

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 11, 2024, mailed and labeled as follows:

Mille Lacs Band of Ojibwe
Attn: HHS Cleaning Contract Sealed Bid 2024
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 12th at 9:45 AM in 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 walk through will be scheduled on Monday, September 2nd from 1:00-2:00pm to view the building beforehand. A different date/time may be 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 Director, 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 with questions regarding licensing and for the license application.

