

## CESC, INC. REQUEST FOR PROPOSALS

Request for Proposals (RFP) For: Kearney Center seeking to rent 100-150 Motel or Apartment rooms that are furnished and can be dual occupied at one site until at least the end of December 2020. Proposals will be received via email to [Audra.Peoples@cesctlh.org](mailto:Audra.Peoples@cesctlh.org) until 5pm, August 31, 2020.

[RFP ID 003] Issued: \_\_\_\_\_ August 14, 2020 \_\_\_\_\_

Submission deadline: **5:00pm** \_\_\_\_\_ September 4, 2020 \_\_\_\_\_

### Questions:

**ALL QUESTIONS PERTAINING TO THIS RFP MUST BE SUBMITTED BY**  
\_\_\_\_\_ 5pm, August 21, 2020

Questions need to be emailed to:

\_\_\_\_\_ [Audra.Peoples@cesctlh.org](mailto:Audra.Peoples@cesctlh.org)

Questions and answers will be shared with all bidders on the Kearney Center website.

### Introduction

Connecting Everyone with Second Chances (CESC) is a 501(c)(3) private non-profit organization with a goal to offer help and hope by creating solutions that provide a path to self-sufficiency to those in poverty. We execute this mission through a variety of projects one being the Kearney Center which provides shelter for adults experiencing homelessness, the others being low-income housing at Westgate and the Dwellings

Connecting Everyone with Second Chances (CESC) invites proposals for Motels or Apartments to rent rooms to the Kearney Center for non-congregate shelter in response to COVID-19 pandemic.

### Background

The Kearney Center has 36,000 square feet of space which includes 2 sleeping wings, a kitchen and dining facility, medical and dental operations, community meeting rooms, classroom, and offices. Prior to COVID-19, the Center served an average nightly number of 365-clients and provided day services (meals, showers, case management and more) to an additional 50-60 clients.

With the onset of COVID-19, and CDC guidance to for people to stay 6-feet apart, CESC moved all the Kearney Center's clients to several motels and apartments in Tallahassee in order to provide non-congregate shelter to individuals in need. Kearney Center currently has about 400 individuals in non-congregate rooms at three different sites on a nightly basis. The Kearney Center will be undergoing construction on its facility this year to make needed renovations prior to bringing the clients we serve back to the Kearney Center. We anticipate completing the construction at the end of 2020.

The Kearney Center staffs each Motel or Apartment site with 24hr Shelter Specialists to assign and monitor rooms, providing daily room and roster checks and respond to client needs or crisis. Additionally, staff provides case management, security services, medical services who take daily

temperature checks and COVID screening, and daily food service delivery.

The Kearney Center is seeking a Motel or Apartment site with 100-150 dual occupancy rooms to allow us to expand our operations until at least the end of December 2020.

### **Submission Procedure**

Proposals conforming to the requirements set out below must be received by email Audra.Peoples@cesctlh.org no later than the deadline given above. Proposals must state that they are valid for a period of at least ninety (90) days from the closing deadline.

CESC reserves the right to waive irregularities and to reject any or all bids. CESC also reserves the right to negotiate with the selected bidder.

CESC may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

### **Modification of Bids**

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the Request for Proposals. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids.

### **Opening, Evaluation and Contracting**

Proposals may be opened by CESC at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offerors best fulfills the needs of CESC and this project. CESC anticipates entering into a contract with this/these offeror(s) to execute the proposed work. This Request for Proposals, however, does not commit CESC to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. CESC reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interests of CESC to do so. The decision of CESC shall be final.

### **Scope of Services**

This scope of the work is seeking proposals from Motels or Apartments. The successful Motel or Apartment shall rent 100-150 rooms to CESC's Kearney Center at least until the end of December 2020. The Motel or Apartment will be required to:

- A. Need 100-150 dual occupancy rooms available at one site location.
- B. Rooms must be external facing (need to be able to enter the room without going inside a building or internal hallway).
- C. Rooms need to have be on its one air conditioning unit (multiple rooms cannot share air conditioning).
- D. Rooms must be furnished, have its own bathroom and shower, appliances (microwave and fridge).
- E. Preference that Motel or Apartment is near North Monroe and I-10 or close to Kearney Center (2650 Municipal Way).

**Proposal Response**

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S).

Proposals should include responses to the questions below and sent in according to the Submission Procedures provided above.

- The name of the person in your business who would be the official contact person for any contractual relationship.
- Experience: A description of your businesses experience in performing the scope of services being requested by CESC.
- Description of how Motel or Apartment meets the Scope of Services: Include detailed responses on Scope of Services A-E.
- Costs: Please describe costs associated with work. Room rate.
- Minority business, women’s business enterprises, are encouraged to apply.

**Evaluation Criteria**

The proposals received will be evaluated based on the following criteria:

CRITERIA	MAXIMUM WEIGHT
Experience on Similar Projects	15 points
Meets Scope of Services	45 points
Price (Include room rates or additional costs)	40 points
<b>TOTAL</b>	<b>100 POINTS/</b>

The successful bidder must be able to comply with the following:

PROVISION	CITATION
Proof of insurance and bonding	
General Liability Insurance (2M minimum) – name CESC, Inc. as an additional insured	
Proof of Workers Compensation Insurance	
Recipient Termination	2 CRF Part 200 Appendix II
Equal Employment Opportunity	E.O. 11246 “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as

PROVISION	CITATION
	supplemented by regulations at 41 CRF part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
Clean Air Act	42 U.S.C. 7401
Federal Water Pollution Control Act	33 U.S.C. 1251
Energy Efficiency	2 CRF Part 200 Appendix II
Copeland "Anti-Kickback" Act	18 U.S.C. 874, and 40 U.S.C. 276C
Byrd Anti-Lobbying Amendment	31 U.S.C. 1352
Debarment and Suspension	Executive Orders 12549 and 12689
Recycling	2 CRF Part 200 Appendix II
Davis-Bacon Act	40 U.S.C. 327-333
Rights to Inventions Made Under a Contract or Agreement	37 CFR part 401
Contractor Breach Clause	2 CFR Part 200 Appendix II