

General Information about Clearview

Clearview, owned and operated by Dodge County, has been in operation since the late 1800's. For many years Clearview operated out of two separate buildings, Clearview North and Clearview South. In July of 2012, Clearview completed a campus repositioning project that put all its operations under one roof. Today, Clearview operates with 10 different licenses on the campus, employs 350 individuals and provides care for up to 264 residents.

- Nursing and Rehabilitation Households provide an open floor plan similar to your own home. Each household has a spacious living area and dining room. We provide care for residents with long-term & short-term care needs associated with Alzheimer's, dementia, rehabilitation and other behavioral health issues.
- Behavioral Health Licensed Households provide structured rehabilitative services for persons with a mental illness, developmental disability or brain injury who are experiencing difficulty managing within their "home" settings. We offer the security of a locked household, while providing a homelike environment where individuals receive the services and support necessary for community reintegration.
- Clearview Brain Injury Center has been operation since 1991 and is a post-acute neuro-rehabilitation program. The Center accommodates teens and adults who have experienced a brain injury, impairing their physical functioning and/or cognitive abilities. Our ultimate goal is to help the survivor return to their "home" communities. The Clearview Brain Injury Center utilizes an Interdisciplinary Team Treatment approach to focus on meeting the individual needs of the person through comprehensive assessment. Each plan is individualized to meet the identified expectations and outcomes.
- Individuals with Intellectual Disabilities Household is for individuals with intellectual disabilities which can provide short term rehabilitation, long term residential placement, or respite care. We are state and federally licensed as a facility serving individuals with intellectual disabilities (IID). Our program is as an important link in the care of individuals experiencing a temporary or permanent need requiring specialized services. A distinct advantage is the focus on individual needs and staff trained in the strategies and treatment that result in the most successful outcomes for individuals with intellectual disabilities.
- Assisted Living: Clearview also operates two Adult Family Homes and a Community-Based Residential Facility.

Dodge County's General RFP Information

1. Dodge County requires a high level of service from any firm who is looking to do business with the County. Quality, service and price are all critical factors that Dodge County considers when doing business and in continuing business with firms. This is especially important when it comes to the requirements of this request. Dissatisfaction due to product or performance may result in Dodge County discontinuing service or terminating a contract with a firm.
2. Dodge County is a tax-exempt municipality under Section 77.54(9a) (b), Wis. Stats.
3. Successful Firm(s) shall provide a certificate of insurance upon proposal award and prior to commencing work or delivering services to Dodge County.
4. All proposals shall be binding for ninety (90) calendar days following the proposal opening date unless the firm(s), upon the request of the County, agrees to an extension. Any extensions shall be in writing.
5. Payment for services will be made to successful firm(s) contingent upon County's acceptance and approval of all work done and/or products provided or services rendered. Acceptance as used herein means acceptance by the County of all work performed or products provided and services rendered, after the department's authorized representative has found it to be in compliance with the bid specifications or requirements of the proposal and the contract. Fuel surcharges or surcharges of any kind will not be allowed. COVID-19 charges or surcharges of any kind will not be allowed.
6. Firms may withdraw their proposal at any time before the proposal due date and time by written request for withdrawal to the County's representative identified in the Request for Proposals and by presenting proper identification upon request.
7. **Faxed and emailed proposals will be rejected. Late proposals will not be accepted and will remain unopened and returned to sender.**
8. Dodge County's Standard Terms and Conditions are located on its' website at <https://www.co.dodge.wi.gov/home/showpublisheddocument?id=35231>.
9. If a firm receives an RFP packet from any source or entity other than Dodge County or its website, the firm is responsible for accessing the County's website (see RFP Posts under Business section), view the RFP document there, and check the website for updates and to retrieve any addenda issued for this request. Firms may also contact Dodge County and request any addenda for this request prior to

submitting their proposal. Failure to do so in no way obligates the County to issue addendum or other information concerning this request to the firm.

10. No reimbursement will be made by the County for any cost incurred in preparing responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.
11. Any proposal/response and any and all supporting materials submitted in conjunction with this request will become a public record, subject to public inspection.
12. Firms responding to this request shall include with the proposal a proposed contract covering all the terms, conditions and specifications for the performance of all work for this request.
13. Proposers shall list any consultants or subcontractors that may be used to help provide this service.
14. All questions resulting in further clarification or modification to this (RFP) document will be handled by written addenda. Questions shall be directed to the Ed Somers, Clearview Executive Director/Administrator by email to esomers@co.dodge.wi.us. Questions must be asked by February 10, 2021 at 4:30 p.m. (CST). Questions received after this time may not be answered. Any changes as a result of issues raised will be made by written addenda and posted on the Dodge County website by 11:00 a.m. (CST) on February 15, 2021 at <https://www.co.dodge.wi.gov/community/business/request-for-proposals-bids>. It is the firm's responsibility to check the website for addenda prior to submitting your proposal. Oral and other interpretations or clarifications will be without legal effect.
15. Dodge County assumes no responsibility or liability for any error or omission in any part of this RFP. Prior to the deadline for submitting a proposal, a firm shall notify Dodge County of any error, omission, inconsistency or other factor which requires clarification that is discovered while reviewing the documents or preparing a proposal. Such notification shall be made in writing to Ed Somers, Clearview Executive Director/Administrator by email to esomers@co.dodge.wi.us.
16. Confidentiality, Privacy and Security – This document or any portion thereof may not be used for any purpose other than the submission of proposals. The successful firm must agree to maintain security standards consistent with the privacy and security policies of Dodge County and any and all applicable state or federal laws or regulations including but not limited to state confidentiality and privacy laws and Health Insurance Portability and Accountability Act (HIPAA). Dodge County's security policies include strict control of access to secure areas, sensitive data and maintaining confidentiality of information gained while performing services. The successful firm will be required to ensure that all personnel providing services to the County which require access to secure and confidential Dodge County information or facilities, meet the criteria for personal security clearance prescribed by Dodge County. Dodge County reserves the right to deny access to any individual that is not

fully compliant with security criteria without disruption to timeline or adjustment to project cost.

17. Dodge County reserves the right to require background checks for awarded firm's employee or subcontractor employee designated to provide services to the County.
18. Unpublished information pertaining to Dodge County or its employees obtained by the firm as a result of participation in this RFP process or resulting contract is confidential and must not be disclosed without written authorization from Dodge County Corporation Counsel.
19. Indemnification. Dodge County requires any contract or agreement to contain an indemnification clause, indemnifying and holding Dodge County harmless from and against any and all claims arising from the contract between the firm and Dodge County and the services to be provided.
20. Negotiations. This is a negotiated procurement. Negotiation is a procedure that includes the receipt of proposal from offers, permits bargaining, and usually affords an opportunity to revise offers before award of a contract. Bargaining, in the sense of discussion, persuasion, alteration of initial assumption and positions may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. Dodge County/Clearview may make an award on the basis of the original proposal without negotiations.
21. Binding Contract. A proposal received in response to a request for proposal (RFP) is an offer that can be accepted by Dodge County/Clearview to create a binding contract.
22. Award. In awarding a contract, price is but one factor to be considered and the award is not required to be made to the lowest offer. Award shall be made to the responsive, responsible firm(s) whose proposal overall is the most advantageous to the County.
23. Rejection of Proposals. Dodge County reserves the right to reject all proposals or parts thereof which are determined not to be in the best interest for Dodge County. Such rejection is not subject to appeal.
24. Funding/Nonappropriation. If funds are not appropriated for payment under a contract awarded per this RFP, Dodge County may terminate the service with thirty (30) day written notice without any early termination penalties, charges, fees or cost of any kind to Dodge County.
25. NON-COLLUSIVE STATEMENT
Each firm, by submitting a response, certifies that it is not a party to any collusive action with any Dodge County personnel and/or Consultants of Dodge County. Each firm also certifies that it is not a party to any collusive action with any other party submitting a proposal in response to this solicitation.

26. Dodge County reserves the right to reject any or all proposals or parts thereof, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to the County.
27. This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in the Circuit Court of Dodge County, WI.
28. The successful firm would be subject to Clearview's COVID-19 testing requirements. Employees of the selected firm that don't comply with these testing requirements will not be allowed on the premises.

Linen Service Bid Specifications

The following is a list of products to be supplied by the linen services provider and general product specifications. Quantity is subject to the needs of the Clearview campus. The delivery frequency shall be six (6) days per week to 198 County Rd. DF, Juneau, WI 53039 and one (1) day per week to 199 County Rd. DF, Juneau, WI 53039.

<u>ITEM</u>	<u>SPECIFICATIONS (OR EQUIVALENT)</u>
Bath Blanket	Poly-Cotton, White
Bath Towel	Poly-Cotton, White
Hand Towel	Poly-Cotton, White
Wash Cloth	Poly-Cotton, White
Flat Sheet	T180 Percale
Fitted Sheet	T180 Percale
Bariatric Flat Sheet	T180 Percale (to fit up to 48" wide mattress)
Bariatric Fitted Sheet	T180 Percale (to fit up to 48" wide mattress)
Patient Gown	Printed
Bariatric Patient Gown	Printed
Pediatric Patient Gown	Standard Pattern
Incontinent Pad	Synthetic Pad
Bedsread Blanket	Solid Colored

Bidder's will be required to provide product samples prior to contract award.

Request for Proposals (RFP)
Clearview Linen Services
RFP #CLV 21-01

1.0 Project Information

1.1 Project Scope: All linen services for the Dodge County/Clearview campus.

1.2 Project Timetable:

February 1, 2021	Issue Request for Proposal
February 10, 2021	Questions Due
February 15, 2021	All addenda posted to Dodge Co. website
February 17, 2021	Proposals due by 2:00 PM (CST)
February 18-24, 2021	Evaluation of Proposals and Possible Interviews
February 25, 2021	Contract Awarded
April 1, 2021	Contract Start Date

2.0 Proposal Submission & Review

2.1 Organization Capabilities

Describe the firm's experience and capabilities in providing similar services, be specific.

2.2 Proposer References

Proposers must include in their RFPs a list of three (3) organizations, including points of contact (name, address, email and telephone number), which can be used as references for work performed in the area of service required.

2.3 Evaluation Criteria

Proposals received will be scored on the following criteria:

1. Organization capabilities: Ability to perform scope of RFP requirements and demonstrated success providing those services to other similar facilities.
2. Pricing: competitiveness of the linen service providers pricing.
3. Completeness of proposal: Linen Service provider's proposal was submitted including all of the proposal requirements listed by Dodge County.

Proposals must be submitted in ***a sealed envelope/box*** to the address and by the proposal due date and time as indicated in this RFP in order to be considered. Firms responding to this RFP are to ***submit three (3) complete hardcopy proposals*** to Dodge County with their information organized as outlined herein.

Proposal Review – A team of Clearview staff members will review and score each firm's capabilities and fee proposal. The top firm(s) will be invited for an interview and required to bring samples of products to be provided under this RFP.

The County's award decision shall be final.

The County reserves the right to request any additional information that it deems necessary during the evaluation process.

Proposals shall be prepared in accordance with the proposal response format as follows. Proposals not complying with this format may be considered non-responsive and may be rejected.

Proposal Submission

Envelope/Box – Label as: **Clearview Linen Services RFP #CLV 21-01**– Submit three (3) complete hardcopies of your proposal in this Envelope/Box.

Statement of Qualifications/Technical Proposal

Firms responding to this request are to provide their qualifications with their proposals to include:

1. Completed and signed RFP Statement (Exhibit B attached)
2. Completed and Signed Addenda (if any are issued)
3. Firm name, address and contact information.
4. Statement of your interest and specific qualifications relating to this type of service provision.
5. Provide the names and contact information of three (3) references that your firm is currently providing substantially similar services as those required by this RFP.

Fee Proposal – Clearview Linen Services **RFP #CLV 21-01**– Submit three (3) complete hardcopies of your Fee Proposal in this Envelope/Box.

Fee Proposal – Submit fees for all services to be provided under this RFP. Include a breakdown of all charges for services.

- A. Fee Summary Page showing total costs to Clearview for all linen services.
- B. Value Added Services
 - Identify any value-added services your firm is willing to provide Clearview at no additional cost if awarded this request.
- C. Proposed Contract
 - Include with your proposal a proposed contract covering all the terms, conditions and specifications for performing the work for this project. Firm acknowledges that the proposed contract will be subject to changes required by Dodge County and firm will make such changes as requested.

Insurance and Indemnification Requirements. The provider selected to provide linen services for Clearview shall indemnify, hold harmless, and defend Dodge County/Clearview, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to person or property arising out of or in connection with or occurring during the course of any agreement between the consultant and Dodge County/Clearview where such liability is founded upon or grows out of the acts or omissions of any agents or employees of the linen services provider. The linen services provider further agrees, that in order to protect itself and Dodge County/Clearview, it shall at all times during the term of an agreement maintain the coverages and limits specified on Exhibit A attached hereto.

Certificates of Insurance. Within thirty (30) days of execution of an Agreement, Linen service provider shall deliver to the County certificates of insurance naming the County, its officers, employees and agents as additional insured parties for each of the above specified types of insurance.

EXHIBIT A

DODGE COUNTY INSURANCE REQUIREMENTS FOR ARCHITECT, ENGINEERS, CONSTRUCTION MANAGER, PROFESSIONAL SERVICES & SERVICE PROVIDERS

I. Minimum Scope and Limits

- A. Architects, Engineers, Other Professional- Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$3,000,000 per claim, \$3,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the firm changes insurance carriers and this policy is provided on a “claims made” basis, the firm will secure the appropriate coverage extension to provide coverage to the project for a period of at least two years following the completion of the project.
- B. Commercial General Liability coverage with limits of no less than the following:
 - 1. General aggregate limit per project \$2,000,000
(Other than Products-Completed Operations)
 - 2. Products-Completed Operations Aggregate per project \$1,000,000
 - 3. Personal and Advertising Injury Limit \$1,000,000
 - 4. Each Occurrence Limit \$1,000,000
 - 5. Fire Damage limit – any one Fire \$50,000
 - 6. Medical Expense limit – any one Person \$5,000
- C. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1-Any Auto basis.
- D. Workers’ Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.
- E. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$5,000,000 annual aggregate, and a maximum self-retention of \$10,000.

II. Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a *Best’s Insurance Reports* rating of no less than A and a Financial Size

Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.

- B. Certificates of Insurance acceptable to Dodge County shall be submitted prior to commencement of therapy services. These certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days' prior written notice has been given to Dodge County.
- C. Dodge County, Dodge County's elected and appointed officials, and Dodge County employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

Exhibit B

**Request for Proposals (RFP)
Clearview Linen Services
Dodge County, WI
RFP #CLV 21-01
February 1, 2021**

RFP Statement

Complete this page and include it with your sealed response to this request.

I have read this Request for Proposal (RFP), all the attachments, addenda (if any) and exhibits issued for this project and understand their contents and requirements.

Binding Signatures:

The undersigned firm, submitting their proposal, hereby declares and agrees to be bound, and to perform the work in accordance with all the terms, conditions and requirements of this Request for Proposals, the within and foregoing proposal, the contract, the applicable specifications and special provisions, and the schedule of prices as hereby submitted and made part of their proposal submission.

Company: _____

Address: _____

Signature: _____

Name (print or type): _____

Title _____ Date _____

Phone Number: _____ Fax Number: _____

Email: _____