

MISSOURI WESTERN STATE UNIVERSITY

REQUEST FOR PROPOSAL 20-010

FOR

LAUNDRY SERVICES

Submission Deadline: Tuesday, August 6, 2019 2:00 p.m. Central Time

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. All questions and/or clarifications can be sent regarding this RFP to the Purchasing Department until 2:00pm on Tuesday, July 30th. Questions received after this date may not be answered. Please reference the RFP20-010 on all correspondence. Answers to the submitted questions will be emailed to each vendor as an addendum to this RFP. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.

Background: Missouri Western State University (MWSU) is a four-year public institution providing a blend of traditional liberal arts and professional degree programs. MWSU offers associate, baccalaureate and graduate degrees, as well as certificate and graduate certificate programs and has an enrollment of approximately 5,800 students.

**Scope of Services**: MWSU is seeking to obtain a partnership with Laundry Services vendor in order to improve laundry services to MWSU students. Laundry facilities are one of the communal living conveniences essential to the modern environment. Students make decision on which school to attend based on “wow” factors and our current laundry facilities are sub-standard. Facilities must be at least on par with their current home standard to be considered anything less than a detraction. The advances in technology over the past 25 years could enhance the student living experience and give MWSU one more item to distinguish our halls as preeminent living environments among our peers.

**Current Equipment:**

Leaverton Hall & Vaselakos Hall- 8 washers & 8 dryers (All in the basement)

Scanlon Hall- 6 washers & 6 dryers per floor (Four floors)

Juda & Beshears Hall- 8 washers & 8 dryers (Corner Room on the first floor)

Griffon Hall- 8 washers & 8 dryers (Main Floor)

**Student Needs:**

* New Units
	+ Washers & dryers on campus haven't been replaced in an average of over 15 years
* Electronic system that lets students know when their laundry is finished
	+ Many students want this system to reduce traffic in the laundry facilities. Many times students forget their clothes in the equipment and it leads to excess traffic inside of the laundry facilities.
* Students that reside in the residence halls at Missouri Western mainly want coinless operating laundry facilities
	+ Whether the cost of laundry is placed on their student bill (paid in the beginning of the year) or a swipe, with their student ID card, as-you-go system.
* Faster maintenance on the laundry equipment
	+ Whenever a washer or dryer begins to malfunction, the maintenance on the machines takes weeks or even months to fix.
* Regular weekly or biweekly cleaning of the facilities
	+ Students want a clean laundry room because they believe that their clothes doesn’t feel clean as it should without a clean laundry room
	+ The cleanliness of the facilities doesn’t bring a positive light to the residence halls whenever there are tours for prospective students.

**Project Timeline:** Laundry facilities must be functional no later than end of business day January 7, 2020.

**Mandatory Pre-Bid Meeting:** Vendor must attend a **Mandatory Pre-Bid Conference**. The pre-bid conference will be held in the 1st Floor of Remington at 10 a.m. Central Time. Tour of facilities will follow. The conference is scheduled to answer any questions relative to the RFP and to tour the facilities. This will be the only opportunity for tours before the proposals are submitted.

**Submission of Proposal**: The Respondent must respond to this RFP by submitting all required data in order for the proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration for award. **MWSU reserves the right to declare a proposal as non-responsive if an Applicant fails to respond properly to any part of this RFP.**

Proposals must be signed and sealed with the Request for Proposal Number **(RFP20-010)** clearly marked on the outside of the envelope or package. The completed Request for Proposal Page as well as the Pricing Sheet shall be incorporated into the Respondent’s proposal and shall be signed by an authorized officer of the company. All costs incurred by the Respondent in replying to this RFP shall be the responsibility of the Respondent. Respondent shall submit an **original document, plus two (2) copies for a total of three (3) hard copy documents. Please also submit the full RFP response on a non-returnable flash drive.** ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED. **Proposals are to be mailed or hand delivered to Missouri Western State University, Purchasing Department, Room 221, 4525 Downs Drive, St. Joseph MO 64507, prior to 2:00 p.m. Central Time, Tuesday, August 6, 2019.**

**RFP Questions:** RFP questions and/or requests for clarification should be submitted via email to the Purchasing Manager, Kelly Sloan, at purchase@missouriwestern.edu. All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until the end of business on Tuesday, July 30, 2019. Questions received after this date may not be answered.

**Evaluation:** The award of the contract resulting from this Request for Proposal shall be awarded in response to written proposals. Each proposal will be evaluated using a subjective review of the information presented by the vendor to ascertain which proposal provides all required services and is most advantageous to MWSU. MWSU will award this contract based on the following evaluation categories:

* Willingness to work with our timeline
* References
* Prices and allowances
* Available options

MWSU reserves the right to reject any and all bids received in response to this RFP and to waive any minor irregularity or informality.

**Costs:** MWSU requires all vendors to complete the pricing page found on page 6. This will provide MWSU with information regarding pricing of the students cost for laundry.

**Notes:** Please provide specific notes/explanations regarding your work if necessary. Any suggestions for improvement to the facilities and student experience would be appreciated also.

**Permits, Fees:** It shall be the responsibility of the successful Vendor to obtain and pay for any and all permits, fees, vehicle registrations, licenses (including restaurant license) and the inspections required by state and local authorities, which pertain to this contract.

**Codes, Laws and Ordinances:** The Vendor is to perform his work in accordance with the respective codes involved and the code, which applies in this area. Furthermore, all operations must conform to all federal, state, county, and city regulations, laws, and ordinances.

**Liability and Indemnity:** It is expressly understood and agreed that the Vendor is an independent contractor engaged in transacting its own business on its own account in the facilities furnished to the Vendor and said Vendor does hereby expressly agree to pay for the cost of all merchandise, services and other expenses in connection with the operation of its business. The Vendor shall indemnify and hold harmless MWSU and its officers, agents and employees from and against any and all claims and demands whatsoever of any kind or nature that may be brought against said MWSU by reason of any matter arising out of, acting, or concerning the service operations of the Vendor and not occasioned through the fault of MWSU.

The Vendor hereby expressly relieves MWSU, its officers, agents or employees from all responsibility for any destruction, damage to, loss or theft, of its equipment, supplies, or any other material in the facility belonging to the Vendor, and for injury to any of its members or employees, howsoever occurring, and covenants that it will indemnify and save harmless MWSU, its officers, agents or employees from any and all manner of actions, liabilities, and claims of others on account thereof, and on account of any and all other actions, liabilities and claims arising out of or incidental to the use of the facility or the exercise by the Vendor of any of the rights acquired by it under the terms of this contract.

**Rights of Entry Reserved**: Without limiting the generality of the foregoing, MWSU by its officers, employees, agents, representatives, and Vendors, and furnishers of utilities and other services, shall have the right for its own benefit, for the benefit of the Vendor, or for the benefit of others than the Vendor at MWSU, to enter upon said premises at all reasonable time to make such repairs, replacements, or alterations as may, in the opinion of MWSU, be necessary or desirable, and from time to time to construct or install over, in or under, the facilities new systems or parts thereof, and to use the said facilities for access to other parts of MWSU not otherwise conveniently accessible.

**Damage or Destruction:** If and in the event the equipment or any part thereof is destroyed by fire, explosion, the elements, the public enemy, or other casualty, or damaged to be unusable, MWSU shall be under no obligation to repair and reconstruct the equipment or any part thereof. In the event of such loss, the Vendor will be responsible for all damages and repairs to the equipment. All risk of loss shall reside with the Vendor.

**Maintenance:** MWSU will furnish the services of its maintenance staff, if and when required, for the proper maintenance and repairs of said premises, fixtures, and equipment. Any equipment damage by negligence on the part of the Vendor, or its employees, will be replaced or repaired by the Vendor.

**Utilities:** MWSU will provide all utilities for normal operation--heat, electricity, gas, water, steam, and sewer.

**Safety and Health Standards:** The Vendor must comply with all O.S.H.A. standards applicable to service operations at MWSU.

**Contract Terms/Length:** The contract shall be effective on the date indicated in the letter of award and shall run for a partial year beginning January 1, 2020 (depending upon completion of the project) and for three (3) full years from July 1, 2020 to June 30, 2022. With an option of MWSU, and by mutual agreement of MWSU and Vendor, to renew for two (2) additional year periods until June 30, 2025, subject to the state legislature's appropriation of funds. The contract may run for a total period of five (5) years. The initial term of this contract will be for a period of January 1, 2020 – June 30, 2020.

**Commission Payment:** Commissions and detailed sales report shall be remitted by the vendor to MWSU monthly within 30 days after the end of each month. MWSU agrees that it is responsible for reviewing such records and that any claim or dispute relating to the Commissions must be brought by MWSU in writing within one (1) year of the date such Commissions payment is due.

**Equipment:** We are requesting installation of new washers and dryers of which at least one in each area is ADA compliant. Modifying wall pumps to extract the water faster may be necessary to ensure the drains are able to handle the water flow. Restrictors may need to be installed. This cost will fall to the vendor.

**Insurance:** Vendor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Vendor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Vendor's bid. The Vendor, prior to commencing work, shall provide at his own expense, Certificate of Liability in the amount of $1,000,000 listing MWSU as an additional insured. A copy of Insurance documents will be required to be delivered to Purchasing Office prior to work commencing.



**PRICING SHEET FOR RFP20-010**

LAUNDRY SERVICES

Indicate the initial price per wash and dry load. Indicate the pricing for each wash and dry load for the next five full years.

**Fiscal Year** **Washer Dryer**

 Starting Partial 1/1/20 - 6/30/20

 1st full year 7/1/20 – 6/30/21

 2nd full year 7/1/21 – 6/30/22

 3rd full year 7/1/22 – 6/30/23

 4th full year 7/1/23 – 6/30/24

 5th full year 7/1/24 – 6/30/25

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_