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

MANDATORY USE CONTRACT FOR: PROFESSIONAL LAUNDRY RENTAL AND CLEANING SERVICES FOR TIFFIN DEVELOPMENTAL CENTER

CONTRACT No.: OT901012 EFFECTIVE DATES: 08/01/11 to 07/31/14

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT901012 that opened on 07/08/11. 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 OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES (DoDD, TIFFIN DEVELOPMENTAL CENTER, 600 NORTH RIVER ROAD, TIFFIN, OH 44883-1107, 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:

Janice Fitzpatrick, CPPB
janice.fitzpatrick@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

Minority Business Enterprise Award in accordance with ORC CH. 125.081

Signed: _____
Robert Blair, Director Date

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SPECIAL CONTRACT TERMS AND CONDITIONS

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.

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.

SITE VISIT: Prior to submitting their bid response, the bidder should visit the agency in order to survey the facility(s) and to become familiar with the requirements of the bid. The bidder must contact Carolyn Miller at (419) 443-3137 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.

PRODUCT SAMPLES: The bidder may be requested to submit samples of each of the supplies being offered as part of the bid response. The samples will be used in the evaluation process to determine the lowest responsive and responsible bidder. Failure to provide the samples within five (5) business day of a request from the Office of Procurement Services, may result in the bidder being deemed not responsive. After award of the contract, the samples will be used as a basis of comparison with actual product delivered under contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

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.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the “Instructions to Bidders”. In addition, the state will: Multiply the estimated annual usage of each item by its corresponding unit price and then add the three year totals together.

USAGE REPORTS: Every six (6) 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 Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Janice Fitzpatrick.

BID AUTOMOBILE LIABILITY CHECKLIST:
Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

☐ Bidder/Broker (“The Contractor”) or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of $500,000.00.

☐ Goods/Services will be delivered via common carrier.

☐ No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

SPECIAL CONTRACT TERMS AND CONDITIONS

NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX IDENTIFICATION NUMBERS

The Department of Administrative Services (Department) requires vendors and contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

CONTRACTOR DISCLOSURE CERTIFICATION

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Standard Contract Terms and Conditions, Section (Roman numeral) V. General Provisions:, Paragraph Q.,): [For Supplies only Bids]:
List names of subcontractors who will be performing work under the Contract.

None

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.): [For Services Contracts]
Bidders seeking to enter into a service contract shall disclose the following:

a) Principal location of business for the contractor (Name/City/State/Country)

36212 Derby Downs, Solon, OH 44139 USA

b) Principal location of all subcontractors (Name/City/State/Country)

N/A

c) Location where services will be performed (Name/City/State/Country)

12717 Euclid Avenue, Cleveland, OH 44112 USA

SPECIAL CONTRACT TERMS AND CONDITIONS

d) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

36212 Derby Downs, Solon, OH 44139

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors, locations where services will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

SWEATSHOP FREE: (Reference Executive Order 2008-21S)

By the signature affixed to this ITB, Bidder certifies that all facilities used for the production of the supplies or performance of services offered in the bid are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the Bidder in furnishing the supplies or services described in the bid and awarded to the Bidder. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

SPECIFICATIONS FOR LAUNDRY RENTAL SERVICES AT THE TIFFIN DEVELOPMENTAL CENTER

I. SCOPE

These specifications shall cover the procurement of laundry rental services for the Tiffin Developmental Center, 600 North River Road, Tiffin, OH 44883, including inventory procurement, pick-up of soiled laundry, cleaning, sanitizing, packaging/wrapping and the delivery and placement of laundry back to designated areas of the facility.

II. CLASSIFICATION

Laundry will consist of bath towels, wash cloths, fitted sheets, flat sheets, pillow cases, mattress pads, under pads, blankets, maintenance towels, gowns, and mop heads.

III. REQUIREMENTS

Failure to meet the minimum requirements and requested submittals may deem your bid non-responsive and no further consider for award will be given.

A. Bidder is to furnish with the bid response three (3) references of health care facilities, (i.e., hospital, intermediate care facility (ICF)/nursing home or mental health facility) they have provided laundry services for in the past five (5) years. References must include facility name, contact person, telephone, fax number, Email address, dollar volume and length of service.

B. Bidder shall be able to immediately meet Intermediate Care Facility/Intellectual Disability (ICF/ID) and Mental Retardation/Developmental Disabilities (ACMR/DD) accreditation standards and all state and local health department requirements.

C. The bidder must submit with the ITB response a copy of their company's current Operations and Procedure Manual and Quality Assurance Program (QAP) manual preferably on CD in PDF format, currently being used in a health care facility. Failure to submit with the bid may cause the bidder to be disqualified; or vendor may be required to provide upon request within 48 hours.

IV. LAUNDRY SERVICE REQUIREMENTS

A. Clean laundry shall be delivered on Monday, Wednesday and Friday every week of the year with the exception of major holidays for the vendor plant. Deliveries shall be to specified locations and in accordance with submitted orders for eight (8) residential homes and one backup storage area.

B. On major holiday weeks, when the holiday falls on a Monday, Wednesday or Friday, an alternate day will be established for pick up and deliveries. Major observed holidays shall include the Following:

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

C. Contractor shall deliver clean laundry to the facility between the hours of 7:30 a.m. and 11:30 a.m. on each delivery day (Monday, Wednesday and Friday). Contractor shall immediately notify the Center's Operations Director or designee anytime that a linen delivery will deviate from the scheduled time frames.

D. Contractor shall furnish sufficient transportation carts for clean delivery and subsequent soiled storage at the facility for outside pick-up. Carts must be suitable for outside storage of soiled laundry with some type of durable lid to protect soiled bags from the elements. The Contractor will be responsible for maintaining carts in working condition and assure that carts do not become unsightly. Cart sanitation will be the responsibility of the Contractor. Carts will be designed ergonomically to prevent staff injury from excessive bending and lifting of linens. The Center will not be responsible for laundry bags used to transport soiled laundry to the carts.

E. In the event of a major emergency requiring the Center to evacuate the residential facility, or any portion thereof, the Contractor will continue to provide full services including delivery and pick-up services to an alternate residential site.

SPECIFICATIONS FOR LAUNDRY RENTAL SERVICES AT THE TIFFIN DEVELOPMENTAL CENTER (CONT'D)

F. 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, or Administrator on Duty (AOD) office, as designated and pick-up and return the keys at the time; alternately, other arrangements for access to buildings and linen closets will be made.

G. Contractor shall deliver clean linen carts to three (3) delivery points on each delivery day. Multiple carts shall be supplied as needed at each building to provide supplies to each building module and back-up supply areas. Soiled linens will be picked up on the same day as clean linen is delivered at the three (3) designated locations. It is the responsibility of the Contractor to assure there is no cross contamination of soiled and clean linens in the delivery process. Those three (3) sites include:

1. Garza Building: Modules 2 through 5 plus Garza Hallway closet (delivered weekly) serves as the back-up storage area
2. Utah Building: East and West
3. Nevada Building: East and West

Contractor shall be responsible to **deliver and stock shelves** to specified areas at each laundry closet within the residential buildings. There is one closet per module/wing of the three (3) residential buildings. Those delivery points include: the Garza Building modules 2, 3, 4 & 5 (a hallway closet serves as the backup storage closet), the Nevada Building, East and West, and the Utah Building, East and West for a total of eight (8) residential homes.

H. Contractor is responsible for delivering the amount of linen specified on the facility's daily order report which defines each residential module within the residential buildings on Monday, Wednesday and Friday. The Center reserves the right to periodically adjust inventory levels according to individual building's needs.

I. Contractor shall deliver clean linen in carts that will be subdivided and marked by module names. Upon delivery, the clean empty carts will be located in specified areas for soiled linen collection. Carts must comply with federal, state and local sanitation regulations and be convertible for soiled linen storage outside the building.

J. Contractor shall routinely check with the Environmental Service Manager regarding emergency supply to assure that it is adequate to service facility in the event of mitigating unforeseen circumstance.

K. Ongoing replacement of inventory shall be the responsibility of the Contractor, including cost.

L. Contractor shall process and launder contaminated linen in accordance with acceptable standards of Medicare, Medicaid and the Joint Commission on the Accreditation of Healthcare Organizations. All linens delivered to the facility shall be in good condition and be clean and stain free.

M Contractor's Account Manager shall meet with the Operations Director or designee no less than four (4) times per year to evaluate compliance with the Contract and to address any other issues that may arise during the Contract period.

N. 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.

O. The bidder shall provide a sample of each of the proposed linen items shown below upon request and in accordance with Product Samples on page 3 of the ITB. The Contractor will not make linen brand changes or quality changes in rental linens after initial approval of samples without agreement from the Operations Director or designee. Anticipated changes will be for the improvement of quality-supplied items, cost neutral or for Central programmatic/clinical purposes, or otherwise beneficial to the Center residents.

P. The Contractor will work with the Operations Director and Environmental Services Supervisor in planning the transition from the current Contractor to the rental arrangement in this Contract. The bidder is to provide a detailed transition plan for the proposed Contract; i.e., from incumbent to new contractor; and transition plan at end of this Contract.

SPECIFICATIONS FOR LAUNDRY RENTAL SERVICES AT THE TIFFIN DEVELOPMENTAL CENTER (CONT'D)

V. LINEN ITEMS SPECIFICATIONS

ITEM	DESCRIPTION
Flat Sheet	66" X 115", 55% cotton/45% polyester blend, T-130
Fitted Sheet	36" X 84" X 10", 55% cotton/45% polyester blend. T-130
Under pad	Approximately 36" X 30", Quilted cotton/poly blend with moisture resistant material added for protection
Pillow Case	42" X 34", 45% cotton/55% polyester blend, T-130
Bath Towel	24" X 48" 100% Cotton Woven Plain Terry, Minimum weight 8 lb. per dozen
Wash Cloth	12" X 12" 100% Cotton Woven Plain Terry; Minimum weight 1 lb. per dozen
Maintenance Towel	Minimum 14" X 16"100% Cotton Woven Terry, Minimum Weight 3 lbs. per dozen
Thermal Blanket	66" X 96" White year-round, 100% cotton, 2.35 lbs.
Mattress Pad	36" X 80", 50% cotton/50% polyester blend
Gown	42" X 52" Straight Back, 52% cotton/48% polyester blend gown
Mop Head	Cotton or Rayon medium weight (greater than 16 oz. and less than 24 oz.) looped or webbed mop heads

Note: Linen(s) to be white; gowns to be multi-color pattern, demure.

VI. COST CONTROL

A. The Contractor shall maintain accounting records of the operations under the contract for a period of not less than seven (7) years. These 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 module.

VII. RECORDKEEPING AND BILLING

A. The Contractor must furnish Tiffin Developmental Center with a detailed laundry report daily for each service day. The laundry report must contain the service date, customer name, type and quantity of items purchased.

B. The Contractor will utilize the daily service reports based on actual number of pieces delivered to submit invoices to the facility.

VIII. MISCELLANEOUS

A. If for any reason the contract laundry is inoperable; it will be the responsibility of the Contractor to maintain normal service for the Tiffin Developmental Center. Vendor should provide, preferably on CD in PDF format, their emergency backup plan and/or disaster recovery plan in order to continue service without interruption with the bid response.

B. If Tiffin Developmental Center's supply of linens stored with the Contractor is destroyed due to unforeseen circumstances such as fire, tornado, etc., the Contractor will be responsible for replacement of all lost/damaged items at full replacement value. The replacement items will be of like kind and approved by the Tiffin Developmental Center.

PRICE SCHEDULE

UNSPSC: 91111500
OAKS ID NUMBER: 19483

ITEM	DESCRIPTION	PRICE PER PIECE DELIVERED 08/01/11 - 07/31/12	PRICE PER PIECE DELIVERED 08/01/12 - 07/31/13	PRICE PER PIECE DELIVERED 08/01/13 -07/31/14
Flat Sheets	66”X115”	$0.714 EACH	$0.714 EACH	$0.714 EACH
Fitted Sheets (Contour)	36” X 84	$0.744 EACH	$0.744 EACH	$0.744 EACH
Under pads	36” X30”	$0.644 EACH	$0.644 EACH	$0.644 EACH
Pillow Cases	42” X34”	$0.347 EACH	$0.347 EACH	$0.347 EACH
Bath Towels	24”X 48”	$0.379 EACH	$0.379 EACH	$0.379 EACH
Wash Cloth	12”X12”	$0.147 EACH	$0.147 EACH	$0.147 EACH
Maintenance Towels	minimum 14”X16”	$0.197 EACH	$0.197 EACH	$0.197 EACH
Blankets	66”X96”	$2.54 EACH	$2.54 EACH	$2.54 EACH
Mattress Pads	36”X80”	$0.744EACH	$0.744EACH	$0.744EACH
Gowns	42” X 52”	$0.577EACH	$0.577EACH	$0.577EACH
Mop Head	medium weight	$0.477 EACH	$0.477 EACH	$0.477 EACH

Based on delivery three (3) times per week, Monday, Wednesday and Friday.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: OT901012-1 (07/31/14)

MINORITY BUSINESS ENTERPRISE
Vendor ID.: 77028
Allstar Laundry Services
12717 Euclid Avenue
Cleveland, Ohio 44112

DELIVERY: 30 Days A.R.O.

TERMS: 2%-10, Net 30 Days

CONTRACTOR'S CONTACT: Carmelita Burrell

Telephone: (440) 349-0332
FAX: (440) 542-0640
E-mail: allstarlaundry@att.net