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 starting once the contract goes through the approval process in early 2027. 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 November 18, 2026, mailed and labeled as follows:

Mille Lacs Band of Ojibwe
Attn: HHS Cleaning Contract Sealed Bid FY27/28
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 qualified bidder, provided the bid has been submitted in accordance with the RFP 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, November 6th 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 Tuesday November 2, 2026 from 1:00-2:00pm to view the building beforehand. A different date/time may be requested but is not guaranteed. Call Curt Kalk Jr to RSPV and/or 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 complete a performance report on a quarterly basis. This will be available upon request from 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 shared with the contractor.

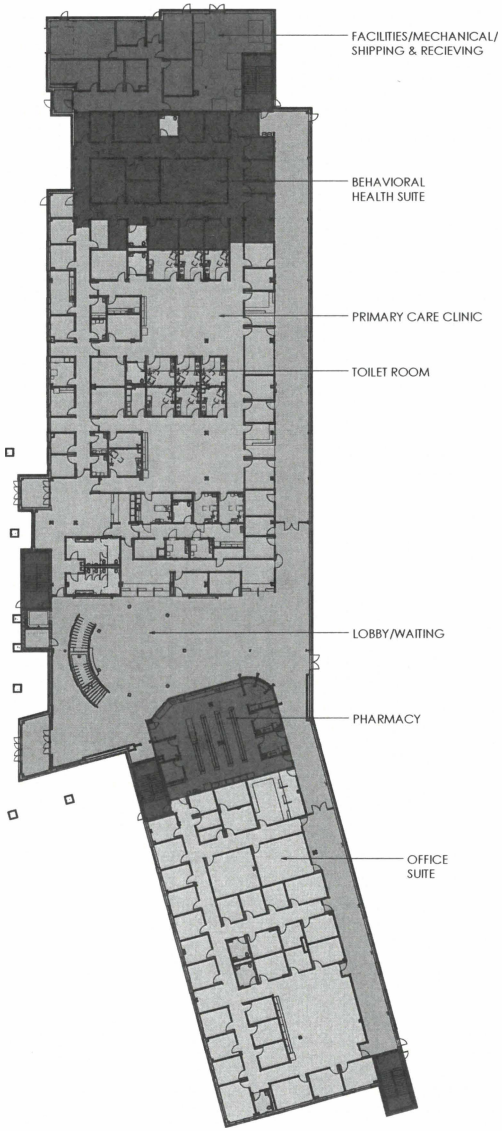
Contacts:

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.

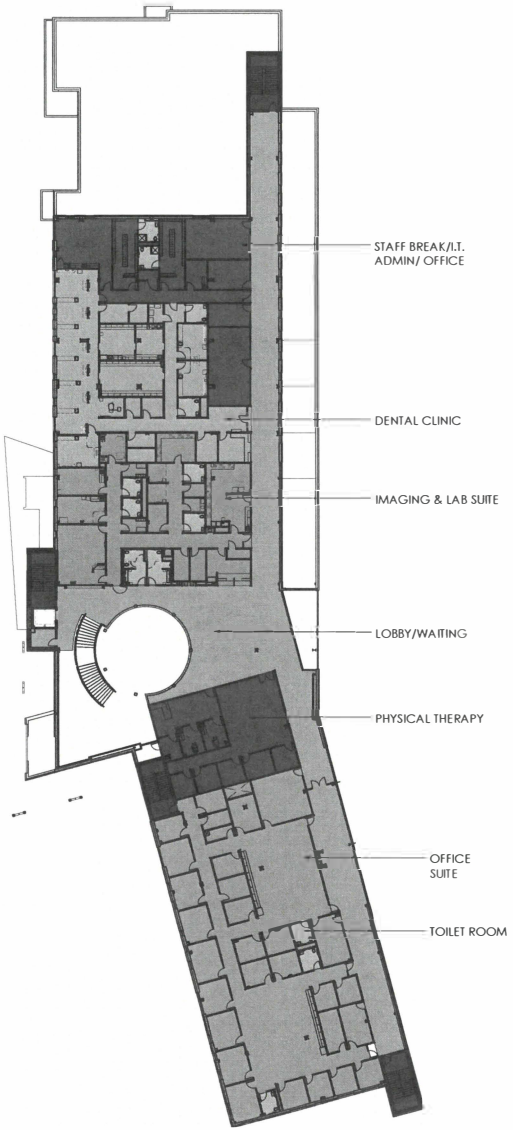
MILLE LACS BAND OF OJIBWE, HEALTH AND HUMAN SERVICES RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.

C. Licensing

Interested Bidders/Contractors 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 Jackie Smith at (320) 384-4773 or via email at JSmith2@grcasinos.com with questions regarding licensing and for the license application.



2 G100 FIRST FLOOR PLAN - UNIT A



1 G100 2ND FLOOR CODE USE PLAN

NOTE:
PLUMBING FIXTURE RATIO
1 WC PER 25 FOR FIRST 50 OCCUPANTS
1 PER 50 FOR THE REMAINDER

1 LAV PER 40 FOR THE FIRST 80 OCCUPANTS
1 PER 80 FOR THE REMAINDER

INTERIOR FINISHES

FLOOR FINISH PER		
WALL AND CEILING FINISHES EXPOSED AREA	CLASS A FLAME SPREAD 0-25, SMOKE DEVELOPED 0-450 CLASS B FLAME SPREAD 26-75 CLASS C FLAME SPREAD 76-200	
OCCUPANCY TYPES	B - BUSINESS	S-2 STORAGE
SPRINKLED OR NON-SPRINKLED	SPRINKLED	SPRINKLED
ROOMS AND SPACES	CLASS C	CLASS C

PROJECT DATA

PROJECT	VALLE CRUCIS RANCH CULTURAL DISTRICT	
DESCRIPTION	NEW HEALTH CLINIC	
BUILDING AREA	FIRST FLOOR LAB AREA	45,240 SF
	SECOND FLOOR LAB AREA	30,900 SF
	TOTAL	76,140 SF

ALLOWABLE BUILDING AREA	FIRST FLR: 45,240 SF SECOND FLR: 30,900 SF TOTAL: 76,140 SF	TABLE 506
ALLOWABLE BUILDING AREA	FIRST FLOOR: APPLIED AREA OF 45,240 SF SECOND FLOOR: APPLIED AREA OF 30,900 SF TOTAL ALLOWABLE AREA OF 76,140 SF	
ALLOWABLE NUMBER OF STORIES	(UNLIMITED)	TABLE 504
ALLOWABLE NUMBER OF STORIES	3 STORIES	

KEYPLAN:

ISSUE DATE:

Area - Tasks	How Often work must be completed		
Office Suites	DAILY	WEEKLY	NOTES
General Office Suites			
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		
Dust Sills, Door frames and high Dusting As Needed		X	
ALL Restrooms			
Pull Trashes, Replace Bags	X		
Check and Refill dispensers	X		
Wipe down dispensers, faucets, and soap dispensers for staining	X		
Disinfect Surfaces - Toilet, Counters, Sink, Handles, walls, dispensers, any other high touch or contaiminated surface	X		
High Dusting As Needed			
Wash and Clean glass removing smudges and streaks.	X		
Scrub toilets, faucets, sinks and urinals. Disinfect and remove staining.	X		
Vacuum/Sweep/Pick Up Debris From Floor	X		
Mop floor - remove stains	X		
Lobby/Waiting Areas			
General Space			
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 floor -remove any stains	X		
PUBLIC RESTROOMS			
Pull Trashes, Replace Bags	X		
Check and Refill dispensers	X		
Wipe down dispensers, faucets, and soap dispensers for staining	X		
Disinfect Surfaces - Toilet, Counters, Sink, Handles, walls, dispensers, any other high touch or contaiminated surface	X		
High Dusting As Needed		X	
Wash and Clean glass removing smudges and streaks.	X		
Scrub toilets, faucets, sinks and urinals. Disinfect and remove staining.	X		
Vacuum/Sweep/Pick Up Debris From Floor	X		

Mop floor - remove stains	X		
Primary Care Clinic/Dental Operatories/Imaging & Lab Suite MUST BE DONE AFTER 5 PM			
General Space			
Pull Trashes, Replace Bags	X		
High Dusting As Needed		X	
Wipe Down All High Touch Surfaces* - coutners, dispensers, sinks, handles, door knobs, light switches, seating, and any other surface that is touched daily with approved disinfectant	X		
Vacuum/Sweep - remove all debris before mopping	X		
Mop Floor - remove any stains	X		
Clinic Restrooms			
Pull Trashes, Replace Bags	X		
Check and Refill dispensers	X		
Wipe down dispensers, faucets, and soap dispensers for staining	X		
Disinfect Surfaces - Toilet, Counters, Sink, Handles, walls, dispensers, any other high touch or contaiminated surface	X		
Wash and Clean glass removing smudges and streaks.	X		
Scrub toilets, faucets, sinks and urinals. Disinfect and remove staining.	X		
Vacuum/Sweep - remove all debris before mopping	X		
Mop floor - remove stains	X		
Pharmacy* MUST BE DONE BEFORE 5 PM			
General Space			
Pull Trashes, Replace Bags	X		
Dust Shelves and High As Needed		X	
Wipe Down High Touch Surfaces* with Disinfectant	X		
Remove Debris from Floor and Dust Mop	X		
Check and Refill dispensers	X		
Vacuum/Sweep - remove all debris before mopping	X		
Wash and Clean glass removing smudges and streaks.	X		
Mop Floors -remove stains	X		
Physical Therapy/Gym			
General Space			
Wipe Down High Touch Surfaces* with Disinfectant	X		
Vacuum/Sweep - remove all debris before mopping	X		
Pull Trashes, Replace Bags	X		
Mop/Floor - remove stains	X		
Total Building Sq FT			
First Floor	45,240		
Second Floor	30,900		

Total	76,140		* Access only during scheduled times