes

* Bids include the following facilities:
	+ District 1 (Onamia)
		1. Tribal Government Center - monthly
		2. Ceremonial Building - monthly
		3. Community Center - monthly
		4. Law Office-monthly
		5. New Community Center- monthly
	+ District 2A (Isle)
		1. Chiminsing Center - monthly
	+ District 2 (McGregor)
		1. Community Center - monthly
		2. Ceremonial Building – monthly
		3. Minisinaakwaang Leadership Academy- monthly

* + District 3 (Lake Lena and Hinckley)
		1. Community Center - monthly
		2. Ceremonial Building – monthly
		3. Meshakwad Community Center - monthy
* Bids must include all rates regarding service calls (after hours, holidays, weekends and emergencies).
* Bids should be broken down by District if rates are different. A spreadsheet may be used for breakdown of pricing.
* Bids must be inclusive of the following:
	+ Rodents, ants, roaches, centi/millipedes, spiders, snakes, bees, crickets, fleas and other similar pests.
* Bids should include a one call number for all service needs to be in compliance for all above listed facilities.
* Site visits are encouraged and may be scheduled with Rhonda Sam, Facilities Manager (320-630-2447).
* Bids must include all related materials (when possible) and labor.
* All pricing must be valid through September 30, 2023.
* **All proposals must be mailed and labeled as follows:**
* **Maria Costello, Assistant Commissioner of Administration**
* **Facilities Electrical**
* **PO Box 509**
* **Onamia, MN 56359**

# Licensing

Contractors must have a current Mille Lacs Band Vendor’s license. Contact Julie Habeck at the Business Regulations Office at (320)532-8860 with questions regarding licensing and for the license application

**The Mille Lacs Band of Ojibwe reserves the right to reject any and all bids for any reason.**

MLB BID FORM

COMMUNITY DEVELOPMENT

FACILITIES

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

**JOB/PROJECT: FY2024 Annual Pest Control**

Monthly Rates of Service at Each Facilities

Government Center, 43408 Oodena Drive **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DI Ceremonial Building , 16141 Nay Ah Shing Drive **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DI Community Center, 45300 Virgo Rd **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

D1 New Community Cnt 18458 Minobimaadizi loop **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Legal Aide Building, 44374 Virgo Rd **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Chiminsing Center, 2605 Chiminising Drive, Isle **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DII Ceremonial Building **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DII Community Center, 36666 Hwy 65 **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Minisinaakwaag Leadership Academy **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DIII Community Center, 45749 Grace Lake Rd **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DIII Ceremonial Building **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DIII Meshakwad Community Center 38043 Hinckley **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total of Monthly Service $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Annual Service Bid Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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)
* DETAILED PROPOSAL
* MLBO VENDOR LICENSE
* COPY OF CURRENT INSURANCES
* COPY OF MINNESOTA CONTRACTORS LICENSE (if required)

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

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

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

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

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