

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 FOR NORTHCOAST BEHAVIORAL HEALTHCARE SYSTEMS

CONTRACT No.: OT00908349

EFFECTIVE DATES: 01/01/15 to 12/31/16

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT00908349 that opened on 12/08/14. 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 NORTHCOAST BEHAVIORAL HEALTHCARE SYSTEM (NBHS), NORTHFIELD CAMPUS, 1756 SAGAMORE ROAD, NORTHFIELD, OH 44067, 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.ohio.gov

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

Signed: _____
Robert Blair, Director Date

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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 **Northcoast Behavioral Healthcare System, Northfield Campus, 1756 Sagamore Road, Northfield, OH 44067** in order to survey the facility and to become familiar with the requirements of the bid. Once a contract is awarded, failure of the bidder to attend the 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 multiply the bid price per item by the annual estimated usage to arrive at the category total.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by category total. Failure to bid all items may result in the bidder being deemed not responsive.

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.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(s) will remain firm for the first twelve (12) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

USAGE REPORTS: Every six (6) 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: Anita A. Jones.

Bid Automobile Liability Checklist:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00. (This number may be increased as necessary.)
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Standard Contract Terms and Conditions, Section V. General Provisions:, Paragraph Q.):

List names of subcontractors who will be performing work under the Contract.

none	

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

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GENERAL SPECIFICATIONS

I. SCOPE: The specifications are to provide rental laundry services, including inventory procurement, pickup of soiled laundry, cleaning, sanitizing, packaging/wrapping and delivery/placement of clean laundry.

II. BID SUBMITTAL REQUIREMENTS:

The Contractor will comply with all pertinent Federal, State, and Local regulations including the Healthcare Laundry Accreditation Council (HLAC) Medicaid ICR/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 in this section) may deem your bid non-responsive and no further consideration for award shall be given.

- A. Contractor shall be able to immediately meet ICF/MR and ACMR/DD accreditation standards, and all state and local health department requirements. (Copies of ICF/MR and ACMR/DD standards can be obtained from the facility.)
- B. Bidder shall submit with the bid three (3) references of health care facilities, (e.g., hospital, ICF/nursing home 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 and fax numbers, dollar volume and length of service. Failure to submit references with current phone numbers may result in disqualification of your bid.
- C. The Bidder shall submit with the bid a copy (preferably on CD in PDF format) of their current company's Operation & Procedure Manual and Quality Assurance Program (QAP) manual that is currently being used in a health care facility. Bidder shall also submit with the bid a written policy and procedure regarding replacement of lost articles.

III. CONTRACTOR'S SERVICE RESPONSIBILITIES:

- A. The Contractor will return the same count of linen as was initially picked up for cleaning. Contractor shall provide a written account of all items at time of pickup and will provide a copy to designated facility staff prior to leaving grounds. This "count" of items picked up for laundry service shall be performed by the Contractor or his representative, per pickup site, and a member of NBHS staff. A second written account of items picked up per pickup site shall be provided when laundry is returned upon cleaning. A copy shall be provided to the facility's designee and returned laundry counted prior to contractor leaving the premises. These written accounts may include both contract items and any personal items, inadvertently included, if applicable.
- B. Contractor will assist in storing linen in linen closets. Contractor will be responsible for the removal and discarding of plastic wrapping from delivered linen. Clean linen must be placed in a covered linen cart upon delivery. Prospective contractor is encouraged to view these areas when performing on-site survey visit.
- C. The Contractor shall be responsible to replace all worn out items listed, due to normal wear and tear; however, the NBHS will be responsible for the replacement value of the items lost or damaged by the negligence of patients and/or NBHS employees. If it is found that the items were lost or damaged while in the Contractor's possession, then the state will not be held responsible for the payment.

The Contractor will be responsible for the replacement value if the items are lost or damaged while in Contractor's possession. If the supply of rental linens stored with the Contractor is 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 NBHS.

- D. If for any reason the Contractor's laundry equipment is inoperable, it will be the responsibility of the Contractor to maintain normal service for NBHS. The bidder must state how they will maintain normal service if the contract laundry is inoperable.
- E. Contractor shall treat all linen as contaminated per universal standards, in accordance with State, Federal or local sanitation standards. Delivered laundry that is unacceptable (which includes, but not limited to spotting, fraying, yellow or gray whites/dull colors) will be returned and reprocessed at no extra cost. Contractor shall be responsible for replacement of linens damaged due to processing.

GENERAL SPECIFICATIONS

- F. Covered carts are to be furnished by the Contractor for delivery and pickup of clean and dirty linen owned by the Contractor, in sufficient quantity to meet operational needs. The estimated number of carts to be furnished is approximately thirty (30) with varying sizes to meet operational needs. Cart specifications to be provided during preliminary site visit. The carts may be canvas or polyurethane, and shall be in compliance with State, Federal or local sanitation standards.
- G. The Contractor will have the capacity to sort-wrap and poly-wrap clean laundry for delivery.

IV. NORTHCOAST BEHAVIORAL HEALTHCARE SYSTEM REQUIREMENTS, NORTHFIELD OHIO:

- A. Northcoast Behavioral Healthcare System (NBHS)
1756 Sagamore Road
Northfield, OH 44067
- B. Number of patients:
Northfield – 260; subject to changes +/-
- C. Delivery System:

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.

Northfield - Clean linen will be delivered to each building in clean linen carts using a cart exchange system. Changes in linen requirements are to be communicated by NBHS staff to driver. Soiled linen will be picked up from the soiled linen room in each building. There are two (2) buildings that will be included in the pick-up and delivery.

Contractor shall deliver/pick-up a minimum of 2 times per week, Monday and Thursday after 9:00 PM, excluding Saturdays, Sundays and Holidays. Legal Holidays are listed below:

New Year's Day	January 1 st
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 th

In the event of a holiday, the preceding delivery will encompass needed items for the holiday period.

V. CLASSIFICATION: Following items are covered under these specifications:

A. Linen Rental

- | | |
|------------------|--|
| 1. Flat Sheets | 6. Pajama Tops |
| 2. Fitted Sheets | 7. Pajama Bottoms |
| 3. Pillow cases | 8. Blankets |
| 4. Wash Cloths | 9. Laundry Bags |
| 5. Bath Towels | 10. Curtains (Facility owned-LAUNDRY ONLY) |

GENERAL SPECIFICATIONS

B. The Contractor shall provide all items including rental of the linens and laundry service for items listed. All items should be 100% cotton or a combination of cotton and polyester unless specific request is indicated. All items shall be new.

- Type 1 Flat Sheet - 72" x 104", approximately 180 thread count, white
- Type 2 Fitted Sheet - 38" x 84", knit, 60/40 blend, weight 21 oz., white
- Type 3 Pillow Case - 42" x 36", approximately 180 thread count, white
- Type 4 Wash Cloth - 12" x 12", white 1 lb.
- Type 5 Bath Towel - 24" x 48", weight- 8 lb., white
- Type 6 Pajama Tops- All tops should be button-down, in a variety of sizes Medium through Extra-large in equal amounts with availability of larger sizes up to 6X.
- Type 7 Pajama Bottoms - elastic waist, all bottoms should be a single pattern; in a variety of sizes Medium through XL in equal amounts with availability of larger sizes up to 6X.
- Type 8 Blankets – 74" X 100" Thermal, White Year-Round, 100% Cotton, 2.5#, must be fire retardant
- Type 9 Laundry Bags – 25" X 35" Envelope Hood, Fluid Resistant, 100% Polyester, must have an elastic opening
- Type 10 Curtains- FACILITY OWNED curtains to be laundered only.

1. Contractor shall iron all sheets and pillowcases before sort wrapping, folding, into manageable bundles, in accordance with acceptable standards of Medicare, Medicaid and JCAHO. Bundles are not to be bound.
2. In cases where new linen items are added, the Contractor shall provide cleaning services for those items for a similar price as compared to other existing contract linen items, as approved by NBHS.
3. Replacement of curtains will be the responsibility of the Facility. The Contractor shall not be responsible for the procuring or replacement of facility owned curtains.

C. Estimated Quantities: The Contractor is to furnish the following initial and subsequent supply of assorted items and these estimated levels. Northcoast weekly totals are estimates and are subject to change, as needed. If the changes require the Contractor to sustain extra expenses over the estimated quantities, the Contractor will document the expense(s) and submit to NBHS for review. Upon approval, the awarded contractor will be provided an increase to cover the additional expense(s). All expenses outside of this contract must be pre-approved by NBHS.

ITEM	ESTIMATED ANNUAL USAGE	ESTIMATED WEEKLY USAGE
1. Flat Sheets	15,600	300 per week
2. Fitted Sheets	15,600	300 per week
3. Pillow Cases	15,600	300 per week
4. Wash Cloths	93,600	1800 per week
5. Bath Towels	93,600	1800 per week
6. Pajama Tops	15,600	300 per week
7. Pajama Bottoms	15,600	300 per week
8. Blankets *	26,000	500 per week
9. Laundry Bags	11,700	225 per week
10. Curtains	100	As needed
* Usage increases in winter; Contractor must reserve 300 items on-site.		

NOTE: Annual Estimated Usage is based on delivery two (2) times per week and is used for evaluation purposes only.

GENERAL SPECIFICATIONS

VI. COST CONTROL

- A. The contractor shall have an online ordering system which enables online ordering, processing, invoicing and accounting capabilities with real-time ordering for delivery within 24 hour notice.
- B. The contractor shall maintain such accounting books and records in connection with the operation(s) under this contract, for a period of not less than two (2) years. Said accounting books and procedures shall be in accordance with the generally accepted procedure with all statutory provisions as set forth by Ohio State Law, Federal Law, and be acceptable to the facility.
- C. Copies of all cost control records and reports shall be furnished to the Facility Superintendent or his designee in compliance with reporting scheduled as mutually agreed upon. Said reports shall include not less than monthly summaries by facility and functional unit therein, per building, with all per-item fees specifically indicated.

PRICE SCHEDULE

OAKS ITEM NO.: 26812

CONTRACTOR OWNED ITEMS INCLUDING LAUNDRY SERVICES

ITEM	PRICE
1. Flat Sheets	\$0.69
2. Fitted Sheets	\$0.57
3. Pillow Cases	\$0.17
4. Wash Cloths	\$0.12
5. Bath Towels	\$0.30
6. Pajama Tops M-L	\$0.70
7. Pajama Tops XL	\$0.70
8. Pajama Tops 1X	\$0.70
9. Pajama Tops 2X	\$0.70
10. Pajama Tops 3X	\$0.70
11. Pajama Tops 4X	\$0.70
12. Pajama Tops 5X	\$0.70
13. Pajama Tops 6X	\$0.70
14. Pajama Bottoms M-L	\$0.71
15. Pajama Bottoms XL	\$0.71
16. Pajama Bottoms 1X	\$0.71
17. Pajama Bottoms 2X	\$0.71
18. Pajama Bottoms 3X	\$0.71
19. Pajama Bottoms 4X	\$0.71
20. Pajama Bottoms 5X	\$0.71
21. Pajama Bottoms 6X	\$0.71
22. Blankets	\$1.54
23. Laundry Bags	\$0.49
24. Curtains	\$1.14

PRICE SCHEDULE

OAKS ITEM NO.: 26813

ITEM REPLACEMENT COSTS (SEE CONTRACTOR'S SERVICE RESPONSIBILITIES SECTION III)

ITEM	PRICE
1. Flat Sheets	\$5.44
2. Fitted Sheets	\$4.95
3. Pillow Cases	\$1.17
4. Wash Cloths	\$0.30
5. Bath Towels	\$2.04
6. Pajama Tops M-L	\$6.94
7. Pajama Tops XL	\$7.31
8. Pajama Tops 1X	\$7.31
9. Pajama Tops 2X	\$7.31
10. Pajama Tops 3X	\$8.00
11. Pajama Tops 4X	\$8.00
12. Pajama Tops 5X	\$8.00
13. Pajama Tops 6X	\$8.00
14. Pajama Bottoms M-L	\$5.39
15. Pajama Bottoms XL	\$6.91
16. Pajama Bottoms 1X	\$6.91
17. Pajama Bottoms 2X	\$6.91
18. Pajama Bottoms 3X	\$7.56
19. Pajama Bottoms 4X	\$7.56
20. Pajama Bottoms 5X	\$7.56
21. Pajama Bottoms 6X	\$7.56
22. Blankets	\$6.77
23. Laundry Bags	\$3.04

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: OT00908349-1 (12/31/16)



Minority Business Enterprise (MBE)

Vendor ID: 77028

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

DELIVERY: 30 Days A.R.O.

TERMS: 2%, 10 Days

CONTRACTOR'S CONTACT: Carmelita Burrell
E-mail: allstarlaundry@att.net

Telephone: (440) 349-0332