

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	
OT909214	April 2, 2014	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. DHP012	BID NOTICE DATE 03/14/14	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)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> 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 STATE HIGHWAY PATROL ACADEMY, 740 E. 17 TH AVENUE, COLUMBUS, OH 43211			
MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:			
LAUNDRY SERVICES FOR THE STATE HIGHWAY PATROL ACADEMY			
<u>TERM OF CONTRACT:</u> 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 <u>05/01/14</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>04/30/16</u> 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 state agency.			
<u>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</u> , Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: <u>Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions</u> . 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.			
Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.ohio.gov/procure . All questions should be submitted a minimum of five (5) working days prior to the bid opening date.			
PRINTED/TYPED SIGNATURE	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

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.

TRANSPORTATION CHARGES: All laundry services rendered shall be ordered from a contract awarded pursuant to this bid, services is to be rendered F.O.B. and prepaid to the Ohio State Highway Patrol Academy, 740 E. 17th Ave., Columbus, OH 43211.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will multiply price per item by the annual estimated usage to arrive at category totals. Category I and Category II totals will be added together to arrive at a combined low lot total.

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

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.

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 April 1, 2014 (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.

BACKGROUND CHECKS: A complete and thorough background check, at the ODPS' expense, will be performed on all persons employed by the Contractor for this contract. An extensive investigation will be conducted by the OSHP prior to assignment of Contractor staff to the contract location.

1. Criteria for personnel record checks: Background checks will be performed to determine if current or potential employees of the Contractor have any type of convictions in the following areas:
 - a) Any record of violence, domestic or otherwise
 - b) Drug-related convictions
 - c) Theft
2. Contractor employees or potential Contractor employees with felony convictions or other criminal records, unless specifically approved by the ODPS, will not be permitted to be employed at the contract location.

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.

_____	_____
_____	_____
_____	_____

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

- A. These specifications are to provide laundry services to include: inventory procurement, pick up of soiled laundry, cleaning, sanitizing, packaging/wrapping and delivery/placement, as outlined in Section III, for the OSHP Training Academy.

II. CLASSIFICATION

- A. The successful Contractor is to provide all the following items listed and also provide the laundry services as outlined in Section I. All linen and dust mop items shall be of 100% cotton or a combination of cotton and polyester. All items must be new.

ITEMS
Pillow Cases - white T180, size approximately 22"x 36"
Flat Sheets - white, size approximately 72" x 104"
Wash Cloths - white, size approximately 12" x 12"
Bath Towels - white, size approximately 48" x 25"
Hand Towels - white, size approximately 24" x 16"
Dust Mop - size approximately 22"
Dust Mop - size approximately 42"
Dust Mop - size approximately 60"

NOTE: The Contractor is to note the inventory amounts as stated in Section III, Item G and assume that approximately one-third (1/3) in stock to be issued during the replenishment cycles as outlined in Section III, Replenishment Cycle.

III. REQUIREMENTS

- A. Upon award, the Offeror will be required to supply the OSHP Training Academy with a copy of the Offeror's internal laundry policies and procedures. The Offeror is also required to submit with the bid a written policy and procedure regarding the replacement of lost articles.
- B. The Contractor is responsible for providing the OSHP Training Academy with experienced, trained laundry delivery personnel. All substitute laundry delivery personnel will be appropriately trained prior to making laundry deliveries to the OSHP Training Academy. The Contractor will be required to forward to the OSHP Training Academy Commandant a copy of a staffing plan that outlines business goals and turnover ratios annually. For each delivery, delivery personnel are required to sign in and out, with proper identification, at the front desk and pick-up and return center keys at that time.
- C. The Contractor is to furnish with the bid a minimum of three (3) references of facilities of comparable size where they have provided laundry services within the last two (2) years. References shall include facility name, contact person and phone number. If the Contractor does not have the required references, documentation must be submitted to show proof that the Contractor has the capacity to provide adequate service. Failure to submit references with current phone numbers or requested documentation may result in a disqualification of the bid.
- D. Prior to award of this contract to the lowest responsive and responsible Contractor, a member of the OSHP staff and a representative of the Office of Procurement Services may visit the facility to inspect where the Contractor will operate from and the vehicles used for pickup and delivery. Failure to have sufficient equipment, staff, an acceptable facility or a reliable vehicle in safe and secure operating condition may be reason for refusal to award the contract. Contractor's facility must be secure and locked to prevent the loss or theft of linens and dust mops. Doors and windows must be secured and all linens and dust mops must be stored as not to be accessible to the public. The facility where cleaning of linens and dust mops are performed, stored and transported shall be a non-smoking environment.

GENERAL SPECIFICATIONS

- E. Laundry services are to be provided to meet all applicable rules and/or regulations of federal as referenced in Laundry Machinery and Operations. - 1910.264, or local health department requirements as referenced in Chapter 239 of the **Columbus City Health Code**.
- F. Linens and dust mops are to be washed with appropriate cleaners and water temperature for wash and rinse regulated according to fabric content and extent of soiling. Water temperature should be balanced to sanitize the material as specified in Chapter 239 of the Columbus City Health Code referenced in Section III, Item E.
- G. The Contractor is to furnish the following initial and subsequent supply of service linens and dust mops at the estimated levels listed below:

ITEMS	SUGGESTED INITIAL INVENTORY	ESTIMATED QUANTITY
Pillow Cases	700	200 per week
Flat Sheets	1,400	300 per week
Wash Cloths	700	200 per week
Bath Towels	1,400	400 per week
Hand Towels	300	200 per week
Dust Mop - size approximately 22"	20	20 per week
Dust Mop - size approximately 42"	10	
Dust Mop - size approximately 60"	6	

NOTE: Because of the constant fluctuation of the required services due to the OSHP Academy Training Calendar, the awarded contractor is to make arrangements with the designated authority of the OSHP Training Academy for the required inventory frequency.

The OSHP Training Academy reserves the right to increase, decrease, or modify any of the linen service quantities and frequencies. This will be determined by the OSHP Training Academy Commandant or his/her designee in response to any changes and operational needs of its residents and/or staff. Notification of changes of linen service quantities and frequencies shall be provided to the awarded contractor upon decision of OSHP or within five (5) working days, whichever is sooner.

If the changes require the Contractor to sustain extra expenses over the estimated quantities, the Contractor will document the expense(s) and submit to the OSHP Training Academy 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 the OSHP Training Academy Commandant or his/her designee.

H. Replenishment Cycle:

The Contractor is to pick-up soiled laundry and deliver clean laundry at the west dorm entrance near the linen room every Friday prior to 2:00 p.m., excluding state observed holidays. Pick-up and delivery days that fall on state observed holidays is to be picked up and delivered the next day.

1. **State Holidays Observed:**

The following is a list of the state holidays.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's 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	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas	December 25

All holidays that occur on Saturday will be observed by the State of Ohio on the proceeding day (Friday). All holidays that occur on Sunday will be observed by the State of Ohio the following day (Monday).

GENERAL SPECIFICATIONS

2. Ohio State Fair:

During the time of the Ohio State Fair, pick-up and delivery is to be twice a week on Tuesdays and Fridays prior to 2:00 p.m.

- I. The Contractor shall start with an initial order as referenced in Section III, Item G at the OSHP Training Academy and will return with the same written accounting of linen that was initially picked up for cleaning as outlined:
 - 1. The Contractor will provide a written account of all items at the time of pick-up—and will provide a copy to the designated OSHP Training Academy staff prior to leaving the grounds. This "count" of items picked up for the laundry service is to be performed by the Contractor or his/her representative, per pick-up site, and approved by a member of the OSHP Training Academy staff.
 - 2. Upon return of laundered items, a second written account of items picked up is to be provided to the OSHP Training Academy staff and returned laundry counted by OSHP Training Academy staff prior to Contractor leaving the premises.
- J. The Contractor will assist in stocking linen in linen closets and dust mops in the wet and dry closets. Closets are located in the north and west dorm areas. These sites will be reviewed during the scheduled site visit.
- K. The Contractor shall routinely check and stock the emergency supply to assure that it is adequate to service the OSHP Training Academy 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. A 24-hour toll free or local call number and contact from the Contractor shall be designated for response to emergency circumstances.
- L. The Contractor is to be responsible for the replacement of all the worn out items, due to normal wear and tear, however the OSHP Training Academy will be responsible for the replacement value of the items lost or damaged by the negligence of Cadets and/or OSHP Training Academy staff. If it is found that the items are lost or damaged while in the Contractor's possession, then the State will not be held responsible for the payment. The Contractor is to take inventory counts every three (3) months and provide results to the Academy Commandant or his/her designee within one (1) week after completion.
 - 1. The Contractor shall be responsible for replacement (at new replacement cost) as referenced in the Item Replacement Cost Table on page 9 of inventory damaged due to processing.
- M. Delivered laundry that is unacceptable (yellow or gray whites/dull colors) will be returned and re-processed at no extra cost. All linens and dust mops delivered to the OSHP Training Academy shall be in good condition and be clean and stain free.
- N. Contractor is to provide covered carts for delivery and pick-up of clean and dirty linen in sufficient quantity to meet operational needs. The carts may be canvas or polyurethane, and are to be in compliance with local sanitation standards in the Columbus City Health Code as referenced in Section III, Item E.
- O. Contractor must have the capacity to sort-wrap and poly-wrap clean laundry at their facility for delivery to the OSHP Training Academy in the following manner:

ITEMS	QUANTITY
Pillow Cases	Fold, Poly-wrap, 25 to bundle
Flat Sheets	Fold, Poly-wrap, 10 to bundle
Wash Clothes	Flat, Tied, 25 to bundle
Bath Towels	Fold, Tied, 20 to bundle
Hand Towels	Flat, Tied, 25 to bundle
Dust Mops	Plastic bagged, 1 to bundle

- P. The OSHP Training Academy Commandant or his/her designee and the Contractor's account manager shall schedule meetings with no less than six (6) times per year to evaluate compliance with the contract and to address any issues which may arise during the contract period. In addition, the account manager shall conduct unannounced inspections of the laundry services no less than six (6) times per year as a quality control mechanism. A report of the findings shall be submitted to the OSHP Training Academy Commandant or his/her designee within five (5) working days of the inspection.

GENERAL SPECIFICATIONS

IV. COST CONTROL

- A. The Contractor is to 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. Accounting books and procedures are to be in accordance with the generally accepted procedure as referenced in Current FASAB Handbook and be acceptable to the OSHP Training Academy.
- B. Copies of all cost control records and reports are to be furnished to the OSHP Training Academy Commandant or his/her designee in compliance with reporting scheduled as mutually agreed upon. Such reports are to include not less than monthly summaries of the facility and functional unit therein, with all per item fees specifically indicated.

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PRICE SCHEDULE

CATEGORY I: CONTRACTOR OWNED ITEMS INCLUDING LAUNDRY SERVICES

ITEM	ESTIMATED ANNUAL USAGE	PRICE
1. Pillow Cases	10,400	
2. Flat Sheets	15,600	
3. Wash Cloths	10,400	
4. Bath Towels	20,800	
5. Hand Towels	10,400	
6. Dust Mop (22")	1,040	
7. Dust Mop (42")	1	
8. Dust Mop (60")	1	

CATEGORY II: ITEM REPLACEMENT COSTS

(SEE CONTRACTOR'S SERVICE RESPONSIBILITIES SECTION L)

ITEM	ESTIMATED ANNUAL USAGE	PRICE
1. Pillow Cases	100	
2. Flat Sheets	100	
3. Wash Cloths	100	
4. Bath Towels	100	
5. Hand Towels	100	
6. Dust Mop (22")	100	
7. Dust Mop (42")	1	
8. Dust Mop (60")	1	

NOTE: Annual Estimated Usage is for evaluation purposes only.