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**Community Development**

**REQUEST FOR PROPOSAL**

**OWNER:** Mille Lacs of Ojibwe

43408 Oodena Drive

 Onamia, MN 56359

**PROJECT: MLB Facilities Pest Control**

**DATE: August 17, 2017**

**TO: Qualified Pest Control Contractors**

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# Description and Scope of Work

The Mille Lacs Band of Ojibwe, Community Development Department will be accepting sealed bids for **annual pest control servicing for the Mille Lacs Band of Ojibwe facilities in all three districts (D-I Onamia, D-2A Isle, D-2 East Lake and District-3 Lake Lena)** until **1:30pm, on September 6, 2017**. Bids will then be publicly opened and read aloud on **September 7, 2017 at 10am**, in the Community Development Department, located in the Mille Lacs Government Center.

Mail sealed bids to: Percy Benjamin, Commissioner of Community Development

 RFP Pest Control

 P.O. Box 509

 Onamia, MN 56359

**\*\*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.**

# Bidding Notes

* Bids include the following facilities:
	+ District 1 (Onamia)
		1. Tribal Government Center - monthly
		2. Ceremonial Building - monthly
		3. Community Center - monthly
		4. Law Office-monthly
	+ District 2A (Isle)
		1. Chiminsing Center - monthly
	+ District 2 (McGregor)
		1. Community Center - monthly
		2. Ceremonial Building – monthly
		3. Minisinaakwaang Leadership Academy- monthly

* + District 3 (Lake Lena)
		1. Community Center - monthly
		2. Ceremonial Building - monthly
* Bids must include all rates regarding service calls (after hours, holidays, weekends and emergencies).
* Bids should be broken down by District if rates are different. A spreadsheet may be used for breakdown of pricing.
* Bids must be inclusive of the following:
	+ Rodents, ants, roaches, centi/millipedes, spiders, snakes, bees, crickets, fleas and other similar pests.
* Bids should include a one call number for all service needs to be in compliance for all above listed facilities.
* Site visits are encouraged and may be scheduled with Rhonda Sam, Facilities Manager (320-630-2447).
* Bids must include all related materials (when possible) and labor.
* All pricing must be valid through September 30, 2018.

# Licensing

Contractors must have a current Mille Lacs Band Vendor’s license. Contact Julie Habeck at the Business Regulations Office at (320)532-8860 with questions regarding licensing and for the license application

**The Mille Lacs Band of Ojibwe reserves the right to reject any and all bids for any reason.**

MLB BID FORM

COMMUNITY DEVELOPMENT

FACILITIES

**FIRM NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JOB/PROJECT: FY2018 Annual Pest Control**

Monthly Rates of Service at Each Facilities

Government Center, 43408 Oodena Drive **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DI Ceremonial Building , 16141 Nay Ah Shing Drive **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DI Community Center, 45300 Virgo Rd **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Legal Aide Building, 44374 Virgo Rd **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Chiminsing Center, 2605 Chiminising Drive, Isle **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DII Ceremonial Building **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DII Community Center, 36666 Hwy 65 **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Minisinaakwaag Leadership Academy **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DIII Community Center, 45749 Grace Lake Rd **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DIII Ceremonial Building **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total of Monthly Service $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Annual Service Bid Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BID GUARANTEE PERIOD:**

I agree to hold this bid open for a period of **90 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)
* DETAILED PROPOSAL
* MLBO VENDOR LICENSE
* COPY OF CURRENT INSURANCES
* COPY OF MINNESOTA CONTRACTORS LICENSE (if required)

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FIRM NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**