



Community

MENTAL HEALTH

CLINTON • EATON • INGHAM

Together we can.

REQUEST FOR PROPOSAL

Central Kitchen Food Services

FY 2026

Schedule*

- RFP Bid Package Release Date-~~January 20, 2026~~
- Pre-Bid Meeting Walk Through-**1:00 p.m., January 23, 2026**
- Deadline for Vendor Questions Submittal-**January 27, 2026**
- CMH Response to Vendor Questions (Via email)-**January 29, 2026**
- RFP Bids Due Date-~~February 3, 2026~~ **February 10, 2026**
- Vendor Interviews (If needed)-~~February 9-13, 2026~~ **February 19-20 & 23-27, 2026**
- Targeted Notice "Letter of Intent" to Award (Via email)- ~~February 16, 2026~~ **March 2, 2026 (Pending Board Approval February 19, 2026 March 19, 2026)**
- CMHA-CEI Board of Directors Approval-~~February 19, 2026~~ **March 19, 2026**
- Execute Service Contract-~~February 20, 2026~~ **March 20, 2026**
- Project Start Date-~~March 1, 2026~~ **April 1, 2026 (On site preparations can begin)**

*Dates are subject to change.

CLINTON, EATON, INGHAM COMMUNITY MENTAL HEALTH AUTHORITY

REQUEST FOR PROPOSALS FOR CENTRAL KITCHEN FOOD SERVICES

I. INTRODUCTION

A. Purpose of Request for Proposal (RFP)

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) is seeking a qualified and experienced Health Care Food Services Provider to provide comprehensive meal and snack coordination for the CMHA-CEI Crisis Care Center at 2900 Stabler St., Lansing, MI 48910. This project requires a highly skilled and experienced Food Services Provider capable of working with the CMHA-CEI management team to ensure seamless integration and implementation while prioritizing efficiency, innovation, patient-centric solutions, and operational excellence. The primary objective for the Food Services Provider is to work collaboratively with CMHA-CEI to develop menu(s) and standardized operating procedures (SOPs), provide quality balanced meals and snacks, and fully staff an on-site central kitchen at the Crisis Care Center.

B. Term of Engagement

CMHA-CEI expects to award a three-year contract to the successful bidder, with an option to renew for up to an additional three-year term.

II. DESCRIPTION OF ORGANIZATION

CMHA-CEI is a public governmental body which was initially formed by the County Commissions of Clinton, Eaton, and Ingham Counties in 1964 and has a 12-member board of directors appointed by the County Commissions of all three counties. In 2014, CMHA-CEI joined with 11 other CMHs to form the current Mid-State Health Network Prepaid Inpatient Health Plan (PIHP).

CMHA-CEI primarily provides mental health and substance abuse services to the residents of Clinton, Eaton, and Ingham counties. As a Certified Community Behavioral Health Clinic (CCBHC), CMHA-CEI may also provide services to residents of other locations if they prefer to receive services from CMHA-CEI. Service programs include Adult Mental Health Services, Families Forward (services to children and their families), Community Services for the Developmentally Disabled, and Integrated Treatment and Recovery Services. Most clients have services paid by Medicaid and/or Medicare, although some clients also have commercial insurance, are funded through grants or local funds, or are served via state general fund dollars.

The CMHA-CEI Crisis Care Center is a vital resource for adults, youth, and families experiencing behavioral health emergencies. It offers immediate expert intervention 24/7 to stabilize individuals in crisis, reduce unnecessary hospitalizations and ease the burden on emergency rooms. The purpose is to provide timely and compassionate care in a safe,

supportive, and judgment-free environment. By focusing on prevention, intervention and ongoing support, the center plays a critical role in strengthening the behavioral health system and meeting the urgent needs of our community. The Crisis Care Center contains three floors, with the ground floor housing adult and youth crisis services, the first floor housing 24/7 Crisis Stabilization Unit for adult and children, and the second floor housing Bridges Crisis Unit (Crisis Residential Program) and The Recovery Center (Withdrawal Management Services).

III. PROJECT OVERVIEW

Requirements of the awarded Service Provider:

- Develop and implement standardized operating procedures (SOPs) for the Crisis Care Center central kitchen.
- Create and refine food menus working with CMHA-CEI management staff to meet patient and staff needs.
- Develop operational efficiencies and provide recommendations for continuous improvement for all food service operations.
- Work with CMHA-CEI to change, add, or enhance equipment.
- Maintain compliance with all relevant licenses, certifications, building codes, ServSafe certification(s), and local and state health department requirements.
- Prioritize patient experience and satisfaction with attention to customer service.
- Foster a positive and collaborative work environment with the CMHA-CEI management team.

IV. SCOPE OF SERVICES

The awarded Food Service Provider will be responsible for, but not limited to, the following services:

- Food Menus and SOPs:
 - Develop, review, and refine food menus to meet the dietary needs and preferences of patients/clients and staff while working with the CMHA-CEI management team to approve changes.
 - Develop and implement standardized operating procedures (SOPs) for all food service operations.
 - Provide input and recommendations regarding the central kitchen's operational needs and propose changes regarding equipment needs, changes or replacement, as needed.
- Independent Oversight/Coordination:
 - Consult and advise the CMHA-CEI management team.
 - Attend regular meetings as scheduled by the CMHA-CEI management team and provide progress reports.
- Efficiency and Innovation:

- Identify and recommend opportunities for improving efficiency and optimizing workflow, where possible.
- Evaluate and integrate innovative technology solutions for tracking and managing food and nutrition services.
- Ensure the integration of technology solutions that facilitate integration with electronic health record (EHR), if applicable.
- Establish and maintain quality standards for food service delivery.
- Labor Management:
 - Discuss the labor market and ability to retain top talent and its impact on service quality.
- Patient/Client Focus:
 - Ensure that all aspects of service delivery prioritize patient experience and satisfaction.
 - Support the implementation of patient-centric food and nutrition services.
 - Work to improve patient outcomes through nutrition.
- Culture:
 - Demonstrate a commitment to professional, respectful, kind, and helpful service.
 - Foster a collaborative and positive work environment.
 - Align with the values of contract food and support services, focusing on serving others.
- Approximate Number of Meals per Day:
 - Serve up to approximately 160 meals per day that include breakfast, lunch, and dinner.
 - Provide snacks and sandwiches between meals for approximately 40 to 50 snack requests per day.
- Menu (see Exhibit A for an example of a sample menu):
 - Maintain, at minimum, a 7-day menu that meets the nutritional needs and preferences of patients.
 - Ensure menu meets licensing nutritional guidelines and requirements.

V. CONTENT OF PROPOSALS

Written proposals should include a detailed statement of your understanding of the requirements presented in Section III. and IV. of this RFP and contain the following elements:

A. Cover Letter

A cover letter on organization letterhead that includes the name and title of the person(s) who are authorized to answer questions about this RFP. Include the following additional information:

- Legal Name
- Address
- Web Page Address
- Administrator (name/title/email)

- Person Authorized to Sign Contracts (name/title/email)
- Billing Entity Authorized to Receive Financial Reimbursement
- Billing Contact Person (name/telephone number)
- Billing Address (if different than above)
- Preference on using a CMHA-CEI drafted contract or one drafted by your organization.

B. Company Profile

- Description of your company's experience and qualifications.
- Length of time in business.
- Relevant project experience, particularly in healthcare food service projects.
- Organizational structure and key personnel. Provide an organization chart.
- Copy of articles of incorporation, proof of ability to conduct business in the State of Michigan, and in what business capacity (Corporation, Sole Proprietor, etc.).
- Catering License and/or other applicable license(s).

C. Legal Requirements

- Any and all food licensing violations that have taken place over the past five years.
- Any and all litigation that as a Food Service Provider you have been involved with or subject to within the past five years.

D. Approach and Methodology

- Detailed description of approach to providing Central Kitchen Food Services.
- Experience as a Food Service Provider working in a healthcare setting.
- Policies and/or procedures for the following:
 - Food Storage
 - Sanitizer Bucket Rotation – cleaning standards
 - Sanitization and Infection Control
 - Safe Food Handling
 - Floor Stock – dry storage snacks
 - Dish Machine Temperature Monitoring – for ensuring proper monitoring of sanitization
- Space and equipment evaluation working within the existing space and equipment provided to make reasonable recommendations for optimizing food service delivery (see Exhibit B for floor plans).
- Strategies for ensuring efficiency, innovation, and patient focus.
- Labor management strategies.
- Technology integration strategies.
- Methodology for developing and implementing food menus and SOPs.
- Time needed to implement services in order to be fully operational. CMHA-CEI operations will require that you be ready to begin services as early as late April 2026 or shortly after. Are you able to meet this timeline?

E. Team Qualifications

- Resumes of key personnel, highlighting relevant experience and qualifications.
- Description of team's expertise in establishing and delivery of healthcare food service menu(s) and SOP development.
- Description of proposed staffing model, including a Chef and support staff in order to meet the expectations of three meals per day and snacks.

F. Fee Proposal (Use Price Proposal Template in Exhibit C)

- Any required startup costs.
- Food Service Fee covering all food-related items (Monthly based on the number of meals and snacks as specified in this RFP).
- Monthly management fee including labor, overhead, and nonfood material costs.
- Proposed billing schedule.

G. Menu (see Exhibit D for Licensing Nutritional Requirements)

- Attest to the following statement: As a Food Services Provider in your response to this RFP, you agree to demonstrate your ability/prior experience in providing a wide variety of menu options appealing to those with food allergies or special dietary needs.
- Provide examples of your ability to meet special individual dietary requirements, including food allergies, based on prior experience.
- 7-day meal and snack menu that meets the requirements and CMHA-CEI needs establish in this RFP.
- 3-day meal and snack menu for children that meets the requirements and CMHA-CEI needs establish in this RFP.
- Schedule for when meals and snacks are expected to be available. Example: Daily Mealtime: 8 a.m., 12 noon, and 5:30 p.m. Daily Snack Time: 10 a.m., 2 p.m. and 7:30 p.m.

H. References

- Contact information for at least three professional references your organization has provided services for within the last 3-5 years.

I. Conflict of Interest Statement:

- By submitting a proposal, the Provider certifies that they have no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under any subsequent agreement with respect to this RFP. If at any time during the bidding process or subsequent contractual period, an actual or potential conflict of interest arises, the Provider shall immediately disclose in writing the conflict of interest to CMHA-CEI. CMHA-CEI reserves the right to immediately terminate in writing to the Provider any subsequent agreement where, in the reasonable judgment of CMHA-CEI, such conflict poses a material conflict to

the performance of the Provider's obligations under the agreement; such termination of the agreement shall be effective upon the receipt of such notice by the Provider.

J. Indemnification and Hold Harmless

The Provider who is selected shall, at its own expense, protect, defend, indemnify, save and hold harmless CMHA-CEI and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that CMHA-CEI and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the Provider or its employees, servants, agents or Subcontractors that may arise out of subsequent agreement from this RFP.

The Provider's indemnification responsibility shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out on behalf of or reimbursed to CMHA-CEI, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Provider.

K. Vendor Insurance Requirements

- Worker's Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable Statutes of the State of Michigan.
- Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.
- Additional Insured: Commercial General Liability, as described above, shall include an endorsement stating CMHA-CEI and its elected and appointed officers, employees including volunteers, servants and agents shall be named as Additional Insureds.

VI. PROPOSAL PREPARATION AND SUBMISSION PROCEDURES

A. Response Date

Proposals must be received by the Contract and Provider Network Manager at

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties, 812 E. Jolly Rd., Suite 210, Lansing, Michigan 48910, no later than **5:00 p.m. on February 3, 2026** **February 10, 2026**. Proposals must be clearly marked "RFP Central Kitchen Food Services, Attn: Valarie Pierson" on the outside of the envelope. Envelope must include the name and address of the RFP Provider.

B. Incurring Costs

Proposals should be prepared simply and economically to provide a concise description of the Food Service Provider's capabilities to perform the services required.

CMHA-CEI will not be responsible for any costs incurred in the preparation of proposals in response to this RFP; nor will CMHA-CEI be responsible for any costs incurred if the Provider is invited to make an oral presentation to the evaluation team.

C. Signature (see Exhibit E for Signature Form)

An official authorized to bind the Provider to its provisions must sign all proposals.

D. Effective Period

All proposals submitted to this RFP must be valid for at least 90 days.

E. Number of Copies

Potential vendors must submit 2 clearly marked originals and 1 electronic copy.

F. Withdrawal

The proposal may be withdrawn in person or by written request, unless CMHA-CEI has accepted the proposal in writing.

G. Proposal Submission

Faxed, emailed, or late proposals will not be accepted.

H. Questions

All questions relating to the preparation and/or submission of a response to this RFP should be directed to Valarie Pierson, Contract and Provider Network Manager at piersonv@ceicmh.org by **January 27, 2026**.

VII. EVALUATION CRITERIA

The proposals submitted will be evaluated by a committee consisting of management, financial, clinical, and contract staff. Evaluation criteria include, but are not limited to, the following:

- Experience and qualifications, number of years in service.
- Approach and methodology.
- Team qualifications.

- Fee proposal.
- References.
- Demonstrated understanding of patient-centric care.
- Demonstrated understanding of CMHA-CEI culture.
- Demonstrated experience with EHR integration and technology solutions.
- Demonstrated experience with food menu development and SOP implementation.

VIII. SELECTION PROCESS

CMHA-CEI reserves the right to reject any or all proposals and/or waive any defects or irregularities in proposals. CMHA-CEI also reserves the right to negotiate changes to the proposals, specifications, or other matters pertaining to the proposals that are deemed desirable by CMHA-CEI. Award of Contract, if made, will be to the Provider(s) whose proposal is in the best interest of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties in its sole discretion. CMHA-CEI reserves the right to make purchases and award contracts to other than the low proposal or low bidder, which purchase or award is determined in the best interest of CMHA-CEI, in its sole discretion.

All proposals submitted are subject to the terms of the Freedom of Information Act, and will be retained by CMHA-CEI, whether or not the Vendor selected has submitted the proposal with the lowest costs.

IX. GENERAL INFORMATION

A. Oral Presentation/Interview

Upon request by CMHA-CEI, some Providers may be selected to make an oral presentation and to participate in an interview with the evaluation committee. The decision will be made by the evaluation committee in its sole discretion.

B. Proposal Retention

CMHA-CEI will retain all proposals submitted for 5 years.

C. Acceptance of Proposal Content

The contents of the proposal of the selected Provider may become contractual obligations. Failure to accept these obligations may result in cancellation of the selection, and the Provider may be required to reimburse CMHA-CEI for damages incurred.

D. Type of Contract

It is expected that a contract entered into as a result of this RFP will be a 3-Year agreement for Central Kitchen Food Services, with the potential to renew an additional 3 years.

E. Non-Discrimination

It is the policy of CMHA-CEI to provide reasonable accommodation for otherwise

qualified employees with disabilities and applicants for employment and to those entering into this RFP process. Applicants who require reasonable accommodation to complete the application and/or interview process should notify the Human Resources Department. It is the policy of CMHA-CEI to provide equal access to employment to all qualified individuals.

CMHA-CEI shall not discriminate against any Provider with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight or marital status, or disability that is unrelated to the Provider's ability to perform the duties of a particular job or position. The Provider shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations which shall be deemed to include, but not be limited to, the Elliott-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act.

CMHA-CEI is an Equal Employment Opportunity Employer and a Drug Free Workplace.

F. Non-Collusion

The Provider certifies that this proposal has not been made or prepared in collusion with any other vendor and the prices, terms or conditions thereof have not been communicated by or on behalf of the Provider to any other firm and will not be so communicated prior to the official receipt of this proposal. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S. C. Section 1001, relating to the making of false statements.

G. Freedom of Information Act

Information submitted in response to this proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposal is opened.

EXHIBIT A-SAMPLE MENU



BCU MENU

WEEK ONE

MON	LUNCH	Cheddar broccoli soup and baked potato bar: bacon, cheese, chili, onions, butter, & sour cream
	DINNER	Baked spaghetti, garlic toast, & salad
TUES	LUNCH	Grilled cheese, tomato soup, & chips
	DINNER	Burrito casserole, chopped lettuce, tomatoes, onions, Spanish rice, & nacho chips with salsa
WED	LUNCH	Ham, turkey, or chicken sandwiches with lettuce, tomatoes, and cheese. Fruits, veggies, & chips
	DINNER	Goulash with dinner rolls/biscuits and corn
THUR	LUNCH	Chicken noodle soup, turkey sandwiches, & fruit
	DINNER	Shredded BBQ chicken sandwiches, coleslaw, & baked potatoes
FRI	LUNCH	Egg salad sandwiches, fruits, veggies, & chips
	DINNER	Pizza, pineapple, salad, & veggies with dip
SAT	DINNER	Cheesy broccoli chicken & rice casserole, biscuits/rolls, & side salad
SUN	DINNER	Sloppy joes, macaroni salad, & baked beans



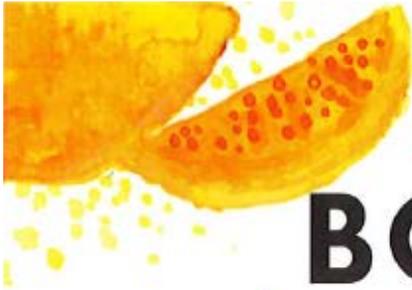


BCU MENU

WEEK TWO

MON	LUNCH	Chicken salad sandwiches, grapes, fresh veggies, dip, & chips
	DINNER	Swedish/sweet & savory meatballs, mashed potatoes, & green beans
TUES	LUNCH	Lunchmeat wraps, lettuce, tomatoes, chips, & cottage cheese
	DINNER	Tacos/nachos, Spanish rice, & green beans
WED	LUNCH	Hotdogs/chili dogs, baked beans, & macaroni salad
	DINNER	Hamburger potato casserole, biscuits, & corn
THUR	LUNCH	Grilled ham & cheese sandwiches, broccoli cheddar soup, & chips
	DINNER	Chicken spaghetti, green beans or salad, & garlic toast
FRI	LUNCH	Cream cheese & ham wraps, chips, & veggies
	DINNER	Baked penne, garlic toast, & salad
SAT	DINNER	Chicken alfredo, bread sticks, & broccoli
SUN	DINNER	Hamburgers/cheeseburgers, fries, & potato salad



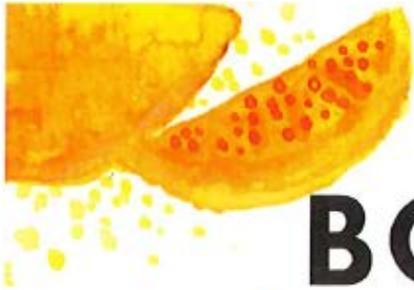


BCU MENU

WEEK THREE

MON	LUNCH	Cheddar broccoli soup and baked potato bar: bacon, cheese, chili, onions, butter, & sour cream
	DINNER	Chicken patty parmesan, mixed veggies, & garlic/cheese bread
TUES	LUNCH	Grilled cheese, tomato soup, & chips
	DINNER	Chicken or beef enchilada casserole, spanish rice, & salad
WED	LUNCH	Ham, turkey, or chicken sandwiches with lettuce, tomatoes, and cheese. Fruits, veggies, & chips
	DINNER	Stroganoff, green beans, & biscuits
THUR	LUNCH	Chicken noodle soup, turkey sandwiches, & fruit
	DINNER	Chicken pot pie & salad
FRI	LUNCH	Egg salad sandwiches, fruits, veggies, & chips
	DINNER	Pizza casserole, fresh fruit, salad, chips & dip
SAT	DINNER	Lasagna, garlic toast, & salad/veggies/dip
SUN	DINNER	Chicken tater tot casserole, corn, & biscuits





BCU MENU

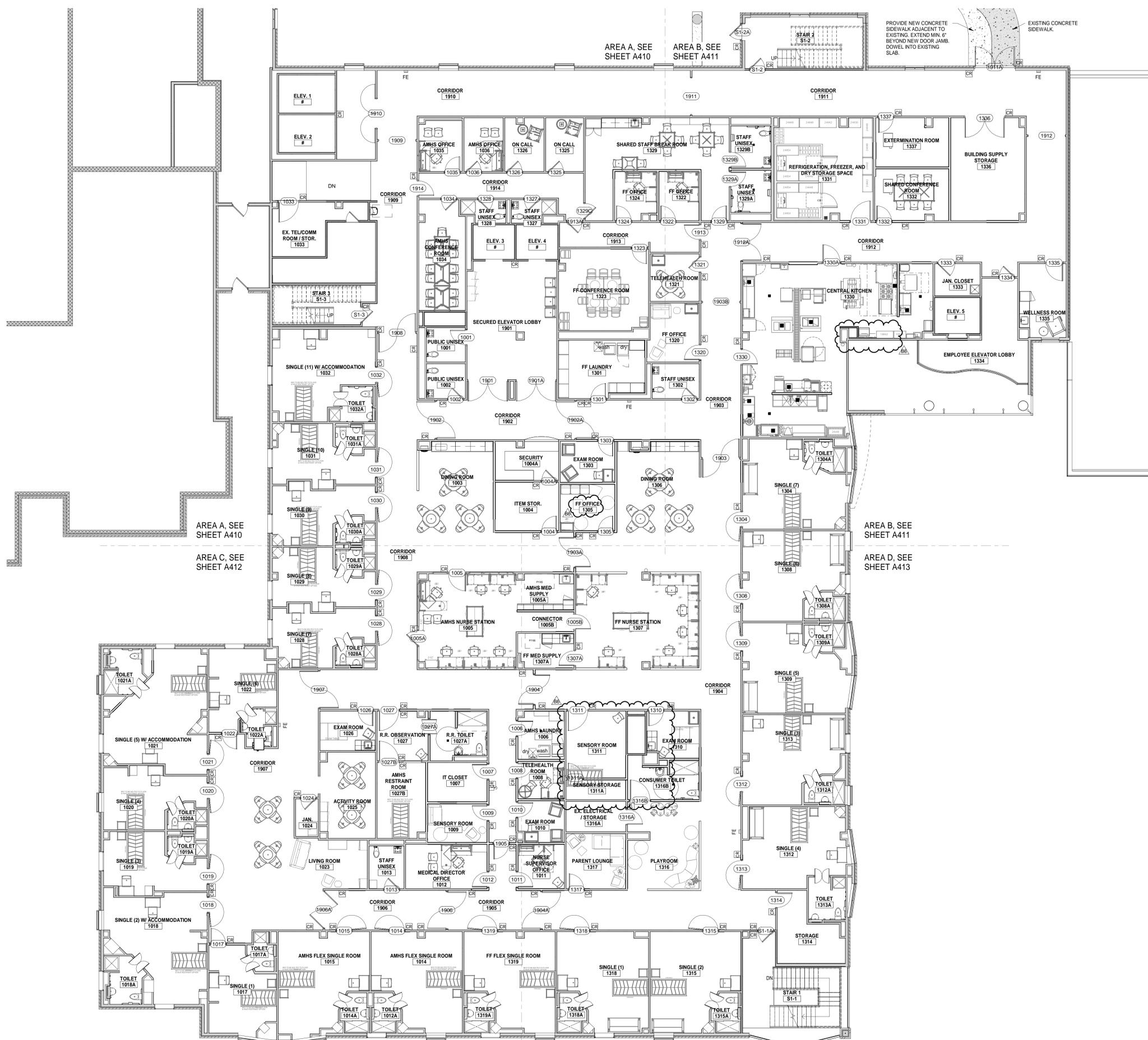
WEEK FOUR

MON	LUNCH	Chicken salad sandwiches, grapes, fresh veggies, dip, & chips
	DINNER	Garlic parmesan pasta, green beans, & french bread with butter
TUES	LUNCH	Lunchmeat wraps, lettuce, tomatoes, chips, & cottage cheese
	DINNER	Taco lasagna, spanish rice, & nacho chips with cheese
WED	LUNCH	Hotdogs/chili dogs, baked beans, & macaroni salad
	DINNER	Chicken and stuffing casserole & corn
THUR	LUNCH	Grilled ham & cheese sandwiches, broccoli cheddar soup, & chips
	DINNER	Chicken casserole, sauteed broccoli, & biscuits
FRI	LUNCH	Cream cheese & ham wraps, chips, & veggies
	DINNER	Pizza bowl, pineapple, & salad
SAT	DINNER	Southwestern chicken casserole & corn
SUN	DINNER	Tuna noodle casserole, peas, & biscuits



EXHIBIT B- FLOOR PLANS

(This page is intentionally left blank)



GENERAL NOTES

1. THE TERM "FURNISH" SHALL MEAN TO OBTAIN AND SUPPLY TO THE JOB SITE. THE TERM "INSTALL" SHALL MEAN TO FIX IN POSITION AND CONNECT FOR USE. THE TERM "PROVIDE" SHALL MEAN TO FURNISH AND INSTALL.
2. DEMOLITION AND NEW CONSTRUCTION ACTIVITIES SHALL IN NO WAY DISRUPT ONGOING OPERATIONS THROUGHOUT THE BUILDING, SUCH AS UTILITY INTERRUPTIONS, EXTENDED NOISE MAKING PROCESSES, ETC. ALL ROOF TOP MECHANICAL EQUIPMENTS INCLUDING BUT NOT LIMITED TO RTU, E.F. IV ARE EXISTING TO REMAIN AND STAY IN OPERATION DURING ALL CONSTRUCTION PHASES UNLESS NOTED OTHERWISE. TEMPORARY SHUTDOWN SCHEDULES MUST BE APPROVED IN ADVANCE BY THE OWNER.
3. EXAMINE THE AREA OF WORK PRIOR TO AND DURING CONSTRUCTION TO ENSURE THAT ITEMS, SYSTEMS, AND UTILITIES TO BE REMOVED OR MODIFIED HAVE BEEN IDENTIFIED AND SCHEDULED. EXISTING CONDITIONS HAVE BEEN ACCURATELY NOTED, AND THAT ANY HAZARDS OR IMPACT ON OWNER'S OPERATIONS THAT MAY RESULT HAVE BEEN ADDRESSED WITH THE OWNER.
4. THE CONTRACTOR SHALL EXAMINE THE SITE AND VERIFY EXISTING CONDITIONS WITH RESPECT TO THE DRAWINGS AND WORK AND SPECIFICATIONS PRIOR TO PROCEEDING WITH ANY WORK. ANY QUESTIONS AND/OR DISCREPANCIES THAT ARISE SHALL BE REPORTED TO THE OWNER FOR CLARIFICATION OR RESOLUTION.
5. ALL WORK SHALL BE PERFORMED BY QUALIFIED PERSONNEL OR SPECIALTY CONTRACTORS IN A CLEAN AND WORKMANLIKE MANNER AND COMPLY WITH ALL APPLICABLE REGULATORY REQUIREMENTS DURING THE WORK AND FOR DISPOSAL OF DISCARDED MATERIALS. THE CONTRACTOR SHALL PROVIDE TEMPORARY FALL PROTECTION DURING ALL CONSTRUCTION PHASES.
6. CLEAN THE JOB SITE DAILY AND REMOVE FROM THE PREMISES ANY DIRT AND DEBRIS CAUSED BY THE PERFORMANCE OF WORK INCLUDED IN THIS CONTRACT. ALL TOOLS AND MATERIALS LEFT ON ROOF SHALL BE SECURED. TEMPORARY COVER AND SEAL SHALL BE PROVIDED AS REQUIRED TO ELIMINATE EVIDENCE OF PATCHING AND REFINISHING. RESTORE ALL PATCHED AREAS BACK TO ORIGINAL CONDITION, INCLUDING MAINTAINING ANY RATINGS THAT MAY APPLY.
7. RESTORE FINISHES OF PATCHED AREAS. RESTORE ALL PATCHED AREAS BACK TO ORIGINAL CONDITION, INCLUDING MAINTAINING ANY RATINGS THAT MAY APPLY.
8. UPON COMPLETION OF ALL WORK OR ANY SEPARATE PARTS OF THE WORK, THE CONTRACTOR SHALL REMOVE FROM THE PREMISES ALL EVIDENCE OF DIRT, REFUSE, STAINS, OR OTHER FOREIGN MATTER. ALL SURFACES SHALL BE FREE FROM DUST AND THE BUILDING SHALL BE LEFT HABITABLE AND READY FOR OCCUPANCY.
9. ALL DETAILS SHOWN FOR DESIGN INTENT ONLY. DETAILS PER MANUFACTURER STANDARDS AS REQUIRED FOR WARRANTY. BASIS OF DESIGN IS FIRESTONE FULL FORCE 60 MIL EPDM ROOFING SYSTEM - 20 YEAR WARRANTY.
10. ALL DIMENSIONS BASED ON EXISTING DRAWINGS AND FIELD VISITS ARE +/- AND TO BE FIELD VERIFIED.



Engineering & Design

www.colliersengineering.com
7050 West Saginaw Hwy Suite 200 Lansing, MI 48917
517.272.8635

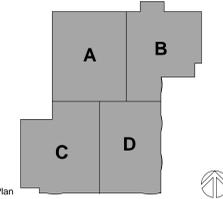


GREENLAWN CAMPUS, LLC

COMMUNITY MENTAL HEALTH CEI

2900 Stabler St.,
Lansing, MI
48910

Date Revised	Description
01/19/2024	DEMOLITION/DD PROGRESS SET
02/16/2024	DD PROGRESS SET
03/18/2024	DD UPDATE SET
06/24/2024	PERMIT SET
08/23/2024	ADDENDUM #1
10/22/2024	PERMIT SET
02/21/2025	BULLETIN 02
06/16/2025	BULLETIN 04
09/12/2025	BULLETIN 06



Key Plan

Project Manager	Discipline Lead
T. REDER	T. REDER
Designer	Reviewer
R. GIBB	D. HOLTROP / T. REDER
Date Issued	Project Number
09/12/2025	23010251A

Sheet Name

FIRST FLOOR PLAN

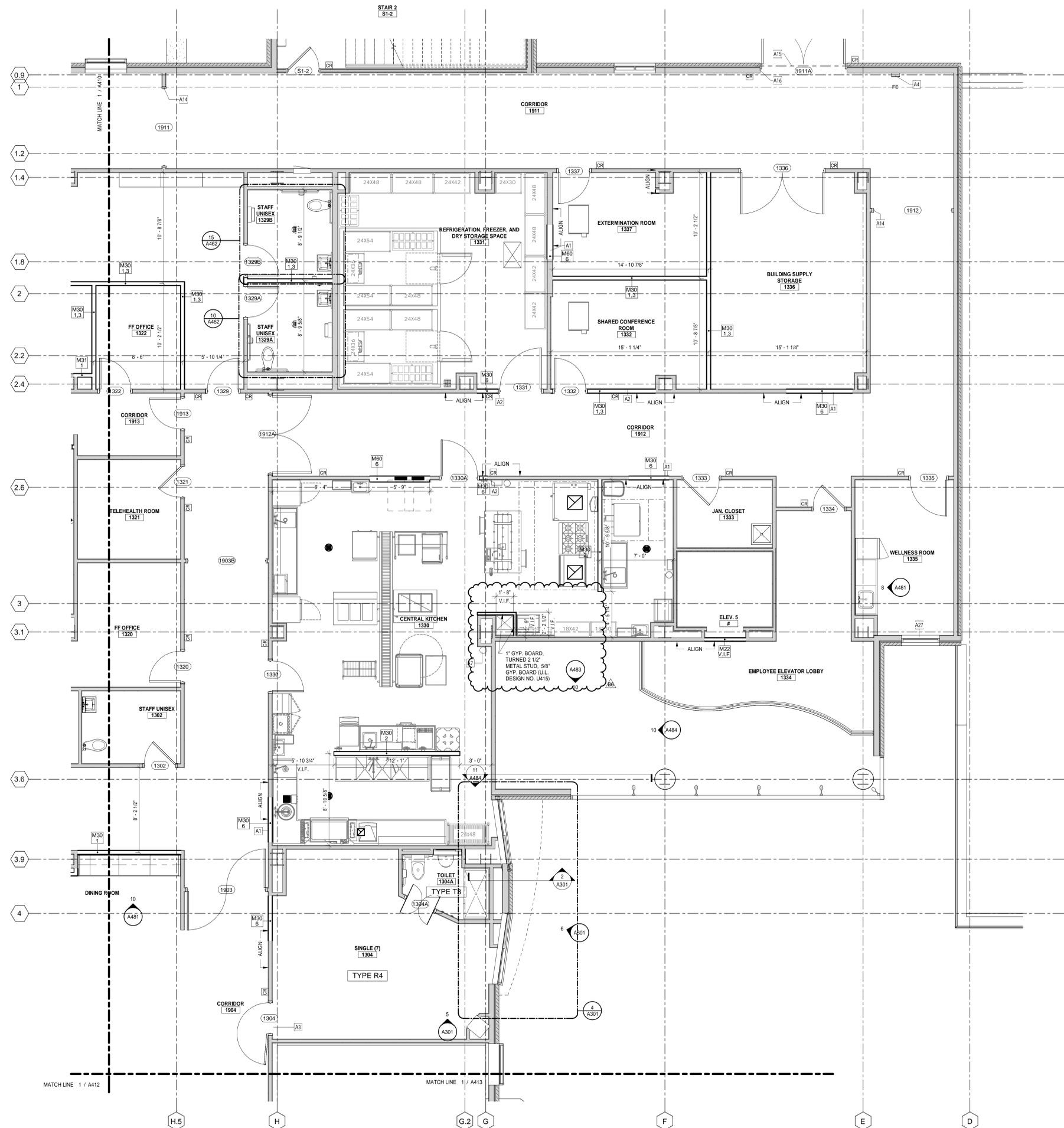
Drawing Number

A101

1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

ARCH 10 2024

01/15/2025 9:28:56 AM



GENERAL NOTES

- A. REFER TO A002 FOR WALL TYPES, DETAILS, AND ADDITIONAL INFORMATION.
- B. REFER TO A120 SERIES DRAWINGS FOR REFLECTED CEILING PLANS AND DETAILS.
- C. REFER TO A140 SERIES DRAWINGS FOR FINISH PLANS, SCHEDULES, AND DETAILS.
- D. REFER TO A160 SERIES DRAWINGS FOR FURNITURE AND EQUIPMENT PLANS AND SCHEDULES.
- E. REFER TO A600 SERIES DRAWINGS FOR DOOR SCHEDULE, WINDOW SCHEDULE, DETAILS, AND BASIS OF DESIGN.
- F. ALL DOORS TO BE LOCATED 4" FROM DRYWALL ADJACENT WALL UNLESS OTHERWISE NOTED.
- G. ALIGN FACES OF MASONRY AND STUD WALLS INDICATED IN THE SAME PLANE ON PLANS, U.O.N.
- H. REFER TO A440 THROUGH A451 FOR ROOM TYPES.

KEYNOTES

- A1 INFILL EXISTING OPENING. ALIGN TO AND MATCH ADJACENT FINISHES.
- A2 INFILL EXISTING OPENING. ALIGN TO AND MATCH ADJACENT FINISHES. FRAME FOR NEW DOOR AS SCHEDULED.
- A3 NEW DOOR IN EXISTING WALL. SEE DOOR SCHEDULE.
- A4 EXISTING FIRE EXTINGUISHER IN CABINET.
- A7 NEW FIRE EXTINGUISHER ON WALL BRACKET.
- A14 EXISTING DOOR FRAME TO REMAIN. PATCH HINGE AND LATCH POCKETS AND FINISH SMOOTH TO MATCH ADJACENT SURFACES.
- A15 PROVIDE L6" X 3-1/2" X 5/16" STEEL LINTEL WITH MIN. 8" BEARINGS ON EACH END AT NEW DOOR/WINDOW OPENING.
- A16 PROVIDE NEW DOOR JAMB FINISHES TO MATCH EXISTING. REPAIR EXISTING JAMB AND HEADER FINISHES AS REQUIRED. EXISTING WINDOW TO REMAIN. APPLY PRIVACY FILM.
- A27



Engineering & Design

www.colliersengineering.com
7050 West Saginaw Hwy Suite 200 Lansing, MI 48917
517.272.8635

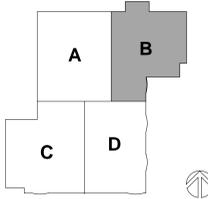


GREENLAWN CAMPUS, LLC

COMMUNITY MENTAL HEALTH CEI

2900 Stabler St.,
Lansing, MI
48910

Date Revised	Description
01/19/2024	DEMOLITION/DD PROGRESS SET
02/16/2024	DD PROGRESS SET
03/18/2024	DD UPDATE SET
06/24/2024	PERMIT SET
08/23/2024	ADDENDUM #1
10/22/2024	PERMIT SET
02/21/2025	BULLETIN 02
06/16/2025	BULLETIN 04
08/22/2025	BULLETIN 05
09/12/2025	BULLETIN 06



Key Plan

Project Manager	Discipline Lead
T. REDER	T. REDER
Designer	Reviewer
K. HAWLEY / R. GIBB	D. HOLTROP / T. REDER
Date Issued	Project Number
09/12/2025	23010251A

Sheet Name

FIRST FLOOR PLAN - AREA B

Drawing Number

A411

1 FIRST FLOOR PLAN - AREA B
SCALE: 1/4" = 1'-0"

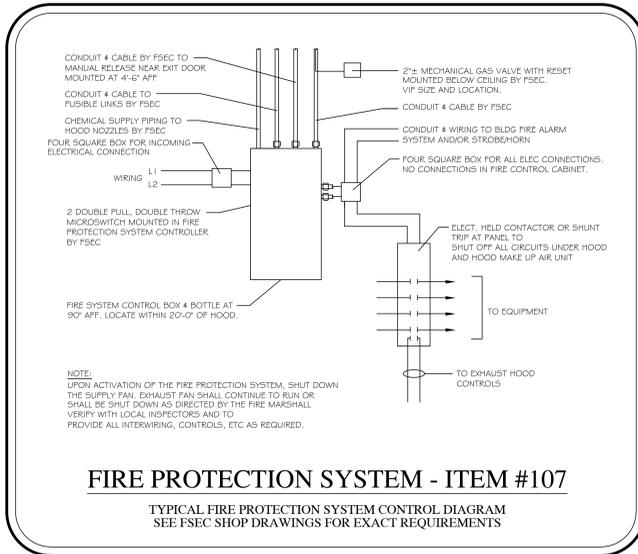
TRADE & FSEC NOTES:

- KITCHEN EQUIPMENT SHALL BE DELIVERED AND ERECTED.
- DO NOT ROUGH-IN FROM THIS DRAWING. REFER TO F.S.E.C. DIMENSIONED ROUGH-IN DRAWINGS AND SHOP DRAWINGS FOR ACTUAL REQUIREMENTS.
- MAKE ALL FINAL CONNECTIONS BETWEEN EQUIPMENT AND ROUGH-IN POINT, AND FURNISH ALL WIRING, SWITCHES, CONTROLS, SERVICE VALVES, PIPING, ETC AS REQUIRED. FURNISH DRAIN WATER TEMPERING KIT(S).
- FURNISH AND INSTALL ALL EQUIPMENT ACCESSORIES (FAUCETS, SWITCHES, CORDS, VALVES, GAS HOSES, ETC.).
- SLOPES TO PDS SHOULD BE HELD TO A MINIMUM DIMENSION.
- ALL "ROUGH-INS" SHOULD BE "UP-WITHIN" AND THEN "OUT-OF" WALLS WHERE POSSIBLE TO KEEP FLOORS AS CLEAN AS POSSIBLE. ROUGH-INS ARE SHOWN AT TERMINATION POINT TO ALLOW WIRING/PIPING TO FIXTURE.
- PROVIDE CHASE/REWORK OF WALLS, FLOORS, CEILINGS FOR UTILITIES, FLOOR GRATES, WALKINS, DUCTS, ETC.
- PROVIDE ACCESS HOLES IN EQUIPMENT FOR UTILITIES, PIPING, POS, BEVERAGE LINES, ETC.
- PROVIDE VENTILATION, STRUCTURAL SUPPORT, CEILING WORK, ROOF PENETRATIONS AND FIRE PROOFING AS REQUIRED.
- EXHAUST HOOD SHALL BE USED FOR VENTILATION OF COOKING EQUIPMENT ONLY. PROVIDE ROOM VENTILATION (AVC RECOMMENDED) AS REQUIRED.
- PROVIDE ADEQUATE VENTILATION FOR REFRIGERATION COMPRESSORS, WHETHER AIR OR WATER COOLED.
- REVIEW ALL ROUGHINS AND SHOP DRAWINGS FROM F.S.E.C. AND ADVISE PRIOR TO ROUGHING IN IF ANY CHANGES ARE REQUIRED.
- COORDINATE ROUGHIN REQUIREMENTS FOR OWNER SUPPLIED, RELOCATED, OR EXISTING EQUIPMENT WITH ALL TRADES.
- REUSE EXISTING ROUGHINS IF APPLICABLE.
- EQUIPMENT NOT BEING RE-USED TO BE DISCONNECTED.
- EQUIPMENT NOT BEING RE-USED SHALL BE DISCARDED.
- IF OWNER REQUESTS EXISTING EQUIPMENT BE SALVAGED TURN OVER TO OWNER.
- EQUIPMENT DESIGNATED AS RELOCATED SHALL BE DISCONNECTED FROM UTILITIES.
- EQUIPMENT DESIGNATED AS RELOCATED SHALL BE REMOVED FROM SITE, CLEANED, MADE READY FOR HEALTH DEPARTMENT AND RETURNED TO THE SITE.
- EQUIPMENT DESIGNATED AS RELOCATED SHALL BE RE-CONNECTED.
- VERIFY VENTILATION DATA WITH HOOD MFG. SHOP DRAWINGS.

MECHANICAL / ELECTRICAL NOTES			
120 V - 20 AMP DUPLEX RECEPTACLE - GFCI VERTICALLY MOUNTED	TFT	TEMPERED FLOOR TROUGH	
120 V - 20 AMP SIMPLEX OUTLET - GFCI VERTICALLY MOUNTED	PH	PHASE	
120 VOLT - 30 AMP QUAD OUTLET	UN	UNLESS OTHERWISE NOTED	
SPECIAL RECEPTACLE - 120 VOLT	V	VOLTS	
SPECIAL RECEPTACLE - 208/240 VOLT	VIF	VERIFY IN FIELD	
W.T. FLUSH FLOOR POWER/COMMUNICATIONS RECEPTACLE	HW	HOT WATER - 25 PSI - 115 DEGREES	
DATA CONNECTION	CW	COLD WATER - 25 PSI	
WATERTIGHT FLUSH FLOOR DUPLEX - 20 AMP - GFCI	G	NATURAL GAS - 7" W.C. OR LP GAS - 1 1/4" W.C. - VIF	
JD JUNCTION BOX	W	WASTE DRAIN - DIRECT CONNECTION	
LT LIGHT FIXTURE	FD	FLOOR DRAIN - 3" MINIMUM DRAIN - MINIMUM PITCH	
A AMPS	FPD	FUNNEL FLOOR DRAIN FOR IW - 3" MINIMUM DRAIN	
AFF ABOVE FINISHED FLOOR	FL SK	FLOOR SINK FOR IW - 12" SQ. - HALF GRATE - 3" MIN.	
BTC BRANCH TO CONNECTION BY TRADES	EVC	EXHAUST VENT CONNECTION	
DFA DROP FROM ABOVE	MUA	MAKE UP AIR DUCT CONNECTION	
GP GENERAL PURPOSE	CPM	CUBIC FEET MINUTE	
HP HORSEPOWER	SP	STATIC PRESSURE	
IW INDIRECT/AIR GAPPED WASTE TO FL DR OR FL SK	BC	BEVERAGE CONDUIT WITH 1/8" SWEEP ENDS BY TRADES - VIF	
KW KILOWATT	NIKEC	NOT IN KITCHEN EQUIPMENT CONTRACT	

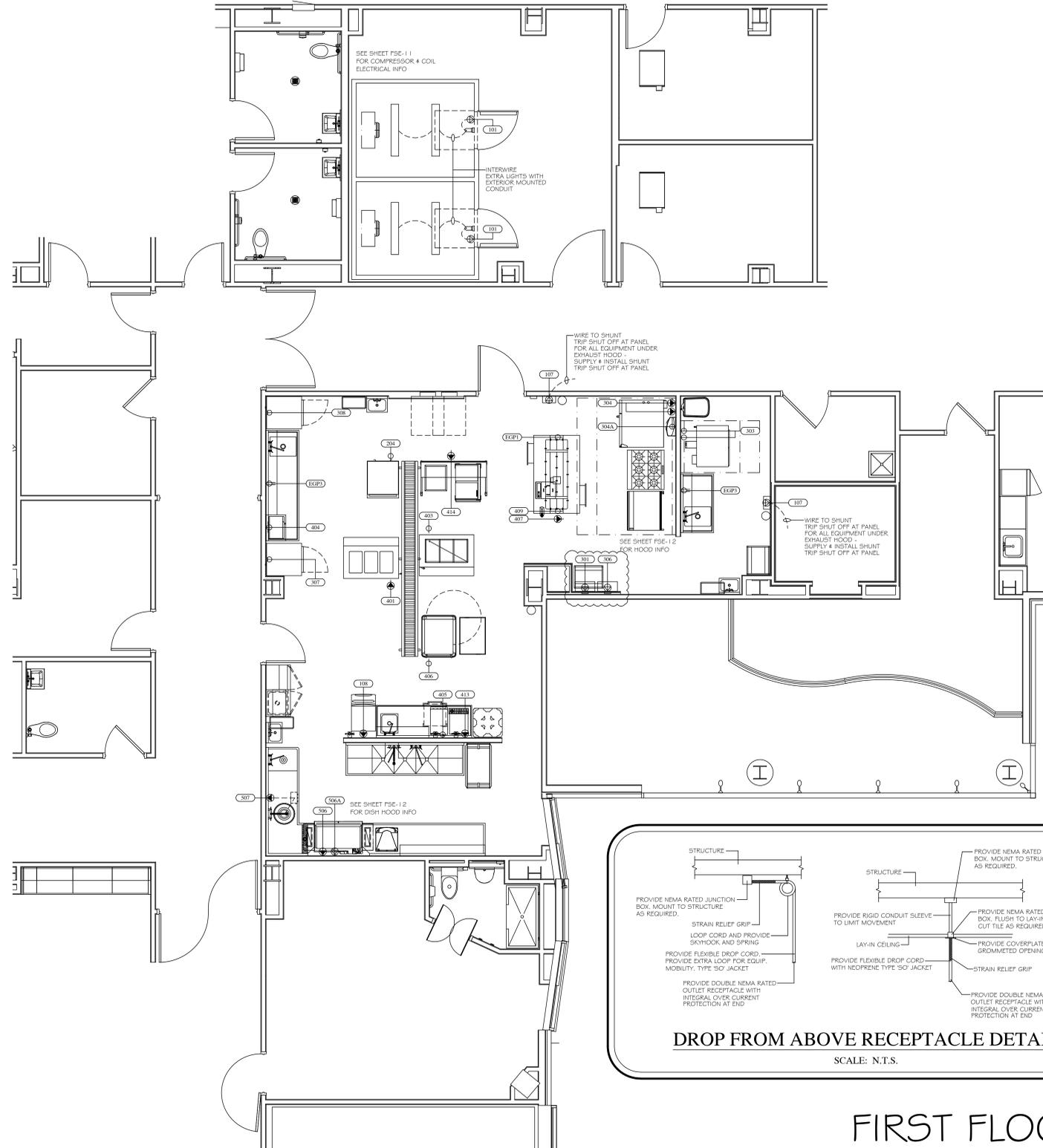
EQUIPMENT SCHEDULE

Item	EQUIPMENT DESCRIPTION	VOLTS	PH	AMPS LOAD	DIRECT BY EC	CORDSET BY FSEC	AFF (in)	REMARKS
101	WALK-IN COOLER/FREEZER	120	1	8.0	X		DFA	WIRE TO JB FOR LIGHTS, DOOR HEATER
107	FIRE PROTECTION SYSTEM	120	1	10.0	X		DFA	WIRE TO SHUT OFF IN PANEL
108	ICE MAKER W/BIN	208	1	5.9	X		72	
204	HOT FOOD CABINET	120	1	12.0		X	DFA	TWIST LOCK DROP CORD ASSEMBLY
301	HOOD	120	1	10.0	X		DFA	WIRE LIGHTS & HEAT SENSOR
303	CONVECTION OVEN - DOUBLE DECK	120	1	8.9		X	24	
304	COMBI OVEN - DOUBLE DECK	208	1	4.8	X		24	
304A	REVERSE OSMOSIS SYSTEM	120	1	2.0		X	24	
306	HOOD	120	1	10.0	X		DFA	WIRE LIGHTS & HEAT SENSOR
307	FREEZER	120	1	9.7		X	90	
308	REFRIGERATOR	120	1	4.9		X	90	
401	HOT FOOD TABLE	208	1	7.2		X	DFA	TWIST LOCK DROP CORD ASSEMBLY
403	COLD FOOD TABLE	120	1	2.4		X	DFA	TWIST LOCK DROP CORD ASSEMBLY
404	MICROWAVE OVEN	120	1	13.4		X	72	
405	JUICE DISPENSER - BY PURVEYOR	120	1	6.0		X	48	
406	AIR CURTAIN REFRIGERATOR	120	1	11.0		X	DFA	TWIST LOCK DROP CORD ASSEMBLY
407	INDUCTION BASE CHARGER	208	1	16.0		X	DFA	TWIST LOCK DROP CORD ASSEMBLY
409	SLIP PRINTER - BY OWNER	120	1	5.0		X	DFA	TWIST LOCK DROP CORD ASSEMBLY
413	COFFEE MAKER - BY PURVEYOR	208	1	30.0	X		48	
414	HEATED PLATE DISPENSER	208	1	15.4		X	DFA	TWIST LOCK DROP CORD ASSEMBLY
506	DISHWASHER	208	3	138.9	X		60	
506A	DRAIN WATER TEMPERING KIT	120	1	5.0	X		16	
507	DISPOSAL	208	3	6.6	X		16	
EGP1	GENERAL PURPOSE DUPLEX	120	1	10.0			DFA	TWIST LOCK DROP CORD ASSEMBLY
EGP3	GENERAL PURPOSE DUPLEX	120	1	10.0			48	



NOTE:

- VERIFY ROUGHIN REQUIREMENTS FOR FUTURE, PURVEYOR SUPPLIED, OWNERS RELOCATED EQUIPMENT, OWNER SUPPLIED EQUIPMENT, ETC.
- REUSE EXISTING ROUGHINS WHERE APPLICABLE.
- DISCONNECT, REMOVE, STORE & RECONNECT ANY EXISTING EQUIPMENT AS REQUIRED FOR CONSTRUCTION PURPOSES.
- EQUIPMENT NOT BEING REUSED TO BE DISCONNECTED AND STORED OR DISCARDED AS DIRECTED BY OWNER.
- EQUIPMENT DESIGNATED AS RELOCATED SHALL BE DISCONNECTED AND RELOCATED AS PER PLANS AND SPECIFICATIONS.



DROP FROM ABOVE RECEPTACLE DETAIL

SCALE: N.T.S.

Colliers
Engineering & Design
www.colliersengineering.com
700 West Superior Way, Suite 200, Lansing, MI 48917
517.272.8855

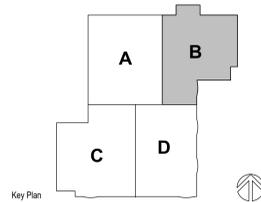
SYNERGY
CONSULTING ENGINEERS

GREENLAWN CAMPUS, LLC

COMMUNITY MENTAL HEALTH CEI

2900 Stabler St.
Lansing, MI
48910

Date Revised	Description
01/19/2024	DEMOLITION/DOO PROGRESS SET
02/16/2024	DO PROGRESS SET
03/16/2024	DO UPDATE SET
06/24/2024	PERMIT SET
10/22/2024	PERMIT SET
08/16/2025	BULLETIN 04
09/12/2025	BULLETIN 06



Project Manager	Discipline Lead
T. REDER	
Designer	Reviewer
C. GUILLORY	C. HANKIS
Date Issued	Project Number
09/12/2024	23010251A

Sheet Name
FOOD SERVICE ELECTRICAL FLOOR PLAN FIRST FLOOR
SCALE 1/4" = 1'-0"

Drawing Number

FSE-6

EXHIBIT C- PRICE PROPOSAL

	Proposed Spend	
Submitting Company Name Here	Community Health - System Roll Up	Community Health
Cost of Goods Sold (Food Service Fees)		
Patient	\$0	\$0
Retail	\$0	\$0
Pass-Thru Food Cost	\$0	\$0
Total Cost of Goods Sold	\$0	\$0
Labor (Management Fees)		
Hourly Labor Payroll	\$0	\$0
Hourly Fringe	\$0	\$0
Management Wages	\$0	\$0
Management Fringe	\$0	\$0
Registered Dietitian Wages	\$0	\$0
Registered Dietitian Fringe	\$0	\$0
Total Labor Cost	\$0	\$0
Other Direct Expenses (Operations Fees as part of Management)		
Office Supplies including Patient Menus & Patient Education	\$0	\$0
Postage, Freight, Delivery and Related Expenses	\$0	\$0
Laundry / Linen Service	\$0	\$0
Uniforms & Safety Shoes	\$0	\$0
Small Equipment and China, Glass and Silver	\$0	\$0
Kitchen / Dining Paper & Plastics, Nourishment / Floor Stock Paper	\$0	\$0
Chemicals / Supplies	\$0	\$0
Service Contracts, Equipment Rental, and Steritech Audit	\$0	\$0
Telephone Service / Long Distance / Cell Phones Annual Total	\$0	\$0
Software Annual Cost	\$0	\$0
Management, Education, and Dues & Subscriptions	\$0	\$0
General Liability Insurance	\$0	\$0
Merchandising / Marketing	\$0	\$0
Employee Recruitment, Physicals, Drug Tests, Background Checks	\$0	\$0
Software and Related Computer Expenses	\$0	\$0
Licenses / Permits	\$0	\$0
Banking, Credit Card, and Armored Car Service if applicable	\$0	\$0
Billed Depreciation	\$0	\$0
Client POS Opex	\$0	\$0
Other Expenses	\$0	\$0
Sub Total Direct Costs	\$0	\$0
Sales and Property Tax	\$0	\$0
Total Direct Cost	\$0	\$0
Total Operating Costs	\$0	\$0
Management and Administrative Fees		
G&A Expense	\$0	\$0
Management Fee	\$0	\$0
Total Management and Administrative Fees	\$0	\$0
Managed Volume	\$0	\$0
Less:		
Cafeteria and Other Cash Sales (Not Applicable)	\$0	\$0
Net Department Costs	\$0	\$0
Total Paid Hourly FTEs	0.00	0.00
Total Managers	0.00	0.00
Total Registered Dietitians	0.00	0.00
Average Hourly Wage Rate		\$0.00
*Additional notes/clarification go here, including any financial assumptions or annual escalation causes		

EXHIBIT D-LICENSING REQUIREMENTS

R 400.663 Nutrition; adoption by reference.

Rule 663. (1) A licensee shall provide daily a minimum of 3 nutritious meals to residents.

(2) Meals must be of proper form, consistency, and temperature.

(3) Not more than 14 hours must elapse between the evening and morning meal.

(4) Meals must meet the nutritional allowances recommended by the United States Department of Agriculture and the United States Department of Health and Human Services in the Dietary Guidelines for Americans (DGA), 2020-2025. The Dietary Guidelines for Americans 2020-2025 are adopted by reference and available to be viewed or downloaded from the U.S. Department of Agriculture and the U.S. Department of Health and Human Services at <https://www.dietaryguidelines.gov> at no cost at the time of adoption of these rules. A copy of these guidelines is available for inspection and distribution from the Bureau of Community and Health Services, Department of Licensing and Regulatory Affairs, at 611 West Ottawa Street, P.O. Box 30664, Lansing, Michigan 48909 at a cost of 15 cents per page as of the time of the adoption of these rules.

(5) A resident who has a prescribed diet by an appropriately licensed health care professional shall be provided that diet. Page 21 Courtesy of Michigan Administrative Rules

(6) Menus, excluding special diets, must be written at least 1 week in advance and posted. Any change or substitution must be documented.

(7) A licensee shall keep records of menus, including special diets, for 90 days.

(8) A facility that is licensed for 7 or more residents shall have a minimum of 1 staff who is qualified by training, experience, and performance to be responsible for food preparation. Additional food service staff shall be employed as necessary to ensure regular and timely meals.

EXHIBIT E-SIGNATURE FORM

SIGNATURE FORM

(Please type or print clearly in ink only.)

CMHA-CEI

Central Kitchen Food Services RFP

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in this solicitation, except as noted herein. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name of Company:

Address:

Federal ID Number:

Signature:

Date:

Printed Name / Title:

Telephone/Fax Numbers:

Primary Contact for Notification:

E-mail of Primary Contact Receiving Award Notification: