



Community Development **REQUEST FOR PROPOSAL**

OWNER: MILLE LACS BAND OF OJIBWE **DATE ISSUED:** February 6, 2023
43408 OODENA DRIVE
ONAMIA, MN 56359 **BID DATE:** February 22, 2023

PRODUCT: 2016 or Newer Chevy Malibu, Ford Fusion, Toyota Camry or Honda Accord

TO: Qualified Dealerships

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

The Mille Lacs Band of Ojibwe, Community Development office will be accepting sealed bids for purchase of a pre-owned 2016 or newer Chevy Malibu, Ford Fusion, Toyota Camry or Honda Accord. Trucks need to be delivered to the Mille Lacs Band Roads Garage, 43118 Timber Trails Rd, Onamia, MN. Bids will be due Wednesday, **February 22, 2023 at 3pm**. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday, **February 23, 2023 at 10:00am**.

Vehicle Specifications:

1. Mileage: 65,000 or less
2. Automatic transmission
3. 4-Door
4. Tires must have 80% or greater life.
5. Vehicle condition must be NADA Guide Book condition "clean" or Kelly Blue Book condition "excellent" or better. Vehicle can have no mechanical defects and passes all necessary inspections with ease. Vehicle has a clean title history title.

Please include a feature / information sheet including photograph(s) of the vehicle with the bid.

Options Selection:

The lowest proposal received that meets all listed vehicle specifications will be selected provided that the vendor is qualified and bid does not exceed the Band's budget.

Delivery:

Dealer shall delivery car within seven (7) days receipt of MLB Purchase Order.

Contacts:

Interested bidders shall contact **Carla Dunkley, Project Management Compliance Officer**, at (320) 630-2495 or via email @ Carla.dunkley@millelacsband.com

Bidding notes:

1. Submit a **signed bid form** with attached vehicle specifications and pricing. Pricing shall list MSRP, show options with added cost, list discounts and final bid price. **Proposals without signature will not be accepted.**

2. All vendors must have a current MLB Vendor's License (or submit a copy of your submitted license application if still in process)
3. Proposals SHALL NOT include sales tax or license fees.
4. It is the vendor's responsibility to identify any and all discrepancies in the posting.

All proposals must be mailed and labeled as follows:

**Mille Lacs Band of Ojibwe
Commissioner of Community Development
Sealed bid: Pre-Owned Mid-Sized Car for Inspector
PO Box 509
Onamia, MN 56359**

**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.

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 with questions regarding licensing and for the license application.

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

SECTION II – BIDDING FORMS

Bidding Requirements and Contract Forms

COMMUNITY DEVELOPMENT
PROJECT MANAGEMENT

FY2023 BID FORM
REQUIRED FOR ALL BIDS

FIRM NAME: _____

JOB/PROJECT: PRE-OWNED MID-SIZED CAR FOR INSPECTOR

LUMP SUM PRICE:

_____ \$ _____
(Written Value) (Dollar Amount)

SEE ATTACHED VEHICLE SPECIFICATIONS, OPTIONS, DISCOUNTS AND DETAILED PRICING INFO.

BID GUARANTEE PERIOD:

I agree to hold this bid open for a period of **30 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)
- VEHICLE SPECIFICATIONS, OPTIONS, DISCOUNT & DETAILED PRICING
- MLBO VENDOR LICENSE

NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

FIRM NAME: _____ **TELEPHONE:** _____

ADDRESS: _____

EMAIL ADDRESS: _____