

STATE OF SOUTH DAKOTA
South Dakota State University
Purchasing Office
1451 Stadium Road – Box 2201
Morrill Hall Room 304
Brookings, SD 57007

UNIVERSITY HOUSING/RESIDENCE LIFE FACILITIES LAUNDRY EQUIPMENT AND SERVICES
PROPOSALS ARE DUE NO LATER THAN January 29, 2024 by 10:00am CST

RFP #: SDSU12202023

Buyer: Karen Bravek

EMAIL: Karen.Bravek@sdstate.edu

READ CAREFULLY

FIRM NAME: _____ AUTHORIZED SIGNATURE: _____

ADDRESS: _____ TYPE OR PRINT NAME: _____

CITY/STATE: _____ TELEPHONE NO: _____

ZIP (9 DIGIT): _____ FAX NO: _____

E-MAIL: _____

PRIMARY CONTACT INFORMATION

CONTACT NAME: _____ TELEPHONE NO: _____

FAX NO: _____ E-MAIL: _____

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Three South Dakota Board of Regents Universities, Dakota State University, Northern State University and South Dakota State University, are requesting proposals to establish a multi-year agreement, for the procurement, operation, and management of its (free to use) laundry centers in the University Housing and Residence Life facilities located on each campus. The Universities' laundry programs are an asset to the Universities, and as such, the Contractor must be committed to meeting the immediate needs of the Universities' (students and staff) along with providing long-term enhancements through the installation of new laundry equipment, a functioning mobile service request app, and promotional activities.

1.2 UNIVERSITY PROFILES

Dakota State University

Dakota State University (DSU) is a public university located in Madison, South Dakota, known for its strong emphasis on technology and computer science education. Established in 1881, DSU has evolved into a modern institution offering a variety of undergraduate and graduate programs in computer science, teacher education, business, and the arts and sciences for its 1,300 students on campus and more than 2,000 online. Housing over 800 students in the ten campus housing locations, with fourteen laundry service locations. The campus has seen the addition of a new apartment style building and renovation of two other residence halls since 2017.

Northern State University

Founded in 1901, Northern State University (NSU) is a premier liberal arts regional institution characterized by outstanding instruction, extraordinary community relations, and excellent co-curricular opportunities. Our 1,725 (FTE) students pursue one of 42 majors and 55 minors and hail from 38 states and 30 foreign countries. Housing 600 students in six residence halls, with 10 laundry facilities including three residence halls built within the last 6 years. The campus has seen more than \$120 million in privately funded building projects and scholarships within a decade, including 30 million dollars in three new residential facilities constructed since 2017.

South Dakota State University

South Dakota State University (SDSU) serves some 11,505 students and is classified by Carnegie as a Doctoral University, High Research Activity. As South Dakota's 1862 land-grant university, SDSU plays a key leadership role in education, research, and disseminating knowledge to support innovation, industry, workforce development, economic development, and quality of life. SDSU awards degrees at the associate, bachelor's, master's, and doctoral levels through programs in diverse academic colleges. SDSU provides laundry services to 4,300 students in nineteen housing facilities containing 87 individual laundry areas.

1.3 ISSUING OFFICE AND RFP REFERENCE NUMBER

The SDSU Purchasing Office is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Universities. The reference number for the transaction is RFP #SDSU12202023. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication	12/20/2023
Deadline to Contact for Pre-Proposal Conference	12/28/2023 by 2:00pm CST
Pre-Proposal Zoom Conference (via Zoom)	01/03/2024 at 8:00am CST
Offeror Questions Due	01/10/2024 by 1:00pm CST
Responses to Offeror Questions	01/16/2024 by 5:00pm CST
Proposal Submission	01/29/2024 by 10:00am CST
Anticipated Award Decision/Contract Negotiation	02/09/2024

1.5 PRE-PROPOSAL CONFERENCE

The pre-proposal conference is not required but is highly recommended. Interested vendors must email Rebecca Peterson at Rebecca.Peterson@sdstate.edu by the date and time listed in section 1.4 and each vendor will receive an email with instructions for attending the electronic zoom conference. The pre-proposal conference will begin at 8:00 AM CST with a maximum length of an hour in length. NOTE: any questions asked during the pre-proposal conference will need to be included in the Written Inquiries process, as outlined in section 1.13, and by the deadline indicated in section 1.4.

1.6 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the SDSU Purchasing Office via email to Karen Bravek, SDSU Purchasing Manager at Karen.Bravek@sdstate.edu by the date and time indicated in the Schedule of Activities. Proposals received after the deadline will be late and ineligible for consideration. The proposal submission email MUST have a subject line that includes the appropriate RFP Number and Open Date.

Example:

REQUEST FOR PROPOSAL #SDSU12202023 Opening 01/29/2024

This information is the ONLY information that should appear in the Subject Line of your email. Any other information could cause your bid to be rejected.

All proposals must be signed by an officer of the responder, legally authorized to bind the responder to the proposal. Proposals that are not properly signed may be rejected.

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to SDSU/State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by SDSU or the State of South Dakota.

1.7 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

1.8 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

1.9 CERTIFICATION RELATING TO PROHIBITED ENTITY

For contractors, vendors, suppliers, or subcontractors who enter into a contract with the State of South Dakota by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, is not an entity, regardless of its principal place of business, that is ultimately owned or controlled, directly or indirectly, by a foreign national, a foreign parent entity, or foreign government from China, Iran, North Korea, Russia, Cuba, or Venezuela, as defined by SDCL 5-18A. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

1.10 RESTRICTION OF BOYCOTT OF ISRAEL

For contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of the bid or offer, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel or its territories, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

1.11 CERTIFICATION OF NO STATE LEGISLATOR INTEREST

Offeror (i) understands neither a state legislator nor a business in which a state legislator has an ownership interest may be directly or indirectly interested in any contract with the State that was authorized by any law passed during the term for which that legislator was elected, or within one year thereafter, and (ii) has read South Dakota Constitution Article 3, Section 12 and has had the opportunity to seek independent legal advice on the applicability of that provision to any Agreement entered into as a result of this RFP. By signing an Agreement pursuant to this RFP, Offeror hereby certifies that the Agreement is not made in violation of the South Dakota Constitution Article 3, Section 12.

1.12 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

1.13 OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Inquiries must be emailed to Karen Bravek at Karen.Bravek@sdstate.edu with the subject line **"RFP #SDSU12202023 QUESTIONS"**.

The State will respond to offeror's inquiries (if required) via e-mail. In addition, all inquiries and the State's response will be posted on the state's e-procurement system. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.14 PROPRIETARY INFORMATION

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

1.15 LENGTH OF CONTRACT

The term of the award shall be for one (1) five-year period. Within the first three years of the contract, the South Dakota Board of Regents reserves the right to utilize this RFP and resulting contract to source equipment and implement laundry services at the University of South Dakota, South Dakota School of Mines & Technology and Black Hills State University, should any or all of these universities request such services. The addition of any or all of these universities is subject to successful negotiations on contract pricing.

1.16 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

1.17 DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION/NEGOTIATIONS)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the State's request. The State reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

2.0 STANDARD CONTRACT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the State's standard terms and conditions as listed below, along with any additional terms and conditions as negotiated by the parties:

- 2.1** The Contractor will perform those services described in the Scope of Work, attached hereto as Section 3 of the RFP and by this reference incorporated herein.
- 2.2** The services to be provided under the contract shall commence and terminate on mutually agreed upon dates. Terms for early termination shall be included in the agreement as negotiated by the parties.
- 2.3** The Contractor will not use State equipment or supplies. The Contractor will provide the State with its Employer Identification Number, Federal Tax Identification Number or Social Security Number upon execution of this Agreement.
- 2.4** The State will make payment for services upon satisfactory completion of the services. The State will not pay Contractor's expenses as a separate item. Unless otherwise negotiated and agreed upon by the parties, SDSU/The State will make payment in compliance with the Prompt Payment Act, SDCL 5-26 for services provided under the contract. SDSU will not pay Contractor's expenses as a separate item.
- 2.5** The Contractor agrees to indemnify and hold the State of South Dakota, its officers, agents and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of performing services hereunder. This section does not require the Contractor to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.
- 2.6** The Contractor, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

A. Commercial General Liability Insurance:

The Contractor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Professional Liability Insurance or Miscellaneous Professional Liability Insurance:

The Contractor agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit not less than \$1,000,000.00.

C. Business Automobile Liability Insurance:

The Contractor shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.

D. Worker's Compensation Insurance:

The Contractor shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Before beginning work under this Agreement, Contractor shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement. In the event a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the Contractor agrees to provide immediate notice to the

State and provide a new certificate of insurance showing continuous coverage in the amounts required. Contractor shall furnish copies of insurance policies if requested by the State.

- 2.7** While performing services hereunder, the Contractor is an independent contractor and not an officer, agent, or employee of the State of South Dakota.
- 2.8** Contractor agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject Contractor or the State to liability. Contractor shall report any such event to the State immediately upon discovery.

Contractor's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Contractor's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Contractor to report any event to law enforcement or other entities under the requirements of any applicable law.

- 2.9** This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Contractor breaches any of the terms or conditions hereof, this Agreement may be terminated by the State at any time with or without notice. If termination for such a default is effected by the State, any payments due to Contractor at the time of termination may be adjusted to cover any additional costs to the State because of Contractor's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under this Agreement. If after the State terminates for a default by Contractor it is determined that Contractor was not at fault, then the Contractor shall be paid for eligible services rendered and expenses incurred up to the date of termination.
- 2.10** This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.
- 2.11** This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof and be signed by an authorized representative of each of the parties hereto.
- 2.12** This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.
- 2.13** The Contractor will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.
- 2.14** The Contractor may not use subcontractors to perform the services described herein without the express prior written consent of the State. The Contractor will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Contractor will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.
- 2.15** Contractor hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade

and maintain the software program, and all information contained therein provided to the State by the Contractor in connection with its performance of services under this Agreement shall belong to and is the property of the State and will not be used in any way by the Contractor without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.

- 2.16 The Contractor certifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. Contractor further agrees that it will immediately notify the State if during the term of this Agreement Contractor or its principals become subject to debarment, suspension, or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.
- 2.17 Any notice or other communication required under this Agreement shall be in writing and sent to the address and individuals indicated in the Agreement, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.
- 2.18 In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.
- 2.19 All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

3.0 **SCOPE OF WORK**

- 3.1 Contractor will, at Contractor's expense, purchase, install to manufacture's specification, service and maintain all laundry equipment located in each University's Housing Complexes and Apartments (see attached Appendix A, Machine Count and Location for current equipment inventory). Contractor may buyout existing University laundry equipment upon approval by the State Office of Property Management. Contractor will furnish all supplies, materials, management, and labor necessary for the professional, efficient, safe, sanitary, and economical operation of laundry facilities on a fixed annual per machine rate. Each University will provide all utilities and access to the buildings for installation of the new equipment, maintenance calls and service calls done by the Contractor.
- 3.2 **Equipment:** The Contractor shall provide brand new energy efficient commercial grade laundry equipment or buyout existing University laundry equipment upon approval by the State Office of Property Management. The laundry equipment shall be of the most recent design, of adequate size, capacity, and proven energy efficiency for the intended use. Laundry equipment shall be white and shall be of the same modular design and the same height to give uniformity of appearance. Speed Queen commercial equipment is preferred, but Contractor is encouraged to propose manufacturer(s) and is required to provide equipment specifications for each model proposed. The Contractor shall provide handicapped accessible equipment in accordance with ANSI Code A117.1, in residence halls designated as providing handicapped accessible facilities. A description of the brand and model of handicapped accessible machines to be provided by the Contractor is required.

The successful Contractor shall be responsible for all costs of delivery and installation of equipment including positioning of equipment and connection to utility services currently provided by the Universities. Each University will have the right to determine, at any time during the course of the contract, whether the amount of equipment should be increased. The initial quantity of machines provided by the Contractor shall be of equal or greater number than the number of machines currently on site. Equipment which is

no longer required by the Universities shall be promptly removed by the Contractor, at the Contractor's expense. Any additional machines required by the Universities shall be provided by and at the sole expense of the Contractor. Any such additional machines shall meet the requirements of those initially installed. Quantities listed shall be considered minimum acceptable quantities per location. Additional equipment may be added during the term as a new residence hall will be added to the current facilities. Each University reserves the right to have equipment removed or relocated in order to accommodate changes in student population or facility use.

3.3 Delivery and Installation: Contractor shall deliver and install all equipment in accordance with the installation schedule to be developed in conjunction with each designated University Housing and Residential Life project manager. Contractor to inform Universities in advance of any utility requirements and will make all connections with utility outlets at the site. Contractor will comply with all applicable codes and safety rules including those of the Universities, the County, the State, and the Federal Authorities.

3.3.1 All electrical plugs will be of the three-wire grounded type. In buildings not equipped with three-wire grounded installation, all machines will be properly grounded in accordance with industry standard electrical practices. Contractor will be responsible to provide adequate venting for all machines per current uniform building standards. Each machine will be positioned in such a manner that the areas around the machines can be easily cleaned, will create no insect harborage, and will present a neat and pleasing appearance.

3.3.2 Contractor shall be responsible for the removal of all debris, waste or packaging material that results from the delivery and installation of the equipment in an environmentally friendly manner.

3.4 Removal of Equipment: Upon the expiration of this contract, and at the sole expense of the contractor, all moveable laundry and auxiliary equipment furnished by the Contractor for the purposes of this resulting contract must be promptly removed without damage to the Universities property. Title to all equipment furnished and installed by the Contractor will remain the property of the contractor and none of the equipment will become a part of the building.

3.5 Service Technicians: The Contractor shall maintain a staff of trained service personnel to ensure prompt, efficient maintenance of the equipment. The contractor shall employ a minimum of two service technicians. Please note the names and locations of service technicians meeting that requirement. Preference will be given to contractors based on proximity to campus. Personnel must be readily identifiable as Contractor's employees by wearing a uniform with the company logo on the shirt and/or jacket. All service technicians will follow the appropriate check-in/check-out procedure(s), badging, parking rules, etc. via each University Housing and Residential Life Office and their processes. Vendor vehicles must be marked with the company logo and be equipped with the parts necessary to make repairs.

3.6 Service Response Time and Reports: Contractor must respond to reports of malfunctioning equipment Monday through Friday, excluding holidays. The Contractor shall provide a web-based online system to be utilized by the students, University Housing and Residence Life staff and/or the Facilities Office to report malfunctioning equipment to the Contractor. The Contractor's system shall automatically notify each University Housing and Residence Life Office when a report of malfunctioning equipment has been received. The Contractor shall also provide a notification to each University Housing and Residence Life Office and the designated University Contract Administrator of the corrective action taken to repair malfunctioning equipment. Contractor shall provide each University's designated Contract Administrator with online access to the service history report indicating what repairs were made on campus. Additionally, machines on campus will be equipped with inventory plates identifying machine type and location. These control numbers will be used to request service through an app on smartphones or tablets. This app will be available for download on the Google Play Store or iTunes Store. The requester will be sent a notification of receipt of malfunction and at completion. Each University can request an administrator to receive copies of all communications regarding equipment malfunctions. Web-based online system shall be proprietary to Contractor. Any upgrades to the system will be available to the Universities during the term.

Contractor shall also provide on call and onsite support of all equipment including the following:

- 3.6.1** Provide four (4) hour call back service during normal business hours as it relates to any problem or issue with the rented equipment.
- 3.6.2** Provide onsite assistance within 24 hours if the issue cannot be fixed remotely. If the issue cannot be fixed after a technician has been on site to look at the machine the Contractor will provide a timeline for repair of the machine to the University Housing and Residential Life Office. Contractor will also place an appropriate sign on the machine with the timeline to ensure residents are being communicated with.

3.7 Maintenance and Repair of Equipment: Contractor is responsible for providing both preventative maintenance and general repairs to all washers and dryers provided by the Contractor. Contractor will provide quarterly and annual preventative maintenance on all rented equipment per a mutually agreeable schedule set between the University Housing and Residential Life Department and the Contractor. Contractor to ensure all units are operating according to the manufacturer's minimum specifications.

- 3.7.1** Contractor will also be responsible to inspect each laundry room on a monthly basis to ensure normal operations. Contractor will provide back to the University Housing and Residential Life Office on a monthly basis a report specifying when equipment was inspected, the results of the inspection, the operating status of each machine and a list detailing all repair work performed on the equipment.
- 3.7.2** Preventative maintenance on each piece of equipment shall be conducted at a minimum of each semester or as requested by each University and shall include a thorough check of the equipment conducted semi-annually to indicate possible need for repair/replacement.
- 3.7.3** Inspect and clean all related exhaust and duct systems on a semi-annual basis.
- 3.7.4** Clean all equipment for dust and soap residue on a quarterly basis.
- 3.7.5** Disconnect and clean all equipment under and around normal working areas annually.
- 3.7.6** Maintain an inventory of spare parts for machine repair.
- 3.7.7** An annual review meeting will be held between each University and Contractor to determine if machines need to be removed or refreshed.
- 3.7.8** Contractor to replace any machine, at no cost to Universities, if there are continual service issues with that machine that require ongoing service calls to resolve the issue.
- 3.7.9** Replacement of any laundry equipment if more than 20% of the washers or 20% of the dryers in any assigned laundry room are not operable or repaired.

3.8 Cleaning: The Contractor shall visit the campus to maintain the equipment and facilities. This shall include a semi-annual inspection and cleaning of the venting systems for dryers from the back of the dryer to the laundry room wall. The Contractor will work with the designated Contract Administrator or University designee to establish and maintain an effective cleaning schedule.

3.9 Access to Facilities: Access to buildings must be at the entrances and during hours specified by each University. Access to facilities outside the stated hours will be coordinated with the University representative.

3.10 Customer Service (Claims/ Refunds/ Signage): The Contractor shall be responsible for reimbursing customers for damage to clothing due to equipment malfunction. Instructional signage must be provided in each location to familiarize customers with equipment, basic instructions, and proper detergent usage. Signs will include information for reporting machine malfunctions.

3.11 Liability for Damage: Contractor is responsible for all damage done to any University property during the installation, operation, maintenance and/or removal of equipment. Clean up and repair of all damage shall be accomplished at Contractor's expense in a manner satisfactory to each University. The Contractor shall maintain a master liability policy of at least \$1 million and will provide evidence of the liability policy as part of the RFP.

- 3.12 Method of Payment:** Contractor will invoice each University semi-annually.
- 3.13 Records:** The contractor must furnish a designated Administrator with online access to all information about the account. Available information must include service activity reports and student usage of the machine monitoring system.
- 3.14 Licenses, Permits, and Taxes:** Contractor shall provide all federal, state and local licenses and permits necessary at the time this contract is executed.
- 3.15 Security and Background Checks:** Contractor shall maintain satisfactory criminal background checks, including sex offender registration checks, on each Contractor employee and agent referral or placement at any University work location in compliance with state and federal law. The Contractor will require employees and agents assigned to work at all University locations to comply with the drug, tobacco, and alcohol-free policies of SDBOR/University.

Contractor shall require Contractor's employees and agents to self-disclose to Contractor any new felony charges and convictions that occur and Contractor shall reassess the individual's assignment under this Contract.

Each University, at its discretion, may require Contractor to reassign a Contractor employee or agent to no longer perform work under this Contract or for a University if, at any time, a University believes that the Contractor employee or agent may create a danger to the health or safety of the campus community.

Contractor is solely responsible for complying with all applicable federal, state or local laws, rule, and regulations, including but not limited to the Fair Credit Reporting Act and equal opportunity laws and regulations, when conducting background checks. The costs and obligations are the responsibility of Contractor.

4.0 RESPONSIBILITIES OF THE UNIVERSITIES

- 4.1 Space:** Each University will provide adequate space for all equipment required.
- 4.2 Maintenance:** Each University will maintain all water and sewer lines, all electric outlets, all gas lines, and building ductwork for the dryers. Each University will also be responsible for the regular and thorough cleaning of all the laundry rooms which will include wiping down of the equipment, sweeping of the floor, and removal of all trash.
- 4.3 Access:** Each University will provide adequate ingress and egress including a reasonable use of existing corridors, driveways, and parking spaces. Each University must inform Contractor if there is a fee to park on campus while doing work.
- 4.4 Utilities:** Each University shall provide, at its own expense, services at existing utility connections (electricity, water, sewer), for the convenience of the Contractor. Any modification to existing utility connections requested by the Contractor shall be at the Contractor's expense. Any modification to existing utility connections as a result of changes initiated by the University shall be at the University's expense. Each University is also responsible for the cleaning and maintenance of each building's dryer ventilation system beyond the vent pipe attached to the vendor dryer. Each University shall maintain utility services and make every reasonable effort to avoid interruption of services. In the event of any modification, each University shall provide the Contractor as much advance notice as possible. A network line and electrical outlet to be provided by each University for Online Web based e-monitoring technology.
- 4.5 Precautions:** Each University will take reasonable precautions to protect the Contractor's installed equipment from damage while on the University's' premises, but not be liable to the Contractor for any pilferage or destruction of said machines. Contractor will be responsible for any repairs or replacement of damaged equipment at no cost to the University.

Each University will take reasonable precautions to prevent abuse of the rented equipment, however, the Contractor will be responsible for any repairs or replacement of damaged equipment at no cost to the University. Contractor to replace any machine, at no cost to the University, if there are continual service issues with that machine that require ongoing service calls to resolve the issue. An annual review meeting will be held between each University and Contractor to determine if machines need to be removed or refreshed.

- 4.6 Site Requirements:** Each University will provide trash receptacles, trash removal, janitorial, and pest extermination services.

5.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

- 5.1** The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of South Dakota is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 5.2 Offeror's Contacts:** Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.
- 5.3** Provide the following information related to at least three previous and current service/contracts, performed by the offeror's organization, which are similar to the requirements of this RFP.
- a. Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
 - b. Dates of the service/contract; and
 - c. A brief, written description of the specific prior services performed and requirements thereof.

6.0 PROPOSAL RESPONSE FORMAT

- 6.1** Interested vendors must email their complete document in a Word or PDF format to Karen Bravek, SDSU Purchasing Manager at Karen.Bravek@sdstate.edu, per section 1.6 – Submitting your Proposal. The proposal should be page numbered and should have an index and/or table of contents referencing the appropriate page number.
- 6.2** All proposals must be organized and tabbed with labels for the following headings:
- 6.2.1 RFP Form.** The State's Request for Proposal form (1st page of RFP) completed and signed.
 - 6.2.2 Executive Summary.** The one-to-two-page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.

6.2.3 Detailed Response. This section should constitute the major portion of the proposal and must contain at least the following information:

6.2.3.1 A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.

6.2.3.2 A specific point-by-point response, in the order listed, to each requirement in the RFP. The response should identify each requirement being addressed as enumerated in the RFP.

6.2.3.3 A clear description of any options or alternatives proposed.

6.2.4 Appendix B: Equipment Summary Sheet. Include completed equipment summary sheet for each University. See section 7.1.2.1 for more information.

6.2.5 Cost Proposal:

Cost will be evaluated independently from the technical proposal. Offerors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered.

See section 8.0 and Appendix C for more information related to the cost proposal.

7.0 PROPOSAL EVALUATION AND AWARD PROCESS

7.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria:

7.1.1 Executive Summary

The one-to-two-page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal and the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.

7.1.2 Detailed Response: This section should constitute the major portion of the proposal and must contain a specific point-by-point response, in the order listed to each requirement in the RFP. The response should identify each requirement being addressed as enumerated in the RFP.

7.1.2.1 Equipment

Provide detailed description of equipment to include complete product specifications to include ADA accessibility. Discuss your company's ability to provide exact replacement machines and/or individual parts, for a period of not less than five (5) years from date of delivery. NOTE: Attachment of specifications only will not be deemed adequate response to this requirement. All bidders must complete Equipment Summary Sheet Appendix B.

7.1.2.2 Delivery, installation, and implementation plan

Offeror must include their earliest possible delivery and installation date in their proposal.

7.1.2.3 Responsive and preventative maintenance, support plan

- a. Narrative showing Offeror has the facilities and/or resources to service the account. Preference will be given to Offerors who utilize employees versus subcontractors for services and maintenance.
- b. Provide the location of the office from which service and maintenance will be provided.
- c. Provide specific details for ongoing and emergency service including estimated response times, preventative maintenance, and frequency of site visits.
- d. Service Reporting
- e. Provide a statement indicating Offeror agrees and can comply with the Universities security and background requirements.
- f. National Support Team

7.1.2.4 Technology

Ability to provide online monitoring software to students and Universities to include a description of smartphone service request app.

7.1.2.5 Other

- a. Damaged clothing policy
- b. Sustainability initiatives
- c. Student training
- d. Additional amenities

7.2 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

7.3 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of the proposed personnel. Preference will be given to respondents with preventative maintenance and support performed by employees over subcontractors.

7.4 The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.

7.5 Award: The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.

7.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.

7.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached, or the agency terminates the contracting process.

8.0 COST PROPOSAL

8.1 Offerors are required to provide the total annual cost to the universities for each year of the five-year agreement for equipment and maintenance with documentation on its calculation. If an annual increase is being proposed, please indicate the percentage or dollar amount increase along with total overall annual cost for each of the five years. Offerors are required to provide pricing for the equipment and services referenced in the RFP utilizing Appendix C as follows:

8.1.1 Cost proposal considering a combined volume of all three universities.

8.1.2 Cost proposal by university.

8.1.3 SDBOR reserves the right to accept or reject any or all proposals and to award in the best interest of SDBOR.

APPENDIX A

Machine Count and Location

Dakota State University

Resident Hall	Floor Location	Type	Make	Configuration	Year Installed
Richardson	1st Floor	Washer	Maytag	Top Load	2012
Richardson	1st Floor	Washer	Maytag	Top Load	2012
Richardson	1st Floor	Washer	Maytag	Top Load	2012
Richardson	1st Floor	Washer	Maytag	Top Load	2012
Richardson	1st Floor	Washer	Maytag	Top Load	2012
Richardson	1st Floor	Dryer	Maytag	Stacked Dryer	2012
Richardson	1st Floor	Dryer	Maytag	Stacked Dryer	2012
Richardson	1st Floor	Dryer	Maytag	Stacked Dryer	2012
Richardson	1st Floor	Dryer	Maytag	Stacked Dryer	2012
Richardson	1st Floor	Dryer	Maytag	Floor - Front Load	2012
Zimmermann	1st Floor	Washer	Maytag	Top Load	2012
Zimmermann	1st Floor	Washer	Maytag	Top Load	2012
Zimmermann	1st Floor	Washer	Maytag	Front Load	2023
Zimmermann	1st Floor	Dryer	Maytag	Floor - Front Load	2012
Zimmermann	1st Floor	Dryer	Maytag	Floor - Front Load	2012
Zimmermann	1st Floor	Dryer	Maytag	Floor - Front Load	2012
Higbie	2nd Floor	Washer	Maytag	Top Load	2012
Higbie	2nd Floor	Washer	Maytag	Top Load	2021
Higbie	2nd Floor	Dryer	Maytag	Floor - Front Load	2012
Higbie	2nd Floor	Dryer	Maytag	Floor - Front Load	2012
Higbie	3rd Floor	Washer	Maytag	Top Load	2012
Higbie	3rd Floor	Washer	Maytag	Top Load	2012
Higbie	3rd Floor	Dryer	Maytag	Floor - Front Load	2012
Higbie	3rd Floor	Dryer	Maytag	Floor - Front Load	2012
Emry	1st Floor	Washer	Maytag	Top Load	2012
Emry	1st Floor	Washer	Maytag	Top Load	2012
Emry	1st Floor	Washer	Maytag	Top Load	2012
Emry	1st Floor	Washer	Maytag	Top Load	2012
Emry	1st Floor	Dryer	Maytag	Stacked Dryer	2012
Emry	1st Floor	Dryer	Maytag	Stacked Dryer	2012
Emry	1st Floor	Dryer	Maytag	Stacked Dryer	2012
Emry	1st Floor	Dryer	Maytag	Stacked Dryer	2012
Van Eps	1st Floor	Washer	Maytag	Top Load	2019
Van Eps	1st Floor	Washer	Maytag	Top Load	2019
Van Eps	1st Floor	Dryer	Maytag	Floor - Front Load	2019
Van Eps	1st Floor	Dryer	Maytag	Floor - Front Load	2019
8-Plex West	1st Floor	Washer	Maytag	Top Load	2012
8-Plex West	1st Floor	Dryer	Maytag	Floor - Front Load	2012
8-Plex West	2nd Floor	Washer	Maytag	Top Load	2012
8-Plex West	2nd Floor	Dryer	Maytag	Floor - Front Load	2012
8-Plex East	1st Floor	Washer	Maytag	Top Load	2012
8-Plex East	1st Floor	Dryer	Maytag	Floor - Front Load	2012
8-Plex East	2nd Floor	Washer	Maytag	Top Load	2012
8-Plex East	2nd Floor	Dryer	Maytag	Floor - Front Load	2012
Courtyard	1st Floor	Washer	Maytag	Top Load	2017
Courtyard	1st Floor	Washer	Maytag	Top Load	2017
Courtyard	1st Floor	Washer	Maytag	Top Load	2017

Courtyard	1st Floor	Washer	Maytag	Top Load	2017
Courtyard	1st Floor	Washer	Maytag	Top Load	2017
Courtyard	1st Floor	Washer	Maytag	Top Load	2017
Courtyard	1st Floor	Dryer	Maytag	Stacked Dryer	2017
Courtyard	1st Floor	Dryer	Maytag	Stacked Dryer	2017
Courtyard	1st Floor	Dryer	Maytag	Stacked Dryer	2017
Courtyard	1st Floor	Dryer	Maytag	Stacked Dryer	2017
Courtyard	1st Floor	Dryer	Maytag	Stacked Dryer	2017
Courtyard	1st Floor	Dryer	Maytag	Stacked Dryer	2017
Residence Village	1st Floor	Washer	Speedqueen	Top Load	2021
Residence Village	1st Floor	Washer	Speedqueen	Top Load	2021
Residence Village	1st Floor	Washer	Speedqueen	Top Load	2021
Residence Village	1st Floor	Washer	Speedqueen	Top Load	2021
Residence Village	1st Floor	Washer	Speedqueen	Top Load	2021
Residence Village	1st Floor	Washer	Speedqueen	Top Load	2021
Residence Village	1st Floor	Washer	Speedqueen	Top Load	2021
Residence Village	1st Floor	Dryer	Speedqueen	Stacked Dryer	2021
Residence Village	1st Floor	Dryer	Speedqueen	Stacked Dryer	2021
Residence Village	1st Floor	Dryer	Speedqueen	Stacked Dryer	2021
Residence Village	1st Floor	Dryer	Speedqueen	Stacked Dryer	2021
Residence Village	1st Floor	Dryer	Speedqueen	Stacked Dryer	2021
Residence Village	1st Floor	Dryer	Speedqueen	Stacked Dryer	2021
Residence Village	1st Floor	Dryer	Speedqueen	Stacked Dryer	2021
Residence Village	1st Floor	Dryer	Speedqueen	Stacked Dryer	2021
212 House	2nd Floor	Washer	Speedqueen	Top Load	2020
212 House	2nd Floor	Dryer	Speedqueen	Front Load	2020
Girton	1st Floor	Washer	Frigidaire	Stacked W/D Combo	?
Girton	1st Floor	Dryer	Frigidaire	Stacked W/D Combo	?
Girton	1st Floor	Washer	Frigidaire	Stacked W/D Combo	?
Girton	1st Floor	Dryer	Frigidaire	Stacked W/D Combo	?

Northern State University

Resident Hall	Floor Location	Type	Make	Configuration	Year Installed
Great Plains East	1st floor	Washer	Speed Queen	Front Load	2018
Great Plains East	1st floor	Washer	Speed Queen	Front Load	2018
Great Plains East	1st floor	Washer	Speed Queen	Top Load	2018
Great Plains East	1st floor	Washer	Speed Queen	Top Load	2018
Great Plains East	1st floor	Washer	Speed Queen	Top Load	2018
Great Plains East	1st floor	Washer	Speed Queen	Top Load	2018
Great Plains East	1st floor	Dryer	Speed Queen	Stacked Dryer	2018
Great Plains East	1st floor	Dryer	Speed Queen	Stacked Dryer	2018
Great Plains East	1st floor	Dryer	Speed Queen	Stacked Dryer	2018
Great Plains East	1st floor	Dryer	Speed Queen	Stacked Dryer	2018
Great Plains East	1st floor	Dryer	Speed Queen	Stacked Dryer	2018
Great Plains East	1st floor	Dryer	Speed Queen	Stacked Dryer	2018
Great Plains East	1st floor	Dryer	Speed Queen	Stacked Dryer	2018
Great Plains East	1st floor	Dryer	Speed Queen	Stacked Dryer	2018
Great Plains West	1st floor	Washer	Speed Queen	Front Load	2018
Great Plains West	1st floor	Washer	Speed Queen	Top Load	2018
Great Plains West	2nd Floor	Washer	Speed Queen	Front Load	2018
Great Plains West	2nd Floor	Washer	Speed Queen	Top Load	2018
Great Plains West	3rd Floor	Washer	Speed Queen	Front Load	2018
Great Plains West	3rd Floor	Washer	Speed Queen	Top Load	2018
Great Plains West	1st floor	Dryer	Speed Queen	Single Dryer	2018
Great Plains West	1st floor	Dryer	Speed Queen	Single Dryer	2018
Great Plains West	2nd Floor	Dryer	Speed Queen	Single Dryer	2018
Great Plains West	2nd Floor	Dryer	Speed Queen	Single Dryer	2018
Great Plains West	3rd Floor	Dryer	Speed Queen	Single Dryer	2018
Great Plains West	3rd Floor	Dryer	Speed Queen	Single Dryer	2018
Kramer Hall	1st Floor	Washer	Speed Queen	Top Load	2015
Kramer Hall	1st floor	Washer	Speed Queen	Top Load	2015
Kramer Hall	1st floor	Washer	Speed Queen	Top Load	2015
Kramer Hall	1st floor	Washer	Speed Queen	Front Load	2015
Kramer Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
Kramer Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
Kramer Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
Kramer Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
McWelsh Hall	1st floor	Washer	Speed Queen	Front Load	2015
McWelsh Hall	1st floor	Washer	Speed Queen	Top Load	2015
McWelsh Hall	1st floor	Washer	Speed Queen	Top Load	2015
McWelsh Hall	1st floor	Washer	Speed Queen	Top Load	2015
McWelsh Hall	1st floor	Washer	Speed Queen	Top Load	2015
McWelsh Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
McWelsh Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
McWelsh Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
McWelsh Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
McWelsh Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
Steele Hall	1st floor	Washer	Speed Queen	Front Load	2015

Steele Hall	1st floor	Washer	Speed Queen	Top Load	2015
Steele Hall	1st floor	Washer	Speed Queen	Top Load	2015
Steele Hall	1st floor	Washer	Speed Queen	Top Load	2015
Steele Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
Steele Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
Steele Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
Steele Hall	1st floor	Dryer	Speed Queen	Single Dryer	2015
Wolves Memorial	1st floor	Washer	Speed Queen	Front Load	2017
Wolves Memorial	1st floor	Washer	Speed Queen	Top Load	2017
Wolves Memorial	2nd Floor	Washer	Speed Queen	Front Load	2017
Wolves Memorial	2nd Floor	Washer	Speed Queen	Top Load	2017
Wolves Memorial	3rd Floor	Washer	Speed Queen	Front Load	2017
Wolves Memorial	3rd Floor	Washer	Speed Queen	Top Load	2017
Wolves Memorial	1st floor	Dryer	Speed Queen	Single Dryer	2017
Wolves Memorial	1st floor	Dryer	Speed Queen	Single Dryer	2017
Wolves Memorial	2nd Floor	Dryer	Speed Queen	Single Dryer	2017
Wolves Memorial	2nd Floor	Dryer	Speed Queen	Single Dryer	2017
Wolves Memorial	3rd Floor	Dryer	Speed Queen	Single Dryer	2017
Wolves Memorial	3rd Floor	Dryer	Speed Queen	Single Dryer	2017

South Dakota State University

Resident Hall	Floor Location	Type	Make	Configuration	Year Installed
Abbott	1st Floor	Washer	Maytag	Top Load	2010
Abbott	1st Floor	Washer	Maytag	Front Load	2010
Abbott	1st Floor	Dryer	Maytag	Stacked Dryer	2010
Abbott	2nd Floor	Washer	Maytag	Top Load	2010
Abbott	2nd Floor	Washer	Maytag	Front Load	2010
Abbott	2nd Floor	Dryer	Maytag	Stacked Dryer	2010
Abbott	3rd Floor	Washer	Maytag	Top Load	2010
Abbott	3rd Floor	Washer	Maytag	Front Load	2010
Abbott	3rd Floor	Dryer	Maytag	Stacked Dryer	2010
Abbott	4th Floor	Washer	Maytag	Top Load	2010
Abbott	4th Floor	Washer	Maytag	Front Load	2010
Abbott	4th Floor	Dryer	Maytag	Stacked Dryer	2010
Ben Reifel	1st Floor East	Washer	Maytag	Top Load	2013
Ben Reifel	1st Floor East	Washer	Maytag	Front Load	2013
Ben Reifel	1st Floor East	Dryer	Maytag	Stacked Dryer	2013
Ben Reifel	1st Floor West	Washer	Maytag	Top Load	2013
Ben Reifel	1st Floor West	Washer	Maytag	Front Load	2013
Ben Reifel	1st Floor West	Dryer	Maytag	Stacked Dryer	2013
Ben Reifel	2nd Floor East	Washer	Speed Queen	Top Load	Dec-23
Ben Reifel	2nd Floor East	Washer	Maytag	Front Load	2013
Ben Reifel	2nd Floor East	Dryer	Maytag	Stacked Dryer	2013
Ben Reifel	2nd Floor West	Washer	Speed Queen	Top Load	Dec-23
Ben Reifel	2nd Floor West	Washer	Maytag	Front Load	2013
Ben Reifel	2nd Floor West	Dryer	Maytag	Stacked Dryer	2013
Ben Reifel	3rd Floor East	Washer	Maytag	Top Load	2013
Ben Reifel	3rd Floor East	Washer	Maytag	Front Load	2013
Ben Reifel	3rd Floor East	Dryer	Maytag	Stacked Dryer	2013
Ben Reifel	3rd Floor West	Washer	Maytag	Top Load	2013
Ben Reifel	3rd Floor West	Washer	Maytag	Front Load	2013
Ben Reifel	3rd Floor West	Dryer	Maytag	Stacked Dryer	2013
Ben Reifel	4th Floor East	Washer	Maytag	Top Load	2013
Ben Reifel	4th Floor East	Washer	Maytag	Front Load	2013
Ben Reifel	4th Floor East	Dryer	Maytag	Stacked Dryer	2013
Ben Reifel	4th Floor West	Washer	Maytag	Top Load	2013
Ben Reifel	4th Floor West	Washer	Maytag	Front Load	2013
Ben Reifel	4th Floor West	Dryer	Maytag	Stacked Dryer	2013
Binnewies	1st Floor East	Washer	Speed Queen	Top Load	Oct-21
Binnewies	1st Floor East	Washer	Speed Queen	Front Load	Oct-21
Binnewies	1st Floor East	Dryer	Speed Queen	Stacked Dryer	Oct-21
Binnewies	1st Floor West	Washer	Speed Queen	Top Load	Oct-21
Binnewies	1st Floor West	Washer	Speed Queen	Front Load	Oct-21
Binnewies	1st Floor West	Dryer	Speed Queen	Stacked Dryer	Oct-21
Binnewies	2nd Floor East	Washer	Speed Queen	Top Load	Oct-21
Binnewies	2nd Floor East	Washer	Speed Queen	Front Load	Oct-21
Binnewies	2nd Floor East	Dryer	Speed Queen	Stacked Dryer	Oct-21

Binnewies	2nd Floor West	Washer	Speed Queen	Top Load	Oct-21
Binnewies	2nd Floor West	Washer	Speed Queen	Front Load	Oct-21
Binnewies	2nd Floor West	Dryer	Speed Queen	Stacked Dryer	Oct-21
Binnewies	3rd Floor East	Washer	Speed Queen	Top Load	Oct-21
Binnewies	3rd Floor East	Washer	Speed Queen	Front Load	Oct-21
Binnewies	3rd Floor East	Dryer	Speed Queen	Stacked Dryer	Oct-21
Binnewies	3rd Floor West	Washer	Speed Queen	Top Load	Oct-21
Binnewies	3rd Floor West	Washer	Speed Queen	Front Load	Oct-21
Binnewies	3rd Floor West	Dryer	Speed Queen	Stacked Dryer	Oct-21
Binnewies	4th Floor East	Washer	Speed Queen	Top Load	Oct-21
Binnewies	4th Floor East	Washer	Speed Queen	Front Load	Oct-21
Binnewies	4th Floor East	Dryer	Speed Queen	Stacked Dryer	Oct-21
Binnewies	4th Floor West	Washer	Speed Queen	Top Load	Oct-21
Binnewies	4th Floor West	Washer	Speed Queen	Front Load	Oct-21
Binnewies	4th Floor West	Dryer	Speed Queen	Stacked Dryer	Oct-21
Brown	1st Floor East	Washer	Maytag	Top Load	Jul-18
Brown	1st Floor East	Washer	Maytag	Front Load	Jul-18
Brown	1st Floor East	Dryer	Maytag	Stacked Dryer	Jul-18
Brown	1st Floor West	Washer	Maytag	Top Load	Jul-18
Brown	1st Floor West	Washer	Maytag	Front Load	Jul-18
Brown	1st Floor West	Dryer	Maytag	Stacked Dryer	Jul-18
Brown	2nd Floor East	Washer	Maytag	Top Load	Jul-18
Brown	2nd Floor East	Washer	Maytag	Front Load	Jul-18
Brown	2nd Floor East	Dryer	Maytag	Stacked Dryer	Jul-18
Brown	2nd Floor West	Washer	Maytag	Top Load	Jul-18
Brown	2nd Floor West	Washer	Maytag	Front Load	Jul-18
Brown	2nd Floor West	Dryer	Maytag	Stacked Dryer	Jul-18
Brown	3rd Floor East	Washer	Maytag	Top Load	Jul-18
Brown	3rd Floor East	Washer	Maytag	Front Load	Jul-18
Brown	3rd Floor East	Dryer	Maytag	Stacked Dryer	Jul-18
Brown	3rd Floor West	Washer	Maytag	Top Load	Jul-18
Brown	3rd Floor West	Washer	Maytag	Front Load	Jul-18
Brown	3rd Floor West	Dryer	Maytag	Stacked Dryer	Jul-18
Brown	4th Floor East	Washer	Maytag	Top Load	Jul-18
Brown	4th Floor East	Washer	Maytag	Front Load	Jul-18
Brown	4th Floor East	Dryer	Maytag	Stacked Dryer	Jul-18
Brown	4th Floor West	Washer	Maytag	Top Load	Jul-18
Brown	4th Floor West	Washer	Maytag	Front Load	Jul-18
Brown	4th Floor West	Dryer	Maytag	Stacked Dryer	Jul-18
Caldwell	1st Floor East	Washer	Speed Queen	Top Load	Oct-21
Caldwell	1st Floor East	Washer	Speed Queen	Front Load	Oct-21
Caldwell	1st Floor East	Dryer	Speed Queen	Single Dryer	Oct-21
Caldwell	1st Floor East	Dryer	Speed Queen	Single Dryer	Oct-21
Caldwell	1st Floor West	Washer	Speed Queen	Top Load	Oct-21
Caldwell	1st Floor West	Washer	Speed Queen	Front Load	Oct-21
Caldwell	1st Floor West	Dryer	Speed Queen	Single Dryer	Oct-21
Caldwell	1st Floor West	Dryer	Speed Queen	Single Dryer	Oct-21
Caldwell	2nd Floor East	Washer	Speed Queen	Top Load	Oct-21

Caldwell	2nd Floor East	Washer	Speed Queen	Front Load	Oct-21
Caldwell	2nd Floor East	Dryer	Speed Queen	Single Dryer	Oct-21
Caldwell	2nd Floor East	Dryer	Speed Queen	Single Dryer	Oct-21
Caldwell	2nd Floor West	Washer	Speed Queen	Top Load	Oct-21
Caldwell	2nd Floor West	Washer	Speed Queen	Front Load	Oct-21
Caldwell	2nd Floor West	Dryer	Speed Queen	Single Dryer	Oct-21
Caldwell	2nd Floor West	Dryer	Speed Queen	Single Dryer	Oct-21
Caldwell	3rd Floor East	Washer	Speed Queen	Top Load	Oct-21
Caldwell	3rd Floor East	Washer	Speed Queen	Front Load	Oct-21
Caldwell	3rd Floor East	Dryer	Speed Queen	Single Dryer	Oct-21
Caldwell	3rd Floor East	Dryer	Speed Queen	Single Dryer	Oct-21
Caldwell	3rd Floor West	Washer	Speed Queen	Top Load	Oct-21
Caldwell	3rd Floor West	Washer	Speed Queen	Front Load	Oct-21
Caldwell	3rd Floor West	Dryer	Speed Queen	Single Dryer	Oct-21
Caldwell	3rd Floor West	Dryer	Speed Queen	Single Dryer	Oct-21
Hansen	1st Floor East	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	1st Floor East	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	1st Floor West	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	1st Floor West	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	2nd Floor East	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	2nd Floor East	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	2nd Floor West	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	2nd Floor West	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	3rd Floor East	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	3rd Floor East	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	3rd Floor West	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	3rd Floor West	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	4th Floor East	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	4th Floor East	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	4th Floor West	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Hansen	4th Floor West	Washer\Dryer	Speed Queen	Washer\Dryer Combo	Oct-21
Honors	1st Floor North	Washer	Speed Queen	Top Load	Dec-23
Honors	1st Floor North	Washer	Maytag	Front Load	2013
Honors	1st Floor North	Dryer	Maytag	Stacked Dryer	2013
Honors	1st Floor South	Washer	Maytag	Top Load	2013
Honors	1st Floor South	Washer	Maytag	Front Load	2013
Honors	1st Floor South	Dryer	Maytag	Stacked Dryer	2013
Honors	2nd Floor North	Washer	Maytag	Top Load	2013
Honors	2nd Floor North	Washer	Maytag	Front Load	2013
Honors	2nd Floor North	Dryer	Maytag	Stacked Dryer	2013
Honors	2nd Floor South	Washer	Speed Queen	Top Load	Dec-23
Honors	2nd Floor South	Washer	Maytag	Front Load	2013
Honors	2nd Floor South	Dryer	Maytag	Stacked Dryer	2013
Honors	3rd Floor North	Washer	Maytag	Top Load	2013
Honors	3rd Floor North	Washer	Maytag	Front Load	2013
Honors	3rd Floor North	Dryer	Maytag	Stacked Dryer	2013
Honors	3rd Floor South	Washer	Maytag	Top Load	2013
Honors	3rd Floor South	Washer	Maytag	Front Load	2013

Honors	3rd Floor South	Dryer	Maytag	Stacked Dryer	2013
Hyde	1st Floor East	Washer	Maytag	Top Load	2013
Hyde	1st Floor East	Washer	Maytag	Front Load	2013
Hyde	1st Floor East	Dryer	Maytag	Stacked Dryer	2013
Hyde	1st Floor West	Washer	Maytag	Top Load	2013
Hyde	1st Floor West	Washer	Maytag	Front Load	2013
Hyde	1st Floor West	Dryer	Maytag	Stacked Dryer	2013
Hyde	2nd Floor East	Washer	Maytag	Top Load	2013
Hyde	2nd Floor East	Washer	Maytag	Front Load	2013
Hyde	2nd Floor East	Dryer	Maytag	Stacked Dryer	2013
Hyde	2nd Floor West	Washer	Maytag	Top Load	2013
Hyde	2nd Floor West	Washer	Maytag	Front Load	2013
Hyde	2nd Floor West	Dryer	Maytag	Stacked Dryer	2013
Hyde	3rd Floor East	Washer	Maytag	Top Load	2013
Hyde	3rd Floor East	Washer	Maytag	Front Load	2013
Hyde	3rd Floor East	Dryer	Maytag	Stacked Dryer	2013
Hyde	3rd Floor West	Washer	Maytag	Top Load	2013
Hyde	3rd Floor West	Washer	Maytag	Front Load	2013
Hyde	3rd Floor West	Dryer	Maytag	Stacked Dryer	2013
Mathews	Lower Level	Washer	Maytag	Front Load	2014
Mathews	Lower Level	Washer	Speed Queen	Top Load	Dec-23
Mathews	Lower Level	Washer	Maytag	Top Load	2014
Mathews	Lower Level	Washer	Maytag	Top Load	2014
Mathews	Lower Level	Washer	Maytag	Top Load	2014
Mathews	Lower Level	Washer	Maytag	Top Load	2014
Mathews	Lower Level	Washer	Maytag	Top Load	2014
Mathews	Lower Level	Dryer	Maytag	Single Dryer	2006
Mathews	Lower Level	Dryer	Maytag	Single Dryer	2006
Mathews	Lower Level	Dryer	Maytag	Single Dryer	2006
Mathews	Lower Level	Dryer	Maytag	Single Dryer	2006
Mathews	Lower Level	Dryer	Maytag	Single Dryer	2006
Mathews	Lower Level	Dryer	Maytag	Single Dryer	2006
Mathews	Lower Level	Dryer	Maytag	Single Dryer	2006
Mathews	Lower Level	Dryer	Maytag	Single Dryer	2006
Meadows North	Main Level	Washer	Maytag	Front Load	Jul-18
Meadows North	Main Level	Washer	Maytag	Top Load	Jul-18
Meadows North	Main Level	Washer	Maytag	Top Load	Jul-18
Meadows North	Main Level	Washer	Maytag	Top Load	Jul-18
Meadows North	Main Level	Washer	Maytag	Top Load	Jul-18
Meadows North	Main Level	Washer	Maytag	Top Load	Jul-18
Meadows North	Main Level	Dryer	Maytag	Stacked Dryer	2006
Meadows North	Main Level	Dryer	Maytag	Stacked Dryer	2006
Meadows North	Main Level	Dryer	Maytag	Stacked Dryer	2006
Meadows North	Main Level	Dryer	Maytag	Stacked Dryer	2006
Meadows South	Main Level	Washer	Maytag	Front Load	Jul-18
Meadows South	Main Level	Washer	Maytag	Top Load	Jul-18
Meadows South	Main Level	Washer	Maytag	Top Load	Jul-18
Meadows South	Main Level	Washer	Maytag	Top Load	Jul-18

Meadows South	Main Level	Washer	Maytag	Top Load	Jul-18
Meadows South	Main Level	Washer	Maytag	Top Load	Jul-18
Meadows South	Main Level	Dryer	Maytag	Stacked Dryer	2006
Meadows South	Main Level	Dryer	Maytag	Stacked Dryer	2006
Meadows South	Main Level	Dryer	Maytag	Stacked Dryer	2006
Meadows South	Main Level	Dryer	Maytag	Stacked Dryer	2006
Pierson	1st Floor North	Washer	Maytag	Top Load	Aug-23
Pierson	1st Floor North	Washer	Maytag	Front Load	Aug-23
Pierson	1st Floor North	Dryer	Maytag	Stacked Dryer	Aug-23
Pierson	1st Floor South	Washer	Maytag	Top Load	Aug-23
Pierson	1st Floor South	Washer	Maytag	Front Load	Aug-23
Pierson	1st Floor South	Dryer	Maytag	Stacked Dryer	Aug-23
Pierson	2nd Floor North	Washer	Maytag	Top Load	Aug-23
Pierson	2nd Floor North	Washer	Maytag	Front Load	Aug-23
Pierson	2nd Floor North	Dryer	Maytag	Stacked Dryer	Aug-23
Pierson	2nd Floor South	Washer	Maytag	Top Load	Aug-23
Pierson	2nd Floor South	Washer	Maytag	Front Load	Aug-23
Pierson	2nd Floor South	Dryer	Maytag	Stacked Dryer	Aug-23
Pierson	3rd Floor North	Washer	Maytag	Top Load	Aug-23
Pierson	3rd Floor North	Washer	Maytag	Front Load	Aug-23
Pierson	3rd Floor North	Dryer	Maytag	Stacked Dryer	Aug-23
Pierson	3rd Floor South	Washer	Maytag	Top Load	Aug-23
Pierson	3rd Floor South	Washer	Maytag	Front Load	Aug-23
Pierson	3rd Floor South	Dryer	Maytag	Stacked Dryer	Aug-23
Pierson	4th Floor North	Washer	Maytag	Top Load	Aug-23
Pierson	4th Floor North	Washer	Maytag	Front Load	Aug-23
Pierson	4th Floor North	Dryer	Maytag	Stacked Dryer	Aug-23
Pierson	4th Floor South	Washer	Maytag	Top Load	Aug-23
Pierson	4th Floor South	Washer	Maytag	Front Load	Aug-23
Pierson	4th Floor South	Dryer	Maytag	Stacked Dryer	Aug-23
Schultz	1st Floor	Washer	Maytag	Top Load	2013
Schultz	1st Floor	Washer	Maytag	Front Load	2013
Schultz	1st Floor	Dryer	Maytag	Stacked Dryer	2013
Schultz	2nd Floor	Washer	Maytag	Top Load	2013
Schultz	2nd Floor	Washer	Maytag	Front Load	2013
Schultz	2nd Floor	Dryer	Maytag	Stacked Dryer	2013
Schultz	3rd Floor	Washer	Maytag	Top Load	2013
Schultz	3rd Floor	Washer	Maytag	Front Load	2013
Schultz	3rd Floor	Dryer	Maytag	Stacked Dryer	2013
Schultz	4th Floor	Washer	Maytag	Top Load	2013
Schultz	4th Floor	Washer	Speed Queen	Front Load	Dec-23
Schultz	4th Floor	Dryer	Maytag	Stacked Dryer	2013
Spencer	1st Floor	Washer	Maytag	Top Load	2010
Spencer	1st Floor	Washer	Maytag	Front Load	2010
Spencer	1st Floor	Dryer	Maytag	Stacked Dryer	2010
Spencer	2nd Floor	Washer	Maytag	Top Load	2010
Spencer	2nd Floor	Washer	Maytag	Front Load	2010
Spencer	2nd Floor	Dryer	Maytag	Stacked Dryer	2010

Spencer	3rd Floor	Washer	Maytag	Top Load	2010
Spencer	3rd Floor	Washer	Maytag	Front Load	2010
Spencer	3rd Floor	Dryer	Maytag	Stacked Dryer	2010
Spencer	4th Floor	Washer	Maytag	Top Load	2010
Spencer	4th Floor	Washer	Maytag	Front Load	2010
Spencer	4th Floor	Dryer	Maytag	Stacked Dryer	2010
Thorne	1st Floor	Washer	Maytag	Top Load	2010
Thorne	1st Floor	Washer	Maytag	Front Load	2010
Thorne	1st Floor	Dryer	Maytag	Stacked Dryer	2010
Thorne	2nd Floor	Washer	Maytag	Top Load	2010
Thorne	2nd Floor	Washer	Maytag	Front Load	2010
Thorne	2nd Floor	Dryer	Maytag	Stacked Dryer	2010
Thorne	3rd Floor	Washer	Maytag	Top Load	2010
Thorne	3rd Floor	Washer	Maytag	Front Load	2010
Thorne	3rd Floor	Dryer	Maytag	Stacked Dryer	2010
Waneta	1st Floor	Washer	Maytag	Top Load	2006
Waneta	1st Floor	Washer	Maytag	Front Load	2006
Waneta	1st Floor	Dryer	Maytag	Stacked Dryer	2006
Young	1st Floor East	Washer	Maytag	Top Load	2011
Young	1st Floor East	Washer	Maytag	Front Load	2011
Young	1st Floor East	Dryer	Maytag	Stacked Dryer	2011
Young	1st Floor East	Dryer	Maytag	Stacked Dryer	2011
Young	1st Floor West	Washer	Maytag	Top Load	2011
Young	1st Floor West	Washer	Maytag	Front Load	2011
Young	1st Floor West	Dryer	Maytag	Stacked Dryer	2011
Young	1st Floor West	Dryer	Maytag	Stacked Dryer	2011
Young	2nd Floor East	Washer	Maytag	Top Load	2011
Young	2nd Floor East	Washer	Maytag	Front Load	2011
Young	2nd Floor East	Dryer	Maytag	Stacked Dryer	2011
Young	2nd Floor East	Dryer	Maytag	Stacked Dryer	2011
Young	2nd Floor West	Washer	Maytag	Top Load	2011
Young	2nd Floor West	Washer	Maytag	Front Load	2011
Young	2nd Floor West	Dryer	Maytag	Stacked Dryer	2011
Young	2nd Floor West	Dryer	Maytag	Stacked Dryer	2011
Young	3rd Floor East	Washer	Maytag	Top Load	2011
Young	3rd Floor East	Washer	Maytag	Front Load	2011
Young	3rd Floor East	Dryer	Maytag	Stacked Dryer	2011
Young	3rd Floor East	Dryer	Maytag	Stacked Dryer	2011
Young	3rd Floor West	Washer	Maytag	Top Load	2011
Young	3rd Floor West	Washer	Maytag	Front Load	2011
Young	3rd Floor West	Dryer	Maytag	Stacked Dryer	2011
Young	3rd Floor West	Dryer	Maytag	Stacked Dryer	2011
Young	4th Floor East	Washer	Maytag	Top Load	2011
Young	4th Floor East	Washer	Maytag	Front Load	2011
Young	4th Floor East	Dryer	Maytag	Stacked Dryer	2011
Young	4th Floor East	Dryer	Maytag	Stacked Dryer	2011
Young	4th Floor West	Washer	Maytag	Top Load	2011
Young	4th Floor West	Washer	Maytag	Front Load	2011

Young	4th Floor West	Dryer	Maytag	Stacked Dryer	2011
Young	4th Floor West	Dryer	Maytag	Stacked Dryer	2011
Skylight Apts	Lower Level	Washer	Speed Queen	Top Load	Oct-21
Skylight Apts	Lower Level	Washer	Speed Queen	Top Load	Oct-21
Skylight Apts	Lower Level	Dryer	Speed Queen	Stacked Dryer	Oct-21
Huggins Apts	Lower Level	Washer	Speed Queen	Top Load	Oct-21
Huggins Apts	Lower Level	Washer	Speed Queen	Top Load	Oct-21
Huggins Apts	Lower Level	Dryer	Speed Queen	Stacked Dryer	Oct-21