

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 SERVICES FOR NBH

CONTRACT No.: OT902112

EFFECTIVE DATES: 11/01/11 to 10/31/14

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT902112 that opened on 09/12/11. 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 NORTHCOAST BEHAVIORAL HEALTHCARE SYSTEM (NBHS), NORTHFIELD CAMPUS, 1756 SAGAMORE ROAD, NORTHFIELD, OH 44067, 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>

Signed: \_\_\_\_\_  
Robert Blair, Director Date

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**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.

**SPECIFICATION QUESTIONS:** Bidders may visit the Office of Procurement Services' Web site at [www.ohio.procure.gov](http://www.ohio.procure.gov) and submit their questions. Answers to bidder's questions will be posted on the Web site. No prospective bidder shall respond to any verbal instructions or changes to this bid; only communications issued by the Department of Administrative Services, Office of Procurement Services in the form of an addendum or a response to Q&A, will be considered valid.

**MANDATORY SITE VISIT:** A site visit will be held on 09/01/11 at 1756 Sagamore Road, Northfield, OH 44067 to survey the facility and see the requirements of the bid. The site visit will commence promptly at 9:00 AM, barring an unforeseen circumstance that may result in a delay of the site visit. Attendance will be taken. The state will not be responsible to a bidder for their failure to obtain information during the site visit due to their failure to attend and/or arriving after the site visit has convened.

Please contact Jeff Coffman by close of business, 8/30/11 at (330) 467-7131, Ext. 751166 during regular business hours to make arrangements for authorization to enter the facility for this mandatory site visit.

**EVALUATION:** Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the unit cost bid by the estimated usage listed in the bid and then adding each of the totals together to arrive at a total for all items.

**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 and no further consideration for award may be given to your bid.

**PRODUCT SAMPLES:** The bidder(s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not included as part of their bid response, the bidder will be required to provide the samples within five (5) calendar days after notification. Failure to provide the samples within the stated time period 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.

**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.

**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.

**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.

**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.

_____	_____
_____	_____
_____	_____

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)

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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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.

**E.D.G.E Certification:** The Office of Procurement Services has identified those Contractors who were E.D.G.E. certified at the time of award of the Contract. It is possible that a Contractor's certification status may change during the term of the Contract.

Agencies should refer to the Equal Opportunity Division website at <http://www.das.ohio.gov/eod/mbesearch/edgeindex.asp> to verify E.D.G.E. Certification status of the Contractor.

**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.

SPECIFICATIONS FOR LAUNDRY SERVICE AT NORTHCOAST  
BEHAVIORAL HEALTHCARE SYSTEM (NBHS)  
NORTHFIELD, OH

I. SCOPE: The specifications are to provide, rental laundry services, including inventory procurement, pickup of soiled laundry, cleaning, sanitizing, packaging/wrapping and delivery/placement of clean laundry.

II. BID SUBMITTAL REQUIREMENTS:

The Contractor will comply with all pertinent Federal, State, and Local regulations including the Healthcare Laundry Accreditation Council (HLAC) Medicaid ICR/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 in this section) may deem your bid non-responsive and no further consideration for award shall be given.

- A. Contractor shall be able to immediately meet ICF/MR and ACMR/DD accreditation standards, and all state and local health department requirements. (Copies of ICF/MR and ACMR/DD standards can be obtained from the facility.)
- B. Contractor shall submit with the bid three (3) references of health care facilities, (e.g., hospital, ICF/nursing home or mental health facility) they have provided laundry services for in the past five (5) years. References shall include facility name, contact person and phone and fax numbers, dollar volume and length of service. Failure to submit references with current phone numbers may result in disqualification of your bid.
- C. The contractor shall submit with the bid a copy (preferably on CD in PDF format) of their current company's Operation & Procedure Manual and Quality Assurance Program (QAP) manual that is currently being used in a health care facility. Contractor shall also submit with the bid a written policy and procedure regarding replacement of lost articles.

III. CONTRACTOR'S SERVICE RESPONSIBILITIES:

- A. The contractor will return the same count of linen as was initially picked up for cleaning. Contractor shall provide a written account of all items at time of pickup and will provide a copy to designated Hospital staff prior to leaving grounds. This "count" of items picked up for laundry service shall be performed by the contractor or his representative, per pickup site, and a member of NBHS staff. A second written account of items picked up per pickup site shall be provided when laundry is returned upon cleaning. A copy shall be provided to the Hospital's designee and returned laundry counted prior to contractor leaving the premises. These written accounts include both Contractor and any personal items, inadvertently included, if applicable.
- B. Contractor will assist in storing linen in linen closets. Prospective contractor is encouraged to view these areas when performing on-site survey visit.
- C. The contractor shall be responsible to replace all worn out items listed, due to normal wear and tear; however, the NBHS will be responsible for the replacement value of the items lost or damaged by the negligence of patients and/or NBHS employees. If it is found that the items were lost or damaged while in the contractor's possession, then the state will not be held responsible for the payment.

The contractor will be responsible for the replacement value if the items are lost or damaged while in contractor's possession. If the supply of rental linens stored with the contractor is destroyed due to unforeseen events such as fire, tornado, etc., the contract laundry services will be responsible for replacement of all lost/damaged items. The items will be of like kind as approved by NBHS.

- D. If for any reason the contract laundry is inoperable, it will be the responsibility of the contract laundry services to maintain normal service for NBHS. The bidder must state how they will maintain normal service if the contract laundry is inoperable.
- E. Contractor shall treat all linen as contaminated per universal standards, in accordance with State, Federal or local sanitation standards. Delivered laundry that is unacceptable (which includes, but not limited to spotting, fraying, yellow or gray whites/dull colors) will be returned and reprocessed at no extra cost. Contractor shall be responsible for replacement of linens damaged due to processing.

- F. Covered carts are to be furnished by the contractor for delivery and pickup of clean and dirty linen owned by the contractor, in sufficient quantity to meet operational needs. The carts may be canvas or polyurethane, and shall be in compliance with State, Federal or local sanitation standards.
- G. The contractor will have the capacity to sort-wrap and poly-wrap clean laundry for delivery.

IV. NORTHCOST BEHAVIORAL HEALTHCARE SYSTEM REQUIREMENTS, NORTHFIELD OHIO:

A. Northcoast Behavioral Healthcare System (NBHS)  
1756 Sagamore Road  
Northfield, OH 44067

B. Number of patients:  
Northfield – 240; subject to changes +/-

**C. Delivery System:**

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.

Northfield - Clean linen will be delivered to each unit in clean linen carts using a cart exchange program. Changes in linen requirements are to be communicated by staff to driver. Soiled linen will be picked up from the soiled linen room in each building. There are two (2) buildings and nine (9) units that will be included in the pick-up and delivery.

Contractor shall deliver/pick-up a minimum of 3 times per week, Sunday, Tuesday and Thursday after 9:00 PM, excluding Saturdays, Sundays and Holidays. Legal Holidays are listed below:

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11 <sup>th</sup>
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25th

In the event of a holiday, the preceding delivery will encompass needed items for the holiday period.

V. CLASSIFICATION: Following items are covered under these specifications:

- A. Linen Rental
  - IA Flat Sheets
  - IB Fitted Sheets
  - IC Pillow Cases
  - ID Wash Cloth
  - IE Bath Towels
  - IF Hospital Gowns
  - IG Pajama Bottoms
  - 1H Blankets
  - 1J Laundry Bags

- B. The successful contractor shall provide all items including rental of the linens and laundry service for items listed. All items should be 100% cotton or a combination of cotton and polyester unless specific request is indicated. All items shall be new.

Type IA Flat Sheet - 72" x 104", approximately 180 thread count, white

Type IB Fitted Sheet - 38" x 84", knit, 60/40 blend, weight 21 oz., white

Type IC Pillow Case - 42" x 36", approximately 180 thread count, white

Type ID Wash Cloth - 12" x 12", white 1 lb.

Type IE Bath Towel - 24" x 48", weight- 8 lb., white

Type IF Gowns - standard patient gowns, all gowns should be a single pattern

Type IG Pajama Bottoms - elastic waist, all bottoms should be a single pattern; in a variety of sizes Medium through XL in equal amounts with availability of larger sizes.

Type 1H Blankets – 74" X 100" Thermal, White Year-Round, 100% Cotton, 2.5#, must be fire retardant

Type 1J Laundry Bags – 25" X 35" Envelope Hood, Fluid Resistant, 100% Polyester, must have an elastic opening

1. Contractor shall iron all sheets and pillowcases before sort wrapping, folding, into manageable bundles, in accordance with acceptable standards of Medicare, Medicaid and JCAHO. Bundles are not to be bound.
2. In cases where new linen items are added, the contractor shall provide cleaning services for those items for a similar price as compared to other existing contract linen items, as approved by NBHS.

Estimated Quantities: The Contractor is to furnish the following initial and subsequent supply of assorted items and these estimated levels. Northfield weekly totals are estimates and are subject to change, as needed.

Item

IA Flat Sheets	300 per week
IB Fitted Sheets	300 per week
IC Pillow Cases	300 per week
ID Wash Cloths	900 per week
IE Bath Towels	900 per week
IF Hospital Gowns	300 per week
IG Pajama Bottoms	250 per week
IH Blankets	300 per week – (Usage increases in winter; Contractor must reserve 300 on-site)
IJ Laundry Bags	150 per week

VI. COST CONTROL

- A. The contractor shall maintain such accounting books and records in connection with the operation(s) under this contract, for a period of not less than two (2) years. Said accounting books and procedures shall be in accordance with the generally accepted procedure with all statutory provisions as set forth by Ohio State Law, Federal Law, and be acceptable to the Hospital.
- B. Copies of all cost control records and reports shall be furnished to the Hospital Superintendent or his designee in compliance with reporting scheduled as mutually agreed upon. Said reports shall include not less than monthly summaries by facility and functional unit therein, per building, with all per-item fees specifically indicated.

COST SUMMARY

RENTAL OF CONTRACTOR OWNED ITEMS INCLUDING LAUNDRY SERVICES FOR NBHS, NORTHFIELD CAMPUS

OT902112  
 OAKS ITEM ID: 19894  
 UNSPSC: 91111500

ITEM	EST. ANNUAL USAGE	COST PER ITEM FOR FIRST YEAR 11/01/11 - 10/30/12	COST PER ITEM FOR SECOND YEAR 11/01/12 - 10/31/13	COST PER ITEM FOR THIRD YEAR 11/01/13 - 10/31/14
1A - Flat Sheets	15,600	\$0.625	\$0.625	\$0.695
1B - Fitted Sheets	15,600	\$0.525	\$0.56	\$0.59
1C - Pillow Cases	15,600	\$0.15	\$0.165	\$0.18
1D - Wash Cloths	46,800	\$0.11	\$0.125	\$0.135
1E - Towels, Bath	46,800	\$0.27	\$0.285	\$0.305
1F - Gowns	15,600	\$0.505	\$0.53	\$0.56
1G - Pajama Bottoms -	13,000	\$0.675	\$0.71	\$0.74
1H - Blanket	15,600	\$1.45	\$1.51	\$1.57
1J - Laundry Bags	7,800	\$0.475	\$0.50	\$0.52

Based on delivery three (3) times per week.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

Vendor ID 71805  
Reino Linen Service  
119 S. Main Street  
Gibsonburg, OH 43431

CONTRACTOR'S CONTACT: Judy Reino  
E-mail: [jreino@reinolinen.com](mailto:jreino@reinolinen.com)

BID CONTRACT NO.: OT902112-1 (10/31/14)

DELIVERY: 30 Days A.R.O.

TERMS: Net 30 Days

Toll Free: (800) 247-3466  
Telephone: (419) 637-2151, Ext. 111  
FAX: (419) 637-7651