

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

REQUIREMENTS CONTRACT: LAUNDRY SERVICES FOR THE STATE HIGHWAY PATROL ACADEMY

CONTRACT No.: OT906208

EFFECTIVE DATES: 02/01/08 to 01/31/13

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT906208 that opened on 01/18/08. 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 State Highway Patrol Academy, 740 E. 17th Ave., Columbus, OH 43211, 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 - peggy.canada@das.state.oh.us

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



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

Signed: _____
Hugh Quill, Director Date

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WHERE APPLICABLE, THE FOLLOWING TERMS AND CONDITIONS SUPERSEDE ANY STANDARD TERMS AND CONDITIONS SHOWN IN THIS BID.

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 Lt. Greene at (614) 466-4896. 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.

TRANSPORTATION CHARGES: All laundry services rendered shall be ordered from a contract awarded pursuant to this bid, services is to be rendered F.O.B. and prepaid to the Ohio State Highway Patrol Academy, 740 E. 17th Ave., Columbus, OH 43211.

CERTIFICATION: A certificate attesting to the fact that the contractor has the maintenance services and personnel to repair and maintain the various types of equipment requirements specified in this bid. Such certification is to be submitted with the bid. Furthermore, this certificate is to be on business or corporate letterhead paper and signed by a duly authorized representative of the organization submitting the response.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply each years' item cost by the annual estimated requirement and add the five (5) years together to form a combined cost. Award is to be based on the lowest combined total cost to provide laundry services for linens as specified.

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 years may result in the bidder being deemed not responsive and no further consideration for award is to be given to your bid/contract.

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: Peggy J. Canada.

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.

SPECIFICATIONS FOR LAUNDRY SERVICE AT THE STATE HIGHWAY PATROL ACADEMY (SHPA)

I. SCOPE

- A. These specifications are to provide laundry services to include inventory procurement, pick up of soiled laundry and delivery of clean laundry.

II. CLASSIFICATION

- A. The successful contractor is to provide all the following items listed and also provide laundry services. All linen items should be of 100% cotton or a combination of cotton and polyester. All items shall be new.

	<u>ITEMS</u>	<u>SUGGESTED INVENTORY</u>
1	Pillow Cases - white T180, size approximately 22"x 36"	700
2	Flat Sheets - white, size approximately 72" x 104"	1,400
3	Wash Cloths - white, size approximately 12" x 12"	700
4	Bath Towels - white, size approximately 48" x 25"	1,400
5	Hand Towels - white, size approximately 24" x 16"	300
6	Dust Mop - size approximately 22"	20
7	Dust Mop - size approximately 42"	10
8	Dust Mop - size approximately 60"	6
9	Handle Lock Mop Tool – Item for attaching Dust Mop to existing Mop Handle	14

NOTE: The contractor is to note the inventory amounts as stated and is to assume that approximately one-third (1/3) in stock to be issued during the replenishment cycles.

III. REQUIREMENTS

- A. Laundry services is to be provided to meet all applicable rules and/or regulations of state, federal, or local health department requirements.
- B. The contractor is to furnish the following initial and subsequent supply of assorted items and service linens at these estimated levels:

	<u>ITEMS</u>	<u>QUANTITY</u>
1	Pillow Cases	200 per week
2	Sheets	300 per week
3	Wash Cloths	200 per week
4	Bath Towels	400 per week
5	Hand Towels	200 per week
6	Dust Mops	20 per week
7	Handle Lock Mop Tool	14 per week

NOTE: Because of the constant fluctuation of the required services due to the Academy training calendar, the awarded contractor is to make arrangements with the designated authority of the Academy for the required inventory frequency.

- C. Contractor is to pick-up soiled laundry and deliver clean laundry every Friday prior to 2:00 p.m. During the time of the State Fair, pick-up and delivery is to be twice a week on Tuesday and Fridays prior to 2:00 p.m., excluding holidays. Pick-up and delivery days that fall on holidays is to be picked up and delivered the next day.

SPECIFICATIONS (Cont'd)

- D. Contractor is to start with a standard order at the location. Contractor will return the same count of linen as was initially picked up for cleaning. Contractor will provide a written account of all items at the time of pick-up and will provide a copy to designated Academy staff prior to leaving grounds. This "count" of items picked up for laundry service is to be performed by the contractor or his representative, per pick-up site, and a member of the Academy staff. A second written account of items picked up per pick-up site is to be provided when laundry is returned after cleaning. A copy is to be provided to the Academy's designee and returned laundry counted prior to contractor leaving the premises.
- E. Contractor will assist in storing linen in linen closets. Prospective contractor is to view these sites when performing on-site survey.
- F. The Contractor is to be responsible to replace all the worn out items, due to normal wear and tear, however the Academy will be responsible for the replacement value of the items lost or damaged by the negligence of cadets and/or SHPA employees. If it is found that the items are lost or damaged while in the Contractor's possession, then the State will not be held responsible for the payment. The Contractor is to take inventory counts every three (3) months and provide results to the Building Supervisor within one (1) week after completion.
- G. Contractor is to provide covered carts for delivery and pick-up of clean and dirty linen in sufficient quantity to meet operational needs. The carts may be canvas or polyurethane, and is to be in compliance with state, federal or local sanitation standards.
- H. The Contractor will have the capacity to sort-wrap and poly-wrap clean laundry for delivery to SHPA in the following manner:

	<u>ITEMS</u>	<u>QUANTITY</u>
1	Pillow Cases	Fold, Poly-wrap, 25 to bundle
2	Sheets	Fold, Poly-wrap, 10 to bundle
3	Wash Cloths	Flat, Tied, 25 to bundle
4	Bath Towels	Fold, Tied, 20 to bundle
5	Hand Towels	Flat, Tied, 25 to bundle
6	Dust Mops	Plastic bagged, 1 to bundle

- I. As a minimum standard and in an effort to assure quality control. SHPA will require monthly meetings with the immediate supervisor of the Contractor assigned to the facility. The primary purpose of these meetings is to facilitate the evaluation of the standards of performance of the Contractor and to provide a forum for open discussion and the resolution of problems that may develop regarding the delivery of services under the contract.

IV. COST CONTROL

- A. The Contractor is to 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. Accounting books and procedures are to be in accordance with the generally accepted procedure and with all statutory provisions as set forth by Ohio State Law, Federal Law, and be acceptable to the Academy.
- B. Copies of all cost control records and reports are to be furnished to the Academy's Superintendent or his designee in compliance with reporting scheduled as mutually agreed upon. Such reports are to include not less than monthly summaries of the facility and functional unit therein, with all per item fees specifically indicated.

PRICE SCHEDULE

ITEM NO.: 4536

CONTRACTOR OWNED ITEMS INCLUDING LAUNDRY SERVICES

ITEM	Price Per Item for 02/01/08 - 01/31/09	Price Per Item for 02/01/09 - 1/31/10	Price Per Item for 02/01/10 - 01/31/11	Price Per Item for 02/01/11 - 01/31/12	Price Per Item for 02/01/12 - 01/31/13
1. Pillow Cases	\$.19	\$.20	\$.21	\$.22	\$.23
2. Flat Sheets	\$.42	\$.43	\$.44	\$.45	\$.46
3. Wash Cloths	\$.07	\$.08	\$.09	\$.10	\$.11
4. Bath Towels	\$.21	\$.22	\$.23	\$.24	\$.25
5. Hand Towels	\$.16	\$.17	\$.18	\$.19	\$.20
6. Dust Mop (22")	\$ 1.02	\$ 1.02	\$ 1.04	\$ 1.06	\$ 1.07
7. Dust Mop (42")	\$ 1.10	\$ 1.10	\$ 1.12	\$ 1.14	\$ 1.16
8. Dust Mop (60")	\$ 1.62	\$ 1.62	\$ 1.67	\$ 1.67	\$ 1.67
9. Handle Lock Mop Tool	\$.09	\$.09	\$.11	\$.11	\$.11

ITEM REPLACEMENT COSTS (SEE REQUIREMENTS PARAGRAPH F)

ITEM NO.: 12633

(Not considered in bid evaluation) ITEM	ITEM REPLACEMENT COST				
	Price Per Item for 02/01/08 -01/31/09	Price Per Item for 02/01/09 -01/31/10	Price Per Item for 02/01/10 - 01/31/11	Price Per Item for 02/1/11 - 01/31/12	Price Per Item for 02/01/12 - 1/31/13
1. Pillow Cases	\$ 1.25	\$ 1.30	\$ 1.35	\$ 1.40	\$ 1.45
2. Flat sheets	\$ 4.50	\$ 4.50	\$ 4.75	\$ 4.75	\$ 4.75
3. Wash Cloths	\$.35	\$.35	\$.40	\$.40	\$.45
4. Bath Towels	\$ 2.56	\$ 2.56	\$ 2.85	\$ 2.85	\$ 2.90
5. Hand Towels	\$.75	\$.75	\$.80	\$.80	\$.85
6. Dust Mop (22")	\$ 10.58	\$ 10.58	\$ 10.65	\$ 10.65	\$ 10.85
7. Dust Mop (42")	\$ 14.28	\$ 14.28	\$ 14.35	\$ 14.35	\$ 14.35
8. Dust Mop (60")	\$ 20.59	\$ 20.59	\$ 20.65	\$ 20.65	\$ 20.85
9. Handle Lock Mop Tool	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

VENDOR ID:
Impressed Dry Cleaning Corporation
276 E. Main St.
New Albany, OH 43054

CONTRACTOR'S CONTACT: Ronald L. Williams,

IT/MIS CONTACT PERSON: Ronald L. Williams,

BID CONTRACT NO.: OT906208-1 (02/01/08)

TERMS: 2%, 10 Days, Net 30 Days

Telephone: (614) 264-9095
FAX: (614) 818-9094

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