



MINNESOTA STATE

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Minnesota State University Moorhead

REQUEST FOR PROPOSAL (RFP) FOR Laundry Equipment and Service Contract

May 2022

REQUEST FOR PROPOSAL (RFP)

FOR Laundry Equipment and Service Contract

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Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or Minnesota State University Moorhead to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Minnesota State University Moorhead also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in Minnesota State's sole discretion. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the [Vendors and Suppliers at Minnesota State page](#). Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Minnesota State University Moorhead.

School: Minnesota State University Moorhead

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.

Vendor: The firm selected by Minnesota State as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Economically Disadvantaged (ED) Business and Individuals: Independent business or persons which is at least 51% owned and operated by economically disadvantaged.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran.

About Minnesota State and Minnesota State University Moorhead

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. It comprises 37 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 350,000+ plus students each year. Minnesota State employs more than 15,900+ dedicated faculty and staff focused on student success. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu.

Minnesota State University Moorhead (MSUM) has been a cornerstone of activity in northwestern Minnesota since its founding as a State Teachers College in 1885. MSUM serves as a tremendous resource and asset to the Fargo-Moorhead area, a thriving community of more than 200,000 people.

With more than 6,000 students, faculty and staff, MSUM is the institution of choice for students from the region, other states and countries. MSUM is dedicated to providing students with a solid academic foundation, which is further defined in our mission.

Minnesota State University Moorhead is a caring community promising all students the opportunity to discover their passions, the rigor to develop intellectually and the versatility to shape a changing world.

The academic programs at MSUM are founded upon a common liberal studies experience and emphasize developing the unique talents of each student. Minnesota State University Moorhead:

- provides baccalaureate-level programs in the liberal arts, natural and social sciences, teacher education, business and technology, the fine arts, and professional areas;
- provides selected graduate programs in response to regional needs;
- encourages scholarly and creative endeavors that promote a commitment between faculty and students according to their disciplines;
- supports continued professional development;
- and, as always, promotes excellence in learning.

Minnesota State University Moorhead enhances the quality of life in the region with the professional, cultural, and recreational services offered by its students, faculty, and staff.

Authority

This RFP is undertaken by Minnesota State University Moorhead (hereinafter “Minnesota State”) pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Minnesota State will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. Minnesota State reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of Minnesota State. This RFP does not obligate Minnesota State to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

Project Overview

Minnesota State University Moorhead is requesting proposals for the installation and operation of coin free laundry services for a contract term of three years with the option to renew for an additional two. The purpose of this RFP is to obtain pricing, maintenance, and service work information from interested vendors.

Technical/Functional Requirements

The selected vendor is to provide electric washers and dryers sufficient to meet the volume and accessibility needs of the University. The vendor must include machine manufacture name, quantity, and type for each location in the proposal. The University will not consider WiFi or application driven equipment at this time. The table below represents how many machines are currently operating in each building and the number of residents each building may serve. Note: Several buildings utilize stacked washer/dryer combos in addition to ADA compliant machines to

accommodate space and/or facility connections. Touring the facilities during the Vendor's Conference is highly recommended.

Building	Washers	Dryers	Building Capacity
Ballard Hall – Stackable machines	5	6	150
Nelson Hall	10	10	180
Grantham Hall	6	6	162
Dahl Hall – Stackable machines	11	12	286
Snarr South	8	8	188
Snarr West	6	6	99
Snarr East- Stackable machines	7	8	195
John Neumaier	6	12	144
Kise Commons Stackable machines	1	1	Food Service Staff
Holmquist Hall	6	6	159
Total	66	75	1,563

- All machines shall be installed and operative no later than August 1st, 2022, unless otherwise agreed upon by the University, the selected vendor, and the current vendor.
- Vendor to complete installation of dryer vents, power cords, vent kits, and drain siphon breaks to existing hookups.
- The University has the right to request additional washers and dryers for locations outside of those specified above. Pricing for additional equipment will be negotiated on an as-needed basis.
- The University reserves the right to eliminate washers and dryers found to be no longer necessary as a result of organizational or operational changes, including building renovations, closings, etc.
- Vendor shall provide a system for scheduling general maintenance and repairs with University personnel. Service and maintenance shall include acceptable appearance and operation of machines, maintenance to keep machines in excellent working condition, and regularly scheduled inspection and cleaning of visible venting. Vendor will be

responsible for the maintenance and cleaning of ventilation systems from the machines to the walls. The University will be responsible for ventilation systems from the wall to the outside of the building.

RFP Information Contact

An authorized representative of Minnesota State for purposes of responding to inquiries about the RFP is:

Name: Mitchell Hogue

Title: Building Maintenance Supervisor

Address: 1104 7th Avenue South, Moorhead, MN 56563

Telephone: 218.477.4025

E-mail address: mitchell.hogue@mnstate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State shall not be bound by and vendors may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between Minnesota State and the Vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

Minnesota State's RFP Terms and Conditions

This RFP includes and incorporates RFP Terms and Conditions. Vendors should be aware of the terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the Vendor and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

Pre-award Vendors Conference

Minnesota State will hold a pre-award Vendors conference on May 13, 2022 at 1pm in Ballard Hall. It is highly recommended all potential or interested respondents attend the conference and tour the facilities.

Selection and Implementation Timeline

Key Dates	Timeline
Monday, May 2, 2022	Publishes RFP notice on MinnState.edu/Ven
Friday, May 13, 2022	Pre-Award Vendor's Conference
Monday, May 16, 2022	Deadline for Vendors to submit clarifying questions
Friday, May 20, 2022	Deadline to publish responses to RFP questions
Friday, May 27, 2022, 4:30pm CT	Deadline for RFP proposal submissions
Wednesday, June 1, 2022	Vendor(s) selected and notified
Thursday, June 30, 2022	Deadline for executing contract

MINNESOTA STATE reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

Contract Term

MINNESOTA STATE desires to enter into a contract with the successful Vendor(s) effective July 1, 2022 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be three years with the option to renew for an additional two years. If MINNESOTA STATE and Vendor are unable to negotiate and sign a contract by June 30, 2022, then MINNESOTA STATE reserves the right to seek an alternative Vendor(s).

Proposal Deadline

Submitted proposals must be received at the following email address not later than 4:30 p.m. CT on Friday, May 27, 2022:

Institution: Minnesota State University Moorhead

Name: Mitchell Hogue

Title: Building Maintenance Supervisor

Mailing Address: 1107 7th Avenue South, Moorhead, MN 56563

Email: mitchell.hogue@mnstate.edu

Format of Proposals and Submission

Responses must be submitted via email in Microsoft Word or Adobe PDF format. Attachment limits are 25 MB. If file sizes are too large, please create multiple smaller files and email them separately. Hyperlinks to submissions in cloud storage will not be accepted. All pages must be numbered and font size no smaller than 10 point. MINNESOTA STATE'S email receipt time stamp will be used for consideration, not the senders. Proposals received after the proposal deadline date and time will not be considered. Proof of authority of the person signing must accompany the response. Fax or mailed responses will not be considered. This RFP as well as any submitted questions and answers will be posted as a link to: <http://minnstate.edu/vendors/index.html>. It is the responder's responsibility to check the site on a regular basis.

Proposal Content

Vendors must submit the following information:

1. **Adherence to MINNESOTA STATE Terms and Conditions:** A statement of the objectives, goals, and tasks to show or demonstrate the vendor's view and understanding of the nature of the contract.
2. **Work Plan:** Vendor will submit a work plan outlining hours of operation, procedure for communicating work order or service requests, and response times. The work plan should include an outline of preventative maintenance work, type, and frequency.
3. **Qualifications of Vendor and its Personnel:** An outline of the vendor's background and experience with examples of similar work done by the vendor and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.

4. **Cost/Value:** Vendors are to identify for each of the three contract years a pricing structure based on actual building occupancy. Building occupancy to be determined on day ten of each semester. The pricing structure for the duration of the contract must include all machine costs, maintenance, repairs, parts, materials, travel costs, inadvertent damages or vandalism, and administrative fees.

	Year 1	Year 2	Year 3
Fall Semester (Aug - Dec)	\$/per resident	\$/per resident	\$/per resident
Spring Semester (Jan – May)	\$/per resident	\$/per resident	\$/per resident

Terms of Payment

Payment shall be made by MINNESOTA STATE promptly after Vendor’s presentation of invoices for services performed and acceptance of such services by MINNESOTA STATE’S authorized representative. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of MINNESOTA STATE, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by MINNESOTA STATE to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Required Documents and Forms

1. Affidavit of Non-Collusion. **All** vendors must complete the Affidavit of Non-Collusion and submit it with the response.
2. Conflicts of Interest. Vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.
3. Workforce Certificate. For all contracts estimated to be in **excess of \$100,000**, vendors are required to complete the Minnesota Department of Human Rights Workforce Certificate Form and submit your certification with the response (including extension options).

4. Equal Pay Certification. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of \$500,000**, responders are required to complete the Minnesota Department of Human Rights Equal Pay Certificate Form or claim exemption prior to contract execution. Submit your certification with the response (including extension options).
5. Supplier Diversity Program. If applicable, eligible certified diverse suppliers will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. Supplier Diversity Form.
6. Economically Disadvantaged (ED)/ Veteran-Owned (VO) Businesses and Individuals Preference. If applicable, eligible certified ED/VO businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. Vendors may apply for certification through the Minnesota Small Business Certification Portal.

Selection Process

The selection process includes the Director of Housing and Residential Life, the Building Maintenance Supervisor, and General Repair Worker. This group will evaluate the proposals and make the final decision.

RFP Evaluation Factors

The following factors and their identified weight will be used by Minnesota State to evaluate the responses:

No.	Evaluation Factors	Weight
1.	Adherence to MINNESOTA STATE Terms and Conditions	10%
2.	Work Plan	30%
3.	Price	35%
4.	Qualifications of Vendor and its personnel	10%
5.	Completeness, thoroughness and detail of response as reflected by the proposal's discussion and coverage of all elements of work listed above	5%
6.	Targeted Business Inclusion; respondent is a certified TGB and/or respondent commits to sub-contracting 10% or more of the value of the contract to a certified TGB	10%
	Total	100%
7.	Preference to TG/ED/VO Business and Individuals, if applicable*.	6%

**Preferences are to be applied by adding 6% to the final cost proposal submitted by non-TGB/ED/VO respondents.*

MINNESOTA STATE reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

MINNESOTA STATE does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

A proposal may be rejected if it is determined that a Vendor's ability to work with the existing infrastructure will be too limited or difficult to manage.

Supplier Diversity

Pursuant to policy 5.14 and Minn. Stat. 16C.16, MINNESOTA STATE is committed to taking affirmative action to ensure that minority-owned (MBEs) and women-owned (WBEs) businesses are given equal opportunity to provide their goods & services to MINNESOTA STATE. Targeted Group Business (TGB) inclusion is a part of the criteria for this RFP to facilitate MINNESOTA STATE'S fulfillment of this commitment.

For all goods & services contracts estimated to be in excess of \$50,000, all responding Vendors are required to complete the attached Targeted Business Inclusion Form and attach hard copies of TGBs certificates verifying that the Vendor is certified by one of the certifying agencies recognized by MINNESOTA STATE. Vendors are **not** required to include TGBs in their bid response; however, it should be noted that TGB inclusion is ten percent (10%) of the total proposal criteria.

Minnesota State recognizes certifications from at least one the following certifying agencies:

- **State of Minnesota – Department of Administration**
- **Central (CERT) Certification Program**
- **North Central Minority Supplier Development Council**
- **Women's Business Development Center**

ED/VO Preferences:

Register to become certificated or for information regarding certification, contact the OEP at 651-201-2402 or you may reach the Helpline by e-mail at procurement.equity@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Economically Disadvantaged (ED) Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B certified Economically Disadvantaged (ED) Businesses submitting proposals as prime contractors shall receive the equivalent of a six percent (6%) preference in the evaluation of their proposal. Eligible ED businesses must be currently certified by the Minnesota Department of Administration's Office of Equity in Procurement (OEP) prior to the solicitation opening date and time.

Veteran-Owned (VO)

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent (6%) preference, but no less than the percentage awarded to any other group under this section on state procurement to certified small businesses that are majority-owned and operated by veterans.