

REQUEST FOR PROPOSALS (RFP)

RFP Number: DMR-RFP-WDC-63

The Ohio Department of Developmental Disabilities (DODD), Warrensville Developmental Center (WDC) is requesting proposals for:

Linen Services

For the Period: **State Fiscal Year 2019 - July 1, 2018 through June 30, 2019**

State Fiscal Year 2020 - July 1, 2019 through June 30, 2020

State Fiscal Year 2021 - July 1, 2020 through June 30, 2021

RFP Issued: April 17, 2018
Inquiry Period Begins: April 17, 2018
Inquiry Period Ends: May 1, 2018 at 8:00 AM
Proposals Due: May 14, 2018 at 4:00 PM

Submit Proposals via e-mail to:

Ohio Department of Developmental Disabilities
DMRProcurement@dodd.ohio.gov

This RFP consists of five (5) parts and one (1) attachment, totaling thirteen (13) consecutively numbered pages. Please verify that you have a complete copy.

Please submit all inquiries about this RFP through the State Procurement web site at www.ohio.gov/procure. Please refer to Part Three of this RFP, "General Instructions", for instructions on submitting inquiries through the State Procurement web site. All responses to inquiries submitted by contractors will be posted on the State Procurement website for viewing by all prospective contractors.

PART ONE: STRUCTURE OF THIS RFP

PARTS

Part One	Structure of this RFP
Part Two	Information on requested services
Part Three	General Instructions
Part Four	Evaluation of Proposals
Part Five	Contract Award

ATTACHMENTS

Appendix 1 – Contractor Information Form

- Contractor Information Form must be completed and submitted with the proposal.

PART TWO: SERVICES REQUESTED INFORMATION

I. BACKGROUND

Warrensville Developmental Center (WDC) is a Medicaid-certified Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID), operated by the Ohio Department of Developmental Disabilities (DODD) located in Highland Hills, Ohio and provides services to approximately 90 individuals with developmental and other disabilities.

II. PURPOSE

Warrensville Developmental Center (WDC) is seeking proposals from qualified contractors to provide laundry services.

III. SCOPE OF WORK

A. The services consist of all items listed herein for Developmental Center, including all required labor, materials, and equipment (including items not specifically noted or shown as required for complete service, subject to any exclusions listed below). It is the intent of this document that contractors provide a single proposal covering all categories of work for this service.

B. Contractor providing services under this RFP will:

1. Provide linen and linen services, including pick-up, washing, drying, and drop-off up to three (3) times weekly. Provide collection bag stands and bags at each pickup location (projected at 9 locations), estimated at 39 bags total and 39 bag stands total. Pricing should be per item provided at a projected rate of 1,920 sets of flat single bed sheets, fitted single sheets, and pillow cases, and 1,400 blankets supplied per month. Days of linen pickup will be determined based upon an agreement. Inventory levels must be maintained at each house. Provide red biohazard cart(s) for storage of over flow soiled linen between pickups. Inventories requirements can be adjusted up or down by WDC.

Laundry services will be required for the following buildings:

- WDC- House 1
- WDC- House 2
- WDC- House 3
- WDC- House 4
- WDC- House 5
- WDC- House 7
- WDC- House 8
- WDC- House 9

IV. SPECIAL CONSIDERATIONS

- A. The contractor shall identify the individuals providing services under this RFP. These individuals must:
 - 1. Shall have not been found guilty of, or pleaded guilty to, any offense set forth in Section 5123.08(1), (2), or (3) of the Ohio Revised Code; nor employ any person to provide services under this RFP who has been found guilty of, or pleaded guilty to any offense set forth in Section 5123.081(1), (2), or (3) of the Ohio Revised Code. The person(s) providing services under this RFP will be subject to a criminal background check prior to performing any services at Warrensville Developmental Center.
- B. Contractor shall perform all services rendered in accordance with all applicable state of Ohio, Ohio Department of Developmental Disabilities (DODD) regulations/licensure requirements, federal and state Medicaid (ICF/IID) regulations, Warrensville Developmental Center (WDC) policies and procedures, and any and all other regulatory statutes and/or procedures WDC desires to institute at any time during the contract period.
- C. Contractor shall perform all services rendered in accordance with the service provider's licensure/certification requirements and the code of ethics established by the discipline/profession and/or State of Ohio licensing board.
- D. Contractor shall certify that all of its employees, while working at Warrensville Developmental Center, will not purchase, transfer, use, be under the influence of, or possess illegal drugs or alcohol, or abuse prescription drugs in any way.
- E. Contractor shall comply with all applicable provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), both in the provision of specified services and in its employment practices.
- F. All services provided under this RFP shall meet the appropriate standards of the Federal Medicaid program for Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID).
- G. Contractor shall not be subject to an "unresolved" finding for recovery under Section 9.24 of the Ohio Revised Code. If there is a finding for recover, the Contractor's proposal will be rejected.

V. ETHICAL AND CONFLICT OF INTEREST REQUIREMENTS

No contractor or individual, company or organization seeking a contract shall promise or give to any DODD employee any item of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

No contractor or individual, company or organization seeking a contract shall solicit any DODD employee to violate any of the conduct requirements for employees.

Any contractor acting on behalf of DODD shall refrain from activities that could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor who violates the requirement and prohibitions defined Section 102.03 or Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by DODD to enter into a contract.

By submitting a signed proposal for this service, the Contractor affirms that, as applicable to the Contractor, parties listed in Division (I)(3) or (J)(3) of Section 3517.13 of the Ohio Revised Code or spouse of such party are in full compliance with Divisions (I)(1) and (J)(1) of the Ohio Revised Code in regards to campaign contributions.

PART THREE: GENERAL INSTRUCTIONS

The following sections provide a calendar of events, details on how to respond to this RFP and how to get more information about this RFP. All responses must be complete and in the prescribed format.

I. CALENDAR OF EVENTS & ON-LINE INFORMATION

The schedule for this RFP is given below and is subject to change. DODD may change this schedule at any time. If DODD changes the schedule before the Proposal Due Date, it will do so through an announcement on the State Procurement web site area for this RFP at the following link: <http://procure.ohio.gov/proc/index.asp>. The web site announcement will be followed by an addendum to this RFP, which also will be made available through the same State Procurement web site.

It is each prospective Contractor's responsibility to check the State Procurement web site's question-and-answer area for this RFP for current information and the calendar of events scheduled through award of any contract.

Other than by adherence to the RFP Inquiry process, set forth below, no contact related to this RFP shall be made with DODD until a contract award is announced. Notwithstanding this prohibition, DODD, at its sole discretion, may request additional information as part of the review process outlined below.

Firm Dates

RFP Issued: April 17, 2018
Inquiry Period Begins: April 17, 2018
Inquiry Period Ends: May 1, 2018 at 8:00 AM
Proposals Due: May 14, 2018 at 4:00 PM

Estimated Dates

Contract Award Notification: May 21, 2018
Issuance of Purchase Order: July 1, 2018

II. PROPOSAL FORMAT

Proposals must be prepared in accordance with the information in this document.

- A. Proposals shall be in writing and signed by the person providing services (or in the case of companies an authorized representative on company letterhead).
- B. Proposals shall be submitted on the basis of a unit rate for each type of linen provided. Travel expenses and travel time will not be paid. For two (2) year contracts a separate quotation shall be submitted for each fiscal year stating the unit rate.
- C. Proposals shall include a statement of the contractor's ability to meet the minimum requirement qualifications.
- D. Proposals shall include a statement of the contractor's ability to perform the responsibilities listed above.
- E. Proposals shall state the years of experience the Contractor has serving people with developmental disabilities.
- F. Proposals shall state the years of experience the Contractor has providing service under ICF/IID standards.
- G. Proposals shall include the name, vitae, and license numbers(s) of all individuals to provide services under the provisions of this RFP.
- H. Proposals shall include a list of previous services performed to include facility name, complete address, telephone number, contact person, and dates service was performed.
- I. Proposals should include any accommodation or special needs of any person providing services under the provisions of this RFP.

III. PROPOSAL SUBMITTAL

Proposals must be submitted in the following manner:

- **Proposals must be submitted via e-mail by no later than May 14, 2018 at 4:00 PM to DMRProcurement@dodd.ohio.gov.**
- Subject of email should be "Laundry Services WDC"
- Contractor Information form completed and submit with proposal

Contractors are advised there will be no opportunity to correct mistakes or deficiencies in their submitted materials after the proposal due date. Proposals that are incomplete or otherwise missing required information may not be evaluated.

It is the Contractor's responsibility to ensure timely submission of a complete Proposal. Late Proposals will not be scored. DODD is under no obligation to consider a Proposal which is received after the proposal due date or that is incomplete.

DODD reserves the right to:

- Accept or reject any and all Proposals and/or bids if DODD determines that it is in the best interests of the State to do so.
- Rebid this RFP, requesting new Proposals from qualified firms.
- Waive or modify minor irregularities in Proposals received.
- Negotiate with Contractor(s), within the requirements of this RFP, to best serve the interests of the State of Ohio.
- Not make an award at the end of the evaluation process; this RFP is not to be interpreted or construed to guarantee that one or more Contractors submitting responses will be awarded contracts.
- Adjust the RFP Calendar of Event dates for whatever reason it deems appropriate.
- Contact Contractor to clarify any portion of the Contractor's submittal.

Warrensville Developmental Center reserves the right to interview all individuals providing services under the provisions of this RFP to determine the best responsive contractor. Interviews will be after the proposal deadline and conducted on the premises of Warrensville Developmental Center. The Contractor shall bear the cost of travel to any scheduled interview.

In accordance with federal and state statutes and DODD policy, no person shall be excluded from participation or subject to discrimination in the RFP process on the basis of race, color, age, sex, national origin, military status, religion, or disability.

IV. INQUIRIES

From the issuance date of this RFP, until a contract is awarded to a contractor, there may not be communications concerning the RFP between any supplier who expects to submit a proposal and any employee of DODD involved in the issuing of the RFP. The only exception is provided through the submission of written requests for clarification/interpretation via the state procurement website during the inquiry period.

Prospective Contractors may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Calendar of Events. To make an inquiry, prospective Contractors must use the following process:

1. Access the State Procurement web site at <http://www.procure.ohio.gov>.
2. From the Navigation Bar at the top, select "for Suppliers".
3. Under the title "Bid Opportunities", select "All Opportunities".
4. Enter the RFP Number found on Page 1 of this document as the "Document/Bid Number".
5. Click the "Search" button.
6. Select this RFP.
7. On the document information page, click the "Submit Inquiry" button.
8. On the document inquiry page, complete the required "Personal Information" section by providing the following:
 - a. First and last name of the prospective contractor's representative who is responsible for the inquiry;
 - b. Name/Company/Business of the prospective contractor;

- c. Representative's business phone number; and
 - d. Representative's e-mail address.
9. Type the inquiry in the space provided, making certain to include the following:
 - a. A reference to the relevant part of this RFP;
 - b. The heading for the provision under question; and
 - c. The page number of the RFP where the provision can be found.
 - d. Enter the Security Number.
10. Click the "Submit" button.

Prospective Contractors submitting inquiries will receive an immediate acknowledgement by e-mail that their inquiry has been received. **The prospective contractor who submitted the inquiry will not receive an e-mail response to the question, but will need to view the response on the State Procurement web site where it will be posted for viewing by all prospective contractors.**

Prospective Contractors may view inquiries using the following process:

1. Access the State Procurement web site at <http://www.procure.ohio.gov>.
2. From the Navigation Bar at the top, select "for Suppliers".
3. Under the title "Bid Opportunities", select "All Opportunities".
4. Enter the RFP Number found on Page 1 of this document as the "Document/Bid Number".
5. Click the "Search" button.
6. Select this RFP.
7. On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.

DODD will try to respond to all properly posed inquiries within 48 hours, excluding weekends and state holidays. DODD will not respond to any inquiries received after 8:00 a.m. on May 1, 2018. Prospective Contractors who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with the terms of this RFP and state purchasing policy. No other form of communication is acceptable, and use of any other form of communication or any attempt to communicate with DODD staff or any other agency of the State to discuss this RFP may result in the contractor being deemed ineligible.

PART FOUR: EVALUATION OF PROPOSALS

I. EVALUATION PROCESS

Warrensville Developmental Center's (WDC) evaluation process of responses submitted to this request may consist of up to four distinct phases:

1. WDC's initial review of all proposals for timely submission;
2. An evaluation committee review of the proposals for defects and scoring;
3. WDC's request for clarifications or interviews; and,
4. Negotiations or best offer requests.

At its sole discretion, WDC will determine whether phases three and/or four are necessary under this RFP, reserving for itself the ability to eliminate or add phases three or four at any time during the evaluation process. DODD may add or remove sub-phases to phases 2 through 4 at any time if DODD believes doing so will improve the evaluation process.

II. PROPOSAL EVALUATION CRITERIA

POINTS	EVALUATION CRITERIA
30	The bidder's proposal clearly outlines the method and timelines for achieving each of the deliverables
40	The costs associated with this proposal are reasonable and commensurate with the services provided.
20	The bidder's proposal includes procedures for: communication throughout the contract period; resolving unanticipated problems; and status updates to the DODD (format and mode) as stated in the RFP.
10	The bidder's proposal reflects the project staffing and demonstrates the competence, knowledge, and qualifications of employees and subcontractors as outlined in the RFP.

PART FIVE: CONTRACT AWARD

I. CONTRACTUAL REQUIREMENTS

Any contract(s) resulting from this issuance of this RFP are subject to the terms and conditions as provided in the personal services contract. The information contained in the RFP and in the proposal submitted by the selected contractor shall be considered part of the contract.

Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and federal funds.

All aspects of the contract apply equally to work performed by any and all subcontractors.

The Contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. The Contractor, and any subcontractor(s), agrees to be bound by the same standards of confidentiality including federal and state statutory and regulatory requirements that apply to the employees of DODD and the State of Ohio.

Before a contract can be awarded, an Affirmative Action Program Verification Form must be completed using the Ohio Business Gateway Electronic filing website (<https://ohiobusinessgateway.ohio.gov>). Contractor must have an approved Affirmative Action plan recorded with the State of Ohio Department of Administrative Services.

II. CONTRACT AWARD PROCESS

It is Warrensville Developmental Center's intention to award one contract under the scope of this RFP and as based on the RFP Calendar of Events schedule, so long as DODD determines that doing so is in the State's best interests and WDC has not otherwise changed the award date.

Any award decision by WDC under this RFP is final. After WDC makes its decision under this RFP, all Contractors will be notified (in writing or by phone, at DODD's discretion) of the final evaluation and determination as to their Proposals.

WDC will issue a notice of contract award to the selected Contractor(s), and finalized contract terms and conditions will be forwarded for signature. Contract will include RFP and attachments and the Contractor's accepted proposal. Once executed copies of the contract are submitted by the Contractor(s), and pending any further approvals that may be required (e.g., State Controlling Board), DODD will fully execute the contract.

Once the contract is fully executed, DODD will issue a purchase order (PO). DODD will issue to the Contractor(s) one (1) copy of the signed instrument and one (1) copy of the PO for its/their files.

Unless otherwise negotiated and included in the executed contract/scope of work, the selected contractor(s) shall be bound by all outlined services, policies and procedures as contained in the contractor's submitted and evaluated proposal.

Contractor may commence work upon receipt of a state issued purchase order.

Payments for services are made thirty (30) days from receipt date of a proper invoice. A proper invoice includes the following:

- Contractor's Name
- Contractor's Address
- Date(s) of services rendered
- Itemization of services performed
- Developmental Center name and address
- Agency purchase order number
- Invoice Number, assigned by Contractor
- Invoice Date

III. FUNDING APPROVAL THRESHOLD

In the event that contractual expenditures with the selected Contractor(s) will exceed \$50,000 in spending under any contract that results from this RFP, or that otherwise exceed \$50,000 in aggregate spending across all contracts between the contractor and DODD, the contract will be subject to the approval of the State of Ohio Controlling Board.

Appendix 1:

Contractor Information Form

The Contractor Information Form must be filled out and returned with a bid response.

CONTRACTOR INFORMATION FORM

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL

CONTRACTOR NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

AUTHORIZED CONTACT NAME: _____

PHONE NUMBER: _____ EMAIL: _____

1. Identify all of contracts currently with the State of Ohio (including DODD).

Total # of Contracts: _____

State Agency: _____ Amount: _____

Contracted Services: _____

Duration of Contract: _____

(Attach additional sheets if necessary.)

2. Provide current employee information on both a nationwide basis (including Ohio), and Ohio's based operations.

	<u>NATIONWIDE</u>	<u>OHIO</u>
Total # of Employees:	_____	_____
Percent of Women:	_____	_____
Percent of Minorities:	_____	_____

3. Provide OAKS Vendor ID or Tax Identification Number: _____

4. If your billing address is different than mailing address above, please provide below:

Contractor Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Signature

Date