



**REQUEST FOR INTEREST
HOTELS WILLING TO PROVIDE EMERGENCY ISOLATION OR QUARANTINE
SERVICES DURING THE COVID-19 PERIOD**

March 24, 2020

NOTICE

Addenda to the Request for Interest (RFI), if issued, will be on file in the office of the San Juan County Economic Development Department. In addition, all Addenda will be mailed or electronically mailed to each person who received copies of the RFI request. It is the responsibility of all parties submitting responses to the RFI to make inquiry as to the Addenda issued and to ascertain prior to submitting a response that all Addenda have been received. All such Addenda shall become part of the RFI documents and all respondents shall be bound by such Addenda, whether or not received by the respondents.

SECTION I – REQUESTED INFORMATION

SCOPE OF REQUEST

San Juan County Public Health is seeking interested hotels located in Blanding and Monticello who are willing to contract with the County to provide temporary emergency hospitality and hosting services to residents or visitors of San Juan County who have test positive for COVID-19.

If an individual, who is suspicious or who has tested positive for COVID-19 needs to be isolated and quarantined from other members of their family or the public, they will need a place to stay that is clean, habitable and where services such as food and life support can be provided. If the individual reaches a point of hospitalization, then the County EMS would provide transportation to the hospital for that individual. At which time, the Hotel will then be responsible for decontaminating the room and returning it to a clean and habitable environment.

We prefer that the hotel provide the housekeeping and cleaning services while at the same time protecting hotel staff to ensure the health and safety of all hotel staff and facilities.

We would also prefer that the hotel staff provide room service offering three (3) meals per day. Recognizing all hotels do not have room service, the expectation is that hotel staff would order meals from local restaurants and provide those meals to the individual by leaving the meals outside their individual doors.

At present time, we are anticipating no more than three rooms available at a moment's notice be available in block sections away from other hotel guests.

Parking will need to be sufficient enough to provide ambulance ingress and egress in close proximity to these rooms which will need to have unobstructed dedicated parking contiguous to the rooms.

REQUEST FOR INTEREST (“RFI”)

San Juan County Economic Development is requesting letters and quotes from interested hotel operators/owners who are willing to rent these rooms to the San Juan Public Health Department as well as provide the aforementioned services listed in the Scope of Request.

It is the intent of the County to utilize this RFI as the primary means to evaluate the responses from interested hotel operators/owners. Submittals will be ranked hotels will be selected as a “first” and “second” ranked hotels based on the responses received. The first ranked Hotel will be given an Exclusive Right to negotiate until a County Contract can be executed

If the first ranked Hotel fails in its due diligence, the second ranked hotel will be given an

opportunity to enter into an Exclusive Right to Negotiate and Contract.

WRITTEN AGREEMENT REQUIRED

At the end of the Exclusive Right to Negotiate period the Hotel(s) must be willing to enter into a written Contract to provide these housing and hospitality services for the County for the duration of the Covid-19 need.

VALUE AND TERMS

Each Offeror must include a letter stating their willingness to provide these services.

It must state the daily rate for the hotel room and daily cleaning services if needed.

Meals can be based on a reimbursement program unless there is the ability to provide room services. If the hotel has the capacity to provide room service, please include the not-to-exceed daily rate for food.

It is anticipated and expected that the Hotel provides decontamination services to properly clean and sanitize after the stay. Please provide a onetime rate to decontaminate each room after each stay.

PROPOSAL COORDINATOR

For additional information concerning this Request for Interest, interested parties may contact Natalie Randall, Director, telephone number (571) 243 - 4449.

SECTION II - SUBMISSION REQUIREMENTS

PROCEDURES FOR SUBMISSION OF RESPONSES TO RFQ

The Hotel Owner/Operator shall provide and electronic mail (email) attached with their responding letter of interest and rates. Submissions are only to be delivered by electronic mail by the time indicated below. Submissions lacking one or more of the requested documents may be considered irregular. San Juan County reserves the right to reject any irregular submission and reserves the right to waive any irregularity in submissions.

It is the Hotel Owner/Operator's sole responsibility to read and interpret this Request for Interest and the written instructions contained herein.

All prices and notations shall be printed in ink or typewritten on the attachment. Errors may be crossed out and corrections printed in ink or typewritten adjacent, and shall be initialed in ink by

the person signing the proposal. The proposal shall be signed by an officer or employee of the hotel authorized to bind the hotel contractually.

Responses shall be submitted to:

Natalie Randall, Director
San Juan County Economic Development
<mailto:nrandall@sanjuancounty.org>

Responses are due in the San Juan County Economic Development office on or before 4:00 p.m. on **March 31, 2020**. San Juan County reserves the right to reject any incomplete or irregular submission and reserves the right to waive any irregularity in submissions.

Responses to the Request for Interest that are not received in the office prior to the time and date specified will be considered late. LATE RESPONSES WILL NOT BE CONSIDERED FOR AWARD. The County reserves the right to not consider late responses or to reject any and all responses.

It is the Hotel Owner/Operator's responsibility to assure delivery of its proposal to the County prior to or at the designated date and time. In order to facilitate review by the County, please submit materials in keeping with the following format.

THE LETTER OF INTEREST SHALL PROVIDE:

1. Letter of interest and rates
2. Name or identification of the type of legal entity with whom the County would contract with and identification of any special purpose entity or DBA.

SECTION III – RFI SELECTION PROCESS AND CRITERIA

RFI SELECTION PROCESS

The selection process for this development will be a two-step procedure wherein a screening committee composed of the County's Economic Development, Public Health Department and County Administrator will review each proposal submitted and shall select a maximum of two (2) Hotel Owner/Operators based upon their response to this Request for Interest.

After evaluation of the submittals, those who are short-listed will be approved by the Board of Health and San Juan County Board of Commissioners.

RFQ SELECTION CRITERIA

The County intends to make a subjective decision based upon information in the response to the RFI, rates provided, and overall capacity to provide these services.

The County shall be the sole judge as to which proposal best meets the selection criteria. The County reserves, at its sole discretion, the right to reject any or all proposals or Final Proposal received, to waive any submission requirements contained within this RFI, or to waive any irregularities in any submitted proposal.

ADDENDA TO RFI

Addenda to the Request for Interest (RFI), if issued, will be on file in the office of the San Juan County Economic Development Department. In addition, all Addenda will be mailed or electronically mailed to each person who received copies of the RFI request. It is the responsibility of all parties submitting responses to the RFI to make inquiry as to the Addenda issued and to ascertain prior to submitting a response that all Addenda have been received. All such Addenda shall become part of the RFI documents and all respondents shall be bound by such Addenda, whether or not received by the respondents.

SECTION IV - MISCELLANEOUS

Hotel operators/owners are encouraged to confer with the County prior to submitting their response. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the County and will not be returned to the Offeror.

The Hotel Owner/Operator, by submitting a response to the RFI, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the RFI, the County's selection of a Hotel Owner/Operator with whom to enter into negotiations, the County's rejection of any or all responses and any subsequent Agreement that might be entered into as a result of the Request for Interest.

The Hotel Owner/Operator, its employees, contractors, and primary subcontractors will not discriminate against or segregate any person or group of persons on any unlawful basis in providing these services.

COUNTY NON-LIABILITY AND RELATED MATTERS

1. County's Discretion, Non-Liability, Waivers, Indemnification and Hold Harmless. By submitting a proposal in response to the RFI, the Hotel Owner/Operator releases the County from all liability with respect to the emergency program, the RFI and all matters related thereto, covenants not to sue the County regarding such matters and agrees to hold the County harmless from any claims made by the Hotel Owner/Operator or anyone claiming by through or under the Hotel Owner/Operator in connection therewith.
2. Hotel Insurance and Proof of Insurance. Hotel Owner/Operator shall provide their own insurance for these services and the services of their employees. Any acts of negligence

and damage from a negligent individual staying in the premises will be covered by the County. Proof of insurance at the following limits will be required at the time a County Contract is executed:

A valid occurrence form commercial general liability insurance policy, which covers contractual liability and contractual agreements, with minimum limits as follows:

- (1) Each occurrence - \$1,000,000.00;
- (2) Damage to Rented Premises - \$300,000.00;
- (3) Medical Exp. (Any one person) - \$5,000.00;
- (4) Personal and Adv. Injury - \$2,000,000.00;
- (5) General aggregate - \$2,000,000.00; and
- (6) Products – Comp/Op aggregate - \$2,000,000.00; and
- (7) Media Liability - \$1,000,000;

A valid automobile liability insurance policy that satisfies the minimum amounts required by Utah law; and

A valid Workers Compensation and Employers' Liability insurance policy with minimum limits as required by Utah law. If any proprietor, partner, executive, officer, member, or other person is excluded from the Workers Compensation and Employers' Liability insurance policy, the hotel owner/operator shall provide San Juan County with the applicable state issued waiver.

Compliance with the aforementioned insurance section of this Request for Interest does not in any way limit or waive the obligations of the Hotel Owner/Operator under the indemnification section.