



## **Nay Ah Shing Schools** **REQUEST FOR** **PROPOSAL**

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

**PROJECT:** Weekly Cleaning Service October 2026 – September 2027

**TO:** Qualified Commercial Cleaning Service Vendors

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

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### **A. Project Overview and Scope of Work**

The Mille Lacs Band of Ojibwe is accepting bids for the Requested Proposal (RFP) for qualified commercial cleaning service vendors to provide weekly cleaning services at the Mille Lacs Band Nay Ah Shing Upper and Lower School within District I of the Mille Lacs Band.

#### **Scope of project:**

- Deep cleaning service at the Nay-Ah-Shing School District; 5 days a week between the hours of 3pm to 6am, Monday through Friday/Saturday for the Elementary School, Middle/High School.
- Weekly cleaning will include sweeping/mopping of all floors, restrooms, classrooms, lunchrooms, staff offices and the front entrances. Dusting and sanitizing all touch surfaces.
- Monthly or per request cleaning will include shampooing and spot removing of carpets
- Annual cleaning will include stripping and waxing of all tiled floors as needed

### **B. Bidding notes:**

1. Bid should show monthly cost to do the above-mentioned work schedule.
2. Provide current MLB vendor license or a copy of submitted application.
3. Provide copy of current certificate of insurance for general liability and property damage.
4. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.
5. List of previous projects / experience with facilities of this type / use.

### **All proposals must be mailed and labeled as follows:**

**Mille Lacs Band of Ojibwe**  
**Commissioner of Education**  
**Re: NAS Schools Qualified Cleaning Services**  
**43651 Oodena Drive**  
**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. \*\***

### **Permit and Contractor Requirements:**

Permits: Contractors are responsible to attain all necessary permits for all work, including Mille Lacs Band of Ojibwe (MLBO) Permits.

### **Contacts:**

**If you have questions or need additional information, please call Julie Benjamin Executive Director of Education 320-532-4695 ext. 2147 or Stacy Boyd Operations & Maintenance Director 320-532-4690 ext. 2212**

**NAY AH SHING SCHOOLS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.**