

**REQUEST FOR PROPOSALS:
Furniture & Furnishings for Dani's Place, a
new adult, residential mental health
rehabilitation center for NW Ohio**

**Issued By:
Mental Health & Recovery Services Board of Lucas
County**

**701 Adams Street, Suite 800
Toledo, OH 43604
(419) 213-4600**

<http://www.lcmhsb.oh.gov/>



**Proposal Due Date:
January 16, 2025, by 12:00 p.m.**

TABLE OF CONTENTS

OVERVIEW

PROPOSAL INFORMATION AND REQUIREMENTS

PROPOSAL REVIEW PROCESS

SUBMISSION CRITERIA

ADDITIONAL INFORMATION

APPENDIX A – Submission Checklist

APPENDIX B – MHR SB RFP Response Cover Sheet Form

APPENDIX C – Form of Proposal

APPENDIX D – Furniture Drawings

APPENDIX E – Furniture Specifications

OVERVIEW

Vision and Mission of the Mental Health & Recovery Services Board of Lucas County

Vision: A compassionate community that embraces recovery and mental wellness.

Mission: To cultivate a high-quality network of resources that inspires personal recovery and promotes mental wellness for Lucas County residents.

Summary:

The Mental Health & Recovery Services Board of Lucas County (MHRSB) seeks proposals to provide furniture and furnishings services for the fabrication, storage, delivery, and installation of products for the Dani's Place project.

Background:

As the behavioral health authority for Lucas County authorized by Ohio Revised Code 340.01, 340.03, and 340.33, the Mental Health & Recovery Services Board of Lucas County (MHRSB) is responsible for planning, funding, and monitoring the public system of care for individuals who are indigent, uninsured, or under-insured and suffer from mental health and/or substance use disorders. With discretion over \$29 million of public funds in State Fiscal Year (FY) 2020, MHRSB purchases services from over twenty local nonprofit organizations that collectively serve over 30,000 local youth and adults annually.

Just as rehabilitation centers for individuals leaving a hospital following a stroke or a hip fracture are available, a psychiatric rehabilitation center for adults leaving a hospital psychiatric unit is planned for northwest Ohio.

A sixteen bed Rehabilitation Center will specifically serve individuals, 18 years and older, who have been discharged from a state of Ohio or private psychiatric hospital and who need additional treatment under a supervised living arrangement. The rehabilitation Center will be operated by a nonprofit organization that provides clinically appropriate psychiatric services, assistance with daily living skills, meals, socialization and recreational activities, discharge planning, housing referrals and linkages to community mental health services and peer support.

Individuals referred to the Rehabilitation Center will be from one of 23 home counties in Northwest Ohio including: Lucas (the project site), Allen, Auglaize, Darke, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Mercer, Miami, Ottawa, Paulding, Putnam, Sandusky, Seneca, Shelby, Van Wert, Williams, Wood, and Wyandot.

Outcomes will include reduced hospital stays and readmissions, reduced incarceration following hospitalization, and improved comprehensive discharge planning including secured housing and community services.

The project will be a new build, estimated at 18,000 square feet of residential space with single rooms, shared baths, community rooms, therapeutic rooms, a teaching kitchen, dining area, recreational space, offices and storage. The building will be equipped with a security system to improve safety for the residents and staff. There will be improvements to the site including driveway, parking, outdoor courtyard space for the residents.

The work generally encompasses all furniture as indicated on the drawings included in this package.

The designers for this project from NAC Architecture are: Brooke Michl-Smith, Hunter Miller, Katherine Dunton

MHR SB reserves the right to make no award, make an award for a lesser amount, make an alternative award for the specified project, or make an award for a shorter duration.

This project was supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling \$2 Million with 30 percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government.

All communication regarding response to this RFP should be directed to NAC and Hplex. Direct communication with the Owner may void your proposal from inclusion for selection.

PROPOSAL INFORMATION AND REQUIREMENTS

Project Deliverables:

The selected applicant(s) will be required to:

1. Provide furniture and furnishings services, including fabrication, storage, delivery, and installation of products for the Dani's Place project as indicated on the drawings and per the specifications included as attachments to this request for proposal ("RFP").
2. Provide bids utilizing basis of competitive proposals based on the specific products included in the bid documents unless they are noted "or equal". If an item is designated "or equal", you may propose a substitution. Substitutions should meet the same performance, size, durability, visual effect, finishes, sustainable design characteristics, warranties and specific features indicated. The bidder must indicate what differences exist between the basis of design product and the proposed equal with their proposed substitution. Use the attached substitution request form to ensure all requested information is provided. Designer and Owner will determine whether the substitution is acceptable prior to bid submission.
3. Contact all upholstery manufacturer representatives to check stock of specified upholstery and reserve appropriate quantities.
4. Provide Delivery & Installation of furniture as detailed below:
 - a. The Owner requests full delivery, storage and installation logistics services. This scope includes keeping the Designer and Owner advised of all order acknowledgements, estimated ship dates and delivery schedules. It also includes shipping the new products to an off-site, warehouse for inspection, staging and storage while all products from various manufacturers arrive.
 - b. Per the project schedule included within this Bid Form, the furniture will then be delivered and installed at the site by qualified, insured installers during regular business hours. The site is expected to be clean, finished and prepared for furniture delivery.
 - c. All trash is to be removed from the building and site and discarded each day of delivery keeping the project area neat and clear of debris.
 - d. The winning vendor(s) will perform monthly check-ins with the design team beginning February 2025 through March 2025. Beginning May, 2025, bi-weekly check-ins will begin and will remain in place through final punch-list approvals.
 - e. The Designer and Owner will create and provide a Furniture Punch List with items listed to be completed by the winning Vendor(s) in a prompt and timely manner.

Submitting Questions:

All questions should be submitted to the NAC Architecture Design Team of Brooke Michl-Smith (bmichlsmith@nacarchitecture.com), Hunter Miller (hmilller@nacarchitecture.com), and Katherine Dunton (kdunton@nacarchitecture.com), with Hplex Solutions Owner Representative John Durda (john@hplex.com) on copy, by 12:00 noon on Mondays. Responses will be issued weekly on Tuesdays via email to bidders who have acknowledged interest in participating and subsequently posted on MHR SB’s website. It is the responsibility of the applicant to check the MHR SB website for updates. You may not contact other MHR SB staff members directly with questions regarding this RFP. Contacting other staff directly with questions could result in disqualification of a proposal.

Notification of Awards:

Notification of the awards will be made during the week of January 30, 2025, with an expectation that work will begin immediately upon selection.

Proposed Timeline (may be modified at MHR SB discretion):

| | |
|-------------------------|--|
| December 11, 2024 | RFP release date |
| January 9, 2025 | Deadline for questions to be submitted via email |
| January 10, 2025 | Final RFP addendum issued (if needed) |
| January 16, 2025 | Proposals due at 12:00 PM |
| January 30, 2025 | Notification of award |
| February 13, 2025 | Finalize Order with Owner |
| February 20, 2025 | Receive Final Proposal for Approval and Order Processing |
| June 3, 2025 | Begin Furniture Installation (contingent upon construction completion) |

No proposal will be accepted after January 16, 2025, at 12:00 p.m. Eastern Time (ET).

PROPOSAL REVIEW PROCESS

The review process will be conducted in two stages, as follows:

1. **Preliminary Proposal Review** examines the proposal to ensure it contains all requirements specified in the RFP. If it does not, it will be rejected. A proposal must meet the following mandatory conditions and requirements:
 - a. The proposal must have been received in the format indicated in the RFP by the deadline. **A proposal not received by the specified date and time will be rejected.**
 - b. As detailed in the RFP, all relevant sections must be in order, and attachments must be included and received by the deadline. The cover page of the proposal must be signed by an authorized representative of the applicant.

2. **Review Committee Process**
 - a. All proposals meeting the requirements above will be evaluated by a Review Committee composed of MHR SB Staff and other Project Team members. Review Committee representatives will not include applicants to this RFP or anyone else who may have any conflict of interest that would prohibit a fair and equitable review process. A standardized review tool will be used.
 - b. An interview with the top applicant(s) may be conducted.
 - c. The Review Committee will submit its recommendation to the MHR SB Executive Director. Once an applicant is selected, notification will be sent electronically.

SUBMISSION CRITERIA

Submission of Proposals:

All applicants are required to respond to this RFP exactly as outlined in the sections below in order for the MHRSB to evaluate all proposals on an equal basis. All proposals should be submitted in a format that can be read in Microsoft Word or PDF, and hard copy. Margins should be 1" on all sides. The font should be either Times New Roman or Calibri, and the text size should be no less than 10-point. Responses should be in the consecutive section order as specified below (e.g. B, C1, C2, etc.), include the cover page and all relevant attachments. All sections and documentation must be included with the proposal by the deadline, or the proposal will not be considered. Failure to adhere to these requirements may result in rejection of the proposal.

Additional Proposal Requirements follow:

1. Proposals shall be clearly written without erasures or deletions.
2. Written revisions (addendum) will be issued as necessary. Addendums shall be acknowledged on the Proposal form by number and date and shall become a part of the Contract Documents.
3. Submission of Proposals signifies careful examination of the Contract Documents and complete understanding of the nature, extent and location of the work to be performed. Furniture schedule and quantities are provided for reference only. It is the responsibility of the Bidder to verify quantities based on the drawings.
4. The proposal form is not to be modified in any way. Conflicts and clarifications regarding the drawings and specifications shall be submitted to Designer in writing no later than five (5) working days prior to the date for receipt of proposals.
5. No bid may be withdrawn after the scheduled closing time for receipt of bids for a period of sixty (60) days therefrom.

Proposal Delivery Requirements follow:

Proposals are to be delivered no later than 12:00 p.m. ET on January 16, 2025. No submissions or alterations of a proposal will be accepted after that time. Interested parties should submit written proposals via U.S. mail or email. No fax transmission will be accepted for review.

Submit two (2) properly executed Form of Proposal in a sealed envelope with the name and address of the Vendor submitting the proposal. Endorse the envelope with the project name:

Lucas County MHRSB Dani's Place
Furniture #411-22106

Responses are to be sent directly to the address listed below:

**Hard copies: Hplex Solutions, attn: John Durda
65 Hidden Ravines Dr.
Suite 100
Powell, OH 43065**

**And electronic: john@hplex.com, bmichlsmith@nacarchitecture.com,
hmillier@nacarchitecture.com, kdunton@nacarchitecture.com**

The Owner reserves the right to accept a proposal as deemed by it to be in its best interest, not necessarily the least expensive bid; the right to disqualify bids deemed to be defective and the right to waive defects in bids where such defects are not deemed significant; and the right to reject all bids. Vendors are encouraged to carefully read the entire bid package. Bids are to include entire scope of Furniture Bid Package.

PROPOSAL SECTIONS

- A. Cover Sheet:** This must be completed in full and signed by an authorized representative at the agency. *[Template is included in Appendix B.]*
- B. MBE/EDGE Status:**
1. Specify Minority Business Enterprise (MBE) and/or EDGE status, if applicable.
- C. Qualifications:**
1. Provide a brief description of your experience. This can include its founding, history, and number of employees; combined years of experience for employees; service areas; and any information on awards, certifications, or other forms of recognition.
 2. Provide a description of your work process.
- D. Experience and Ability to Perform this Work:**
1. Describe your firm's approach to successfully completing the tasks described in the Project Deliverables section of this RFP.
 2. Demonstrate knowledge/competency level of psychiatric emergency services (and the legal and care distinctions between minors [0-17 years old] and adults [18+ years old]), Ohio Administrative Code 5122-29-10, role of the Alcohol, Drug Addiction, and Mental Health (ADAMH) Boards in Ohio [the MHRSB is one], and Ohio Behavioral Health Redesign.
 3. Indicate commitment to ensuring cultural competency in practices. Describe all strategies to be employed to ensure for equitable outcomes among diverse population groups.
 4. Provide an example of relevant work and/or case studies.
- E. References:**
1. Provide three references. Include the individuals' names, organizations represented, titles, phone numbers, and email addresses.
- F. Pricing:**
1. Provide a breakdown of fees for all relevant services needed to fulfill the project deliverables of this RFP.

ADDITIONAL INFORMATION

Insurance:

The applicant shall carry comprehensive general liability insurance, professional liability insurance and worker's compensation insurance on itself and each person employed by or under contract with it to perform services described in this RFP, with such coverage limits of \$1,000,000 per incident and \$3,000,000 annual aggregate. Further, the agency must carry automobile liability insurance for all vehicles.

Indemnification:

The MHR SB shall not be responsible or liable for any damage resulting from acts of omission by the applicant, its trustees, officers, employees, agents and contractors, under any theory of imputed negligence or otherwise, and the applicant shall indemnify the MHR SB, its members, officers and employees for, defend them against and hold them harmless from any or all claims relating to acts of omission of the applicant, its trustees, officers, employees, agents, and contractors, and from any costs, attorney fees, expenses, and liabilities incurred by them in connection with such claims or in the defense of any action or proceeding brought thereon. The indemnification rights under the resulting contract with the applicant shall be in addition to any rights or remedies that may be available to the MHR SB under general legal or equitable principles in the absence of an expressed agreement, and the resulting contract shall not be construed to limit any such rights or remedies. These obligations shall continue in effect notwithstanding the termination or expiration of the resulting contract.

Any entity who responds to this Request for Proposal must be in compliance with all federal and state civil rights, equal employment and affirmative action laws, and regulations.

Addendum to Request for Proposals:

If the MHR SB determines that it is necessary to revise or clarify any part of this RFP, an addendum will be provided via email and posted on MHR SB's website. Any clarifications will become an addendum and no other responses are considered valid. It is the responsibility of the applicant to check the MHR SB website for addendums.

Right to Cancel:

MHR SB reserves the right to cancel all or any part of this RFP at any time without prior notice. MHR SB also reserves the right to modify the proposal process and timeline as deemed necessary.

Applicant Responsibility for Proposal Costs:

The applicant is fully responsible for all costs associated with the development and submission of the proposal. The MHR SB assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of a proposal by an applicant, the evaluation of an accepted proposal, or the selection of approved proposals.

Ownership of Proposals:

It is the practice of the MHR SB to comply with Ohio's Public Records Act (ORC: 149.43). All proposals and associated materials become the property of the MHR SB.

Proposal Acceptance/Rejection:

MHR SB reserves the right to reject any or all proposals, to accept, or reject any or all of the items in the proposals, and/or to award the contract in whole or in part if it is deemed to be in the best interest of the MHR SB.

Applicant's Disclosure:

Applicants must provide in their response a disclosure of any pending, current, or threatened court actions and/or claims against the applicant, parent company, or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding information may be cause to reject the proposal or rescind any subsequent contract.

APPENDIX A

Proposal Submission Checklist

- _____ Cover sheet, signed (Appendix B)
- _____ Written proposal
- _____ References
- _____ Examples of work
- _____ Budget narrative
- _____ Form of Proposal, completed (Appendix C)

APPENDIX B

MHR SB RFP Response: Dani's Place Furniture

| Applicant | Contact Person |
|-------------------------------|------------------------------|
| Name of Organization: | Name: |
| Address: | Address: |
| Agency Director: | Telephone: |
| Telephone: | Email: |
| Fax: | How did you hear about this? |
| Website: | |
| Federal tax identification #: | |

Project Title: Dani's Place

Total Proposal Budget: _____

The applicant certifies to the best of their knowledge and beliefs, the data and information in this proposal are true and correct and this document has been duly authorized by the governing body of the applicant. Further, the applicant certifies that, if the proposal is approved, the project will be conducted in accordance with the project proposal and any special condition included in the Request for Proposal. The applicant certifies that the organization does not discriminate in the provision of project services on the basis of race, color, religion, national origin, gender, gender identity, ethnicity, age, marital status, disability, pregnancy, military/veteran status, genetic information, sexual orientation, creed, human immunodeficiency virus status or other federal, state or local protected classes, and is not in violation of any local, state or federal laws, statutes, ordinances, or resolutions.

Authorized representative to complete the following:

Name and Title (print): _____

Signature: _____ **Date:** _____

APPENDIX C

FORM OF PROPOSAL

BID DUE DATE: January 16, 2025, 12:00 PM

SUBMITTED BY: _____
Vendor Name

Deliver to: John Durda
Owner Representative
Hplex Solutions
65 Hidden Ravines Dr.
Suite 100
Powell, OH 43065

The following Form of Proposal shall be used exactly in submitting the proposal for this work. No changes shall be made to the form, but the Vendor may, at their discretion, accompany the proposal with a letter giving explanatory data.

PROPOSAL

The undersigned, as Vendor, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the Contract Documents for the following sum of money per the Bid Package.

ADDENDA

Vendor acknowledges receipt of the following addenda and has inserted number and date of any addenda issued and received.

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

FUTURE PROCUREMENT OPTIONS

The Vendor and Lucas County MHR SB recognize that in the future Lucas County MHR SB may wish to procure matching or similar furniture and furnishings to those included in this Proposal. The Vendor is asked to provide a period of time for which unit costs included in the proposal details will remain the same. The Owner acknowledges that unit costs exclude freight, sales tax, delivery, and installation.

The Owner understands that furniture and upholstery products may be discontinued during the terms of this agreement. Should this occur, Vendor will suggest equal alternates for the requested items at the same cost.

FURNITURE BID PACKAGE FORM

TOTAL BID

MATERIAL COST _____ (\$____)

DELIVERY & INSTALLATION _____ (\$____)

PROJECT MANAGEMENT _____ (\$____)

GUARANTEED MAXIMUM FREIGHT _____ (\$____)

TOTAL PROPOSED COST _____ (\$____)

UNIT PRICES

We, the Vendor, have included as a separate attachment but considered to be part of this submission, a detailed product listing of all components necessary to complete this Bid Package. We agree that the individual unit prices defined there in will remain in effect until _____. Should the Owner elect, they may purchase or delete any quantity of items at the unit prices so defined within the aforementioned time period.

FURNITURE BROCHURES AND FINISHES

We include herewith and make part of this Form of Proposal, all manufacturer's literature and brochures for approved alternates. All finish and fabric cards needed for selection are also to be included in the final response for the Designer and Owner's review and use for approved alternates.

A closeout binder with all maintenance information, warranties, and brochures shall be provided to the Owner upon project completion.

WARRANTY

We include herewith and make part of this Form of Proposal, all manufacturer's warranty information on products included within the Bid.

DELIVERY AND INSTALLATION

We agree to commence the Work under this contract upon notification to proceed from the Designer, adhere to schedules contained within the Contract Documents and complete the installation based on the schedule here set forth. We have checked on COM fabric availability and reserved the required amount.

06-03-2025

Begin Furniture Installation (contingent on construction)

If the Owner delays installation dates in accordance with the schedule contained herein and 21 calendar days notice prior to installation is not given, the undersigned agrees to provide storage at a rate not to exceed 1/4 of 1% (.25%) of the material cost for the products warehoused per week.

During delivery and installation, if unusual or extra work is approved by the Designer on behalf of the Owner, the hourly rate by trade will be as follows:

| | |
|---------------------|--------------------------|
| Driver | _____per person/per hour |
| Delivery Move Labor | _____per person/per hour |
| Furniture Installer | _____per person/per hour |

ACCEPTANCE

We understand that the Owner reserves the right to reject this proposal but that it shall remain open and not be withdrawn for a period of sixty (60) days from the date prescribed for its opening.

If written notice of the acceptance of this proposal is received by the undersigned within sixty (60) days after the date set for the opening, or any other time thereafter before it is withdrawn, the Vendor will prepare and provide Purchase Order(s) for the selected products after which the Owner will then prepare a Lucas County MRSB Purchase Order to the Vendor confirming acceptance and authorization to proceed.

Upon written notice of the acceptance of all or parts of this Proposal, the Vendor will execute the contract within seven (7) working days.

Respectfully submitted,

Vendor Signature Date

Typed Name Email

Company

Street Address

City State Zip

Business Phone

END OF FORM OF PROPOSAL