

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF STATE PURCHASING
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

REQUIREMENTS CONTRACT: LAUNDRY SERVICES FOR THE DEPARTMENT OF YOUTH SERVICES

CONTRACT No.: OT914705

EFFECTIVE DATES: 06/01/05 to 05/31/08
Renewal 06/01/09 through 05/31/10

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT914705 that opened on 04/20/05. 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 the Department of Youth Services, various facilities listed herein, 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 - 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>

Signed: _____
Hugh Quill, 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 Article K-5, of the 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(s) to schedule an appointment. To schedule an appointment, please refer to Section V. Items A. through C. of this ITB for facilities contact person and telephone number. 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-5 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 and then add these totals together. To determine the three (3) year contract cost, the state will add the 1st, 2nd and 3rd years together. Failure to bid all items may result in the bidder being deemed as not-responsive.

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.

CONTRACTOR QUARTERLY SALES REPORT. The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions, under this Contract by calendar quarter (i.e. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

The Contractor shall be required to report the quarterly dollar value of sales to the Department of Administrative Services (DAS) on a form prescribed by DAS. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

The Contractor must forward the Quarterly Sales Report to the following address:

Department of Administrative Services
General Services Division, Term Contract Program
4200 Surface Road
Columbus, OH 43228-1395

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may terminate or cancel this Contract.

CONTRACTOR REVENUE SHARE. The Contractor must pay the Department of Administrative Services (DAS) a revenue share of the sales transacted under this contract. The Contractor must remit the revenue share in U.S. dollars within thirty (30) days after the end of the quarterly sales reporting period. The revenue share equals 1% of the total quarterly sales reported. Contractors must include the revenue share in their prices. The revenue share is included in the award price(s) and reflected in the total amount charged to ordering agencies which includes both state agencies and political subdivisions using this Contract.

The contractor must remit any monies due as the result of the close-out report at the time the close-out report is submitted to DAS. The Contractor must pay the revenue share amount due by check. To ensure the payment is credited properly, the Contractor must identify the check as a "Revenue Share" and include the following information with the payment:

Applicable State Term Contract Number, report amount(s) and the reporting period covered.

The Contractor should make the check payable to the Treasurer, State of Ohio and forward the check to the following address:

Department of Administrative Services
General Services Division – Term Contract Program
4200 Surface Road
Columbus, OH 43228-1395

If the full amount of the revenue share is not paid within thirty (30) calendar days after the end of the applicable reporting period, the non-payment constitutes a contract debt to the State. The State may either initiate withholding or setting off payments or employ the remedies available under Ohio law for the non-payment of the revenue share.

If the Contractor fails to pay the revenue share in a timely manner, DAS may terminate or cancel this Contract.

SPECIFICATIONS TO PROVIDE LAUNDRY SERVICES FOR VARIOUS
DEPARTMENT OF YOUTH SERVICES FACILITIES

I. SCOPE:

These specifications are for the procurement of laundry services, including pick-up of soiled laundry, cleaning, sanitizing, packaging/wrapping, and delivery/placement of clean laundry for specified facilities of the Department of Youth Services. Laundry shall be picked up at designated points within a facility.

II. FACILITIES:

Laundry services shall be provided to the following facilities:

Scioto Juvenile Correctional Facility
5993 Home Road
Delaware, Ohio 43015

*Freedom Center
8101 Dublin Road
Delaware, Ohio 43015

*Circleville Youth Facility
640 Island Road, P. O. Box 598
Circleville, Ohio 43113

III. FACILITY REQUIREMENTS:

A. Clothing, Linen, Bedding, Cleaning Floors (mop heads etc).

1. Bagged Clothing

- a. Each unit within a facility will have a designated color assigned. Each mesh laundry bag will have affixed to it a fade resistant tag/patch, bearing the youths name, cottage name, room number, and/or bed number. All mesh laundry bags of clothing will then be placed in a cart(s) for each unit of the respective facility. Each clothing cart will have an inventoried list count sheet noting the number of mesh laundry bags.
- b. It is the facilities responsibilities to secure fasten laundry bags before being sent for cleaning.

2. Loose Clothing

All articles of clothing will be placed in laundry transport carts provided by our facilities and made available for pickup at designated points. Laundry transport carts will be identified by facility name and unit number or name. Each clothing cart will have an inventoried list count sheet noting the number of each type, style and size of garment with the laundry cart. After cleaning, the laundry contractor will return clothing to the unit cart it was received.

3. Linen

Linen will be placed in a designated cart(s) for each unit of the respective facility. An inventoried count sheet will accompany each linen cart, stating how many sheets, pillow cases, towels, dust mops, etc., are in that specific cart.

4. Contaminated laundry will be placed in melt-away bags. The bag(s) will be placed in the appropriate unit cart.

B. Facility Laundry Mix

1. Scioto Juvenile Correctional Facility
 - Bag Laundry
 - Loose clothing
 - Linens
 - Contaminated laundry

*Indicates the closing of the Freedom Center effective June 6, 2009 and the closing of the Circleville Juvenile Correctional Facility effective May 1, 2009.

Specifications (Cont'd)

2. Freedom Center
Linens and contaminated laundry.
3. Circleville Youth Facility
Bag Laundry
Linens (pillowcases, towels, sheets, washcloths, bedspreads, blankets, drapes, mop heads, dust mops and coats).
Loose clothing items will be in designated unit carts.

C. Clothing and Linen Inventory Accountability

1. After cleaning and delivery from the contractor, each unit of the facility will verify they have accounted for all clothing bags, loose laundry and linen picked up.

IV. PERFORMANCE REQUIREMENTS:

A. The contractor shall pick up soiled linen and return clean linen to point of origin.

1. All bags of clothing, loose clothing and linens will be placed in laundry transport carts provided by our facilities and made available for pickup at designated points. Laundry contractor will keep color coded clothing bags, loose clothing and linen in the respective designated unit carts. Each unit will receive back the exact bagged clothing, loose clothing and linen which was submitted to the contractor for cleaning.
2. The contractor will attach a plastic tie on each laundry bag for added security. The contractor is responsible for removing the plastic ties from the laundry bags, prior to delivery to the designated units.
3. The contractor shall replace all clothing lost, damaged or misplaced due to contractor's handling.
4. After notification by an agency, the contractor shall have 24 hours to return any misplaced or previously undelivered items back to the facility.
5. While the facility's clothing/linen is in the possession of the contractor, should it be destroyed due to unforeseen events such as fire, tornado, etc., the contractor will be responsible for replacement of all lost or damaged items. The items will be of like kind as approved by DYS.
6. The contractor will inspect all cleaned laundry, prior to delivery, for contraband, such as: safety pins, plastic wire ties or any item normally used in a laundry facility.

V. FACILITY CONTACTS

	<u>Facility</u>	<u>Contact Person</u>	<u>Phone Number</u>
A.	Scioto Juvenile Correctional Facility	Monica Garver/Gene Strowbridge	(740) 881-3250
B.	Freedom Center	Christie Hauck	(740) 881-3337
C.	Circleville Juvenile Correctional Facility	Belinda Crane	(740) 477-2500

VI. PICKUP AND DELIVERY SCHEDULE

A. Pickup Schedule and Delivery Schedule

Each facility will have a pick up schedule of non holiday, Monday, Wednesday and Friday.

1. Holidays.

Holidays that occur on a scheduled pick-up day shall have items picked up on the next scheduled pick-up day (Monday-Friday).

Specifications (Cont'd)

2. Monday's laundry pick up will be returned on Wednesday.
Wednesday's laundry picked up will be returned on Friday.
Friday's laundry picked up will be returned on Monday.
3. Laundry items to be picked up and delivered between 8:30 a.m. and 11:00 a.m.
3. If for any reason the contract laundry is inoperable, it will be the responsibility of the contractor to maintain normal service for all listed Institutions.

VII. CLOTHING AND LINEN

- A. All articles of clothing and linen will be provided by our facilities. General listing of items to be laundered include the following:

<u>Girls</u>	<u>Boys</u>	<u>Linens</u>
T-Shirts	T-Shirts	Bath Towels
Scrub Pants	Scrub Pants	Kitchen Towels
Housecoats	Socks	Wash Cloths
Night Shirts	Under shorts	Pillow Cases
Gym Shorts	Gym Shorts	Sheets
Sweat Shirts	Sweat Shirts	Blankets
Jacket or Coat	Jacket or Coat	Bedspreads
Jump Suits	Jump Suits	Carpet Mats
Panties	Winter Hats and Gloves	Clinic Patient Drapes
Bras		Window Drapes
Socks		Rags
Winter Hats and Gloves		Dust Mop Heads
		Mop heads

Freedom Center Only: Will do their youth clothing. If using laundry service, clothes will be placed in bio-bags. Linen will be sent out.

VIII. CLEANING

- A. Clothing and linens are to be washed with appropriate cleansers and water temperatures for wash and rinse regulated according to fabric content and extent of soiling. Water temperature should be balanced to sanitize the material without causing shrinkage.
- B. Clothing and linens are to be tumble dried with appropriate softeners and temperature settings controlled according to fabric content. Damp clothing is not acceptable and may be deducted from contractor's invoicing.
- C. Lines items are to be pressed and returned to original laundry transport carts.
- D. Drapes are to be packaged for wrinkle and soil protection and returned to original laundry transport cart.
- E. No plastic wraps, coat hangers, hooks, pins, or other sharp objects are to be returned with cleaned laundry.

IX. GENERAL CONDITIONS

- A. Any adjustments in scheduling or pickup points must be approved by the each facility.

Specifications (Cont'd)

B. Laundry contractor shall submit with the ITB their Operation and Procedure Manual and their Quality Assurance Program (QAP) Manual currently being used in a health care facility. 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.

X. BILLING

Laundry contractor to provide certified weight tickets based on dry, clean weight and submit separate monthly invoices according to actual poundage for each of the following locations:

Scioto Juvenile Correctional Facility
5993 Home Rd.
Delaware, Ohio 43015

Circleville Youth Facility
640 Island Road, P. O. Box 598
Circleville, Ohio 43113

Freedom Center
8101 Dublin Road
Delaware, Ohio 43015

PRICE SCHEDULE

		FIRST YEAR 06/01/05 thru 05/31/06	SECOND YEAR 06/01/06 thru 05/31/07	THIRD YEAR 06/01/07 thru 05/31/08
ITEM ID.	FACILITY(S) TO RECEIVE LAUNDRY SERVICES			
9568	Scioto Juvenile Correctional Facility 5993 Home Road Delaware, Ohio 43015	\$.595	\$.620	\$.645
4540	*Freedom Center 8101 Dublin Road Delaware, Ohio 43015	\$.595	\$.620	\$.645
9566	*Circleville Youth Facility 640 Island Road P. O. Box 598 Circleville, Ohio 43113	\$.595	\$.620	\$.645

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

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

BID CONTRACT NO.: OT914705-1 (05/31/08)

DELIVERY: 30 Days A.R.O.

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: James Bode,

Toll No.: (800) 826-3164
 Telephone: (419) 738-3551
 FAX: (419) 738-4075

IT/MIS CONTACT PERSON: Theresa Miller,

IMS Telephone: (419) 738-3551

E-mail: bhager@millerstextile.com

*Indicates the closing of the Freedom Center effective June 6, 2009 and the closing of the Circleville Juvenile Correctional Facility effective May 1, 2009.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
2	06/01/09	This amendment is issued to renew the subject contract an additional twelve (12) months, effective 06/01/09 through 05/31/10 also indicates the closing of the Freedom Center effective June 6, 2009 and the closing of the Circleville Juvenile Correctional Facility effective May 1, 2009.
1	06/01/08	This amendment is issued to renew the subject contract an additional twelve (12) months, effective 06/01/08 through 05/31/09 and to add Page 10, Summary of Amendments.