

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395**REQUIREMENTS CONTRACT: PROFESSIONAL LAUNDRY SERVICE FOR NORTHWEST DEVELOPMENTAL CENTER**CONTRACT No.: OT904508EFFECTIVE DATES: 12/31/07 to 11/30/12
Renewal though 12/31/14*

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT904508 that opened on 10/15/07. 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 Northwest Ohio Developmental Center, 1101 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:

Anita A. Jones, MBA, MPM
anita.jones@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>

*The State of Ohio elects to exercise its' option to unilaterally renew the subject contract for an additional one month, effective December 1, 2014 through December 31, 2014.

Signed: _____
Robert Blair, Director Date _____

TABLE OF CONTENTS

<u>CLAUSES</u>	<u>PAGE NO.</u>
Award	3
Evaluation	3
Special Conditions	3
Specifications	4-6
Contractor's Index	9

CONTRACT ITEMS

Dinner Napkins	8
Pillow Cases	8
Quilted Pillow Cases	8
Flat Sheets	8
Fitted Sheets (Contour)	8
Wash Cloths	8
Bath Towels	8
Bed Pads	8
Bath Blankets	8
Massage Towels	8
Thermal Blankets	8
Laundry Bag Barriers (Aspec Bags)	8
Examination Gowns	8
Bib Aprons	8
Kitchen Towels	8

SPECIAL 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.

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 Rick Sohnly at (419) 385-0231. 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.

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.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will determine the low lot total price of the ITB, by multiplying the Estimated Weekly Usage of each item by its corresponding Price Per Piece, then multiply by 52 weeks to attain a yearly usage and then add the five (5) year totals together. Failure to bid all items and all years, shall deem your bid non-responsive and no further consideration for award shall be given to your bid.

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 Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Peggy J. Canada.

SPECIFICATIONS TO PROVIDE LAUNDRY SERVICES FOR NORTHWEST OHIO DEVELOPMENTAL CENTER

I. SCOPE

These specifications are for the procurement of laundry rental services, including inventory procurement, pick-up of soiled laundry, cleaning, sanitizing, packaging/wrapping, and delivery/placement of clean laundry.

II. CLASSIFICATION

Laundry will consist of fitted sheets (contour), flat sheets, pillow cases, blankets, bath towels, wash cloths, examination gowns, dinner napkins, quilted pillow covers, massage towels, laundry bags, bed spreads, bed pads, bath blankets, bedspread thermals, thermal blankets, laundry bag (aspec bags), laundry bag barriers (aspec bags), bib aprons and kitchen towels.

III. REQUIREMENTS

Failure to meet the minimum requirements and required submittals shall deem your bid non-responsive and no further consideration for award will be given.

- A. Contractor is to furnish with the bid three (3) references of health care facilities, (e.g., hospital, intermediate care facility (ICF)/nursing home or mental health facility) they have provided laundry services. References shall include facility name, contact person and phone number.
- B. Contractor shall be able to immediately meet Joint Commission on the Accreditation of Healthcare Organizations (JCAHO), Intermediate Care Facility (ICF/MR) and ACMR/DD accreditation standards, and all state and local health department requirements.
- C. The contractor is to 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.

IV. LAUNDRY SERVICE REQUIREMENTS

- A. Soiled laundry is to be picked up on a daily basis, and clean laundry delivered on a daily basis, Monday through Saturday; Sundays and specified holidays are excluded. The specified holidays are:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Preceding day's deliveries shall include needed items for Sunday and the holiday period.

- B. Contractor shall deliver clean laundry to the facility between the hours of 7:30 a.m. and 11:30 a.m. on each delivery day (i.e., Monday through Saturday). Contractor shall immediately notify the Center's Operations Director or designee anytime that a linen delivery will deviate from the aforementioned time frames. The center reserves the right to request written documentation/plan of correction from the Contractor to address habitual or unmitigated non-compliance.
- C. Contractor shall have the capability to, and shall in fact, make emergency deliveries seven (7) days per week, each day of the year, as determined necessary by the facility. It is understood that the Contractor's regular linen deliveries are expected to be at adequate and appropriate levels.
- D. 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. For each delivery, delivery persons are required to sign in and out at the center switchboard and pick-up and return center keys at that time.

Specifications (Cont'd)

- E. Contractor shall deposit clean linen in individual linen closets. Linen storage areas are found in each of eight (8)* residential buildings, building 610 (which encompasses the Clinic, Activity Therapy, and Occupational Therapy and the emergency supply delivery locations) and Building 614 (main kitchen).
- F. Contractor is responsible for delivering the amount of linen to include examination gowns as specified on the facility's daily par level order report which defines each residential building, Building 610 (which encompasses the Clinic, Activity Therapy, Occupational Therapy, and the emergency supply delivery locations), and Building 614 (main kitchen). The center reserves the right to periodically adjust par levels according to individual building's needs.
- G. Contractor shall appropriately stack clean linen in linen storage areas according to the ICF/MR standards which include but are not limited to sanctuary storage (i.e., avoidance of high piling, floor storage, etc.).
- H. 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.
- I. Ongoing replacement of inventory shall be the responsibility of the Contractor, including cost.
- J. Contractor shall process and launder contaminated linen in accordance with federal, state and local standards. All linens delivered to the facility shall be in good condition and be clean and stain free.
- K. Contractor shall provide carts for delivery and pick up of clean and dirty linen in quantities to meet the facilities needs. Carts may be canvas or polyurethane and must comply with federal, state, and local sanitation regulations.
- L. Contractor shall sort-wrap, fold, or tie laundry into manageable bundles, and place in designated areas.
- M. The Contractor's Account Manager shall meet with the Operations Director or designee no less than six (6) times per year to evaluate compliance with the contract and to address any other issues which may arise during the contract period.
- N. The center reserves the right to add, delete, or modify any of the linen service requirements and frequencies set forth herein as determined appropriate by the Operations Director or designee in response to changes in the programmatic, habilitative, and operational needs of the center and its residents and staff.

V. COST CONTROL

- 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, per building.

VI. LINEN ITEMS SPECIFICATIONS

<u>ITEM</u>	<u>DESCRIPTION</u>
Dinner Napkins	22" X 22", 100% Cotton Momie
Pillow Cases	To Fit Standard Size Pillow 18" X 25", 50% Polyester, 50% Cotton Percale, T-180
Quilted Pillow Covers	To Fit Standard Size Pillow 18" X 25", 50% polyester, 50% Cotton Percale
Flat Sheets	72" X 104" (To Fit Standard Size Mattress), 36" X 80" X 6", 50% Polyester, 50% Cotton Percale, T-180
Fitted Sheets	To Fit Standard Size Mattress 36" X 80" X 6", 50% Polyester, 50% Cotton Percale T-180

*Indicates change in number of residential buildings

Specifications (Cont'd)

VI. LINEN ITEMS SPECIFICATIONS (Cont'd)

<u>ITEM</u>	<u>DESCRIPTION</u>
Wash Cloths	12" X 12" 100% Cotton Woven Plain Terry, Imported, Minimum Weight 1 lb. Per Dozen
Bath Towels	25" X 50" 100% Cotton Woven Plain Terry, Imported, Minimum Weight 10 lb. Per Dozen
Bed Pads	36" X 76" 50% Polyester, 50% Cotton, Minimum Weight 13.3 oz. Per Sq. Yd., Whip Stitched Edges, Napped Finish
Bath Blankets	70" X 90" 50% Polyester, 50% Cotton, Weight 1,5 lb. Each
Massage Towels	16" X 27" 100% Cotton Woven Terry, Minimum Weight 3 lbs. Per dozen
Thermal Blankets	66" X 90" Finished Size, 50% Polyester, 50% Cotton, Minimum Weight 2 7/8 lb., Hemmed Ends
Laundry Bag Barriers (ASPEC)	30" X 40" Finished Size, Moisture Resistant, T-270, Impermeable, 50/50 Barrier Cloth, Envelope-style Construction with Hood. Anti-Specimen (ASPEC) as it relates to tissue, blood, or urine, the laundry bags are to be impermeable barriers and moisture resistant to wet and contaminated laundry items.
Examination Gowns	Sizes Large and Medium, 100% Cotton, Wide Tie, Overlap Closing
Kitchen Towels	15" X 27" White with Border or Center Stripe, 100% Cotton, Minimum Weight 4.28 oz. per Sq. Yd.
Bib Aprons	33" X 36" White, 50% Polyester, 50% Cotton, Plain Weave, Nylon Ties.

NOTE: Color(s) to be selected by the center.

VII. DAILY PAR LEVEL ORDER REPORT

NORTHWEST OHIO DEVELOPMENTAL CENTER DAILY PAR LEVEL ORDER REPORT																
Bldg.	Days Linen Count	Dinner Napkins	Pillow cases	Quilted Pillow Covers	Flat Sheets	Fitted Sheets (Contour)	Wash Cloths	Aspec bags	Kitchen Towels	Thermal Blankets	Bed Pads	Bath Towels	Bath Blankets	Massage Towels	Bib Aprons	Examination Gowns
601/602*	Quota	25**	35**	10**	35**	40**	100**	20**	25**	35**	35**	80**	10**	8**	3**	
	On Hand															
	Ordered															
603	Quota	100**	20**	10	25**	20**	200**	25**	25**	20**	25**	150**	20**	10**	10**	
	On Hand															
	Ordered															
604	Quota	110**	20**	10	25**	25**	160**	15**	15**	10**	15**	150**	18**	10**	10**	
	On Hand															
	Ordered															
605	Quota	75	40**	10	25**	25**	100**	25**	30**	10**	20**	80**	0**	10	15	
	On Hand															
	Ordered															
606	Quota	125**	25**	10	40**	20	200**	30**	30**	15	15	175**	15**	10**	4**	
	On Hand															
	Ordered															
607	Quota	100**	40**	10	25**	25**	150**	20**	20	25**	25**	150**	10**	10	5**	
	On Hand															
	Ordered															
608	Quota	100**	40**	10	40**	40**	150**	28**	50**	40**	40**	150**	25**	20**	10**	
	On Hand															
	Ordered															
609	Quota	100**	20**	10	15**	18**	150**	20	10**	10**	15**	150**	5**	10	15	
	On Hand															
	Ordered															
610	Quota	0	30**	0	30	0	250	0	0	0	0	350**	0	0	0	
	On Hand															
	Ordered															
Emergency Storage	Quota	500	200	50	200	200	500	100	100	100	60	500	40	0	40	50
	On Hand															
	Ordered															
614 Storage	Quota								200						40	
	On Hand															
	Ordered															

* Indicates combined Buildings
 **Indicates updated Quota

PRICE SCHEDULE

ITEM ID: 10627

ITEM	DESCRIPTION	PRICE PER PIECE 12/31/07 through 11/30/08	PRICE PER PIECE 12/01/08 through 11/30/09	PRICE PER PIECE 12/01/09 through 11/30/10	PRICE PER PIECE 12/01/10 through 11/30/11	PRICE PER PIECE 12/01/11 through 11/30/12	PRICE PER PIECE 12/01/12 through 11/30/13**
Dinner Napkins	22" X 22	\$.100	\$.100	\$.120	\$.130	\$.130	\$.130
Pillow Cases	18" X 25"	\$.210	\$.210	\$.230	\$.240	\$.240	\$.240
Quilted Pillow Covers	18" X 25"	\$.320	\$.320	\$.340	\$.350	\$.350	\$.350
Flat Sheets	72" X 104"	\$.400	\$.400	\$.420	\$.430	\$.430	\$.430
Fitted Sheets (Contour)	36" X 80" X 6	\$.280	\$.280	\$.300	\$.310	\$.310	\$.310
Wash Cloths	12" X 12"	\$.070	\$.070	\$.100	\$.110	\$.110	\$.110
Bath Towels	25" X 50"	\$.180	\$.180	\$.200	\$.210	\$.210	\$.210
Bed Pads	36" X 76"	\$.500	\$.500	\$.520	\$.530	\$.530	\$.530
Bath Blankets	70" X 90"	\$.750	\$.750	\$.770	\$.780	\$.780	\$.780
Massage Towels	16" X 27"	\$.200	\$.200	\$.220	\$.230	\$.230	\$.230
Thermal Blankets	66" X 90"	\$ 1.500	\$ 1.500	\$ 1.550	\$ 1.560	\$ 1.560	\$ 1.560
(Aspec Bags) Laundry Bag Barriers	30" X 40"	\$.400	\$.400	\$.420	\$.430	\$.430	\$.430
*Examination Gowns	Large and Medium	\$.400	\$.400	\$.420	\$.430	\$.430	\$.430
Bib Aprons	33" X 36"	\$.250	\$.250	\$.270	\$.280	\$.280	\$.280
Kitchen Towels	15" X 27"	\$.100	\$.100	\$.120	\$.130	\$.130	\$.130

*Indicates to be delivered to 610 Building only.

**Indicates change in contract dates.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: OT905408-1 (12/31/14)



VENDOR ID: 146379
Buckeye Launderers and Cleaners, LLC.
1805 Oakwood Avenue
Napoleon, Ohio 43545

DELIVERY: 30 Days A.R.O.

TERMS: 2% 10 Days, Net 30 Days

CONTRACTOR'S CONTACT: Gerry Knotek

Telephone: (770) 335-4466
FAX: (419) 966-0443
E-mail: gerryk@buckeyelaundry.com

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
5	12/31/14	This amendment is issued as notification of the non-renewal of the subject contract beyond expiration date of 12/31/14. Thereafter, agency shall procure their needs for these supplies/services in accordance with Ohio Revised Code Section 125.05.
4	12/01/14	This amendment is issued to exercise the States' option to unilaterally renew the subject contract for an additional one month, effective December 1, 2014 through December 31, 2014.
3	12/01/13	This amendment is issued to advise of a mutual contract renewal of twelve (12) months from 12/01/13 through 11/30/1 and update Contractor's Contact information.
2	12/01/12	This amendment is issued to advise of a mutual contract renewal of twelve (12) months from 12/01/12 through 11/30/13; update specifications; update contact email address; and, update Contract Analyst.
1	12/31/07	Amendment issued to extend the Contract inception date to 12/31/07.