



REQUEST FOR PROPOSALS – LAUNDRY VENDOR



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REQUEST FOR PROPOSALS – LAUNDRY VENDOR

INTRODUCTION

A. Overview

- The Housing Department under the Office of Student Affairs at Cowley College is issuing this Request for Proposal (RFP). The purpose of this notice is to solicit bids by companies who have an interest in serving as the laundry vendor for all campus residence halls.
- Cowley College is co-educational community college with an on-campus enrollment of approximately 1,000 students. The Office of Student Affairs at Cowley College oversees six dormitories with occupancies ranging from 65 students to 96 students with approximately 500 students living in our residence halls each year.
- Currently we possess roughly 70 washer and dryers on campus. These machines reside in various size buildings and thus are used with varying levels of frequency. The students that reside in our residence buildings do not have to pay to use the laundry facilities. Professional staff members, called Dorm Managers, reside in and oversee the buildings in which our machines reside. Under our current structure, in the event that a machine is malfunctioning, we have an online system wherein residents, student staff, and Dorm Managers can fill out an online maintenance request to make our maintenance staff aware of the issue and to request that it be fixed. As an institution we pride ourselves on providing exceptional service to our residents; for this reason, it is an expectation that machines are tended to in a frequent and timely fashion.
- Companies with demonstrated experience in providing responsive and well-maintained laundry services to institutions of higher education and/or similar type entities and who have interest in making their services available to the Housing Department at Cowley College are invited to respond to this RFP. It is an expectation that any vendor with whom the institution works is appropriately licensed and certified to provide the required service. The Housing Department reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage.

B. Time of Completion

- Cowley College Housing Department must have a secured commitment of service prior to June 1, 2017.



C. Term of Contract

- Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to 60 months, with the possibility of an extension, depending on vendor performance.

EVALUATION CRITERIA

In evaluating responses to this Request for Proposal, we will take into consideration the following criteria:

- **Experience and Capacity** – What experience does the respondent have working with Cowley College or other institutions of higher education and in particular, residential communities?
- **Accessibility** – Where is the respondent located, how easily can respondent have representatives on our campus should an issue occur? To what degree can the respondent prove their ability to be responsive?
- **Available Services** – Is the respondent able to provide cutting edge services in the area of laundry vendor. This includes technology (including text alerts and online availability), sustainability and overall operating capability.
- **Cost** – Can the respondent provide their services at a cost that is in alignment with the short and long-term goals of our institution?

SUBMITTAL REQUIREMENTS

RFP responses must be submitted via scanned e-mail copy sent to Cowley College. Respondents should be ready to submit a hard copy should they be invited to campus for a presentation.

We reserve the right to seek additional information to clarify responses to this RFP. Each response must include the following:

- **Letter of Interest** (must also include the following information)
 - Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the respondent, not to exceed two pages in length.
 - The principle place of business and the contact person, title, telephone/fax numbers and e-mail address.
 - A summary of the qualifications of the Respondent and team.
- **Main Proposal**
 - Years of experience and detailed qualifications in performing the range of services that we require.



- The types of services you have available including which you believe would best fit our campus.
- Any and all technology and facility needs for the instillation of your machines.
- A detailed description of how you handle maintenance issues that occur with your machines.
- Pricing proposal. This should include instillation and any annual maintenance fees

SELECTION PROCESS

- The Selection Committee, comprised of the Executive Director of Student Affairs, Director of Housing, Maintenance and Grounds Supervisor and the Vice President of Finance and Administration, will review qualifications in accordance with the evaluation criteria set forth herein. Any contract resulting from this RFP will not necessarily be awarded to the respondent with the lowest price. Instead, a contract shall be awarded to a respondent whose proposal best fits the totality of needs for the institution.

QUESTIONS

- Questions regarding this RFP should be submitted in writing via email to Jason O'Toole, the Executive Director of Student Affairs, at otoole@cowley.edu.

SUBMITTAL DUE DATE

- Responses to this RFP are due by 5:00 pm on Friday, March 31, 2017. Responses to this RFP must be e-mailed to Jason O'Toole at otoole@cowley.edu. We would like to invite vendors to campus at the beginning of April and make a decision by the beginning of May.

RFP SUBMITTAL REQUIREMENTS CHECKLIST

- Letter of Interest
- Main Proposal
- Evidence of Insurance
- Relevant Licensure
- Evidence of Financial Stability
- Relevant References
- Description of Company
- Capacity of Company
- Pricing Proposal