

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 LINEN RENTAL AND LAUNDRY SERVICES

CONTRACT No.: OT903312

EFFECTIVE DATES: 12/01/11 to 11/30/14
Renewal through 03/31/15*

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT903312 that opened on 10/21/11. 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 DEPARTMENT OF MENTAL HEALTH, TWIN VALLEY BEHAVIORAL HEALTHCARE, COLUMBUS AND APPALACHIAN BEHAVIORAL HEALTHCARE, ATHENS, 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:

Anita A. Jones, MBA, MPM
anita.jones@das.ohio.gov

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

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

* Indicates renewal of OAKS Item# Appalachian Behavioral Healthcare through 03/31/15.

**Indicates the removal of Twin Valley Behavioral Healthcare effective 01/01/15.

Signed: _____
Robert Blair, Director Date _____

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SPECIAL 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 (Twin Valley Behavioral Healthcare – Columbus, OH): REMOVED effective 01/01/15*

SITE VISIT (Appalachian Behavioral Healthcare – Athens, OH): 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. Rodney VanNest at (740) 594-5000, Ext. 4008. 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(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 ten (10) calendar days after notification. Failure to provide the samples within the stated time period will 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.

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 by the unit cost for each of the three years then add all years together for the grand total. Failure to bid all years may result in the bidder being deemed as non-responsive and no further consideration given for potential awarding of the Contract.

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 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.

TRANSPORTATION CHARGES: All laundry services rendered shall be F.O.B. Prepaid and allowed to all hospital locations on the Contract.

*Indicates the removal of OAKS Item#4538 (Twin Valley Behavioral Healthcare, Columbus)

SPECIAL 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.

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.):

List names of subcontractors who will be performing work under the Contract.

None listed _____

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.

SPECIAL TERMS AND CONDITIONS

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.):

Bidders seeking to enter into a service contract shall disclose the following:

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

520 Commerce Drive Wapakoneta, Ohio 45895 U.S.A

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

None listed

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

Miller's Textile Services, Inc.

520 Commerce Drive

Wapakoneta, Ohio 45895 U.S.A.

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

Miller's Textile Services, Inc.

520 Commerce Drive

Wapakoneta, Ohio 45895 U.S.A.

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.

SPECIFICATIONS FOR RENTAL OF LINENS AND LAUNDRY SERVICE AT APPALACHIAN BEHAVIORAL HEALTHCARE

I. SCOPE

These specifications are for the procurement of professional laundry rental services for Appalachian Behavioral Healthcare (ABH), 100 Hospital Drive, Athens, Ohio 45701, including procurement of and rental of linens and laundry services including pick up of soiled laundry, cleaning, sanitizing, packaging/wrapping, and delivery/placement of clean laundry.

II. CLASSIFICATION

Laundry rental service shall consist of: fitted sheets, pillow cases, blankets, wash cloths, bath towels, bed spreads, laundry bags, wet/dust mops and miscellaneous items (rags, etc.); and patient clothing if sent to the laundry erroneously.

III. REQUIREMENTS

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

- A. Bidder shall furnish proof with their bid response that they are currently able to meet the Joint Commission (TJC), Intermediate Care Facility (ICF/MR) and ACMR/DD Accreditation Standards, and all State and Local Health Department requirements.
- B. The Contractor shall submit with the bid a copy of their company's current operation & procedure manual and quality assurance program (QAP) manual which is currently being used in a health care facility.
- C. Contractor is to furnish with the bid a minimum of three references of health care facilities, (e.g., hospital, intermediate care facility (ICF/nursing home or mental health facility) they have provided laundry services for within the last five (5) years. References shall include: facility name, contact person and phone number. Failure to submit current references with current phone numbers may result in disqualification of your bid.
- D. Contractor shall submit with the bid a written procedure policy regarding replacement of lost articles.
- E. The bidder must state how they will maintain normal service if the contract laundry is inoperable.

IV. STATE RECOGNIZED HOLIDAYS

In weeks during which a holiday falls, delivery days will need to be adjusted to facilitate three (3) deliveries per week; adjustments will be established as mutually by ABH and the Contractor. Sundays and holidays are excluded. Legal holiday exclusions are:

New Years Eve	January 1
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Preceding deliveries shall encompass needed items for the holiday period.

V. LAUNDRY SERVICE REQUIREMENTS

- A. 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.
- B. Contractor shall routinely check and stock the 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. A 24-hour call number and contact person from the laundry shall be designated for response to emergency circumstances.

*Repaginated

SPECIFICATIONS FOR RENTAL OF LINENS AND LAUNDRY SERVICE AT APPALACHIAN BEHAVIORAL HEALTHCARE
(CONT'D)

- C. 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 between the hours of 7:00 A.M. and 1:00 P.M. In weeks during which a holiday falls, delivery days will need to be adjusted to facilitate three (3) deliveries during the holiday week. Adjustments will be established and mutually agreed upon by ABH and the contract laundry.
- D. Clean linen will be delivered to the loading dock and stored in the corridor. Soiled linen will be picked up from the soiled linen room on "1 North" and "1 South".
- E. Personal clothing that may accidentally become mixed with linens shall be washed, tumbled dry and returned.
- F. Contractor shall be responsible for replacement (at new replacement cost) of inventory damaged due to processing.
- G. Contractor shall process contaminated linen in accordance with federal, state and local standards.
- H. Delivered laundry that is unacceptable (yellow or gray whites/dull colors) will be returned and re-processed at no extra cost.
- J. Contractor shall provide carts for delivery and pickup of clean and dirty linen in quantities to meet the facility's needs. Routine cleaning of the delivery truck and laundry carts is required and must meet TJC standards.
- K. Contaminated linen will be placed in specially marked bags and identified by the hospital staff.
- L. Contractor shall iron all bedspreads, sheets, pillow cases aprons and patient gowns before sort-wrapping, folding and/or tying laundry into manageable bundles, in accordance with acceptable standards of Medicare, Medicaid and The Joint Commission.
- M. The contractor's account manager shall meet with the operations director or designee no less than three (3) times per year to evaluate compliance with the contract and to address any other issues which may arise during the contract period. In addition, the account manager shall conduct surprise inspections of the laundry service no less than three (3) times per year as a quality control mechanism. A report of those findings shall be submitted to the operations director or designee within three (3) working days of the inspection.
- N. If for any reason the contract laundry is inoperable, it will be the responsibility of the contractor to maintain normal service for the customer.
- O. If the supply of linen stored is destroyed due to unforeseen events such as fire, tornado, etc., the contractor will be responsible for the replacement of all lost/damaged items.

V. PREPARATION OF LINEN CARTS

- A. Each campus will call/fax to the Contractor the type and quantity of linens required for each; patient living area and the clinic prior to 8:00 AM the day of the delivery of clean linen. If requested by the Contractor, the campus will call/fax their needs the day before for service. If the Contractor cannot meet the timeframes set forth within this bid at the time of the bid opening, the Contractor shall be responsible for stating so in their bid or may be found after award of non-compliance.
- B. The Contractor shall place the quantity and type of linens requested by the hospital in carts, provided by the Contractor.

VI. RECORD KEEPING AND BILLING.

- 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.

SPECIFICATIONS FOR RENTAL OF LINENS AND LAUNDRY SERVICE AT APPALACHIAN BEHAVIORAL HEALTHCARE
(CONT'D)

VII. LINEN TO BE PROCURED, RENTED AND PROCESSED FOR CLEANING

- A. Sheets, Fitted – 36" X 84"X14", knit, 60/40 blend, weight 21 oz. white
- B. Pillow cases – 21"X29", 55% cotton, 45% polyester blend, T-130, Import
- C. Bath towels – 24" X 48", 100% woven plain terry, 8.0# Dozen, Import
- D. Wash cloths – 12" X 12", 100% Cotton Woven Plain Terry, 1# per dozen, Import
- F. Bed spreads – 76" X 110", assorted colors, fire retardant
- G. Thermal blankets – 66" X 90", White year round, 100% cotton, 2.5#, must be fire retardant
- H. Laundry bags – 30" X 37" X 18", Envelope Hood, Fluid Resistant, 100% polyester, must have an elastic opening
- J. Gowns – standard patient gown, quantity unknown, may be necessary 9-12 months after contract starts
- K. Wet mop; Seco web foot, shrink less, medium white 1" band
- L. Dry dust mop head 3" X 18"

The Contractor is to furnish the following initial and subsequent supply of assorted linens and service linens at these estimated levels.

<u>DESCRIPTION</u>	<u>ESTIMATED USAGE PER WEEK TOTAL</u>
Pillow Cases	176 per week
Fitted Sheets	176 per week
Thermal Blankets	176 per week
Bedspreads	176 per week
Wash cloths	796 per week
Bath Towels	1848 per week
Gowns, Hospital	unknown
Laundry Bags	200 per week
Wet mop head	100 per week
Dry dust mop head	50 per week

*Repaginated

PRICE SCHEDULE

CONTRACTOR OWNED ITEMS WITH RENTAL, INCLUDING LAUNDRY SERVICES FOR ABH

APPALACHIAN BEHAVIORAL HEALTHCARE ATHENS CAMPUS
ITEM ID: 20049

ITEM	Price Per Item for 12/01/11 - 11/30/12	Price Per Item for 12/01/12 - 11/30/13	Price Per Item for 12/01/13 – 03/31/15*
1. Pillow Cases	\$0.190	\$0.190	\$0.200
2. Fitted Sheets	\$0.676	\$0.676	\$0.705
3. Wash Cloths	\$0.100	\$0.100	\$0.105
4. Bath Towels	\$0.310	\$0.310	\$0.335
5. Gowns	\$0.500	\$0.500	\$0.525
6. Thermal Blankets	\$1.230	\$1.230	\$1.280
7. Bedspreads	\$1.250	\$1.250	\$1.300
8. Laundry Bags	\$0.310	\$0.310	\$0.335
9. Wet Mops	\$0.800	\$0.800	\$0.840
10. Dust mops	\$0.570	\$0.570	\$0.600

* Indicates renewal of subject contract for an additional three (3) months for OAKS Item#20049 (Appalachian Behavioral Healthcare, Athens Campus), and repaginated.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: OT903312-1 (03/31/15*)



Vendor ID.: 100673
Miller's Textile Services, Inc.
520 Commerce Dr.
P.O. Box 239
Wapakoneta, OH 45895

DELIVERY: per terms of the contract

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Matt Green

Toll Free: (800) 826-3164
Telephone: (419) 738-3551
FAX: (419) 738-4075
E-mail: mgreen@millerstextile.com

IT/MIS CONTACT PERSON: Matt Green

MIS Telephone: (419) 738-3551

*Indicates renewal of subject contract for an additional three (3) months for OAKS Item#20049 (Appalachian Behavioral Healthcare, Athens Campus), and repaginated.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
2	01/01/15	This amendment is issued to remove OAKS Item#4538 (Twin Valley Behavioral Healthcare, Columbus) effective 01/01/15; renew subject contract for an additional three (3) months for OAKS Item#20049 (Appalachian Behavioral Healthcare, Athens Campus); and re-paginate contract.
1	12/01/14	This amendment is issued to exercise the States' option to renew the subject contract for an additional one month, effective December 1, 2014 through December 31, 2014; to update the Contract Analyst; update the Contractor's contact and to add the Summary of Amendments page.