

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 FOR WARRENSVILLE DEVELOPMENTAL CENTER

CONTRACT No.: OT910006

EFFECTIVE DATES: 05/01/06 to 04/30/09
Renewal 11/01/09 through 10/31/10.

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT910006 that opened on 04/10/06. 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 Warrensville Developmental Center, 4325 Green Road, Highland Hills, OH 44128, 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, CPPB
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>

Minority Business Enterprise Award in accordance with ORC CH. 125.081

Signed: _____
Hugh Quill, Director Date

TABLE OF CONTENTS

<u>CLAUSES</u>	<u>PAGE NO.</u>
Delivery and Acceptance	3
Evaluation	3
Contract Award	3
Specifications	4-6
Contractor's Index	7

CONTRACT ITEMS

Professional Laundry Services	7
-------------------------------	---

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 Randy Russell, Operations Director at (216) 464-7400, Ext. 441. 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.

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 of all cleaned, dry poundage 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:

Price per pound, X's estimated annual usage, for a yearly dollar total. Add these figures together for the 3 years to achieve a grand total.

EXAMPLE:

\$.259 per pound X's 128,000 LBS. ANNUAL USAGE = \$33,152.00

\$.305 per pound X's 128,000 LBS. ANNUAL USAGE = \$39,040.00

\$.307 per pound X's 128,000 LBS. ANNUAL USAGE = \$39,296.00

3 YEARS TOTAL = \$111,488.00 - GRAND TOTAL FOR 3 YEARS

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: Peggy J. Canada.

SPECIFICATIONS FOR PROFESSIONAL LAUNDRY SERVICES FOR
THE WARRENSVILLE DEVELOPMENTAL CENTER

I. SCOPE

These specifications are for the procurement of professional laundry services for Warrensville Developmental Center (WDC), 4325 Green Road, Highland Hills, Ohio, 44128, including pick up of soiled laundry, cleaning, sanitizing, packaging/wrapping, and delivery/placement of clean laundry.

II. CLASSIFICATION:

Laundry shall consist of: fitted sheets, flat sheets, pillow cases, blankets (wool and thermal), bath towels, hand towels, wash cloths, aprons, bedspreads, laundry bags, wet/dust mops, floor mats and miscellaneous items (rags, etc.).

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. Contractor shall submit with the bid references of three (3) health care facilities, (e.g., hospital, 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.
- B. Contractor shall be able to immediately meet Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) standards, and all federal, state and local health department requirements.
- 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 will also submit with the bid a written procedure policy regarding replacement of lost articles.

IV. LAUNDRY SERVICE REQUIREMENTS

- A. The contractor shall have the capability to make deliveries six (6) days per week, 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. Soiled laundry is to be picked up six (6) days per week, and clean laundry delivered six (6) days per week, Monday through Saturday between the hours of 7:00 A.M. and 10:00 A.M. The contractor must adjust its pick up and delivery schedule to include holidays that may occur during the six (6) days.

Legal holiday exclusions are:

New Year's Day	January 1
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Preceding deliveries shall encompass needed items for the holiday period.

- B. Contractor shall deposit clean linen in designated buildings where pickup originated (houses 3 - 9). The contractor will deliver all torn, worn or badly stained linen, etc. in a bag labeled "torn linen" back to the facility.

Contractor shall accept full responsibility for lost, stolen, destroyed, or damaged items while in his/her possession.

Items found to be unclean or improperly pressed shall be redone at contractor's expense.

- C. The houses are two sided. One side is list as 100 and the other is listed as 200. For example, house 6 for the 100 side is listed as 6100 and for the 200 side 6200. WDC will make the carts accordingly. Contractor will return picked up items in the same laundry cart.
- D. Personal clothing that may accidentally become mixed with linens shall be washed, tumbled dry and returned.
- E. Replacement of inventory shall be the responsibility of the WDC, including costs.

SPECIFICATIONS (Cont'd)

- F. Contractor shall process contaminated linen in accordance with federal, state and local standards. Delivered laundry that is unacceptable (yellow or gray whites/dull colors) will be returned and re-processed at no extra cost. Contractor shall be responsible for replacement of linens damaged due to processing.
- G. WDC shall provide carts for delivery and pickup of clean and dirty linen in quantities to meet the facility's needs. Carts may be canvas or polyurethane and shall comply with federal, state, and local sanitation regulations. Contaminated linen will be placed in specially marked bags and identified by the hospital staff.
- H. Contractor shall iron all bedspreads, sheets, and pillow cases before sort-wrapping, folding and/or tying laundry into manageable bundles in accordance with acceptable standards of Medicare, Medicaid and JCAHO.
- I. 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.
- J. Signature for all pick-ups and deliveries from both sides of the unit.
- K. Changing of liners each clean delivery. Sanitization of all dirty carts weekly along with the changing of liners.
- L. Contract will provide WDC access to how they derive poundage figures.

V. PREPARATION OF CLEAN LINEN CARTS

- A. WDC shall notify the contractor the type and quantity of linens required for each area the day before delivery of clean linen is delivered.
- B. It will be the responsibility of the WDC to provide adequate linens to the laundry and to have all linens clearly marked with WDC name.

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

1. Sheets - flat & fitted
2. Pillow cases
3. Bath towels
4. Wash cloths
5. Bedspreads
6. Hand Towels
7. Aprons
8. Laundry bags
9. Mops/Rags
10. Washable wool blankets/thermal blankets
11. Patient clothing, if sent to laundry erroneously
12. Floor Mats

VI. 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. Each cart of cleaned laundry shall have a ticket stating the weight of the linen and date of delivery. The WDC shall use these tickets to audit the laundry invoice. Billing is to be done on a monthly basis with payment due 30 days after receipt of a valid invoice.
- B. The contractor shall furnish the Operations Director or designee with monthly written summaries of costs incurred per item, broken down by house, 100 and 200 sides of delivery.

SPECIFICATIONS (Cont'd)

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 WDC.
 - B. If the WDC's supply of linens stored with the contract laundry 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 WDC.
-

PRICE SCHEDULE

To provide Professional Laundry Services for the Warrensville Developmental Center

Professional Laundry Services	Estimated Annual Usage	Price Per Pound	Price Per Pound	Price Per Pound
ITEM ID.		05/01/06 - 04/30/07	05/01/07 - 04/30/08	05/01/08 - 04/30/09
9565	128,000 lbs.	\$.61	\$.63	\$.67

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

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

BID CONTRACT NO.: OT910006-1 (04/30/09)

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: C. Burrell,

Telephone: (440) 349-0332
FAX: (440) 542-0667

E-mail: Allstar_Laundry@msn.com

REMIT PURCHASE ORDERS TO:

Allstar Laundry Services, Inc.
36212 Derby Downs, Suite 103
Solon, OH 44139

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
3	09/01/10	Notification that contract will expire on 10/31/10.
2	11/01/09	As indicated herein this amendment is issued to renew the current contract an additional twelve (12) months, 11/01/09 through 10/31/10. This amendment is also issued to update Page 1, and Summary of Amendments, Page 8.
1	05/01/09	As indicated herein this amendment is issued to renew the current contract an additional six (6) months, 05/01/09 through 10/31/09.