

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 DRY CLEANING AND LAUNDRY SERVICES

CONTRACT No.: OT906907

EFFECTIVE DATES: 03/01/07 to 02/28/11
Renewal through 03/31/12

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT906907 that opened on 02/28/07. 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 Ohio State Highway Patrol, 1970 W. Broad Street, Columbus, OH 43228-1102, 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>

Signed: _____
Robert Blair, Director Date

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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 approximately 1 to 2 days ahead of time during normal business day(s), Monday through Friday, 8:00 a.m. to 5:00 p.m., to schedule an appointment. The site visit(s) will be conducted between February 6, 2007 through February 9, 2007. Bidders must have with them a picture/ I.D. (such as a valid Ohio driver's license) and company I.D. in order to be admitted. The purpose of the visit(s) is for the Bidders to familiarize themselves with 1) location and size of the facility, 2) the security guidelines, and 3) any specific service, performance, requirement questions they may have. To schedule an appointment, please contact Ms. Kathy McCarthy, Purchasing Supervisor, Ohio State Highway Patrol, 1970 West Broad St., Columbus, OH 43223, Telephone: (614) 995-3722. 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.

BILLING: Itemized invoices are to be sent monthly, in quadruplicate, to the Ohio State Highway Patrol, 1970 West Broad St., P.O. Box 182074, Columbus, OH 43223. Invoice(s) will identify total expenditures by each office of command, or other categories as directed. Please indicate your Tax Identification Number (TIN) on all statements and invoices. A proper invoice is defined as being free of defects, discrepancies, errors and other improprieties, and is to include your Federal TIN. Defective invoices are to be returned to the Contractor noting areas for correction. If such notification of defects is sent, the required payment date is to be thirty (30) days after receipt of the corrected invoice.

REFERENCES REQUIRED: Each Bidder is to submit with the Bid a listing of three (3) references with whom you are or have currently provided professional drying cleaning and laundry services within the last five (5) years. Please include name, address and current telephone number of each reference.

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 of each item by its corresponding unit price for each year and then add all four (4) years together.

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, Ohio 43228-1395, Attn: Peggy J. Canada.

E.D.G.E Certification: The Office of State Purchasing 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 DRY CLEANING, LAUNDRY SERVICES, REPAIR OF UNIFORMS AND EQUIPMENT

I. SCOPE

The Ohio State Highway Patrol desires a Contractor to dry clean and press and/or launder and finish official uniforms used by employees. The Contractor will pick up and deliver items at locations listed in Section II. G, to be dry cleaned or laundered.

II. REQUIREMENTS

- A. All uniform shirts shall have clearly defined military crease pressed into uniform after laundry or dry cleaning is completed.
- B. Successful Contractor shall invoice the Ohio State Highway Patrol as indicated in II. G. below.
 - 1. Fully itemized invoices for each employee are to be presented to the officer in charge or his designee of the locations listed.
 - 2. Highway Patrol is to be billed at each location on a monthly basis.
- C. Delivery and pickup of items at each location shall be scheduled between 8:00 a.m. and 5:00 p.m., three (3) days per week, excluding Saturdays and Sundays. Including weekends and holidays, delivery of items picked up must be completed no later than seventy-two (72) hours after pickup.
- D. Contractor shall accept full responsibility for uniforms lost, stolen, destroyed, or damaged while in his/her possession.
- E. Items found to be unclean or improperly pressed shall be redone at Contractor's expense.
- F. Repair of items shall be made and priced separately by item price of those items listed herein or established in this contract. Items billed at hourly rates shall be individually documented.
- G. Locations for pickup and delivery:

1.	OHIO STATE HIGHWAY PATROL AVIATION SECTION 2829 W. DUBLIN-GRANVILLE RD. WORTHINGTON, OHIO 43085	5	OHIO STATE HIGHWAY PATROL GENERAL HEADQUARTERS 1970 W. BROAD ST. COLUMBUS, OHIO 43223-1102
2.	OHIO STATE HIGHWAY PATROL ACADEMY 740 E. 17th AVE. COLUMBUS, OHIO 43211	6.	OHIO STATE HIGHWAY PATROL DISTRICT SIX 2855 W. DUBLIN-GRANVILLE RD. COLUMBUS, OHIO 43235
3.	OHIO STATE HIGHWAY PATROL LEADS CONTROL 1970 W. BROAD STREET, COLUMBUS, OHIO 43223-1102	7.	OHIO STATE HIGHWAY PATROL TAILOR SHOP 1583 ALUM CREEK DR. COLUMBUS, OHIO 43209-2713
4.	OHIO STATE HIGHWAY PATROL GOVERNOR'S SECURITY DETAIL 358 N. PARKVIEW AVE. BEXLEY, OHIO 43209	8.	OHIO STATE HIGHWAY PATROL HILLIARD DRIVER EXAMINATION 4738 CEMETERY RD. HILLIARD, OH 43026

SPECIFICATIONS (Cont'd)

Locations for pickup and delivery (cont'd.)

9.	OHIO STATE HIGHWAY PATROL CENTRAL INSTALLATION 1583 ALUM CREEK DR. COLUMBUS, OH 43223-2713	12.	OHIO STATE HIGHWAY PATROL FAIRGROUNDS SECURITY 717 E. 17th AVE.. COLUMBUS, OH 43211
10.	STATEHOUSE SECURITY BROAD & HIGH STREET COLUMBUS, OH 43215	13.	OHIO STATE HIGHWAY PATROL 1500 COLUMBUS PIKE DELAWARE, OH 43015
11.	OHIO STATE HIGHWAY PATROL DRIVERS EXAMINATION STATION DELAWARE DX 10 TROY ROAD DELAWARE, OH 43015		

- H. Contractor agrees to add any future locations within Franklin County at current contract prices and terms, should the Ohio State Highway Patrol expand its services or locations.
- I. Contractor will supply blank tickets to each facility. Facility will fill in the ticket with the name of the patrol person, quantity and description of items, special instructions, and repairs needed. The Contractor shall also furnish rubber bands in sufficient quantities to be used for bundling of the clothing items.
- J. Items laundered, except bedding and underwear, shall be starched in proper amounts for item being processed to provide for good appearance, durability and workability. Individual preference(s) shall be noted on ticket.
- K. There shall be no subcontracting of the services requested herein without the written consent of the Administrator of State Purchasing. Contractor shall be capable of handling all items listed.
- L. Successful Contractor shall be located within fifty (50) miles of Broad and High Streets, Columbus, Ohio to be eligible for this contract. Contractors with home offices outside this area may Bid, providing they have a cleaning facility within the specified area.
- M. Prior to award of this contract to the lowest responsive and responsible Contractor, a member of the Ohio State Highway Patrol staff and a representative of The Office of Procurement Services may visit the facility to inspect where the Contractor will operate from and the vehicles used for pickup and delivery. Failure to have sufficient equipment, acceptable facility or a reliable vehicle in safe and secure operating condition may be reason for refusal to award the contract. Contractors facility must be secure and locked to prevent the loss or theft of OSHP uniforms. Doors and windows must be secured and all uniforms must be stored as not to be accessible to the public. The facility where cleaning of clothing is performed, stored and transported shall be a non-smoking environment.
- N. All items must be delivered on hangers in plastic bags.
- O. If buttons and zippers are damaged, lost, or missing the Contractor will be required to replace them as part of the contract at no additional charge to the agency:
- Regular buttons and zippers shall be supplied by the Contractor.
 - Insignia type buttons shall be supplied by the Patrol, because they are available only from the Patrol.
- P. Each individual employee will be responsible for filling out and completing their own dry cleaning ticket which will indicate the quantity and specific items to be cleaned. The ticket will also specify "special instructions" and/or previous damage to the garment (if applicable) before it is submitted to the Contractor. The individual employee or designee will ensure their items are dropped off and picked up at their appropriate locations.

SPECIFICATIONS (Cont'd)

- Q. Contractor shall accept full responsibility for uniforms lost, stolen, destroyed, or damaged while in his/her possession. The Contractor shall reimburse the property owner, either the State of Ohio Department of Public Safety, Division of the Ohio State Highway Patrol, or its employees, a replacement cost for any items lost, stolen, destroyed, damaged, or missing. The replacement cost will be the fair market value, as determined by the current American National Standard Fair Claims Guide for Consumer Textile Products price of the item(s) at the day of loss. Complaints regarding loss, damage, or unsatisfactory service will be responded to and resolved within ten (10) business days.

Loss/Damage claim forms will be provided by the Contractor along with specific instructions on how they will be used and submitted. In the event of a claim for loss, the property owner will be required to provide a legible copy of the paid receipt.

- R. Successful Contractor shall provide one day service to location #2 each year during the entire time of the Ohio State Fair. The State Fair is usually mid to late August and runs for 18 to 21 days.
- S. As a minimum standard and in an effort to assure quality control Ohio State Highway Patrol may 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.

III. CONTRACTOR RESPONSIBILITIES

- A. Successful Contractor shall properly check and tag all articles of clothing.
- B. Successful Contractor shall indicate on the return ticket any difficulties cleaning the article or future dry cleaning instructions on the return ticket.
- C. Successful Contractor shall write the return date and tag number on the top left of the ticket.
- D. Successful Contractor shall for the Shipley Building location, sort returned clothing by alpha character or last name and place on the racks by the associated letter (racks located in dry-cleaning room in the Shipley Building).
- E. Successful Contractor shall provide triplicate copies of dry-cleaning tickets. Contractor shall assure that the customer has an available copy to keep until clothing is returned.
- F. Successful Contractor shall initiate a sequential number system to be on all dry-cleaning tickets to assist in tracking clothing.

IV. GENERAL CONDITIONS

- A. Failure of performance by the awarded Contractor will result in filing of Complaint to Vendor to The Office of Procurement Services and may result in penalty to secure services from another Contractor.
- B. Any adjustments in scheduling or pickup points must be approved by the each facility.
- C. Within the first thirty (30) days after the contract effective date, the Contractor shall meet with the institution(s) contact persons to develop written procedures for maintaining control and accountability of clothing and linen specifically dedicated to the listed institutions.

PRICE SCHEDULE

ITEM ID.: 9562

I. DRY CLEANING

ITEM	Price Per Item for 03/01/07 - 02/29/08	Price Per Item for 03/01/08 - 02/28/09	Price Per Item for 03/01/09 - 02/28/10	Price Per Item for 03/01/10 - 02/28/11
1. Wool Shirt, Long Sleeve	\$3.25	\$3.25	\$3.50	\$3.50
2. Wool Shirt, Short Sleeve	\$3.25	\$3.25	\$3.50	\$3.50
3. Necktie	\$1.75	\$1.75	\$2.00	\$2.00
4. Blouse (Uniform)	\$3.35	\$3.35	\$3.60	\$3.60
5. Trousers	\$3.00	\$3.00	\$3.25	\$3.25
6. Men's 3-Piece Suit	\$7.00	\$7.00	\$7.25	\$7.25
7. Men's 2-Piece s Suit	\$5.00	\$5.00	\$5.25	\$5.25
8. Utility Uniform (one piece)	\$3.50	\$3.50	\$3.75	\$3.75
9. Women's 2- Piece Suit	\$5.00	\$5.00	\$5.25	\$5.25
10. Skirt, Women's	\$3.00	\$3.00	\$3.25	\$3.25
11. Jacket (Cadet & DX)	\$3.50	\$3.50	\$3.75	\$3.75
12. Top Coat	\$5.00	\$5.00	\$5.25	\$5.25
13. Top Coat Lining	\$2.75	\$2.75	\$2.75	\$2.75
14. Sport or Suit Coat	\$3.35	\$3.35	\$3.60	\$3.60
15. Suit Vest	\$2.00	\$2.00	\$2.00	\$2.00
16. Dress	\$5.00	\$5.00	\$5.25	\$5.25
17. Sweater	\$3.50	\$3.50	\$3.50	\$3.50
18. Blouse (Female/ Long-Sleeve)	\$3.35	\$3.35	\$3.60	\$3.60
19. Blouse (Female/ Short Sleeve)	\$3.35	\$3.35	\$3.60	\$3.60

When the estimated annual usage is unknown, a factor of one (1) has been assigned for evaluation purposes.

PRICE SCHEDULE (Cont'd)

I. DRY CLEANING (cont'd)

ITEM	Price Per Item for 03/01/07 - 02/29/08	Price Per Item for 03/01/08 - 02/28/09	Price Per Item for 03/01/09 - 02/28/10	Price Per Item for 03/01/10 - 02/28/11
20. American Flag (5' X 8')	N/C	N/C	N/C	N/C
21. Ohio State Flag (4' X 6')	N/C	N/C	N/C	N/C
22. Fur Cap	\$1.50	\$1.50	\$1.50	\$1.50
23. Shoulder Braids	N/C	N/C	N/C	N/C
24. Car Blanket	\$4.00	\$4.00	\$4.25	\$4.25
25. Bed Spread	\$4.00	\$4.00	\$4.25	\$4.25
26. Podium Drape	N/C	N/C	N/C	N/C
27. 3-Piece Wall Drape (6' X 32')	N/C	N/C	N/C	N/C
28. Draperies, Unlined, Per Pleat	\$1.75	\$1.75	\$2.00	\$2.00
29. Draperies, Lined, Per Pleat	\$2.00	\$2.00	\$2.25	\$2.25
30. Winter Work Jacket	\$3.50	\$3.50	\$3.75	\$3.75
31. Rain Coat	\$5.00	\$5.00	\$5.00	\$5.00
32. Rain Coat two (2) Pc.	\$5.00	\$5.00	\$5.00	\$5.00

II. LAUNDERED AND IRONED

ITEM	Price Per Item for 03/01/07 - 02/29/08	Price Per Item for 03/01/08 - 02/28/09	Price Per Item for 03/01/09 - 02/28/10	Price Per Item for 03/01/10 - 02/28/11
1. Shirts, Long-Sleeve Uniform	\$3.25	\$3.25	\$3.50	\$3.50
2. Shirts, Short-Sleeve Uniform	\$3.25	\$3.25	\$3.50	\$3.50
3. Trousers	\$3.00	\$3.00	\$3.25	\$3.25
4. Female Blouse, Long-Sleeve	\$3.00	\$3.00	\$3.25	\$3.25
5. Female Blouse, Short-Sleeve	\$3.35	\$3.35	\$3.60	\$3.60
6. Male Dress Shirt, Long-Sleeve	\$2.15	\$2.15	\$2.15	\$2.15
7. Male Dress Shirt, Short-Sleeve	\$2.15	\$2.15	\$2.15	\$2.15
8 Lab Coat (Short)	\$3.50	\$3.50	\$3.75	\$3.75
9. Lab Coat (Long)	\$3.50	\$3.50	\$3.75	\$3.75
10. Coveralls	\$3.50	\$3.50	\$3.75	\$3.75
11. Sweat Pants	\$2.25	\$2.25	\$2.25	\$2.25

PRICE SCHEDULE (Cont'd)

II. LAUNDERED AND IRONED (cont'd)

ITEM	Price Per Item for 03/01/07 - 02/29/08	Price Per Item for 03/01/08 - 02/28/09	Price Per Item for 03/01/09 - 02/28/10	Price Per Item for 03/01/10 - 02/28/11
12. Sweat Shirts	\$2.25	\$2.25	\$2.25	\$2.25
13. T-Shirts	\$1.00	\$1.00	\$1.00	\$1.00
14. PT Shorts**	\$1.00	\$1.00	\$1.00	\$1.00
15. Gloves	\$1.00	\$1.00	\$1.00	\$1.00
16. Mattress Covers	\$1.00	\$1.00	\$1.00	\$1.00
17. Protective Vest Cover	\$1.25	\$1.25	\$1.25	\$1.25
18. Jacket - Nylon Windbreaker	\$2.85	\$2.85	\$2.85	\$2.85
19. Ball Cap	\$1.50	\$1.50	\$1.50	\$1.50
20. Shop Coat	\$2.75	\$2.75	\$2.75	\$2.75

#III. REPAIRS AND ALTERATIONS

ITEM	Price Per Item for 03/01/07 - 02/29/08	Price Per Item for 03/01/08 - 02/28/09	Price Per Item for 03/01/09 - 02/28/10	Price Per Item for 03/01/10 - 02/28/11
1. Hourly Rate	N/C	N/C	N/C	N/C
2. Sewing on Service Insignia	\$2.00	\$2.00	\$2.00	\$2.00
3. Sewing Chevrons on Shirts	\$2.00	\$2.00	\$2.00	\$2.00
4. Waist Adjustment	\$10.00	\$10.00	\$10.00	\$10.00
5. Trousers Shortened	\$10.00	\$10.00	\$10.00	\$10.00
6. Trousers Lengthened	\$10.00	\$10.00	\$10.00	\$10.00

Not a part of Bid evaluation. The state reserves the right to deny award if Contractor's pricing is considered excessive.

**Personal training gear for location 740 E. 17th Ave., Columbus, OH 43211.

PRICE SCHEDULE (Cont'd)

#IV. PRESS ONLY

ITEM	Price Per Item for 03/01/07 - 02/29/08	Price Per Item for 03/01/08 - 02/28/09	Price Per Item for 03/01/09 - 02/28/10	Price Per Item for 03/01/10 - 02/28/11
1. Wool Shirt, Long Sleeve	\$1.75	\$1.75	\$1.75	\$1.75
2. Wool Shirt, Short Sleeve	\$1.75	\$1.75	\$1.75	\$1.75
3. Necktie	\$1.00	\$1.00	\$1.00	\$1.00
4. Blouse (Uniform)	\$1.65	\$1.65	\$1.65	\$1.65
5. Trousers	\$1.50	\$1.50	\$1.50	\$1.50
6. Men's 3-Piece Suit	\$3.75	\$3.75	\$3.75	\$3.75
7. Men's 2-Piece Suit	\$2.75	\$2.75	\$2.75	\$2.75
8. Women's 2-Piece Suit	\$2.75	\$2.75	\$2.75	\$2.75
9. Skirt, Women's	\$1.50	\$1.50	\$1.50	\$1.50
10. Sport or Suit Coat	\$2.25	\$2.25	\$2.25	\$2.25
11. Suit Vest	\$1.50	\$1.50	\$1.50	\$1.50
12. Dress	\$2.75	\$2.75	\$2.75	\$2.75
13. Blouse (Female/Long Sleeve)	\$1.65	\$1.65	\$1.65	\$1.65
14. Blouse (Female/Short Sleeve)	\$1.65	\$1.65	\$1.65	\$1.65
15. Podium Drape	N/C	N/C	N/C	N/C
16. 3-Piece Wall Drape (6' X 32')	N/C	N/C	N/C	N/C
17. Draperies, Unlined, Per Pleat	\$1.50	\$1.50	\$1.50	\$1.50
18. Draperies, Lined, Per Pleat	\$1.50	\$1.50	\$1.50	\$1.50

Not a part of Bid evaluation. The state reserves the right to deny award if Contractor's pricing is considered excessive.

CONTRACTOR INDEX



CONTRACTOR AND TERMS:

Vendor ID.: 142878
T & N Dry Cleaners
15 N. Henry St.
Delaware, OH 43015

* BID CONTRACT NO.: OT906907-1 (03/31/12)

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Russell Rider

Telephone: (740) 369-5757

IT/MIS CONTACT PERSON: Nicole Rider

MIS Telephone: (740) 369-5757

E-mail: nikirider@gmail.com

* To indicate renewal for one (1) month effective 3/1/12 through 3/31/12.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
3	03/01/12	To indicate Contract is renewed for one (1) month; effective March 1, 2012 through March 31, 2012, under the same terms and conditions and pricing.
2	01/21/11	To indicate Contract is mutually renewed for twelve months; March 1, 2011 through February 28, 2012 under the same terms and conditions and pricing.
1	10/05/07	To change Vendor ID. number effective 10/05/07.