



REQUEST FOR PROPOSAL

Revisor of Statutes

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

DATE ISSUED: 1 December 2021

BID DUE DATE: 27 December 2021

PROJECT: Printing of the Official Acts and Supplement to the Laws

TO: Qualified Book Printing Companies

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

A. Project Overview and Scope of Work

The Revisors Office for the Non-Removable Mille Lacs Band of Ojibwe is accepting bids pursuant to this request for proposals (RFP) for the publication two separate publications – Official Acts and the Supplement of the Laws and Rules of the Non-Removable Mille Lacs Band of Ojibwe. Once bids have been received, an award shall be made to the bidder whose bid is responsive to the invitation, is most advantageous to the Mille Lacs Band of Ojibwe, and in accordance with Mille Lacs Band Statutes. See below for further information and bidding instructions.

B. Scope of Project

Project 1. Official Acts of the Non-Removable Mille Lacs Band of Ojibwe.

- The printing of 220 copies of the Official Acts, a book consisting of official government documents, approved within the fiscal year of 2021.
 - Of the 220 copies, 92 will be hard covers and 128 will be paperback.
 - The book will be approximately 657 pages – a PDF will be created and sent for review of the table of contents and pages numbers.
 - Within the year the books are received, a request for additional books may be made at a later date.
- Designing a navy-blue cover for the book. The front of the book will bear the official seal of the Mille Lacs Band of Ojibwe and be labeled “Official Acts of the Non-Removable Mille Lacs Band of Ojibwe – 2021.” The spine of the book will bear the official seal of the Mille Lacs Band of Ojibwe and be labeled “Official Acts – 2021.” The text will be colored gold.
- With the exception of the cover page, the pages should be top justified.
- Create proofs for the front cover and spine.
- Books are due as soon as possible.

Project 2. Supplement of the Laws and Rules of the Non-Removable Mille Lacs Band of Ojibwe.

- The printing of 220 copies of the Supplement of the Laws and Rules of the Non-Removable Mille Lacs Band of Ojibwe, a book consisting of the amended statutes, approved within the fiscal year of 2021.
 - Of the 220 copies, 92 will be hard covers and 128 will be paperback.

- The book will be approximately 203 pages – a PDF will be created and sent for review of the table of contents and pages numbers.
- Within the year the books are received, a request for additional books may be made at a later date.
- Designing a black cover for the book. The front of the book will bear the official seal of the Mille Lacs Band of Ojibwe and be labeled “Law and Rules of the Non-Removable Mille Lacs Band of Ojibwe – Supplement – 2021.” The spine of the book will bear the official seal of the Mille Lacs Band of Ojibwe and be labeled “Laws and Rules – Supplement – 2021.” The text will be colored gold.
- With the exception of the cover page, the pages should be top justified.
- Create proofs for the front cover and spine.
- Books are due as soon as possible.

C. Bidding Notes and Instructions

- Submit a detailed invoice for each project.
- Submit a document containing the difference in price for hard cover and paperback and a fee scale showing the price difference of quantities purchased.
- Submit a front cover proof for both projects.
- Submit email and telephone contact information.
- List of previous projects that are similar to this project.
- **Proposals are due by Monday, December 27, 2021, at 5:00PM.**
- **A public bid opening will be held on Tuesday, December 28, 2021, at 10:00AM at the Mille Lacs Band Government Center.**
- Bid results will be made available to bidding firms following the bid opening.
- All proposals must be mailed and labeled as follows:
Mille Lacs Band of Ojibwe
Revisor of Statutes
Sealed bid: Printing of the Official Acts and Supplement to the Laws
43408 Oodena Dr. Onamia
Onamia, MN 56359
- Proposals not submitted in the above described manner will be rejected.

D. Contacts

If you have questions or need additional information, please email Hanna Valento, Revisor of Statutes at hanna.valento@millelacsband.com