REQUEST FOR PROPOSALS
FOR HOTEL/MOTEL ROOMS
IN THE BISMARCK-MANDAN REGION

SUMMARY

The City of Bismarck, through the Bismarck-Burleigh Public Health Department, seeks to utilize hotel/motel rooms to quarantine or isolate voluntary individuals whose current housing situation does not allow them to self-quarantine with adequate separation from others. These may include individuals residing in congregate living arrangements, individuals where quarantine or isolation is not feasible; persons who have not yet been tested but have come in close contact with a COVID-19 positive individual; individuals who have tested positive for COVID-19 but do not have a medical need to be hospitalized and have no feasible location where quarantine or isolation is available; and those individuals who have been tested for COVID-19 but have not yet received results.

SCOPE

The City of Bismarck estimates a need for anywhere between 1 and 12 rooms. The selected hotel/motel will have successfully documented how they will meet the following criteria:

1. Price quotes should be developed and submitted according to the conditions set forth in this request including per day room prices. For these purposes, a day will begin at 12:01 o'clock a.m. and terminate at 12:00 o'clock p.m. (midnight to midnight).
2. Payment per room used. From the date the City exercises its option to utilize a room until such time as the rooms are returned to the hotel/motel, the City will pay the per room fee as quoted and agreed to by the parties. Hotel/Motel operators will invoice the City on a monthly basis. Payment by the City will be made within 30 days of receipt of invoice.
3. All rooms must be decent, safe and sanitary.
4. Hotel/motel will provide linen service to be changed upon a change in occupancy or other requests by the City.
5. Hotel/motel will provide change of towels every other day.
6. Cable television
7. Internet access
8. Ability to designate or utilize complete wings or floors.
9. Ability to separate blocks of rooms from other hotel/motel guests
10. Ability to separate blocks of rooms from common areas (no rooms facing pool or atrium)
11. Access to guest check-in 24/7.
12. Provision of standard toiletries (soap, shampoo)
13. 24-hour period of non-access to room upon departure of guest followed by a deep cleaning of room prior to admittance of new guests.
14. Room cleaning would be the responsibility of the hotel/motel upon departure

of the quarantined guest. There will be no daily room cleaning.

15. Each room having independently controlled air conditioning/heating (HVAC)
16. Easy access to each room for delivery of food and medical supplies (coordinated by others)
17. A minimum of 25% of the requested rooms are ADA accessible
18. Individual refrigerators in rooms (preferred amenity)
19. Individual microwaves in rooms (preferred amenity)
20. Contactless Meal service (preferred amenity)
21. Ability to utilize one room as an office for on-site security and shelter management.

Other Information

The City of Bismarck will provide overnight security service specific to individuals sheltered at the selected hotel/motel. On site 24/7 management will also be provided which will interact directly with individuals utilizing proper personal protective equipment. Management will also act as liaison between the hotel/motel staff, food service, security and medical professionals.

Reimbursed room rates shall not exceed the North Dakota State GSA rate of $96.00 per room per day. Compensation will only be paid for occupied rooms plus the trailing 24-hour period upon departure of guests.

The anticipated length of provided hotel/motel rooms is 24 weeks. The City of Bismarck reserves the right to cancel or extend this length of time as needed with 30 days prior notification.

Project Schedule

The proposed schedule for this project is:

RFP Submittal Deadline	December 4, 2020
RFP Review Completion & Ranking	December 9, 2020
Selection and Notification of Firm	December 10, 2020
Negotiation of Contract	December 10 - 14, 2020
City Commission Contract Approval	December 22, 2020
Hotel/Motel Shelter	January 1, 2021 x 24 weeks

CONTENT OF PROPOSALS

Applicants are requested to be as brief and concise as possible, and the submitted proposals are not to exceed six (6) pages in length.

Each proposal shall contain a cover letter signed by an authorized officer who can sign contracts for the company. The pages of the cover letter will not be counted as a part of the pages. Also include the individuals email address below each signature on the cover letter.

The proposal pages shall be numbered and must be limited to 6 pages in length. Proposals that exceed the page length requirement will not be considered. This section should contain your approach and project specific plan.

The proposal must also include a completed questionnaire which is attached to this RFP as Attachment A.

The applicant's written proposal shall contain the following information which will be evaluated by a selection committee with the weighted percentages indicated:

- Understanding of shelter needs 20%
- Ability to meet requirements outlined within this RFP scope 50%
- Willingness to meet time and budgetary requirements 30%

Selection of the most qualified firm is anticipated to be based on the written proposals A recommendation to the Bismarck Board of City Commissioners will be made by the selection committee. Price will be negotiated with the successful applicant and if negotiations are successful, an agreement will be executed with a single applicant.

RIGHT OF REJECTION

The City of Bismarck reserves the right to reject any or all proposals.

DISCLOSURE OF PROPOSAL

At the conclusion of the selection process, the contents of all proposals will be subject to the City of Bismarck's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.

CIVIL RIGHTS

Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by the City of Bismarck.

The City of Bismarck will consider every request for reasonable accommodation to provide:

- an accessible meeting facility or other accommodation for people with disabilities,
- language interpretation for people with limited English proficiency (LEP), and
- translations of written material necessary to access City of Bismarck programs and information.

Appropriate provisions will be considered when the City of Bismarck is notified at least 10 days prior to the meeting date or the date the written material translation is needed.

To request accommodations, contact (Robert McConnell, Director of Human Resources and Title VI Coordinator for the City of Bismarck at (701-355-1337) or (rmcconnell@bismarcknd.gov). TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

REQUEST FOR PROPOSAL INFORMATION AND QUESTIONS

Questions regarding the Request for Proposals should be directed to Will Hutchings, at the Community Development Department – Planning Division at 221 N. 5th Street, Bismarck, North Dakota, telephone (701) 355-1850, whutchings@bismarcknd.gov or fax (701) 222-6450. Applicants are encouraged to meet virtually; a Microsoft Teams call can be set up to provide information and answer questions.

SUBMITTAL OF PROPOSALS

Proposals from qualified applicants will be accepted until 4:00 p.m. on December 4, 2020

Submit a PDF copy of proposal to:

Will Hutchings, Planner
Community Development - Planning
221 North Fifth Street
P.O. Box 5503
Bismarck, ND 58506-5503
whutchings@bismarcknd.gov

ATTACHMENT A

Hotel/Motel Operator Information	
Company Name	
Main Contact Person	
Address	
Office Phone	
Cellular Phone	
Email Address	
Website	

Please complete the following:

Name of Hotel/Motel: _____

Address of Hotel/Motel: _____

Potential Number of Rooms Available: _____

Date Rooms Available for Occupancy:_____

Total Price per Each Room per Day:_____

Amenities Available in Each Room:

Cable Television: Yes ☐ No ☐

Internet Access: Yes ☐ No ☐

Refrigerator: Yes ☐ No ☐

Microwave: Yes ☐ No ☐

Standard Toiletries (Soap, Shampoo): Yes ☐ No ☐

Towels: Yes ☐ No ☐

Bedding: Yes ☐ No ☐

Accommodations:

1. Do you have the ability to designate or utilize complete wings or floors?
   Yes ☐ No ☐
   If yes, please explain how this can be accomplished.
   _____
   _____
   _____
   _____

2. Do you have the ability to separate blocks of rooms from other hotel guests?
   Yes ☐ No ☐
   If yes, please explain how this can be accomplished.
   _____
   _____
   _____
   _____

3. Do you have the ability to separate blocks of rooms from common areas (no rooms facing pool or atrium)?
   Yes ☐ No ☐
   If yes, please explain how this can be accomplished.
   _____
   _____
   _____
   _____

4. Do you have the resources to deep clean each room upon departure of each guest?
   Yes ☐ No ☐
   If yes, please explain how this can be accomplished.
   _____
   _____
   _____
   _____

5. Is there easy access to each room for delivery of food and medical supplies?
   Yes ☐ No ☐
   Describe the access.

   _____

   _____

   _____

   _____

6. Is there an outdoor area, separate from other hotel/motel guests that can be used for housed individuals to smoke?
   Yes ☐ No ☐
   Describe the access.

   _____

   _____

   _____

   _____

7. Does each room have independently controlled air conditioning/heating (HVAC)?
   Yes ☐ No ☐

8. Do you have individual ADA accessible and compliant guest rooms available for quarantine?
   Yes ☐ No ☐

   If yes, how many? _____

9. Do you have ADA accessible and compliant entrances and doorways leading to the individual ADA compliant rooms?
   Yes ☐ No ☐