

**REQUEST FOR BIDS**  
**MLBO HHS Cleaning Contract**

**Description and Scope of Work**

The Mille Lacs Band of Ojibwe (MLBO) Health and Human Services (HHS) is soliciting bids for a one (1) year contract for cleaning services of the HHS Building at 18562 Minobimaadizi Loop, Onamia, MN 56359. The cleaning service contract is under the management of the HHS Facilities Department.

Bidders are required to submit written proposals that present the Bidder's qualifications and understanding of the work to be performed. The Bidder's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

All bids must be submitted no later than 3:00 PM on Wednesday September 14, 2022, mailed and labeled as follows:

**Mille Lacs Band of Ojibwe**  
**Attn: HHS Cleaning Contract Sealed Bid 2023**  
**PO Box 509**  
**Onamia, MN 56359**

**General Instructions for Bid**

- Bid Period- Proposal prices are to be firm for ninety (90) days
- Bid Award- It is the intent of MLBO HHS to accept the lowest bid, provided it has been submitted in accordance with the bid documents. MLBO HHS reserves the right to accept or reject any or all bids and to waive irregularities therein. Bids will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday, September 15<sup>th</sup> at 11:00 AM at the OSG office.

**Specifications**

The specifications outline the requirements for cleaning services at MLBO HHS 18562 Minobimaadizi Loop, Onamia MN 56359. The cleaning contract breakdown and floor plan is outlined to assist you in your quote. **Please see Attachment A.**

A walkthrough will be scheduled on Monday, September 5<sup>th</sup> from 1:00-2:00pm to view the building beforehand. A different date/time may requested. Call Curt Kalk Jr to schedule 320-362-1657.

**Responsibilities of the Contractor**

See **Attachment A** for cleaning instructions outlined by department area within the building and a cleaning schedule.

Performance Standards/Outcomes: MLBO HHS has detailed performance standards/outcomes for the MLBO HHS Cleaning Contract. The Contractor is responsible for ensuring full compliance during the course of the contract.

The Facilities Director will submit performance reports on a quarterly basis to the Contractor. The standard format for identifying and reporting contracted outcomes will be outlined and discussed upon bid award. The Contractor may submit comments, questions, concerns, and suggestions at any time. If submitted those will be addressed by Facilities Manager, or appointed contact, in a timely manner.

In addition to the performance reports, quarterly surveys are solicited from MLBO HHS Staff on their perception of the cleanliness of the areas they work in. An accumulated satisfactory rating of these responses will be shared with the Contractor.

Corrective Action: A corrective plan, in conjunction with the Contractor, will be initiated if the Contractor has negative performance. MLBO HHS Facilities Director will outline measurable steps the Contractor will take to correct the deficiencies.

If the outcomes do not improve, the Facilities Director will be forced to end the contract.

#### **Equipment and Cleaning Chemicals**

MLBO HHS will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps, and toilet paper. Restocking/ordering of cleaning equipment, supplies, and chemicals will be coordinated with the Facilities Director.

#### **Damage**

The contractor shall report to the Facilities Director any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.

#### **Cleaning Schedule**

The contractor must provide a cleaning schedule with their quote. The schedule will be reviewed by HHS Facilities and HHS Finance for approval. This schedule is allowed to be flexible due to unexpected closures at HHS such as weather, traffic, and community emergencies. Access to MLBO properties is restricted to the schedule; any changes must receive prior written approval from the Facilities Director.

Services are *not required*, and the building will *not be accessible*, on the following MLBO observed holidays and noon closings. Once the yearly Holiday and noon closing schedule is updated it will be shared with the contractor.

Contacts:

If you have any questions or need additional information, please call Curt Kalk, Facilities Director, 320-362-1657(cell) or Kurt.Kalkjr@hhs.millelacsband-nsn.gov.

MILLE LACS BAND OF OJIBWE, HEALTH AND HUMAN SERVICES RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.

### C. Licensing

Companies 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 Mille Lacs Band of Ojibwe, 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.

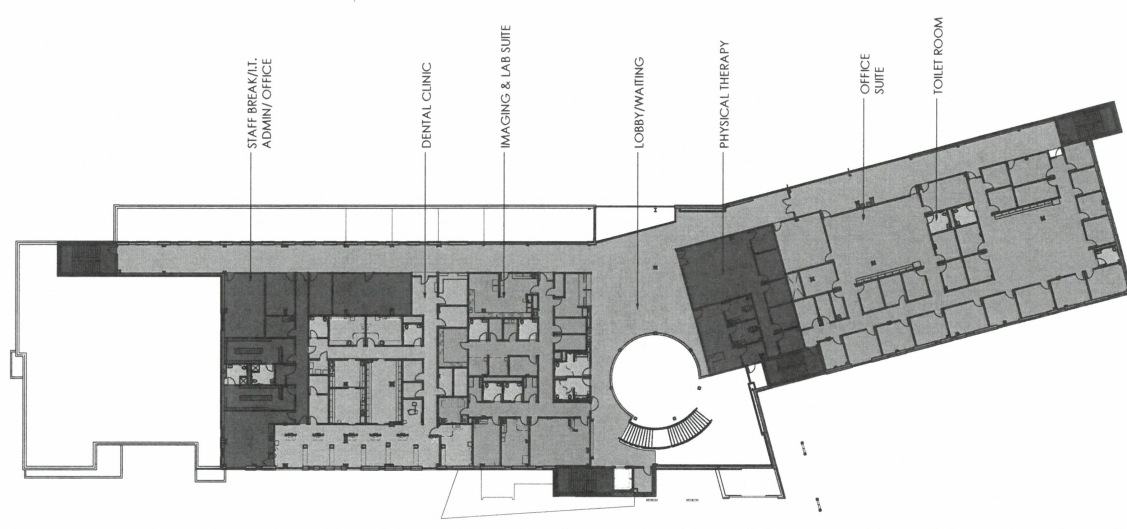
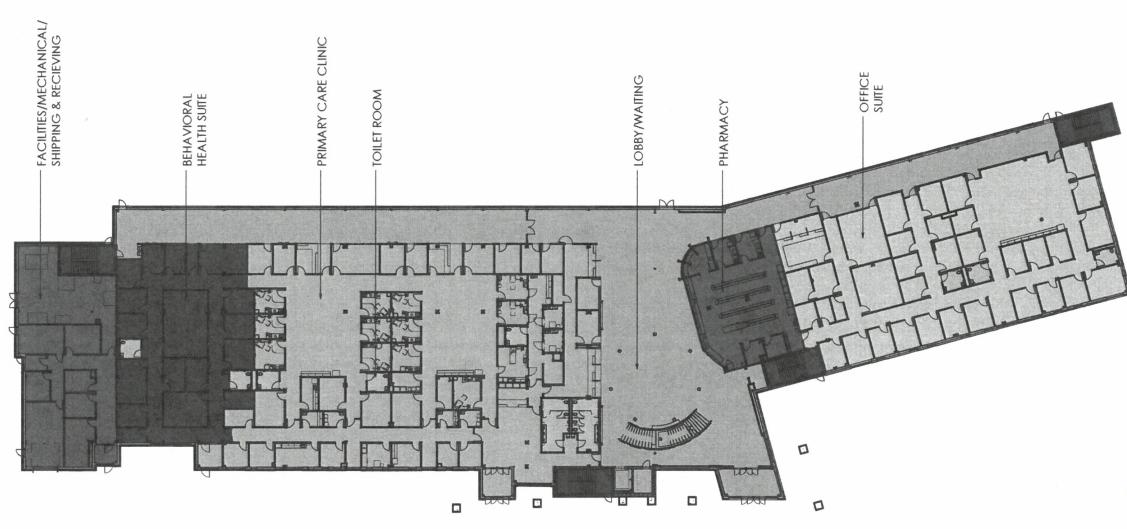




Area - Tasks	How Often Tasks Will be Completed			
Office Suites	DAILY	WEEKLY	MONTHLY	NOTES
<b>General Space</b>				
Pull Trashes, Replace Bags	X			
Pick up Debris and Vacuum	X			
Wipe Down High Touch Surfaces* with Disinfectant	X			
Wash and Clean glass removing smudges and streaks from interior windows and glass.		X		
High Dusting As Needed		X		
<b>Restrooms</b>				
Pull Trashes, Replace Bags	X			
Check and Refill dispensers	X			
Sweep/Pick Up Debris From Floor	X			
Disinfect Surfaces - Counters, Sink, Toilet, Handles, and Dispensers	X			
Wash and Clean glass removing smudges and streaks.	X			
Disinfect and remove stains from sinks, toilets and walls.	X			
Mop -remove stains	X			
<b>Lobby Waiting Area</b>				
<b>General Space</b>				
Pull Trashes, Replace Bags	X			
Remove Debris from Floor and Dust Mop	X			
Wipe Down High Touch Surfaces* with Disinfectant	X			
Wash and Clean glass removing smudges and streaks from interior windows and glass.	X			
High Dusting As Needed	X			
Mop	X			
<b>RESTROOMS</b>				
Pull Trashes, Replace Bags	X			
Check and Refill dispensers	X			
Sweep/Pick Up Debris From Floor	X			
Wash and Clean glass removing smudges and streaks.	X			
Disinfect and remove stains from sinks, toilets and walls.	X			
Mop - remove stains	X			
<b>Primary Care Clinic/dental Clinic/Imaging &amp; Lab Suite</b>				
<b>General Space</b>				
Pull Trashes, Replace Bags	X			



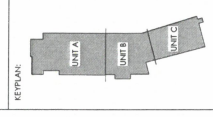
High Dusting As Needed	X			
Wipe Down High Touch Surfaces* with Disinfectant	X			
Remove Debris from Floor and Dust Mop	X			
<b>Restrooms</b>				
Pull Trashes, Replace Bags	X			
Check and Refill dispensers	X			
Sweep/Pick Up Debris From Floor	X			
Wash and Clean glass removing smudges and streaks.	X			
Disinfect and remove stains from sinks, toilets and walls.	X			
Mop	X			
<b>Pharmacy*</b>				
<b>General Space</b>				
Pull Trashes, Replace Bags	X			
High Dusting As Needed	X			
Wipe Down High Touch Surfaces* with Disinfectant	X			
Remove Debris from Floor and Dust Mop	X			
Check and Refill dispensers	X			
Sweep/Pick Up Debris From Floor	X			
Wash and Clean glass removing smudges and streaks.	X			
Mop	X			
<b>Physical Therapy/Gym</b>				
<b>General Space</b>				
Wipe Down High Touch Surfaces* with Disinfectant		X		
Remove Debris from Floor and Dust Mop/Vacuum		X		
Pull Trashes, Replace Bags		X		
Mop/Floor Scrubber - remove stains		X		
<b>Total Building Sq FT</b>				
First Floor	45,240			
Second Floor	30,900			
Total	76,140			* Access only while Staff is present



PROJECT DATA	
PROJECT:	WALKER CENTER (PHASE 1)
DESCRIPTION:	INTERVENTIVE CLINIC
BUILDING AREA:	230,000 SQ FT
MECHANICAL AREA:	45,000 SQ FT
LABORATORY AREA:	15,000 SQ FT
TOTAL AREA:	290,000 SQ FT

INTERIOR FINISHES	
ROOM:	230,000 SQ FT
WALLS:	GLASS, PAINT, GYPSONUM BOARD
CEILING:	GLASS, PAINT, GYPSONUM BOARD
FLOORING:	GLASS, PAINT, GYPSONUM BOARD
MECHANICAL:	GLASS, PAINT, GYPSONUM BOARD
LABORATORY:	GLASS, PAINT, GYPSONUM BOARD
TOILET:	GLASS, PAINT, GYPSONUM BOARD
OFFICE:	GLASS, PAINT, GYPSONUM BOARD
PHYSICAL THERAPY:	GLASS, PAINT, GYPSONUM BOARD
IMAGING & LAB SUITE:	GLASS, PAINT, GYPSONUM BOARD
DENTAL CLINIC:	GLASS, PAINT, GYPSONUM BOARD
STAFF BREAK/IT ADMIN/ OFFICE:	GLASS, PAINT, GYPSONUM BOARD



ISSUE DATE:

