

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

CONTRACT No.: OT904209

EFFECTIVE DATES: 11/01/08 to 10/31/11
Renewal through * 10/31/13

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT904209 that opened on 08/25/08. 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 CAMBRIDGE DEVELOPMENTAL CENTER, 68737 OLD 21 ROAD, CAMBRIDGE OH 43725, 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

* To indicate mutual agreement for renewal for 24 months; effective with all orders issued on or after November 1, 2011.

Signed: _____
Robert Blair, Director Date

TABLE OF CONTENTS

<u>CLAUSES</u>	<u>PAGE NO.</u>
Award	3
Evaluation	3
* Specifications	4-6
Contractor's Index	8
Price Schedule	7

* To indicate repagination

CONTRACT TERMS AND CONDITIONS

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.

MANDATORY SITE VISIT: A mandatory site visit will be held on August 14, 2008 at the Cambridge Developmental Center to survey the facility and discuss the requirements of the bid. The site visit will commence promptly at 10:30 a.m., barring an unforeseen circumstance that results 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 discussed during the site visit due to their arriving after the site visit has convened. Bidders who fail to attend the mandatory bid conference will be deemed not responsive.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will: To determine the low lot total price of the bid, the state will multiply the estimated annual usage of each item by its corresponding unit price, add these totals together and add the 1st, through the 3rd year totals together to get the three (3 year contract cost. Failure to bid all items 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 three (3) 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: Janice Fitzpatrick.

* To indicate a new contract analyst for usage reports effective with all orders issued on or after 11/01/11.

SPECIFICATIONS FOR PROFESSIONAL LAUNDRY
REQUIREMENTS

I. SCOPE

These specifications are for the procurement of professional laundry services for the following location:

II. LOCATIONS AND CONTACT PERSONNEL :

Cambridge Developmental Center
66737 Old 21 Road
Cambridge, Ohio 43725
Sheri Stevens
(740) 439-1371

III. CONTRACTOR'S REQUIREMENTS

The Contractor will comply with all pertinent Federal, State and Local regulations including Medicaid ICF/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) may deem your bid non-responsive and no further consideration for award will be given.

- A. Contractor is to submit with the ITB references of health care facilities, (e.g., hospital, mental health or mental retardation facility) they have provided laundry services for in the past three (3) years. References will include: Facility name, contact person and telephone number.
- B. The Contractor is to submit with the ITB 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.
- C. The Contractor is to submit with the ITB a written procedures policy regarding replacement of lost articles.
- D. Contractor is to be able to immediately meet Medicaid accreditation standards, and all federal, state and local health department requirements.
- E. Contractor is to perform RADOC culture tests on processed linens with a copy provided to the facility on a monthly basis.
- F. Contractor is to process contaminated linen in accordance with federal, state and local standards. Delivered laundry that is unacceptable (yellow or gray whites/dull colors/unacceptable stains) will be returned and re-processed at no extra cost to the facility. Contractor will be responsible for replacement of linens damaged due to processing.
- G. Contractor is to provide carts for delivery and pickup of clean and dirty linen in quantities to meet the facility's needs. Carts are to be canvas or polyurethane and are to comply with federal, state, and local sanitation regulations.
- H. It will be the Contractor's responsibility to account for linens removed from service during the laundering process. It is facility's responsibility to replace linens as they are removed from service. Initial linen stock will be provided by the facility.
- I. The Contractor's account manager is to 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 is to 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 will be submitted to the Operations Director or designee within three (3) working days of the inspection.
- J. The Contractor is responsible for providing the facility with experienced, trained delivery persons. All substitute laundry delivery personnel will be appropriately trained prior to making linen deliveries to the facility.

REQUIREMENTS (CONT'D.)

IV. LAUNDRY ITEMS

The following is a list of items that will be processed:

- A. Fitted sheets
- B. Flat sheets
- C. Pillowcases
- D. Blankets
- E. Bath towels
- F. Wash cloths
- G. Laundry bags
- H. Wet/dust mops
- I. Miscellaneous items (rags, individual clothing, if sent to laundry erroneously).

V. PICKUP/DELIVERY

- A. 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 including weeks which include a holiday. Pickup and delivery is to be between the hours of 7:00 A.M. and 5:00 P.M. Pick-up and delivery areas for CDC areas are: Lankenau, Rudolph, Moore, Brown Steele Cottage and the Activity Center or as otherwise designated by the Operations Director or designee.
- B. CDC linens will be picked up and delivered to area(s) as designation by the Operations Director or designee. Saturday delivery is acceptable.

VI. RECORD KEEPING

- A. The Contractor is to maintain accounting records of the operations under this contract for a period of not less than seven (7) years. Said records and procedures is to be in accordance with generally accepted accounting procedures, and all statutory provisions as set forth by state and federal law.
- B. Billing is to be done on a monthly basis with payment due 30 days after receipt of a valid invoice.

VII. MISCELLANEOUS

- A. If for any reason the contract laundry is inoperable, it will be the responsibility of the contract laundry to maintain normal service for facilities listed herein.
- B. If the supply of linens stored with the Contractor are destroyed due to unforeseen events such as fire, tornado, etc.; the Contractor will be responsible for replacement of all lost/damaged items. The items will be of like kind as approved by the facilities.

VIII. GENERAL INFORMATION

When a legal Holiday falls on a delivery day, deliveries will be made on the next scheduled delivery day. Sundays and Holidays excluded. Legal holiday exclusions are:

Legal State Holidays

New Year's Day	January 1st
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Least 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, no delivery will be made and the preceding delivery will encompass needed items for the holiday period.

REQUIREMENTS
SPECIFICATIONS FOR LAUNDRY SERVICES
FOR CAMBRIDGE DEVELOPMENTAL CENTER (CONT'D.)

IX. These specifications are to provide professional laundry services which will include pick up of soiled laundry, appropriate stain treatment, cleaning, sanitizing, packaging/wrapping, and delivery/placement of clean laundry at the Cambridge Developmental Center.

X. REQUIREMENTS

- A. Contractor will deposit clean linen in designated buildings where pickup originated on eight (8) sites. The Contractor will deliver all torn, worn or badly stained linen, etc. in a bag labeled "torn linen" back to the Activity Center at the facility.
- B. Personal clothing that may accidentally become mixed with linens shall be washed, tumbled dry and returned to Brown Cottage at the facility.
- C. Replacement of inventory will be the responsibility of the CDC, including replacement costs. It will be the responsibility of the Contractor to notify CDC when additional linens are needed.
- D. The Contractor is to return clean linen in appropriate wrapping/bundles, "shrink wrapping" will be required and delivery driver is to place linen in the clean linen rooms at each of the eight (8) sites.
- E. Charge for laundry service will be by the price per unit. CDC will not be charged for items returned to the Contractor which required re-washing.

XI. PREPARATION OF CLEAN LINEN CARTS

- A. CDC will notify the Contractor regarding the type and quantity of linens required for each area, the day before delivery of clean linen is to be delivered.
- B. The Contractor will place the quantity and type of linens, requested by the CDC, in carts, provided by the Contractor.
- C. It will be the responsibility of the CDC to provide adequate linens to the laundry. It will be the responsibility of the Contractor to notify CDC when additional linens are needed.

PRICE SCHEDULE

CAMBRIDGE DEVELOPMENTAL CENTER

OAKS ITEM NO. 14537

PRICE PER UNIT

*	1 st YEAR 11/01/08 Through 10/31/09	2 nd YEAR 11/01/09 Through 10/31/10	3 rd YEAR 11/01/10 Through 10/31/11	* Mutual Renewal 11/01/11 Through 10/31/13
DELIVERY				
FITTED SHEETS	\$.91	\$.91	\$.91	\$.91
FLAT SHEETS	\$.91	\$.91	\$.91	\$.91
PILLOW CASES	\$.29	\$.29	\$.29	\$.29
BLANKETS	\$ 2.49	\$ 2.49	\$ 2.49	\$ 2.49
BATH TOWELS	\$.51	\$.51	\$.51	\$.51
WASH CLOTHS	\$.14	\$.14	\$.14	\$.14
LAUNDRY BAGS	\$.64	\$.67	\$.71	\$.71
MISCELLANEOUS	\$.29	\$.29	\$.29	\$.29

* To indicate renewal for 24 months effective with all orders issued on or after November 1, 2011.

CONTRACTOR INDEX



MINORITY BUSINESS ENTERPRISE

CONTRACTOR AND TERMS:

BID CONTRACT NO.: OT904209-1 (*10/31/13)

Vendor ID 77028
Allstar Laundry Services, Inc.
12717 Euclid Avenue
E. Cleveland, OH 44112

TERMS: 2%, 10 Days, Net 30 Days

CONTRACTOR'S CONTACT: Ms. C. Burrell

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

* To indicate new Contract expiration date effective for all orders issued on or after November 1, 2011.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
1	11/01/11	To indicate mutual agreement to renew for 24 months effective November 1, 2011 through October 31, 2013; and to make changes to pages 1, 2, 3, 7 and 8; to add a new Contract Analyst, a new usage report contact, and to add page nine for the Summary of Amendments.