

# 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 <u>OT903315</u>	OPENING DATE (1:00 p.m.) <u>June 16, 2014</u>	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY	STATE ZIP
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ( )	TOLL FREE NO. 1 - ( )
		CONTACT PERSON	FAX NO. ( )
REQ./INDEX NO. DMR020	BID NOTICE DATE 05/23/14	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)

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): MT. VERNON DEVELOPMENTAL CENTER, 1250 VERNONVIEW DRIVE, MT. VERNON, OH 43050

## 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 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 08/01/14 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 07/31/16 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.

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 on this link: [Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#). 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.procure.ohio.gov/](http://www.procure.ohio.gov/) 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
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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:** A site visit has been scheduled for **10:00 am on Friday June 6, 2014** at the Mt. Vernon Developmental Center, 1250 Vernonview Drive, Mt. Vernon, OH 43050. Prior to submitting their bid response, the bidder should attend the site visit in order to survey the facility(s) and to become familiar with the requirements of the bid. Attendance at the site visit is not mandatory but strongly encouraged. Once a contract is awarded, failure of the bidder to have 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". To determine the low lot total price of the bid, 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.

**GENERAL 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 Mt. Vernon Developmental Center, 1250 Vernonview Drive, Mt. Vernon, OH 43050.

II. **CLASSIFICATION**

Laundry will consist of baby 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 applicable federal rules and/or regulations as referenced in Laundry Machinery and Operations. - 1910.264, or local health department 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 shall 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, Intermediate Care Facilities for Individuals with Mental Retardation (ICF/MR), 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. Bidder shall be able to immediately meet all applicable ICF/MR and Accreditation Council on Services for People with Developmental Disabilities (AC/DD) accreditation standards, and all state and local health department requirements. Within the first year of this contract the awarded Contractor shall have acquired Healthcare Laundry Accreditation Council (HLAC) requirements. Please see website: <http://www.hlacnet.org/>
- 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.
- D. 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.

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; Monday, Wednesday and Friday. If delivery falls on a holiday, the delivery will be made on the day before the holiday. The specified holidays are:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas	December 25

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

### **GENERAL SPECIFICATIONS**

- B. Contractor shall deliver clean laundry to the facility between the hours of 8:00 a.m. and 4:00 p.m. on each delivery day (i.e., Monday, Wednesday and Friday). Contractor shall immediately notify the Center's Business Administrator 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 Administration.
- F. Contractor is responsible for delivering the amount of linen specified on the facility's daily par level order report which defines each location 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. The Contractor shall be responsible for the replacement of all worn out items listed, due to normal wear and tear; however, Mt. Vernon Developmental Center will be responsible for the replacement value of the items lost or damaged by the negligence of patients and/or 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.
- 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 or designee every other week to evaluate compliance with the contract and to address any other issues which may arise during the contract period.
- M. The Center reserves the right to add, delete, or modify any of the linen service requirements and frequencies set forth herein as determined appropriate by the Business Administrator 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 based on the awarded contract pricing. 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.

### 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 or designee with monthly written summaries of costs incurred per item, per building and per activity level.

**GENERAL SPECIFICATIONS**

VI. **LINEN ITEMS SPECIFICATIONS**

<b><u>ITEM</u></b>	<b><u>DESCRIPTION</u></b>
Bath Towel	25" X 50" 100% Cotton Woven Plain Terry, 8.0#/Dozen, Import
Wash Cloth	12" X 12" 100% Cotton Woven Plain Terry, 75#/Dozen, Import
Flat Sheet (Large)	66" X 115", 55% Cotton/45% Polyester Blend, T-130, Import
Fitted Sheet	Knitted, 36" X 84" X 16", Interlock, 22 oz., 55% Cotton/45% Polyester Blend, T-130, Import
Pillow Case	42" X 34", 55% Cotton/45% Polyester Blend, T-130, Import
Thermal Blanket	66" X 90" White Year Round, 100% Cotton, 2.5#
Mattress Bed Pad	36" X 76", Unbleached 50% Cotton/50% Polyester Blend 1.96#,
Under-Pad	34" X 36", Absorbent Pad
Diaper	27" X 27", 100% Cotton Import
String Gown	55" X 45" cotton/poly, 60" sweep, 46.5 center back length, sleeves are 5" and overlap is 15"
Floor Mat	2' X 3'; 3' X 5'; 4' X 6' and 3' X10'
Laundry Bag	30" X 37" X 18", Envelope Hood, Fluid Resistant, 100% Polyester.

**NOTE:** Color(s) to be selected by the center. **Awarded Contractor will be responsible for supplying center with floor mats.**

VII. REPLENISHMENT SCHEDULE

The Contractor is to furnish the following initial and subsequent supply of service and assorted linens at the estimated levels listed below:

ITEMS	REQUIRED INITIAL INVENTORY	ESTIMATED WEEKLY DELIVERY	*EMERGENCY INVENTORY
Bath Towels	252	1094 Twice per week	1290
Wash Cloths	939	939 Twice per week	3600
Flat Sheets (large)	20	85 Once per week	68
Fitted Sheets	16	67 Once per week	81
Pillowcases	14	63 Once per week	34
Thermal Blankets	21	21 Twice per week	22
Mattress Bed Pads	6	40 Twice per week	6
Under-Pads	97	97 Twice per week	73
Diapers	7	7 Twice per week	7
String Gowns	2	2 Twice per week	76
Laundry Bags	40	40 Twice per week	92

\*Emergency Inventory is in the event an emergency arises, the facility will need to have inventory amount on-hand.

**PRICE SCHEDULE**

**CATEGORY I: CONTRACTOR OWNED ITEMS INCLUDING LAUNDRY SERVICES**

ITEM	ESTIMATED ANNUAL USAGE	PRICE PER ITEM
1. Bath Towels	13,129	
2. Wash Cloths	48,821	
3. Flat Sheets (large)	1,022	
4. Fitted Sheets	810	
5. Pillow Cases	753	
6. Thermal Blankets	1,079	
7. Mattress Bed Pads	320	
8. Under-Pads	5,050	
9. Diapers	340	
10. String Gowns	125	
11. Laundry Bags	2,093	

**CATEGORY II: ITEM REPLACEMENT COSTS (SEE LAUNDRY SERVICE REQUIREMENTS SECTION H)**

ITEM	ESTIMATED ANNUAL USAGE	PRICE PER ITEM
1. Bath Towels	100	
2. Wash Cloths	100	
3. Flat Sheets (large)	100	
4. Fitted Sheets	100	
5. Pillow Cases	100	
6. Thermal Blankets	100	
7. Mattress Bed Pads	100	
8. Under-Pads	100	
9. Diapers	100	
10. String Gowns	100	
11. Laundry Bags	100	

**NOTE:** Annual Estimated Usage is for evaluation purposes only.

**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.

**ATTACHMENT ONE**

**CONTRACTOR / SUBCONTRACTOR AFFIRMATION AND DISCLOSURE**

DEPARTMENT OF ADMINISTRATIVE SERVICES

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

By the signature affixed hereto, the Contractor affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Contractor to sanctions. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Principal location of business of subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

**ATTACHMENT ONE (continued)**

**CONTRACTOR / SUBCONTRACTOR AFFIRMATION AND DISCLOSURE**

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

Contractor also affirms, understands and agrees that Contractor and its subcontractors are under a duty to disclose to the State any change or shift in location of services performed by Contractor or its subcontractors before, during and after execution of any contract with the State. Contractor agrees it shall so notify the State immediately of any such change or shift in location of its services. The State has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained by the Contractor to perform the services outside the United States.

On behalf of the Contractor, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure form and have read and understand that this form is part of any Contract that Contractor may enter into with the State and is incorporated therein.

By: \_\_\_\_\_  
Contractor

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_