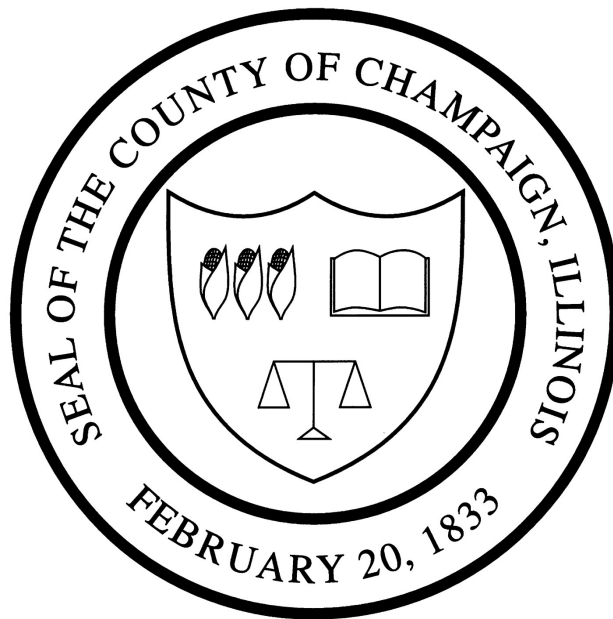


Request for Proposal

Food Commodities and Services
for
Champaign County Nursing Home

RFP 2017-007



Issue Date: July 25, 2017

REQUEST FOR PROPOSAL (RFP 2017-007)
CCNH FOOD COMMODITIES AND SERVICES

July 25, 2017

The County of Champaign invites you to submit information in accordance with the requirements documented within this Request for Proposal (RFP). You must carefully read the attached documents and follow the procedures as outlined in order to be considered for selection as a service provider to the County.

Proposals are due by 1:30pm on Thursday, August 10, 2017. Please refer to section II for complete instructions for submissions.

The proposal shall include the entire response to this Request for Proposal document and any amendments which may subsequently be issued. Proposals received after the above stated time will be considered a late and will be disqualified from further consideration.

Please direct questions regarding the proposal package to Rick Snider, County Administrator, at countyadmin@co.champaign.il.us or by phone at (217) 384-3776.

Sincerely,

A handwritten signature in black ink that reads "Richard S. Snider". The signature is written in a cursive, flowing style.

Richard S. Snider
County Administrator

I. INTRODUCTION

The County of Champaign is requesting proposals from qualified firms to provide food commodities and services to the Champaign County Nursing Home (CCNH). This RFP seeks food commodities and services to be delivered beginning September 1, 2017 on a month-to-month basis.

The Champaign County Nursing Home (CCNH) is a 220-bed long-term care and rehabilitation facility and is an important community asset. The census as of July 2017 is approximately 136 patients. The Proposer chosen for this project will be required to provide commodities and services in accordance with the requirements delineated herein.

II. INSTRUCTIONS TO PROPOSERS

1. All proposals must be submitted to:

Richard S. Snider
County Administrator
Brookens Administrative Center
1776 East Washington
Urbana, IL 61802

All questions regarding the proposal shall be directed in writing to the County Administrator at the above-listed address or via e-mail at:
countyadmin@co.champaign.il.us.

2. All responses to this RFP must be delivered in a sealed envelope clearly labeled "RFP 2017-007 – CCNH Food Commodities and Services." All proposals must be received by 1:30pm on Thursday, August 10, 2017. One (1) original and two (2) hard copies of your response, and one digital/electronic copy of your response to this RFP must be submitted. Proposals arriving after the deadline will not be accepted.
3. Proposals should provide a concise and accurate description of Proposer capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
4. An authorized representative of the Proposer must complete and sign the proposal.
5. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.
6. In submitting information, it is understood by the undersigned that the right is reserved by the County of Champaign to accept any submissions, to reject any and all submissions, and to waive any irregularities or informalities which are in the best interest of the County of Champaign.

III. MINIMUM QUALIFICATIONS

The County of Champaign invites submissions from any person or entity meeting the following minimum qualifications: (verification of these qualifications is attested through completion of this RFP.)

1. Five years of industry experience in delivery of the requested commodities and services.
2. Upon request, provide proof of insurance coverage for General Liability, Employers Liability, Workers' Compensation and Errors and Omissions.

IV. TERMS AND CONDITIONS

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFP and are in the best interest of Champaign County.
2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
4. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, at a minimum, all applicable provisions of the RFP. The County reserves the right to reject any agreement that does not conform to the RFP and any County requirements for agreements and contracts.
5. The County shall not be responsible for any costs incurred by the Proposer in preparing, submitting, or presenting its response to the request for qualifications.
6. If successful Proposer will be required to provide evidence of insurance for General Liability, Employers Liability, and Errors and Omissions Insurance. The firm will also be required to provide workers' compensation insurance in accordance with Illinois State Law.
7. All proposals submitted to the County are subject to the Illinois Compiled Statutes Chapter 5, Section 140 (5 ILCS 140/Freedom of Information Act). Any information

submitted in a proposal which the Respondent considers to be proprietary or otherwise exempt from disclosure, the Respondent must invoke, in writing, the exemption(s) to disclosure provided by 5 ILCS 140/Freedom of Information Act in its proposal by providing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Furthermore, to designate portions of the bid as confidential, the Respondent must:

- Mark the cover page as follows: "This proposal includes trade secrets or other proprietary data."
- Mark each sheet or data to be restricted with the following legend: "Confidential: Use of disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."
- Provide an electronic, redacted copy of the entire bid or submission in .pdf format for posting on the County's website for public inspection. Respondent is responsible for properly and adequately redacting any proprietary information or data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide an electronic version of a redacted copy may result in the posting of an un-redacted copy.

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

Champaign County will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against Champaign County or its agents for its determination in this regard and disclosure of information. At some point after proposal opening, all opened proposals will be made available for public inspection consistent with 5 ILCS 140/Freedom of Information Act. If a contract is awarded through this RFP, the awarded contract will also become a public record consistent with 5 ILCS 140/Freedom of Information Act. The County has the right to use any or all information/material submitted. Champaign County reserves the right to make an award to the Respondent offering a proposal in the best interests of the Champaign County and meeting all the requirements of this RFP.

V. SELECTION CRITERIA

A committee of County representatives will review and evaluate each submission using the following criteria:

1. Responsiveness: The County will consider the material submitted by the Proposer to determine compliance with the requirements of this RFP.

2. Responsibility: The County will consider the material submitted by the Proposer and other evidence it may obtain to determine Proposer's demonstrated ability to deliver services requested herein.
3. The fee proposal and payment terms (i.e. credit) for providing the requested services.
4. The availability of other related support services.
5. Any other information provided that the County deems valuable.

VI. BACKGROUND INFORMATION

The County of Champaign has a population of 201,082 according to the 2010 U.S. Census. Urbana is the county seat and is part of the Champaign-Urbana Metropolitan Statistical Area that includes Champaign, Ford, and Piatt Counties in Illinois. The MSA population is 231,891 as of the 2010 U.S. Census.

Since approximately the mid-1860s, the people of Champaign County have supported facilities to provide social services for the elderly and indigent. Today, the County operates a 132,000-square foot long-term care and rehabilitation facility located in Urbana, Illinois on county-owned property. Constructed in 2005, the Champaign County Nursing Home has approximately 136 residents as of July 2017, and is configured to serve up to 220 patients with a maximum certification of 243 Medicare/Medicaid-eligible beds. The facility offers adult day care, rehabilitation-to-home services, and long-term care services.

Residents served at the facility include those difficult to place in other nursing homes. In addition to chronic and debilitating illnesses include hypertension, diabetes, heart disease, and progressive neurological disorders, many of the residents have diagnosed mental health illness. Residents are monitored according to CMS standards for weight gain and weight loss, and individual diets altered accordingly. Many residents are high risk for pressure sores or are admitted with pressure sores, and require supplemental nutrition.

VII. SCOPE OF COMMODITIES AND SERVICES DESIRED

The County of Champaign desires the following commodities and services:

1. Menu Development. The Proposer shall provide menus reflecting special healthy diets for adult residents of CCNH as required by physician's orders. This includes three (3) regular hot meals per day, including beverages, seven (7) days per week; two (2) nutritious snacks daily, seven (7) days per week and additional snacks as ordered by the physician; diets in accordance with physicians' orders, to include therapeutic diets (e.g. low sodium, low fat, low cholesterol, diabetic, renal), modified texture diets as defined according to facility standards with modified texture diets including mechanical soft, chopped, ground, and pureed, and nutritional supplements; and pre-thickened liquids to nectar, honey, and pudding consistencies with a variety of beverages. The Proposer shall provide

special diets for residents of CCNH as required by physicians' orders and as noted above daily, regardless of weather conditions, staffing issues, or other variables.

2. Foodstuffs. The Proposer shall provide as necessary various raw, dry, canned, and frozen perishable and non-perishable foods to fulfill the proposed resident diets, including dairy, meat, fruit, vegetable, bakery, and other similar commodities.
3. Supplements. The Proposer shall provide as necessary commercial supplements to fulfill the proposed resident diets. Examples of supplements include thickened liquids; Med Pass; sauces; puddings; shakes; specialty nutritional drinks required for lactose-free, diabetic, renal, and other diets; protein powders; and enteral feeding supplements.
4. Non-food Commodities. At its option, the Proposer may include non-food commodities that are related to the provision of dietary services as an additive option to the fee proposal. Such items shall be priced separately from the required items listed in this scope of commodities and services as an additive option.
5. Compliance. The Proposer shall be responsible for acquiring and delivering commodities in compliance with all applicable local, state, and federal health and safety regulations.

VIII. PROPOSAL FORMAT

1. The proposal must be presented in the order as described. To be considered substantive, the proposal must respond to all requirements of this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.
2. A response to each item as set forth in the "Scope of Services Desired" in Section VII and a description of how your firm will approach delivery of those services.
3. Resumes of all principals that would be assigned to provide services to Champaign County.
4. At least three references from current clients, including contact names, addresses and telephone numbers.
5. A fee proposal for provision of commodities and services requested. Basic fee shall be stated in U.S. dollars per patient per day of service.

6. A description of any other services to be provided without additional compensation beyond negotiated fee to be paid by the County for services provided pursuant to the terms of this RFP.

IX. TIMELINE

July 25	RFP issued
August 10	Submission deadline
August 11	Review and determination by Evaluation Committee
August 14	Notification to Finalist