

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

REQUIREMENTS CONTRACT: PROFESSIONAL LAUNDRY SERVICES

CONTRACT No.: OT903107

EFFECTIVE DATES: 08/01/06 to 07/31/09
Renewal 06/01/09 through 07/31/11

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT903107 that opened on 07/07/06. 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, 930 South Detroit Avenue, Toledo, OH 43614, 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: _____ Date _____
Hugh Quill, Director

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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 , Mr. Jerry Walker at (419) 381-1881, Ext. 4678. 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 F.O.B. and prepaid to Northcoast Behavioral Healthcare System, 930 S. Detroit Ave., Toledo, OH 43614.

BILLING: Itemized invoices are to be sent monthly, in quadruplicate, to Northcoast Behavioral Healthcare System, 930 South Detroit Avenue, Toledo, OH 43614. Invoice will indicate quantity of items processed and cost per item for the specified period of time. Please indicate your E.I. No. on all statements and invoices. A proper invoice is defined as being free of defects, discrepancies, errors and other improprieties, and shall include your Federal E.I. Number. Defective invoices shall be returned to the contractor noting areas for correction. If such notification of defects is sent, the required payment date shall be thirty (30) days after receipt of the corrected invoice.

PLACEMENT OF ORDERS: Purchase orders for any item(s) listed in a contract awarded pursuant to this bid will be placed directly with the successful contractor(s) by the using agency. No order shall specify delivery to exceed thirty (30) days beyond the expiration and/or cancellation date of the contract.

PRICING: The pricing charged to the agency for laundry of linens shall be based on the per item unit. Northcoast Behavioral Healthcare System will be billed on cleaned, dry weight of laundry.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will award based on the total cost per item for the combined three (3) year period. The formula to be used to arrive at the total cost for the three year period shall be as follows: Cost per item for each year X estimated annual usage = Three (3) year total. Add all years together for classes I. and II. for the grand total.

AWARD: Award will be made to the lowest responsive and responsible contractor bidding all items, for all years based on the lowest combined total cost of Class I and II and the ability to provide laundry and rental services for linens and supplies as specified listed herein. Failure to bid all years, all items and classes I and II, may deem your bid non-responsive and no further consideration for award shall be given to your bid.

QUALITY CONTROL: Contractor shall permit agency representative to periodically enter contractor's business premises to observe contractor's processing of agency's linens. Contractor's laundry carts used for soiled items must be thoroughly disinfected by contractor before the same carts are used to return clean items. Contractor shall provide these specified services to the agency in a manner that represents modern and generally accepted laundering procedures. Failure to meet the specification requirements will invalidate the awarded contract and will result in the contractor being liable for any financial losses incurred by the state of Ohio.

As a minimum standard and in an effort to assure quality control, Northcoast Behavioral Healthcare System 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.

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.

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

I. SCOPE: The specifications are to provide, rental, laundry services, including inventory procurement, pickup of soiled laundry and delivery of clean laundry.

II. BID SUBMITTAL REQUIREMENTS:

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 number. Failure to submit current references with current phone numbers shall result in disqualification of your bid.
- C. The contractor shall submit with the bid a copy 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 State owned items.
- B. Contractor will assist in storing linen in linen closets. Linen storage is available in the Geriatrics Building, and emergency supply. Prospective contractor is encouraged to view these sites when performing on-site survey.
- C. The contractor shall be responsible to replace all worn out items listed in Class I, 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.

For all the items listed in Class II, the contractor will only be responsible for the replacement value if the items are lost or damaged while in contractor's possession. If the hospital's supply of linens stored with the contractor are destroyed due to unforeseen events such as fire, tornado, etc., the contract laundry 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 to maintain normal service for NBHS.
- E. NBHS will provide melt-away bags for contaminated linen. 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.

SPECIFICATIONS FOR LAUNDRY SERVICE AT NORTHCOAST
BEHAVIORAL HEALTHCARE SYSTEM (Con't)

- F. Covered carts are to be furnished by the contractor for delivery and pickup of clean and dirty linen whether owned by the contractor or the state, 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 whether owned by the contractor or the state, for delivery to NBHS.
- H. Soiled laundry is to be picked up on a daily basis and the clean laundry is to be delivered on a daily basis, Monday through Friday, excluding Saturdays, Sundays and Holidays. Legal Holidays are listed below:

New Year's Day	January 1st
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11th
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.

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

A. CLASS I

Type 1A Flat Sheets
Type 1B Pillow Cases
Type 1C Towels, Bath
Type 1D Wash Cloths
Type 1E Gowns
Type 1F Fitted Bottom Sheets

CLASS II

Type 2A Bed Spreads
Type 2B Blankets

- B. CLASS I - The successful contractor shall provide all the items listed under Class I and also provide laundry services. All items should be of 100% cotton or a combination of cotton and polyester. All items in this class shall be new.

- Type 1A - Flat Sheets, 72" x 104", approximately 180 thread count - printed pattern (i.e. flowers) and at least (4) four solid colors.
- Type 1B - Pillow Cases, 42" x 36", approximately 180 thread count - printed pattern (i.e. flowers) and at least (4) four solid colors.
- Type 1C - Towels, bath size, approximately 20" x 44" with weight of 5.5 lbs. per dozen, blue or green in color, at least 75% cotton
- Type 1D - Wash Cloths, size approximately 12" x 12" with weight of 0.50 lbs. per dozen, blue or green in color, at least 75% cotton
- Type 1E - Gowns - Standard patient gowns, shall be provided by the vendor.

SPECIFICATIONS FOR LAUNDRY SERVICE AT NORTHCOAST
 BEHAVIORAL HEALTHCARE SYSTEM (Con't)

Type 1F - Fitted Bottom Sheets, 36" x 80", 180 thread count, printed pattern (i.e. flowers) and at least (4) four solid colors

C. CLASS II - All the items listed in this class will be provided by the NBHS and the successful contractor shall only provide the laundry services. These items will be laundered on an as needed basis and a separate price must be submitted in this bid. Failure to do so may be the sole cause of the rejection of your bid.

1. Type II Items are as follows:

Type 2A-Bedspreads

Type 2B-Blankets

V. STOCKING SUPPLY LEVELS AND SORT WRAPPING REQUIREMENTS:

A. The contractor shall furnish the following initial and subsequent supply of bedroom and bathroom service linens at these estimated levels:

<u>ITEM</u>	<u>QUANTITY</u>
1A Flat Sheets	275 per week
1B Pillow Cases	200 per week
1C Towels Bath	1,000 per week
1D Wash Cloths	1,000 per week
1E Gowns	100 per week
1F Fitted Bottom Sheets	275 per week

B. The contractor will have the capacity to sort-wrap and poly-wrap clean laundry whether owned by the contractor or the state, for delivery to NBHS in the following manner:

Flat Sheets	Fold, put in cart, 10 to bundle
Fitted Sheets	Fold, put in cart, 10 to bundle
Bedspreads	Fold, put in cart, 5 to bundle
Bath Towels	Fold, 20 per bundle
Wash Cloths	Tied, 20 per bundle
Blankets	Fold, put in cart, 5 to bundle
Pillow Cases	Fold, 20 per bundle
Gowns	Fold, 20 per bundle

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 schedule 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.

PRICE SCHEDULE

ITEM ID.: 9564

CLASS I - CONTRACTOR OWNED ITEMS INCLUDING LAUNDRY SERVICES

ITEM	COST PER ITEM FOR FIRST YEAR (08/01/06 - 07/31/07)	COST PER ITEM FOR SECOND YEAR (08/1/07 - 07/31/08)	COST PER ITEM FOR THIRD YEAR (08/1/08 - 07/31/09)
1A Flat Sheets	\$.750	\$.765	\$.780
1B Pillow Cases	\$.241	\$.246	\$.250
1C Towels, Bath	\$.290	\$.296	\$.302
1D Wash Cloths	\$.120	\$.122	\$.125
1E Gowns	\$.950	\$.969	\$.988
1F Fitted Sheets	\$.700	\$.714	\$.728

CLASS II - STATE OWNED ITEMS - LAUNDRY SERVICE ONLY

ITEM	COST PER ITEM FOR FIRST YEAR (08/01/06 - 7/31/07)	COST PER ITEM FOR SECOND YEAR (8/1/07 - 7/31/08)	COST PER ITEM FOR THIRD YEAR (8/1/08 - 7/31/09)
II A Bedspread	\$ 1.030	\$ 1.050	\$ 1.070
II B Blanket	\$ 1.030	\$ 1.050	\$ 1.070

PRICE SCHEDULE

CLASS III - ITEM REPLACEMENT COSTS

ITEM	COST PER ITEM FOR FIRST YEAR (08/01/06 - 07/31/07)	COST PER ITEM FOR SECOND YEAR (08/01/07 - 07/31/08)	COST PER ITEM FOR THIRD YEAR (08/01/08 - 07/31/09)
Flat Sheets - Contractor furnished	\$ 7.420	\$ 7.570	\$ 7.720
Fitted Sheets - Contractor furnished	\$ 1.480	\$ 1.510	\$ 1.540
Pillow Cases - Contractor furnished	\$ 2.040	\$ 2.080	\$ 2.120
Towels, Bath - Contractor furnished	\$.380	\$.390	\$.400
Wash Cloths - Contractor furnished	\$ 8.500	\$ 8.670	\$ 8.840
Gowns - Contractor furnished	\$ 9.740	\$ 9.930	\$ 10.130

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

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

BID CONTRACT NO.: OT903107-1 (7/31/09)

DELIVERY: 30 Days A.R.O.

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Leonard Reino,

Toll Free: (800) 247-3466
Telephone: (419) 637-2151
FAX: (419) 637-7651

E-mail: lreino@reinolinen.com

IT/MIS CONTACT PERSON: Amy Damschroeder,

IMS Telephone: (419) 637-2151

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
1	06/01/09	As indicated herein this amendment is issued to renew the current contract an additional twenty-four (24) months, 06/01/09 through 07/31/11.

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