



Boston Public Health Commission

Consultant to conduct feasibility study to reopen
onsite laundry services

November 14, 2023

Timeline

November 14, 2023	Available online by 10:00 AM EST at Boston.gov/bids
December 1, 2023	All questions due by 12:00 PM EST to: Liliana Ruiz, MBA Administrator Workforce Development & Income Maximization LRuiz@bphc.org Subject: Laundry Service Vendor
December 6, 2023	All responses to questions posted by 5:00 PM EST.
December 18, 2023	Submissions due via email by 5:00 PM EST to: Liliana Ruiz Administrator Workforce Development & Income Maximization LRuiz@bphc.org Subject: Laundry Service Vendor
January 8, 2024	Notification of Decision: Desired date for notification of award to proposer however, BPHC has the discretion to extend this date without notice. The contract(s) results from this shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded Vendor(s).

The Project

The City of Boston and the Boston Public Health Commission (BPHC) are committed to work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities.

Prior to the closure of Long Island Bridge in October of 2014, the Homeless Services Bureau (HSB) of the BPHC operated a large-scale kitchen and laundry service serving not only HSB clients but several other residential and BPHC programs. The kitchen and laundry were part of Serving Ourselves (SOS), a vocational rehabilitation program designed to assist individuals experiencing homelessness gain skills, earn income and prepare for competitive employment all to achieve self-sufficiency. In 2016 we were able to reopen the commercial kitchen with assistance from Dorchester Bay EDC, currently located at 196 Quincy Street, Dorchester. The laundry service has been outsourced since the bridge closure. BPHC and HSB have a strong interest in reopening the laundry service as we are best able to meet our needs, will be able to increase our vocational and workforce development programs, and operate at the same or reduced cost. BPHC is seeking request for bids from qualified individuals, organizations, or companies to conduct a feasibility study. Qualified bidders are expected to complete the study and present the findings by May 30, 2024.

The Vendor will work closely with the HSB throughout the project. A space has been identified for this facility. The weekly volume of laundry ranges between 3,000 to 3,600 lbs per week.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that includes Minority-owned Business Enterprises (MBE), Minority-Non Profit (M/NPO), Minority Women-Non Profit (MW/NPO), Women-Non Profit (W/NPO), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and Small Local Businesses Enterprise (SLBE) to apply.

Deliverables

This project will consist of the following deliverables:

- Complete a feasibility study especially focused on the technical, economic and financial components.
- Provide weekly status reports
- Provide a final presentation of report
- Attendance at regular scheduled meetings

The BPHC shall negotiate with contractors any requirements not set forth.

Qualifications

A qualified Vendor will demonstrate expertise

- Applicants should have demonstrated experience conducting feasibility studies
- Ability to comply with infection control practices.
- Strong communication and time management skills.

Period of Performance

The anticipated period of performance will be January 20, 2023, through May 30, 2024.

Submission Requirements

To be considered for award, the submission must include the following in this order:

1. Description of the approach to the work, including justifications for this approach and qualifications to complete the approach, no longer than two (2) pages.
2. Resume or Curriculum Vitae (CV) for all proposed personnel on the project.
3. Detailed, itemized budget for period of performance, including costs specific to activities and deliverables within the scope of service.
4. An example of relevant work conducted by the respondent.
5. If you are an LLC, please provide the appropriate documentation along with your submission.
6. Certified Vendors must submit a copy of certification along with your submission.

Submission Instructions

Submit Submissions to:

Liliana Ruiz
Director, Homeless Services
Bureau LRuiz@bphc.org

**Submissions must be received no later than 5:00 PM, December 18, 2023.
There will be no exceptions to this deadline.**