



**Request for Proposal
for
County of La Crosse, Wisconsin**

Friday, June 2, 2023

**HUMAN SERVICES DEPARTMENT
Aging and Disability Resource Center (ADRC)**

La Crosse County Senior Nutrition Program
Bulk Food Delivery

Proposals must be received no later than
3 p.m., June 30, 2023

SPECIAL INSTRUCTIONS:

- 1. Place the signed Signature Affidavit as the first page of your proposal.**
- 2. Proposals should be submitted electronically**
Proposals should be submitted via email with *proposal title in subject line* of the email.
Proposal Title: **Bulk Food Delivery RFP**
- 3. Vendor Conference will be held via Microsoft Teams online and/or phone**
RSVP will be required to attend – See Section 1.5
- 4. Deliver on or before June 30, 2023 by 3 p.m. to**
Email: csander@lacrossecounty.org
- 5. Final award decision anticipated by July 21, 2023, with an estimated contract start date of July 31, 2023 (this date is negotiable).**

LATE, FAXED AND/OR UNSIGNED PROPOSALS WILL BE REJECTED

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1.0 GENERAL INFORMATION

1.1 Introduction and Background

The Aging & Disability Resource Center (ADRC) of La Crosse County operates the La Crosse County Senior Nutrition Program which is available to seniors 60 years of age or older and their spouses, regardless of age. Its purpose is to reduce hunger and food insecurity and promote socialization, health, and well-being among older adults.

Two types of nutrition services are provided: 1) congregate dining and 2) home delivered meals. Congregate dining provides nutritious meals in a group setting, allowing for opportunities to socialize with others. Home delivered meals are provided to eligible individuals who are unable to attend one of the local congregate dining sites. For either service, participant voluntary contributions are requested however no one is ever denied because of the inability to donate.

The ADRC of La Crosse County is seeking a provider to pick-up, transport, and deliver bulk food, packed in a combination of rolling Cambros, stackable coolers, and hot/cold insulated food bags, to/from La Crosse kitchen to dining sites in the La Crosse and West Salem areas for lunch time meals Monday through Friday. Provider may also transport mail and supplies as needed.

1.2 Service Description

Provider will arrive at La Crosse kitchen, currently located within the La Crosse County Law Enforcement Center at 333 Vine St, La Crosse, by 8:15 a.m., Monday through Friday. Provider will load and secure two (2) 52 x 69 x 114 cm rolling Cambros and two (2) 72 x 83 x 116 cm rolling Cambros, transport, and deliver to Southside Neighborhood Center dining site located at 1300 6th Street S, La Crosse; Fridays will also include four (4) stackable coolers.

Once at dining site, provider will roll Cambros and stackable coolers, as needed, into facility where staff and/or volunteers will help Provider unload Cambro/cooler contents. Provider will gather any unused pans and/or milk crates and place into emptied Cambros/coolers.

Provider will return Cambros and coolers to kitchen by 9:00 a.m. Provider will then load and secure one (1) 52 x 69 x 114 cm rolling Cambro and one (1) 72 x 83 x 116 cm rolling Cambro, transport, and deliver to Community Connections Center dining site located at 1407 St Andrew Street, La Crosse; Thursdays will also include an additional 72 x 83 x 116 cm rolling Cambro.

Once at dining site, Provider will roll Cambros into facility where staff and/or volunteers will help Provider unload Cambro contents. Provider will gather any unused pans and/or milk crates and place into emptied Cambros. Provider will wait onsite for staff/volunteers to package West Salem home-delivered meals; Provider may load and secure emptied Cambros while waiting.

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Provider will load and secure at least one (1) hot/cold insulated food bag and two (2) stackable coolers, transport, and deliver to Hazel Brown Leicht Member Library located at 201 Neshonoc Road, West Salem, by 10:30 a.m.

Once at Library, Provider will give the hot/cold insulated food bag(s) and stackable coolers to the volunteer(s) and pick up empty bag(s) and coolers stored overnight. Provider will return Cambros, coolers, and bag(s) to La Crosse kitchen, if needed; Provider has the option to return Cambros and coolers to La Crosse kitchen prior to West Salem delivery however, it is important that Provider is at Library no later than 10:30 a.m.

Provider may be asked to also transport mail and supplies between dining sites and ADRC office located within the Health & Human Services Building located at 300 4th Street N, La Crosse. If this is needed, Provider will receive notice at least 24 hours in advance. It is anticipated that the Provider will complete the duties described above by 10:45/11:00 a.m. each day. Please note, if the Provider has the capacity to load and secure all Cambros and coolers, versus returning to kitchen at 9:00 a.m. for a second load, we will accommodate.

Food shall be delivered Monday through Friday, except on non-service days listed below or the day designated by La Crosse County in observance of the following holidays:

New Year's Day
Martin Luther King Day
Spring Holiday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

Additionally, the decision to cancel food service due to inclement weather will be based on local weather forecast and any warnings, watches, and advisories for La Crosse County. ADRC will notify provider(s) as soon as reasonably possible.

1.3 Definitions

The following definitions are used throughout the RFP:
ADRC – Aging and Disability Resource Center

1.4 Clarifications and/or Revisions to the Specifications and Requirements

This Request For Proposal (RFP) process is administered by La Crosse County, Human Services Department and the person responsible for managing the procurement process is Chris Sander.

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Any questions concerning this document must be received in via e-mail to csander@lacrossecounty.org by **4:00 p.m. on June 12, 2023**.

Providers are expected to raise any questions, exceptions, or additions they have concerning this document at this point in the process. If a provider discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this document, the provider should immediately notify the above named individual of such error and request modification or clarification.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this document, revisions/amendments and/or supplements will be provided via the La Crosse County Website and via email to all known interested parties.

1.5 Vendor Conference

A vendor conference will be held at **3 p.m. on Wednesday, June 14, 2023** via Microsoft Teams online and/or phone. This is held to respond to written questions and to provide additional instruction and information to providers on the submission of proposals. There will be minutes taken, posted on the website and emailed to all known interested parties. ***This will be the only forum where questions will be answered.***

To receive the information on how to attend the vendor conference, please **RSVP** via email Chris Sander at csander@lacrossecounty.org by **12 p.m., Wednesday, June 14, 2023**. Chris will forward you the link and phone information via email prior to the vendor conference.

1.6 Calendar of Events

June 2, 2023	Release date of RFP
June 12, 2023	Questions on RFP due to County by 4 p.m.
June 14, 2023	Vendor Conference, 3 p.m. – RSVP required
June 30, 2023	Proposals due from vendors, receipt by 3 p.m.
July 10, 2023	Vendor Interviews- please hold these times open for possible vendor interviews (11 a.m. and 1 p.m.)
July 21, 2023	Anticipated notification of award sent to vendors
July 31, 2023	Estimated contract start date (this date is negotiable)

1.7 Contract Terms and Rate Increases

The contract shall be effective from **July 31, 2023** until **December 31, 2025**.

Annual rate adjustments will be made automatically following the July Consumer Price Index for Urban Regions (CPI-U).

1. The rate will be determined from tables from the U.S. Department of Labor-Bureau of Labor Statistics for the Midwest Urban region for areas of 50,000 or more.

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2. Should the CPI-U ever be less than 0%, the Provider rates will stay the same as the current year. Should the CPI-U ever be more than 3%, Provider rates will go up 3%.
3. Automatic Rate Adjustments exclude services that are purchased at retail price, Medical Assistance (MA) Rates, and reimbursement rates set by the State (i.e. children's group homes/residential care centers, autism, etc.). Also excluded are contracted rates that include a total dollar amount not to exceed during the contract period.

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 General Instructions

The evaluation and selection of a provider and the contract will be based on the information submitted in the provider's proposal and any required vendor presentation/interviews. Failure to respond to each of the requirements in the RFP may deem the proposer non-responsive.

Elaborate proposals (i.e. expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

2.2 Public View of Proposals

To the extent permitted by law, it is the intention of La Crosse County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of La Crosse County. At that time, all proposals will be available for review in accordance with the Wisconsin Public Records Law.

2.3 Incurring Costs

La Crosse County is not liable for any cost incurred by proposers in replying to this RFP.

2.4 Submitting the Proposal

Proposers must submit all materials required for acceptance of their proposal by **3 p.m. on Friday, June 30, 2023** to:

Chris Sander
csander@lacrossecounty.org

If proposer is unable to submit materials via email, please contact Chris Sander at (608)785-5511 or csander@lacrossecounty.org for further instructions. All proposals must be received by time and date stated above.

2.5 Proposal Organization and Format

All proposals should include a Table of Contents and be organized and presented in the order and by the number assigned in the RFP. Each heading and subheading should be clearly marked. The RFP sections which should be submitted or responded to are:

- Evaluation Criteria (See Section 3.5 if this RFP)
 - Service Methodology
 - Organizational Capabilities
 - Staff Qualifications
 - Funding/Price Proposal

- Required Forms
 - Attachment A Signature Affidavit
 - Attachment B Vendor Data Sheet
 - Attachment C Purchase of Service Contract (return only if any requested revisions) or submit your suggested contract template.
 - Attachment D Budget Request Form (optional, but if this form is not used, an alternative form should show what expenses make up your rate)

2.6 Multiple Proposals

Multiple proposals from a provider will be permissible; however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc. on each page included in the response.

2.7 Vendor Presentation/Interview

Top scoring proposers, based on an evaluation of the written proposal, may be required to participate in presentations/interviews to support and clarify their proposals. **These will be scheduled for July 10, 2023, following an internal meeting on July 7th. Please keep this date open for a possible presentation/interview. Generally, it is appropriate to have staff involved that are familiar with the program and financial aspects of the proposal such that questions can be answered during the interview time.**

3.0 PROPOSAL SELECTION AND AWARD PROCESS

3.1 Opening of Bid

Proposals will be opened after 3 p.m. on June 30, 2023.

3.2 Preliminary Evaluation

The proposals will first be reviewed to determine if requirements in Section 2.0 are met and if additional mandatory requirements are met. Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all providers do not meet one or more of the mandatory requirements, La Crosse County reserves

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the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

3.3 Right to Reject Proposals and Negotiate Contract Terms

La Crosse County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, La Crosse County may negotiate a contract with the next highest scoring proposer.

In addition, La Crosse County reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more providers.

3.4 Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee will review all proposals and will request vendor presentation/interviews and use the results of those meetings in scoring the proposals.

3.5 Evaluation Criteria

<u>Description</u>	<u>Points</u>
<u>Service Methodology</u>	25
Please describe proposer’s agency experience with delivery services. Please provide any meal delivery experience, as well. Describe vehicle that will be used for deliveries, along with driver screening requirements and current insurance coverage.	
<u>Organizational Capabilities</u>	25
Please include 3 references with phone and email contact information, along with any other relevant information about the agency’s qualifications.	
<u>Staff Qualifications</u>	25
Please describe your staffing pattern that will be committed to this program. What is your current turnover % in these roles. What types of things does your agency do to promote longevity in employment.	
<u>Funding/Price Proposal</u>	25
Please provide a daily rate for this service.	
<u>Vendor Interviews</u>	100
<u>TOTAL</u>	200

3.6 Required Forms

The following forms must be completed and submitted with the proposal in accordance with the instructions given in Section 2.0. Blank forms are attached.

Attachment A	Signature Affidavit
Attachment B	Vendor Data Sheet
Attachment C	Purchase of Service Contract (return only if any requested revisions) or submit your suggested contract template.
Attachment D	Budget Request Form (optional, but if this form is not used, an alternative form should show what expenses make up your rate)

3.7 Final Offers

The final decision is estimated to be made by the Internal Purchasing Approvers by July 21, 2023.

3.8 Notification of Intent to Award will be Shortly Following Final Approval

As a courtesy, La Crosse County may send a notification of award memo to responding providers at the time of award.

4.0 SPECIAL CONTRACT TERMS AND CONDITIONS

La Crosse County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

La Crosse County reserves the right to re-issue any solicitations.

Upon the selection of a finalist provider, La Crosse County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this provider. If La Crosse County, for any reason, is unable to reach a final agreement with this provider; La Crosse County reserves the right to reject such provider and negotiate a final agreement with the provider who has the next most viable proposal or bid. La Crosse County may also elect to reject all proposals and re-issue a RFP.

Clarification of proposals: La Crosse County reserves the right to obtain clarification of any point in a provider's proposal or obtain additional information.

La Crosse County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of La Crosse County.

La Crosse County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of La Crosse County.

La Crosse County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the provider.

Indemnification

The Provider agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Provider, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.

5.0 PURCHASE OF SERVICE CONTRACT

The Purchase of Service Contract “Agreement,” attached hereto on Attachment C, shall be defined by written agreement between the parties and shall be binding when fully executed by the parties. **Supplier responses to the RFP will be incorporated by reference in each written agreement** and will become an integrated part of each final contract.

The proposer should submit as part of the RFP response any comments to the Purchase of Service Contract. It is requested that proposers not re-type or scan the document. Please provide feedback in the form of redline where required. La Crosse County will assume agreement of all contract language unless noted by provider.

6.0 EXPENSES RELATED TO CONTRACTING

6.1 Insurance Requirements

Provider will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

- If applicable, Workers’ Compensation: minimum amount statutory
- Auto Liability (if applicable): \$1,000,000 per occurrence and in aggregate for bodily injury and property damage (REQUIRED FOR THIS SERVICE)