

# Request for Proposal 2022-2: Food Preparation Services for RiverValley Behavioral Health Children's Hospital

**DATE:** 4/10/2022

## **ABOUT RIVERVALLEY BEHAVIORAL HEALTH**

RiverValley Behavioral Health ("RiverValley") is the Commonwealth of Kentucky's designated regional Community Mental Health Center that offers a full range of behavioral health services, substance use treatment, and intellectual and disabilities services to adults, children, adolescents, and their families.

Our services are individualized, trauma-informed, evidence-based, and specifically developed to meet the unique, growing behavioral health needs of the communities we serve.

We provide services in Daviess, Henderson, Ohio, Union, McLean, Hancock, and Webster counties. Our staff provides hope and a nurturing, stabilizing force to the communities we serve through a full continuum of care.

RiverValley has been the honored recipient of the National Mental Health Corporations of America's "Best Practices Award" for client satisfaction and the 2021 recipient of The Owensboro Messenger-Inquirer's Reader's Choice Award for Mental Health and Counseling Provider.

## **Section 1: RFP SUMMARY**

Of the many services offered by RiverValley Behavioral Health, none are more important than those focused on children, suffering with any variety of cognitive/behavioral needs. RiverValley's Children's Hospital, located at 1000 Industrial Drive in Owensboro, KY, is an 80-bed behavioral health facility offering a wide range of assessment and treatment services for children ranging in age from 5 through 17. The hospital also offers a complete, age focused, K-12 school, in partnership with the Daviess County School system.

RiverValley intends to select and partner with a supplier capable of providing appropriate menu oversight via an on-staff or contracted licensed nutritionist and first in class, on-site food preparation services for our Children's Hospital (clients and staff). Quality nourishment and consistency, as well as proven treatment programs are critical to our mission of providing excellent service to our clients.

Additional services required via the same licensed nutritionist will be the development and monitoring of appropriate menus for:

- Recovering Chemical Dependency (RCD): an off-site program for Men. (typically 10-12 adult clients plus staff)
- Recovering Chemical Dependency (Amethyst Center): an off-site program for Women (typically 10-12 plus staff)

**NOTE:** These programs will purchase their own food products and will prepare their own meals daily within their given locations. However, they do require periodic menu oversight by a licensed Nutritionist.

The link to this proposal can be found here: <http://www.rvbh.com/resources>. RVBH reserves the right to modify this RFP.

**SCHEDULE OF RFP EVENTS DATES (see Section 9 for greater detail)**

1. Description Date RFP Issued	4/13/2022
2. Written Confirmation of Intent to Bid (See Section 2 below):	4/22/2022
3. Site Visits (If needed) please contact Dale Taylor:	4/27-5/11/2022
4. Deadline for Supplier Questions:	5/6/2022
5. Proposal Due:	5/23/2022
6. Supplier Presentations (If requested):	TBD
7. Final Selection Discussions with Intent to Award	6/27/2022
8. Proposed date to begin services no later than	8/1/2022

**Please email all questions regarding this RFP to: [bids@rvbh.com](mailto:bids@rvbh.com).**

**SECTION 2. REQUIREMENTS FOR SUBMITTING PROPOSALS**

Please submit your proposal based upon expectations conveyed herein, in Word/PDF format. Your proposal should include the following:

**Written Confirmation of Intent to Bid:**

Submission of the 'Notification of Intent to Bid' form shall serve as written confirmation of your present intent to submit a proposal in response to this RFP. Written Confirmation of Intent to Bid must be received by April 22, 2022, in accordance with the schedule provided in Section 1.

The form can be accessed and submitted here: <https://www.surveymonkey.com/r/9KDKD6B>. Alternatively, you may submit your confirmation of intent to bid by mail by no later than 2:00 PM, Friday, April 22, 2022 to:

**RiverValley Behavioral Health  
 ATTN. Dr. Wanda Figueroa-Peralta  
 1100 Walnut Street  
 Owensboro, Kentucky 42301-2976**

Notifications of Intent to Bid submitted via mail should include the following information:

- Name of RFP
- Contact information for the individual to whom all information regarding the Invitation for Bid (IFB) should be transmitted to, including:
  - Contact Name
  - Company Name
  - Street Address
  - City/Town
  - State
  - Zip/Postal Code
  - Email Address
  - Phone Number

**Proposal Elements:**

Please use RFP ATTACHMENT for description of each section to submit your proposal.

- RFP Cover Page: **Complete the Vendor Information questionnaire in Exhibit A.**
- Relevant Experience and References
- Key Personnel
- Service Delivery Plan

- Pricing - Please provide a cost summary for the Scope of Work in Exhibit C. Payment terms will be net 30.
- An overview of how you would approach this service, equipment used, process flow, etc. Please include lead-time to begin this project from the point that you receive the Purchase Order to when your service could commence.
- Please use ATTACHMENT 1 FORM to submit your proposal.
- One sealed envelope containing SIX (6) hard copies of the proposal must be enclosed for review.
- Email proposals will not be accepted.
- Late submissions or incomplete proposals will not be considered.
- **LICENSE REQUIREMENTS** Bidder must be licensed to operate in the Commonwealth of Kentucky and must be in compliance with regulatory entities.

**Proposals must be delivered and received no later than 2:00 PM, Monday, 5/23/22 to:**

**RiverValley Behavioral Health  
ATTN. Dr. Wanda Figueroa-Peralta  
1100 Walnut Street  
Owensboro, Kentucky 42301-2976**

**PROPOSAL EVALUATION PROCESS:**

Each proposal will be evaluated based on the following criteria:

- (a) Relevant Experience and References (20 points)
- (b) Ability to Deliver and Maintain Services (20 points)
- (c) Key Personnel (20 points)
- (d) Price (30 points)
- (e) Capacity to complete project within two-month after Notice of Award
- (f) Failure to comply with RFP instructions may disqualify the vendor from further consideration.

**Section 3: RFP GENERAL CONDITIONS**

- The information contained in this RFP is proprietary to RiverValley and must be treated by suppliers as CONFIDENTIAL. The information is to be used by each supplier only for preparing a response to this RFP and may not be used or shared with other parties for any other purpose without RiverValley's prior written permission.
- This RFP is not an offer to contract. Acceptance of a proposal neither commits RiverValley to award a contract to supplier even though all requirements stated in this RFP are met, nor limits RiverValley's right to negotiate in our best interest.
- RiverValley reserves the right to reject all proposals, to award all or any part of this RFP, to waive any technical or formal defects therein, and to award the bid to other than the lowest Bidder, according to its own judgment of its best interest.
- RFP development costs are entirely the responsibility of the supplier and are not chargeable in any manner to RiverValley.
- The pricing, terms and conditions stated in your quote must remain valid for at least 90 days from the submittal date of the proposal.
- The overall spirit of this RFP is for the supplier to provide its "best in class" recommendation for how to execute the services described in this RFP as part of its proposal.
- By responding to this RFP, it is assumed that you (the supplier) can provide the services described herein. If you cannot provide the services outlined herein, it is expected that you note the differences between what is stated in this RFP and what you can accomplish. Additionally, you (the supplier) will be responsible for fees related to any service issues leading to any inconvenience to the RiverValley facilities.

## **LOCATIONS OF WORK**

- RiverValley facilities included:
  - River Valley Behavioral Health Children’s Hospital, 1000 Industrial Drive, Owensboro, KY
  - **See Exhibit B for full address list and required duties**

## **SCOPE OF WORK**

- **Detailed Scope of Work is provided in Exhibit C and generally herein.**
- Work includes, but is not limited to providing coordinating the purchasing of all cooking supplies and foods, cleaning chemicals, consumables. Permits, licenses and inspection certificates as necessary for the performance and completion of the services required to provide general food preparation of our facilities.

## **PERIOD OF PERFORMANCE**

- 8/1/2022 – 8/1/2023 (1-year term possible with 90 day out provision)

## **APPLICABLE STANDARDS**

- Contractor must adhere to all State and City compliance regulations.
- Contractor shall comply with the Universal Precautions, Bloodborne Pathogen Standard (40CFR 1910.1030) while performing these services.
- Contractor must demonstrate proof that employees in their employ, working at said facility, comply with annual Tuberculosis Skin Testing and Bloodborne Pathogen training and updated as needed with new employees are hired by Vendor.
- Contractor employees must comply with all Federal and State Covid-19 mandates.
- Contractor to provide insurance coverage, including bonding coverage.

## **TYPE OF CONTRACT / PAYMENT SCHEDULE**

- Some Key Points:
  - Term: 1 year with potential of a 3-year agreement
  - Termination: With and without cause options, upon written notice.
  - Renewal: 60-day written notice. (No auto-renew)
  - Invoicing:
    - A valid RiverValley Purchase Order number must be printed on all invoices prior to submission to RiverValley for payment.
    - Invoices are to be sent monthly in arrears to RiverValley Accounts Payable.
  - Payments: 30 days from receipt.
  - Assignment/Outsourcing: Allowable only by prior written consent from an authorized RiverValley representative, per occurrence.

## **SECTION 4 - INVOICING**

Vendor shall invoice RVBH at the agreed upon monthly rates detailed in the Pricing Section of this RFP. Payment Terms shall be net 30 days. RVBH prefers invoicing to be delivered in PDF format via electronic mail (email).

## **SECTION 5 - SAFETY AND ENVIRONMENTAL RULES**

RVBH’s goal is to be a leader in safety and environmental stewardship. Vendor is expected to be knowledgeable of and adhere to all federal, state, local rules and regulations pertaining to safety and the environment.

## **SECTION 6 - INSURANCE REQUIREMENTS**

Vendor shall take out and maintain throughout the contract period the following types and minimum amounts of insurance:

### ***Workers’ Compensation***

Workers' compensation and employers' liability insurance, as required by law, covering all its employees who perform any of the obligations of the Contractor under the contract. If any employer or employee is not subject to the workers' compensation laws of Kentucky, the insurance shall be obtained voluntarily to extend to the employer and employee coverage to the same extent as though the employer or employee were subject to the workers' compensation laws.

**Public Liability Insurance**

Covering all operations under the contract shall have limits for bodily injury or death of not less than \$1 million each occurrence, limits for property damage of not less than \$1 million each occurrence, and \$2 million aggregate for accidents during the policy period. A single limit of \$1 million on bodily injury and property damage is acceptable. This required insurance may be in a policy or policies of insurance, primary and excess including the umbrella or catastrophe form.

**Automobile Liability Insurance**

For all motor vehicles used in connection with the contract, whether owned, non-owned, or hired, shall have limits for bodily injury or death of not less than \$1 million per person and \$1 million each occurrence and property damage limits of \$1 million for each occurrence. A single limit of \$1 million of bodily injury and property damage is acceptable. This required insurance may be in a policy or policies of insurance, primary and excess including the umbrella or catastrophe form.

RVBH shall have the right at any time to require public liability insurance and property damage liability insurance greater than those required in the previous paragraphs. In any such event, the additional premium or premiums payable solely as the result of such additional insurance shall be added to the Contract price.

RVBH shall be named as Additional Insured on all policies of insurance. Contractor shall furnish RVBH a certificate evidencing compliance with the foregoing requirements which shall provide not less than (30) days prior written notice to RVBH of any cancellation or material change in the insurance.

**SECTION 7 - PRICING (Please include this form when submitting proposal)**

Vendors shall provide a monthly price for each of the facilities for which the vendor is interested in providing service. Vendors should use the following bid form and include this form in their proposal documents. As stated previously, RVBH may select multiple vendors, or a single vendor.

Note: The pricing below is for the services described in the Scope of Work section of this RFP only. Additional services may be requested by RVBH from the vendor. These additional services will be priced separately.

**Select one of the following:**

\_\_\_\_\_ We are interested in servicing all facilities **only**. In other words, if we do not have an opportunity to serve all the facilities, please withdraw our proposal from consideration.

\_\_\_\_\_ We are interested in servicing only the facilities for which we are providing pricing below. In other words, we do not wish to serve all facilities.

**SECTION 8 – PROPOSAL RESPONSE INFORMATION & DETAILS**

RVBH is committed to providing an opportunity to each vendor that has a legitimate interest in servicing our facilities. To submit a proposal, all vendors may schedule a site visit to each location for which they intend to bid. A site visit is not mandatory to submit a proposal.

RVBH encourages each vendor to be realistic about your ability to meet our requirements. All expenses, related to developing and submitting this RFP are entirely your responsibility, and the submission of this proposal in no way obligates RVBH to you or any other Vendor.

**Anticipated RFP Schedule (per Section 1)**

1. Description Date RFP Issued	4/13/2022
2. Written Confirmation of Intent to Bid (See attached form & email address:	4/22/2022
3. Site Visits (If needed) please contact Dale Taylor:	4/27-5/3/2022
4. Deadline for Supplier Questions:	5/6/2022
5. Proposal Due:	5/23/2022
6. Supplier Presentations (If requested):	TBD
7. Final Selection Discussions with Intent to Award	6/27/2022
8. Proposed date to begin services no later than	8/1/2022

**Please email all questions regarding this RFP to: [bids@rvbh.com](mailto:bids@rvbh.com).**

**Selection Criteria:**

- (a) Relevant Experience and References (20 points)
- (b) Ability to Deliver and Maintain Services (20 points)
- (c) Key Personnel (20 points)
- (d) Price (30 points)
- (e) Capacity to complete project within two-month after Notice of Award
- (f) Failure to comply with RFP instructions may disqualify the vendor from further consideration.

**EXHIBIT A – SUPPLIER INFORMATION**

**Content of Proposals**

Each vendor shall provide the following information using these headings:

- **Company Overview** - Provide background, history and qualifications including the number of years' experience in providing the proposed services. Also, identify other services that you can perform beyond the scope of services requested in this RFP.
- **Organization Structure** – Provide a summary the organization structure of your company and including the title (and name if available) and location (city, state) of the person(s) who will be responsible for the performance of the work under this proposal.
- **Quality Control Measures** – Briefly describe your organization’s quality control methods and processes. In other words, how do you ensure that work is completed at a consistently high-level.
- **Hiring and Training Processes** – Briefly describe your organization’s hiring and training processes.
- **References** – Provide three (3) company/organization names along with their contact name, contact phone and email for which you are currently serving and are of similar size and scope to the work in this RFP.
- **Completed Bid Information** – Page 6 below.
- **Additional Information** - Provide additional information important or relevant to the services being proposed. Additionally, identify any exceptions, alternatives, or additional services offered to items contained in this RFP

**DETAILED INFORMATION AND QUESTIONS**

Please answer the following questions regarding your company and your ability to provide the services requested.

1. Legal Entity Name
2. Legal Address
3. Type of Corporation (Non-profit, LLC, S Corp, etc.)
4. Type of business (corporate, small business, woman owned, minority owned, etc.)
5. Location of Corporate Headquarters
6. Total number of employees in Daviess, Henderson, Ohio, Union, McLean, Hancock, and Webster counties

7. Years in business
8. Owner Contract or Point of Contact for future RFP, including email and phone number.
9. List of other accounts the Supplier representative currently services within this market.
10. Provide Supplier's General Liability Insurance coverage and be prepared to provide a copy of your insurance certificate.
11. Does Supplier's corporate headquarters or other facilities providing this service have any routine closures other than state and federal holidays?
12. Will Supplier outsource or utilize any third parties for any aspect of this project? If yes, what portions and to whom?
  - a. How long has Supplier had a relationship with this entity?
13. List three (3) references for which Supplier provides a similar service. Include contact names, phone numbers and email addresses.
  - a. Reference 1 –
  - b. Reference 2 –
  - c. Reference 3 –
14. Attach:
  - o W9
  - o Any additional materials necessary to support your response(s)

**EXHIBIT B – LOCATIONS**

**Please see below providing specific location address, hours of operation.**

**RiverValley Behavioral Health Children's Psychiatric Hospital  
1000 Industrial Drive, Owensboro, KY 42301**

**Open 24 hours per day, 7 days per week.**

***A. River Valley Behavioral Health Children's Psychiatric Hospital***

- Single building, 80-bed, private, psychiatric hospital providing specialized inpatient services exclusively for children and adolescents ages 5-17.
- Facility maintains a complete and operational commercial kitchen and serving area.
- RVBH assumes the responsibility of providing appropriate equipment for this service.
- Meals prepared daily, 7 days per week – Breakfast, Lunch and Dinner as established by a standardized menu.
- Number of meals will vary daily with the hospital census.
- The client census in 2021 averaged 30 children per month (plus staff).
- Food Preparation Staff will be responsible for the cleaning and upkeep of the kitchen/cafeteria space and equipment.
- All services described in this RFP are provided 7 days per week, between the hours of 6:00am – 5:00 pm.

**EXHIBIT C – SCOPE OF WORK**

<b>RVBH Childrens Hospital</b>	
Prepare all meals, Breakfasts, Lunches and Dinners in a timely and professional manner	7 days per week
Clean and store all cooking equipment assuring complete sanitary conditions	7 days per week
Maintain a clean and sanitary kitchen, serving area and cafeteria at all times.	
Maintain adequate food supplies (both non-perishables and frozen) for minimum of 30 days	
Adhere to all local, state and federal laws and guidelines concerning the food service industry	
Staff must always wear clean and appropriate uniforms and maintain a professional appearance	
Staff must maintain a professional and pleasant demeanor at all times	
Always be prepared for and surpass Health Department Inspections	
<b>Adult Recurring Chemical Dependency Programs (Menu Management Only)</b>	
Food Prep & RCD (For Men) management will work together to arrive at and manage an appropriate menu and schedule to be followed on a daily/weekly basis.	
Food Prep & RCD (Amethyst Center) management will work together to arrive at and manage an appropriate menu and schedule to be followed on a daily/weekly basis.	

**Recent historical data to assist with proposal – Hospital**

- Over the past 3 months, due to Covid 19 related issues, the RVBH Hospital dropped to an average census of 20 patients. However, the census had increased to 26 as of March 1.
- The hospital averaged approximately 30 patients per month in 2021.
- Over that 90 period, 1800 patient meals were served per month. (60 meals per day)
- An additional 600 patient meals were served as "seconds" each of those months. (20 per day)
- Over the same period and average of 1200 staff meals were served per month.
- 3600 meals per month for the hospital with an average census of 20 patients.

The information shown above provides a summary scope of work for RVBH’s facilities. While we have attempted to identify all tasks and frequencies, there may be other tasks, and/or adjusted frequencies that will need to be considered once the vendor is selected. If the changes are material, RVBH and the vendor will discuss changes, if any, to the proposed price.

Pricing should be provided on a cost per month basis. Please provide cost per square foot pricing for hard surface floor restoration (VCT and ceramic tile) and carpet cleaning. Please provide cost per window pane for cleaning the inside and outside of exterior windows.