

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

REQUIREMENTS CONTRACT: PROFESSIONAL LAUNDRY RENTAL SERVICES

CONTRACT No.: OT901010

EFFECTIVE DATES: 07/01/09 to 06/30/14

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT901010 that opened on 05/27/09. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to Mt. Vernon Developmental Center, 1250 Vernonview Dr., P.O. Box 762, Mt. Vernon, OH 43050, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Peggy J. Canada, CPPB
peggy.canada@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:



<http://www.ohio.gov/procure>

Signed: _____
Hugh Quill, Director Date

TABLE OF CONTENTS

<u>CLAUSES</u>	<u>PAGE NO.</u>
Instructions, Terms and Conditions for Bidding (Revised 10/01/07)	1-11
Site Visit	3
Contract Award	3
Evaluation	3
Usage Reports	3
Specifications	4-6
Contract Items	7
Contractor Index	8

SPECIAL CONTRACT TERMS AND CONDITIONS

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

SITE VISIT: Prior to submitting their bid response, the bidder should visit the agency(ies) they are bidding in order to survey the facility(s) and to become familiar with the requirements of the bid. The bidder must contact each facility to schedule an appointment. To schedule an appointment, please contact Jeff Ike at (740) 393-6239 to schedule an appointment. Once a contract is awarded, failure of the bidder to have requested a site visit to become familiar with the facility and requirements of the bid will be insufficient reason to support any request to be released from the contract.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the estimated weekly usage of each item by its corresponding price per piece, then multiply by 52 weeks to attain a yearly usage and then add the five (5) year totals together. Failure to bid all items and all years, may deem your bid non-responsive and no further consideration for award may be given to your bid.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by multiplying the unit cost by the estimated usage listed in the bid and then adding each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

USAGE REPORTS: Every four (4) months the Contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Peggy J. Canada.

CONTRACTOR QUARTERLY SALES REPORT: The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions, under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

The Contractor shall be required to report the quarterly dollar value of sales to the Department of Administrative Services (DAS) on a form prescribed by DAS. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

The Contractor must forward the Quarterly Sales Report to the following address:

Department of Administrative Services
General Services Division, Term Contract Program
4200 Surface Road
Columbus, OH 43228-1395

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may terminate or cancel this Contract.

SPECIFICATIONS TO PROVIDE LAUNDRY SERVICES FOR THE MT. VERNON DEVELOPMENTAL CENTER

I. SCOPE

These specifications are for the procurement of laundry rental services, including inventory procurement, pick-up of soiled laundry, cleaning, sanitizing, packaging/wrapping, and delivery/placement of clean laundry.

II. CLASSIFICATION

Laundry will consist of baby diapers, gowns, bed pads, under-pads, bath towels, wash cloths, fitted sheets (contour), flat sheets, pillow cases, laundry bags, thermal blankets and indoor floor mats (switch out of mats will vary by season and will normally be once every two weeks but during winter months once per month) .

III. REQUIREMENTS

The Contractor will comply with all pertinent Federal, State and Local regulations including The Healthcare Laundry Accreditation Council (HLAC) Medicaid ICF/MR and Joint Commission on Accreditation Healthcare Organizations (JCAHO) requirements. The successful Contractor will be required to forward to the facility a copy of the Contractor's internal laundry procedures to ensure compliance with facility standards.

Failure to meet the minimum requirements and required submittals (A through C) shall deem your bid non-responsive and no further consideration for award will be given.

- A. Bidder shall submit three (3) references from health care facilities (e.g., hospital, ICF/MR, nursing home, or mental health facility) which the bidder has provided laundry services for in the past five (5) years. References shall include the facility name, contact person, telephone and fax numbers, dollar volume and length of service.
- B. Bidder shall be able to immediately meet all applicable ICF/MR and AC/DD accreditation standards, and all state and local health department requirements. Within the first year of this contract the awarded Contractor shall have acquired (HLAC) requirements. Please see website: <http://www.hlacnet.org/>
- C. Bidder shall submit with the ITB response a copy of its current company's Operations and Procedure manual and Quality Control Program (QAP) manual that are currently being used in a health care facility.

IV. LAUNDRY SERVICE REQUIREMENTS

- A. Soiled laundry is to be picked up three (3) days per week and clean laundry delivered three (3) days per week; Monday, Wednesday and Friday. If delivery falls on a holiday, the delivery will be made on the day before the holiday. The specified holidays are:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Preceding day's deliveries shall include needed items for Sunday and the holiday period.

- B. Contractor shall deliver clean laundry to the facility between the hours of 5:00 a.m. and 9:00 a.m. on each delivery day (i.e., Monday, Wednesday and Friday). Contractor shall immediately notify the Center's Operations Director or designee anytime that a linen delivery will deviate from the aforementioned time frames. The center reserves the right to request written documentation/plan of correction from the Contractor to address habitual or unmitigated non-compliance.
- C. Contractor shall have the capability to make emergency deliveries, if deemed necessary by the facility. It is understood that the Contractor's regular linen deliveries are expected to be at adequate and appropriate levels.
- D. Contractor is responsible for providing the facility with experienced trained laundry delivery persons. All substitute laundry delivery personnel will be appropriately trained prior to making linen deliveries to the facility. For each delivery, delivery persons are required to sign in and out at the center switchboard and pick-up and return center keys at that time.

Specifications (Cont'd)

- E. Contractor shall deliver clean linen to designated linen storage areas in each of the nine (9) locations to replace soiled linen from the same in individual linen closets. Linen storage areas are found in each of nine (9) residential buildings, Lincoln, Washington, Jefferson, DP&S, Jones, Snyder, PH&E Center, Administration and Rain Hall.
- F. Contractor is responsible for delivering the amount of linen specified on the facility's daily par level order report which defines each locations requirements. The center reserves the right to periodically adjust par levels according to individual building's needs.
- G. Contractor shall maintain an emergency supply to assure that it is adequate to service the facility for a minimum of two (2) days in the event that a scheduled delivery cannot be made as a result of a weather emergency or other mitigating unforeseen circumstance.
- H. Ongoing replacement of inventory shall be the responsibility of the Contractor, including cost.
- I. Contractor shall process and launder contaminated linen in accordance with federal, state and local standards. All linens delivered to the facility shall be in good condition and be clean and stain free. Facility and Contractor will mutually agree upon a method whereby unacceptable non-usable linen will be return to Contractor for full credit.
- J. Contractor shall provide carts for delivery and pick up of clean and dirty linen in quantities to meet the facilities needs. Carts may be canvas or polyurethane and must comply with federal, state, and local sanitation regulations.
- K. Contractor shall sort-wrap, fold, or tie laundry into manageable bundles, and place in designated areas.
- L. The Contractor's Account Manager shall meet with the Operations Director or designee every other week to evaluate compliance with the contract and to address any other issues which may arise during the contract period.
- M. The center reserves the right to add, delete, or modify any of the linen service requirements and frequencies set forth herein as determined appropriate by the Operations Director or designee in response to changes in the programmatic, habilitative, and operational needs of the center and its residents and staff. If the changes require the Contractor to sustain extra expenses, the Contractor will document the expenses for the facility. After documentation and facility review, the Contractor may request an increase to cover these additional expenses. The facility will not unreasonably deny these additional expenses.
- N. The Contractor will provide annual linen education to the facility. The annual education should include but not be limited to the following: Linen Awareness Day; Linen Committees; In servicing; and Bench Marking.

V. COST CONTROL

- A. The Contractor shall maintain accounting records of the operations under this contract for a period of not less than seven (7) years. Said records and procedures shall be in accordance with generally accepted accounting procedures and all statutory provisions as set forth by state and federal law.
- B. The Contractor shall furnish the Operations Director or designee with monthly written summaries of costs incurred per item, per building and per activity level.

Specifications (Cont'd)

VI. LINEN ITEMS SPECIFICATIONS

<u>ITEM</u>	<u>DESCRIPTION</u>
Bath Towel	25" X 50" 100% Cotton Woven Plain Terry, 8.0#/Dozen, Import
Mattress Bed Pads	36" X 76", Unbleached 50% Cotton/50% Polyester Blend 1.96#,
Under-Pads	34" X 36", Absorbent Pad,
Baby Diapers	27" X 27", 100% Cotton Import
String Gowns	55" X 45" cotton/poly, 60" sweep, 46.5 center back length, sleeves are 5" and overlap is 15"
Flat Sheet (Large)	66" X 115", 55% Cotton/45% Polyester Blend, T-130, Import
Fitted Sheet	Knitted, 36" X 84" X 16", Interlock, 22 oz., 55% Cotton/45% Polyester Blend, T-130, Import
Laundry Bag	30" X 37" X 18", Envelope Hood, Fluid Resistant, 100% Polyester.
Pillow Case	42" X 34", 55% Cotton/45% Polyester Blend, T-130, Import
Thermal Blanket	66" X 90" White Year Round, 100% Cotton, 2.5#
Wash Cloth	12" X 12" 100% Cotton Woven Plain Terry, 75#/Dozen, Import
Floor Mats	2' X 3'; 3' X 5'; 4' X 6' and 3' X10'

NOTE: Color(s) to be selected by the center. Awarded Contractor will be responsible for supplying center with floor mats.

PRICE SCHEDULE

ITEM NO: 9561

ITEM	DESCRIPTION	PRICE PER PIECE 07/01/09 thru 06/30/10	PRICE PER PIECE 07/01/10 thru 06/30/11	PRICE PER PIECE 07/01/11 thru 06/30/12	PRICE PER PIECE 07/01/12 thru 06/30/13	PRICE PER PIECE 07/01/13 thru 06/30/14
Bath Towels	25" X 50"	\$.217 EACH	\$.217 EACH	\$.217 EACH	\$.224 EACH	\$.231 EACH
Mattress Bed Pads	36" X 76"	\$.445 EACH	\$.445 EACH	\$.445 EACH	\$.459 EACH	\$.473 EACH
Baby Diapers	27" X 27"	\$.115 EACH	\$.115 EACH	\$.115 EACH	\$.119 EACH	\$.123 EACH
Flat Sheets	66" X 115"	\$.424 EACH	\$.424 EACH	\$.424 EACH	\$.437 EACH	\$.450 EACH
Gowns	55" X 45"	\$.566 EACH	\$.566 EACH	\$.566 EACH	\$.583 EACH	\$.600 EACH
Fitted Sheets (Contour)	36" X 84" X 16"	\$.552 EACH	\$.552 EACH	\$.552 EACH	\$.569 EACH	\$.586 EACH
Laundry Bags	30" X 37" X 18"	\$.424 EACH	\$.424 EACH	\$.424 EACH	\$.437 EACH	\$.450 EACH
Pillow Cases	42" X 34"	\$.179 EACH	\$.179 EACH	\$.179 EACH	\$.185 EACH	\$.191 EACH
Thermal Blankets	66" X 90"	\$.964 EACH	\$.964 EACH	\$.964 EACH	\$.994 EACH	\$ 1.024 EACH
Wash Cloths	12" X 12"	\$.084 EACH	\$.084 EACH	\$.084 EACH	\$.087 EACH	\$.090 EACH
Under - Pads	34" X 36"	\$.566 EACH	\$.566 EACH	\$.566 EACH	\$.583 EACH	\$.600 EACH
Floor Mats	a. 2' X 3'	\$ 3.150 EACH	\$ 3.150 EACH	\$ 3.150 EACH	\$ 3.250 EACH	\$ 3.490 EACH
	b. 3' X 5'	\$ 4.220 EACH	\$ 4.220 EACH	\$ 4.220 EACH	\$ 4.350 EACH	\$ 4.480 EACH
	c. 4' X 6'	\$ 5.580 EACH	\$ 5.580 EACH	\$ 5.580 EACH	\$ 5.750 EACH	\$ 5.920 EACH
	d. 3' X 10'	\$ 7.470 EACH	\$ 7.470 EACH	\$ 7.470 EACH	\$ 7.700 EACH	\$ 7.930 EACH



CONTRACTOR INDEX

CONTRACTOR AND TERMS:

Vendor ID.: 46116
Economy Linen & Towel Service, Inc.
508 Howard St.
Zanesville, Ohio 43701

CONTRACTOR'S CONTACT: George Dube'

BID CONTRACT NO.: OT901010-1 (06/30/2014)

DELIVERY: 30 Days A.R.O.

TERMS: Net 30 Days

Toll Free: (800) 466-7700
Telephone: (740) 454-6888
FAX: (740) 454-7874

E-mail: gdube@economylinen.com