



Request for Proposal  
Of  
Relaunch of Laundry Facility: Needs Analysis and Feasibility Study

Homeless Services Bureau (HSB)

03/22/2024

## II. RFP Timeline

Friday, March 22, 2024	RFP posted on the Boston Globe
Friday, March 22, 2024	RFR available online at 10:00 AM EST at <a href="https://boston.gov/rfp">boston.gov/rfp</a>
Wednesday, March 27, 2024	Questions due in writing by 5:00 PM <u>EST</u> to: Procure to Pay Office <a href="mailto:RFR@bphc.org">RFR@bphc.org</a> Subject: Relaunch of Laundry Facility
Monday, April 01 2024	Responses to questions posted by 5:00 PM EST at <a href="https://boston.gov/rfp">boston.gov/rfp</a>
Monday, April 08, 2024	Submissions due by 5:00 PM EST to: Procure to Pay Office <a href="mailto:RFR@bphc.org">RFR@bphc.org</a> Subject: Relaunch of Laundry Facility  <b>No Exception to this deadline</b>
Monday, April 15, 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)

## I. Overview

The Boston Public Health Commission (BPHC) mission statement is 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) operated a large-scale laundry service, serving multiple shelters, recovery, and residential programs Commission-wide. The HSB has a strong interest in reopening the laundry service to regain autonomy over its laundry needs, increase our vocational and workforce development programs, and operate at the same or reduced cost.

The laundry operated as a component 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. While SOS continues, it does so without this additional training opportunity, and laundry services have been outsourced to private vendors.

All service contracts awarded by the Boston Public Health Commission may be subject to following the City of Boston’s living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount called the living wage, is recalculated every year. For more information, please visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

As part of BPHC’s efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises(CUBE) that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE),Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non Profit(MNPO), Women Non Profit(WNPO), Minority Women Non Profit(MWNPO) and local businesses to apply to this RFP.

### III. Scope of Work

HSB is seeking proposals from qualified individuals or businesses to assess, evaluate, conduct a feasibility assessment, and create an implementation plan for a relaunch of laundry facility. It would be necessary to evaluate the space to assess the capacity for commercial grade washers and dryers to accommodate a weekly volume of between 3,000 and 3,600 pounds of laundry.

The assessment would also include evaluation of the site's development and pinpoint any gaps or requirements for the launch of laundry operations, including but not limited to staffing patterns, mechanical infrastructure, and physical plant infrastructure. The space identified is located at Woods Mullen Shelter, 794 Massachusetts, Boston MA 02118 which formerly served as a laundry facility in 2017.

### IV. Deliverables

This project will consist of the following deliverables:

- Deliver the feasibility assessment which examines the technological, and financial aspects of the service relaunch
- Attend scheduled meetings with HSB’s Leadership Team
- Provide weekly status report of progress
- Provide a final presentation of the project to HSB’s Leadership Team

### V. Qualifications

A qualified Vendor must demonstrate the following:

- Experience conducting feasibility studies
- Ability to comply with infection control practices
- Strong communication and time management skills
- Subject matter expertise preferred

### VI. Period of Performance

The anticipated start date of the project will be on or about Monday, April 25, 2024. It is anticipated that the chosen vendor will complete the assessment and deliver the final product by August 30, 2024.

### VII. Submission Requirements

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

1. Cover page with the Company Name, Contact Information, Phone, Email and Brief description of the company
2. Description of the approach to the work, including justification. Three pages maximum

3. Detailed, itemized budget for the project, including costs specific to activities and deliverables within the scope of work
4. Resume or Curriculum Vitae (CV) for all proposed personnel assigned to the project
5. An example of relevant work conducted within the past 5 years
6. Email complete packet in 1 PDF file with Subject: Relaunch of Laundry Facility to:

Procure to Pay Office

[RFR@bphc.org](mailto:RFR@bphc.org)

Submissions must be received no later than 5:00 PM, Monday April 08, 2024.

**There will be no exceptions to this deadline.**