

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

CONTRACT No.: OT908328

EFFECTIVE DATES: 11/01/13 to 10/31/15

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT00908328 that opened on 10/18/13. 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 CAMBRIDGE DEVELOPMENTAL CENTER, 68737 TOLAND DRIVE, CAMBRIDGE OH 43725, 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
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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SPECIAL CONTRACT TERMS AND CONDITIONS

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: A site visit has been scheduled for **11:00 am on Friday, October 11, 2013 at the Cambridge Developmental Center located at 66737 Toland Drive, Cambridge, OH 43725.** Prior to submitting their bid response, the bidder should visit the agency they are bidding 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, Terms and Conditions for Electronic Bidding". In addition, the State will multiply 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 the category total. Failure to bid all items may result in the bidder being deemed not responsive.

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.

GENERAL SPECIFICATIONS

I. SCOPE

These specifications are to provide professional laundry services which will include pick up of soiled laundry, appropriate stain treatment, cleaning, sanitizing, packaging/wrapping, and delivery/placement of clean laundry at the Cambridge Developmental Center (CaDC).

Location and Contact Personnel:

Cambridge Developmental Center
66737 Toland Drive
Cambridge, Ohio 43725
John Charles
(740) 439-1371

II. CLASSIFICATION

Laundry shall consist of: fitted sheets, flat sheets, pillow cases, blankets, bath towels, wash cloths, laundry bags, wet/dust mops and miscellaneous items (rags, patient clothing if sent to the laundry erroneously).

III. CONTRACTOR'S REQUIREMENTS

The Contractor will comply with all Federal, State and Local regulations including Medicaid ICF/MR and Joint Commission on Accreditation Healthcare Organizations (JCAHO) requirements. Upon request, 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) may deem your bid non-responsive and no further consideration for award will be given.

- A. Contractor is to submit with the ITB references of health care facilities, (e.g., hospital, mental health or mental retardation facility) they have provided laundry services for in the past three (3) years. References must include: Facility name, contact person and telephone number, dollar amount and length of service. Failure to submit references with current phone numbers may result in disqualification of your bid.
- B. The Contractor is to submit with the ITB 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.
- C. The Contractor is to submit with the ITB a written procedures policy regarding replacement of lost articles.
- D. Contractor is to be able to immediately meet Medicaid accreditation standards, and all federal, state and local health department requirements including the Immediate Care Facilities for Individuals with Mental Retardation (ICF/MR) and JCAHO accreditation standards.
- E. Contractor is to process contaminated linen in accordance with federal, state and local standards. Delivered laundry that is unacceptable (yellow or gray whites/dull colors/unacceptable stains) will be returned and re-processed at no extra cost to the facility.
- F. Contractor is to provide carts in good working order, for delivery and pickup of clean and dirty linen in quantities to meet the facility's needs. Carts are to be canvas or polyurethane and are to comply with federal, state, and local sanitation regulations.
- G. It will be the Contractor's responsibility to account for linens removed from service during the laundering process. It is facility's responsibility to replace linens as they are removed from service. Initial linen stock will be provided by the facility.
- H. The Contractor will be responsible for the replacement value if the items are lost or damaged while in the 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 contract laundry services will be responsible for replacement of all lost/damaged items. The items will be of like kind as approved by CaDC.
- I. If for any reason the contract laundry is inoperable, it will be the responsibility of the contract laundry to maintain normal service for facilities listed herein

GENERAL SPECIFICATIONS

- J. The Contractor's account manager is to 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 is to 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 will be submitted to the Operations Director or designee within three (3) working days of the inspection.
- K. The Contractor is responsible for providing the facility with experienced, trained delivery persons. All substitute laundry delivery personnel will be appropriately trained prior to making linen deliveries to the facility.

IV. LAUNDRY ITEMS

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

- A. Fitted sheets
- B. Flat sheets
- C. Pillowcases
- D. Blankets
- E. Bath towels
- F. Wash cloths
- G. Laundry bags
- H. Wet/dust mops
- I. Miscellaneous items (rags, individual clothing, if sent to laundry erroneously).

V. PREPARATION OF CLEAN LINEN CARTS

- A. CaDC will notify the Contractor regarding the type and quantity of linens required for each area, the day before delivery of clean linen is to be delivered.
- B. The Contractor will place the quantity and type of linens, requested by the CaDC, in carts, provided by the Contractor.
- C. It will be the responsibility of the CaDC to provide adequate linens to the laundry. It will be the responsibility of the Contractor to notify CaDC when additional linens are needed.

VI. PICKUP/DELIVERY

- A. **Soiled laundry is to be picked up three (3) days per week, and clean laundry delivered three (3) days per week, Monday, Wednesday and Friday including weeks which include a holiday.** Pickup and delivery is to be between the hours of 7:00 A.M. and 5:00 P.M. Pick-up and delivery areas for CaDC areas are: Lankenau, Rudolph, Moore, Brown Steele Cottage and the Activity Center or as otherwise designated by the Operations Director or designee.

Any adjustments must be established as mutually agreed upon by State of Ohio DAS-Office of Procurement, CaDC and Contractor. When a legal Holiday falls on a delivery day, deliveries will be made on the next scheduled delivery day. In the event of a holiday, no delivery will be made and the preceding delivery will encompass needed items for the holiday period. Sundays and holidays excluded. Legal holiday exclusions are:

New Year's Eve	December 31st
New Year's Day	January 1st
Martin Luther King Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	4th Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th

GENERAL SPECIFICATIONS

- B. CaDC linens will be picked up and delivered to area(s) as designation by the Operations Director or designee. Saturday delivery is acceptable.
- C. Contractor shall iron all bedspreads, sheets, pillow cases and patient gowns before sort-wrapping, folding and/or tying laundry into manageable bundles, in accordance with acceptable standards of Medicare, Medicaid and The Joint Commission.
- D. The Contractor is to return clean linen in appropriate wrapping/bundles, "shrink wrapping" will be required and delivery driver is to place linen in the clean linen rooms at each of the eight (8) sites.
- E. Personal clothing that may accidentally become mixed with linens shall be washed, tumbled dry and returned to Brown Cottage at the facility.
- F. Replacement of inventory will be the responsibility of the CaDC, including replacement costs. It will be the responsibility of the Contractor to notify CaDC when additional linens are needed.

VII. RECORD KEEPING

- A. The Contractor is to maintain accounting records of the operations under this contract for a period of not less than seven (7) years. Said records and procedures are to be in accordance with generally accepted accounting procedures and all statutory provisions as set forth by state and federal law.
- B. Billing is to be done on a monthly basis with payment due 30 days after receipt of a valid invoice. Charge for laundry service will be by the price per item. CaDC will not be charged for items returned to the Contractor which required re-washing

PRICE SCHEDULE

OAKS ITEM NO.: 14537

DESCRIPTION	PRICE PER ITEM
1. Fitted Sheets	\$0.74
2. Flat Sheets	\$0.74
3. Pillow Cases	\$0.24
4. Blankets	\$2.19
5. Bath Towels	\$0.47
6. Wash Cloths	\$0.12
7. Laundry Bags	\$0.54
8. Wet Mops	\$0.12
9. Dry Mops	\$0.12
10. Miscellaneous	\$0.30

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: OT908328-1 (10/31/15)



MINORITY BUSINESS ENTERPRISE

OAKS ID. NO.: 77028
Allstar Laundry Services, Inc.
12717 Euclid Avenue
Cleveland, OH 44112

CONTRACTOR'S CONTACT: Carmelita Burrell

IT/MIS CONTACT PERSON: Carmelita Burrell

TERMS: 2%, 10 Days, Net 30 Days

DELIVERY: as specified

Telephone: (440) 349-0332
FAX: (440) 542-0640

MIS Telephone: (440) 349-0332

E-mail: allstarlaundry@att.net