

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
OT903717	NOVEMBER 21, 2016	CITY STATE ZIP	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. DDD020	BID NOTICE DATE 11/2/2016	CONTRACTOR'S E-MAIL ADDRESS	

SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)

E-Mail Fax

In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____Days, Net 30 Days

PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES, MT. VERNON DEVELOPMENTAL CENTER, 1250 VERNONVIEW DR., P.O.BOX 762, MT. VERNON, OH 43050

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:

PROFESSIONAL LAUNDRY SERVICES FOR MT. VERNON DEVELOPMENTAL CENTER

TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning 01/01/17 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 05/31/21 unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating agency.

INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.

By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.

INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, <http://procure.ohio.gov/>. Locate the "Quick Links" menu on the right, select "Bid Opportunities Search"; Step 1, enter the "Bid Number; Step 2, click "Search"; Step 3, click the "Document/Bid Number." The "Submit Inquiry" button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.

	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE
--	--	------

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

SPECIAL CONTRACT TERMS AND CONDITIONS:

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.

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.

SITE VISIT: 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. The bidder must contact each facility to schedule an appointment. To schedule an appointment, please contact Nancy Dean at (740) 393-6467 or Vickey Sparrow (740) 393-6225. 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.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within ten (10) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the bidder not responsive.

PRODUCT SAMPLES: The bidder(s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not included as part of their bid response, the bidder will be required to provide the samples within ten (10) calendar days after notification. Failure to provide the samples within the stated time period will result in the bidder being deemed not responsive. After award of the contract, the samples will be used as a basis of comparison with actual product delivered under contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the estimated weekly usage of each item by its corresponding price per piece for a line item total, then add all of the line item totals together for a lot total.

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 four (4) 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: MRO/Contract DDD020.

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.

SPECIAL CONTRACT TERMS AND CONDITIONS (Continued):

The price increase must be supported by a general price increase in the cost of the finished supplies or services, 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".

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.
- 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.

SPECIAL CONTRACT TERMS AND CONDITIONS (Continued):

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.):

Bidders seeking to enter into a service contract shall disclose the following:

a) Principal location of business for the contractor (Name/City/State/Country)

b) Principal location of all subcontractors (Name/City/State/Country)

c) Location where services will be performed (Name/City/State/Country)

d) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

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, locations where services 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.

SPECIFICATIONS:

I. SCOPE

These specifications are for the procurement of laundry rental services, including inventory procurement, pick-up of soiled laundry, cleaning, sanitizing, packaging/wrapping, and delivery/placement of clean laundry, for the Mount Vernon Developmental Center (MVDC).

II. CLASSIFICATION

Laundry will consist of diapers, gowns, bed pads, under-pads, bath towels, wash cloths, fitted sheets (contour), flat sheets, pillow cases, laundry bags, and thermal blankets.

III. REQUIREMENTS

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

- A. Bidder shall submit three (3) references from health care facilities (e.g., hospital, ICF/IDD, nursing home, or mental health facility) which the bidder has provided laundry services for in the past five (5) years. References shall include the facility name, contact person, telephone and fax numbers, dollar volume and length of service.
- B. The Contractor shall be able to immediately meet the Immediate Care Facilities for Individuals with Mental Retardation (ICF/IDD) and JCAHO accreditation standards, and all state and local health department requirements (Copies of ICF/IDD and JCAHO standards can be obtained from the facility). Within the first year of this contract the awarded Contractor shall have acquired HLAC requirements.
- C. Bidder shall submit with the ITB response a copy of its current company's Operations and Procedure manual and Quality Control Program (QAP) manual that are currently being used in a health care facility.

IV. LAUNDRY SERVICE REQUIREMENTS

- A. Soiled laundry is to be picked up three (3) days per week and clean laundry delivered three (3) days per week; Sunday, Tuesday, and Thursday. If delivery falls on a legal holiday (ORC section 1.14), the delivery will be made on the day before the holiday, unless otherwise specified by the MVDC Business Manager. The specified holidays are summarized, below:

New Year's day	January 1
Martin Luther King day	Third Monday in January
Washington-Lincoln day	Third Monday in February
Memorial day	Last Monday in May
Independence day	July 4
Labor day	First Monday in September
Columbus day	Second Monday in October
Veterans' day	Eleventh day of November
Thanksgiving day	Fourth Thursday in November
Christmas day	December 25

Preceding day's deliveries shall include needed items for Saturday, Sunday, and the holiday period, as applicable.

SPECIFICATIONS (Continued):

- B. Contractor shall deliver clean laundry to the facility between the hours of 5:00 p.m. and 6:00 p.m. on each delivery day (i.e., Sunday, Tuesday, and Thursday). Contractor shall immediately notify the Center's Operations Director or designee anytime that a linen delivery will deviate from the aforementioned time frames. The center reserves the right to request written documentation/plan of correction from the Contractor to address habitual or unmitigated non-compliance.
- C. Contractor shall have the capability to make emergency deliveries, if deemed necessary by the facility. It is understood that the Contractor's regular linen deliveries are expected to be at adequate and appropriate levels.
- D. 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. For each delivery, delivery persons are required to sign in and out at the center switchboard and pick-up and return center keys at that time.
- E. Contractor shall deliver clean linen to designated linen storage areas in each of the eight (8) locations to replace soiled linen from the same in individual linen closets. Linen storage areas are found in each of eight (8) residential buildings, Lincoln, Washington, Jefferson, DP&S, Jones, Snyder, PH&E Center, and Emergency Linen.
- F. Contractor is responsible for delivering the amount of linen specified on the facility's daily par level order report which defines each locations requirements. The center reserves the right to periodically adjust par levels according to individual building's needs.
- G. Contractor shall maintain an emergency supply to assure that it is adequate to service the facility for a minimum of two (2) days in the event that a scheduled delivery cannot be made as a result of a weather emergency or other mitigating unforeseen circumstance.
- H. Ongoing replacement of inventory shall be the responsibility of the Contractor, including cost.
- I. Contractor shall process and launder contaminated linen in accordance with federal, state and local standards. All linens delivered to the facility shall be in good condition and be clean and stain free. Facility and Contractor will mutually agree upon a method whereby unacceptable non-usable linen will be return to Contractor for full credit.
- J. Contractor shall provide carts for delivery and pick up of clean and dirty linen in quantities to meet the facility's needs. Carts may be canvas or polyurethane and must comply with federal, state, and local sanitation regulations.
- K. Contractor shall sort-wrap, fold, or tie laundry into manageable bundles, and place in designated areas.
- L. The Contractor's Account Manager shall meet with the Business Administrator and Program Administrator or designee, monthly, to evaluate compliance with the contract and to address any other issues which may arise during the contract period.
- M. The MVDC reserves the right to add, delete, or modify any of the linen service requirements and frequencies set forth herein as determined appropriate by the Operations Director or designee in response to changes in the programmatic, habilitative, and operational needs of the center and its residents and staff. If the changes require the Contractor to sustain extra expenses, the Contractor will document the expenses for the facility. After documentation and facility review, the Contractor may request an increase to cover these additional expenses. The facility will not unreasonably deny these additional expenses.
- N. The Contractor will provide annual linen education to the facility. The annual education should include but not be limited to the following: Linen Awareness Day; Linen Committees; In servicing; and Bench Marking.

SPECIFICATIONS (Continued):

O. If the current Contractor will discontinue providing services (e.g., contract expiration, new contractor), current Contractor will fully cooperate with the Agency to assure a smooth transition and no interruption in services for the Agency. Any such arrangements shall be reasonable.

V. 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.

B. The Contractor shall furnish the Business Administrator and Program Administrator or designee with monthly written summaries of costs incurred per item, per building and per activity level.

VI. LINEN ITEMS SPECIFICATIONS

<u>ITEM</u>	<u>DESCRIPTION</u>
Bath Towel	25" X 50" 100% Cotton Woven Plain Terry, 8.0#/Dozen
Mattress Bed Pad	36" X 76", Unbleached 50% Cotton/50% Polyester Blend 1.96#,
Under-Pad	34" X 36", Absorbent Pad,
Baby Diaper	27" X 27", 100% Cotton
String Gown	55" X 45" cotton/poly, 60" sweep, 46.5 center back length, sleeves are 5" and overlap is 15"
Flat Sheet	66" X 115", 55% Cotton/45% Polyester Blend, T-130
Fitted Sheet, Type B	Knitted, 36" X 84" X 14", Interlock, 22 oz., 55% Cotton/45% Polyester Blend, T-130, with visual identifier (e.g., blue stitching)
Fitted Sheet, Type Y	Knitted, 36" X 84" X 12", Interlock, 22 oz., 55% Cotton/45% Polyester Blend, T-130
Laundry Bag	30" X 37" X 18", Envelope Hood, Fluid Resistant, 100% Polyester.
Pillow Case	42" X 34", 55% Cotton/45% Polyester Blend, T-130
Thermal Blanket	66" X 90" White Year Round, 100% Cotton, 2.5#
Wash Cloth	12" X 12" 100% Cotton Woven Plain Terry, 0.936 to 10.6 lbs./Dozen, latex free

NOTE: Color(s) to be selected by the center.

SPECIFICATIONS (Continued):

VII. DAILY PAR LEVEL ORDER REPORT

MT. VERNON DEVELOPMENTAL CENTER												
Bldg.	Days Linen Count	Pillow cases	Flat Sheets	Fitted Sheets	Wash Cloths	Thermal Blankets	Bath Towels	Gowns	Diapers	Laundry Bags	Under - Pads	Mattress Bed Pads
Lincoln	Quota	10	32	32	600	40	150			25	30	25
	On Hand	10	32	32	600	40	150			25	30	25
	Ordered	10	32	32	600	40	150			25	30	25
Washington	Quota	10	10	10 *	1000	20	300			20	40	10
	On Hand	10	10	10 *	1000	20	300			20	40	10
	Ordered	10	10	10 *	1000	20	300			20	40	10
Jefferson	Quota	5	10	10	100	5	100			20		
	On Hand	5	10	10	100	5	100			20		
	Ordered	5	10	10	100	5	100			20		
DP&S	Quota				100		15			8		
	On Hand				100		15			8		
	Ordered				100		15			8		
Jones	Quota	64	64	64 *	2000	25	400		10	50	64	20
	On Hand	64	64	64 *	2000	25	400		10	50	64	20
	Ordered	64	64	64 *	2000	25	400		10	50	64	20
Snyder	Quota	15	25	50	300	10	200			20	25	10
	On Hand	15	25	50	300	10	200			20	25	10
	Ordered	15	25	50	300	10	200			20	25	10
PH&E Center	Quota				100		250			20		
	On Hand				100		250			20		
	Ordered				100		250			20		
Emergency Storage	Quota	50	8	15	150	30	20			10		10
	On Hand	50	8	15	150	30	20			10		10
	Ordered	50	8	15	150	30	20			10		10

* Washington and Jones facilities use only Type B fitted sheets

PRICE SCHEDULE:

YOUR BID:

Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of State Purchasing and not used in the evaluation and any subsequent award.

ITEM	DESCRIPTION	ESTIMATED WEEKLY USAGE	PRICE PER PIECE
Bath Towel	25" X 50"	3,515 PCS	\$ EACH
Mattress Bed Pad	36" X 76"	184 PCS	\$ EACH
Baby Diaper	27" X 27"	40 PCS	\$ EACH
Flat Sheet	66" X 115"	418 PCS	\$ EACH
Gown	55" X 45"	10 PCS	\$ EACH
Fitted Sheet, Type B	36" X 84" X 12"	145 PCS	\$ EACH
Fitted Sheet, Type Y	36" X 84" X 16"	310 PCS	\$ EACH
Laundry Bag	30" X 37" X 18"	563 PCS	\$ EACH
Pillow Case	42" X 34"	318 PCS	\$ EACH
Thermal Blanket	66" X 90"	270 PCS	\$ EACH
Wash Cloth	12" X 12"	11,090 PCS	\$ EACH
Under - Pad	34" X 36"	549 PCS	\$ EACH

Notes:

1. All costs shall be in U.S. Dollars.
2. Laundry cost per piece shall be the only cost billed to the State, and there will be no additional reimbursement for any other expenses.
3. All costs shall be entered in the "Price Per Piece" space(s) above, on this Price Schedule form only. Cost submission on other forms, attachments, or formats will not be considered.