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: OT903314 / OPENING DATE (1:00 p.m.): July 29, 2013	STREET ADDRESS ☐ 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	CITY / STATE / ZIP
	COUNTY / MBE/EDGE CERTIFICATE NUMBER
	TELEPHONE NO. ( ) / TOLL FREE NO. 1 - ( )
Attn: Bid Desk	CONTACT PERSON / FAX NO. ( )
REQ./INDEX NO. DMH087 / BID NOTICE DATE July 10, 2013	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 MENTAL HEALTH & ADDICTIVE SERVICES-NORTHWEST OHIO PSYCHIATRIC HOSPITAL (NOPH), 930 S. DETROIT AVENUE, TOLEDO, OHIO 43614

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

LAUNDRY SERVICES FOR NORTHWEST OHIO PSYCHIATRIC HOSPITAL

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 08/01/13 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 07/31/15 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 09/2012, 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/. All questions should be submitted a minimum of three (3) 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.

REQUIRED CERTIFICATION FOR BIDDING

Those bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICA): [Not applicable to "Excepted Products"]

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?
   ☐ United States: _____(State) ☐ Canada ☐ Mexico (Go to B-1)
   ☐ Other: (Specify Country)_____ (Go to A-2)

2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.
   ☐ Yes (Go to Section B-1) ☐ No (Go to Section A-3)

3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy America Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

   _____(Item) _____(Country of Origin)

   _____(Item) _____(Country of Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

B. OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
   ☐ Yes (Go to C) ☐ No (Go to B-2)
2. Bidder has significant economic presence within the state of Ohio.
   ☐ Yes (Answer a, b, c, d below) ☐ No (Go to B-3)
   a) Bidder has paid the required taxes due the state of Ohio ☐ Yes ☐ No
   b) Bidder is registered with the Ohio Secretary of State
      ☐ Yes (Charter/Registration No.: _____) ☐ No
      Questions regarding registration should be directed to (614) 466-3910 or visit their web site at: http://www.sos.state.oh.us/
   c) Bidder has ten or more employees based in Ohio or border state. ☐Yes ☐ No (Go to B-2d)
   d) Bidder has seventy-five percent or more employees based in Ohio or border state.
      ☐ Yes ☐ No (Go to B-3)

3. Border state bidder:
   ☐ Yes (Specify which state then go to B-2c): ☐ KY ☐ MI ☐ NY ☐ PA ☐ IN ☐ No (Go to B-4)

4. Border state bidder: mined products mined in respective border state ☐ Yes ☐ No ☐ Not Applicable

C. E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business ☐ Yes ☐ No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:
http://www.das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx

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 Wednesday, July 17, 2013 at the Northwest Ohio Psychiatric Hospital located at 930 S. Detroit Avenue, Toledo, OH 43614.** 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 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.

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.

_____ _____

_____ _____

_____ _____

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.

_____

The remainder of this page is intentionally left blank

GENERAL SPECIFICATIONS

I. SCOPE

The specifications are to provide: laundry services, including inventory procurement; pick-up of soiled laundry, cleaning, sanitizing, and packaging/wrapping and delivery/placement of clean laundry for Northwest Ohio Psychiatric Hospital (NOPH), 930 S. Detroit Avenue, Toledo, OH 43614.

II. CLASSIFICATION

Laundry shall consist of: fitted sheets, pillow cases, blankets, wash cloths, bath towels, bed spreads, laundry bags and miscellaneous items (rags, patient clothing if sent to the laundry erroneously). Blankets and bedspreads are owned by NOPH therefore require LAUNDRY SERVICE only.

III. REQUIREMENTS

Failure to meet the minimum requirements and required submittals may deem your bid non-responsive and no further consideration for award given.

A. The Contractor will comply with all pertinent Federal, State, and Local regulations including the Healthcare Laundry Accreditation Council (HLAC) 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.

B. Contractor shall be able to immediately meet the Immediate Care Facilities for Individuals with Mental Retardation (ICF/MR) and JCAHO accreditation standards, and all state and local health department requirements (Copies of ICF/MR and JCAHO standards can be obtained from the facility).

C. Contractor 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, phone and fax number(s), dollar amount and length of service. Failure to submit references with current phone numbers may result in disqualification of your bid.

D. The Contractor shall submit with the bid a copy (preferably on CD in PDF format) of their current company's Operation & Procedure Manual and Quality Assurance (QAP) manual that is currently being used in a health care facility. Contractor shall also submit with the bid a written policy and procedure regarding replacement of lost articles which must adhere to Section IV: Contractor's Service Responsibilities, C-D.

IV. 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 pick-up and will provide a copy to designated Hospital staff prior to leaving grounds. This count of items picked up for laundry service shall be performed by the Contractor or his representative, per pick-up site, and a member of NOPH staff. A second written report of items picked up per pick-up site shall be provided when laundry is returned upon cleaning. A copy shall be provided to the Hospital's designee and returned laundry counted prior to contractor leaving the premises.

B. Contractor will assist in storing linen in linen closets. Bidder shall view these areas when performing on-site survey visit.

C. The Contractor shall be responsible for the replacement of all worn out items listed, due to normal wear and tear; however, NOPH will be responsible for the replacement value of the items lost or damaged by the negligence of patients and/or NOPH 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.

D. 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 NOPH.

If for any reason the Contractor's equipment is inoperable, it will be the responsibility of the Contractor to maintain normal service for NOPH. The Bidder must state how they will maintain normal service if their equipment is inoperable.

GENERAL SPECIFICATIONS

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 damage due to processing. Contaminated linen will be placed in specially marked bags and identified by the hospital staff.

V. LAUNDRY SERVICE REQUIREMENTS

A. Soiled laundry is to ideally be picked up three days per week, and clean laundry delivered three days per week, (Monday, Wednesday & Friday between the hours of 7:00 a.m. and 1:00 p.m., however an alternate pick-up and delivery schedule is negotiable in accordance with sufficient supply being available at all times. In weeks during which a holiday falls, delivery days will need to be adjusted to sufficient supply during the holiday week. All adjustments will be established as mutually agreed upon by State of Ohio DAS-Office of Procurement, NOPH and Contractor. 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

Deliveries shall encompass needed items for the holiday period.

Delivered laundry that is unacceptable (yellow or gray whites/dull colors) will be returned and re-processed at no extra cost.

Contractor shall deliver clean laundry to the facility between the hours of 7:30 a.m. and 11:30 a.m. on each delivery day (i.e., Monday through Saturday). 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.

B. 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.

C. The Contractor's account manager shall meet with the Operations Director or designee at least once per quarter to evaluate compliance with the contract and to address any other issues which may arise during the contact period. In addition, the account manager shall conduct surprise inspections of the laundry service no less than three times per year as a quality control mechanism. A report of those findings shall be submitted to the Operations Director or designee within three working days of the inspection.

VI. PREPARATION OF LINEN CARTS

A. NOPH will call and/or fax to the contractor the type and quantity of linens required for each: patient living area, clinic, physician's on-call room, and prior to 8:00 am the day of the delivery of clean linen. If requested by the Contractor, NOPH will call/fax their requests the day prior to service. If the Contractor cannot meet the timeframe(s) set forth within this bid at the time of the bid opening, the Contractor shall be responsible for stating so in their bid or may be found non-compliant.

B. The Contractor shall place the quantity and type of linens requested by the hospital in carts, provided by the Contractor.

GENERAL SPECIFICATIONS

VII. LINEN ITEMS SPECIFICATIONS

ITEM	DESCRIPTION
Sheets, fitted	72” x 104”, approximately 180 thread count, white
Sheets, flat	38” x 84” knit, 60/40 blend, weight 21 oz. white
Pillow cases	42” x 36” approximately 180 thread count, white
Wash cloths	12” x 12”, 100% Cotton Woven plain terry, 1# per dozen, import
Bath towels	24” x 48”, 100%, woven plain terry; 8# dozen, import
Laundry bags	30” x 37” x 18”, envelope hood, fluid resistant, 100% polyester, must have an elastic opening
Gowns	Standard Psychiatric Patient Gown, blue

The Contractor shall furnish the following supply of assorted linens and service linens at these estimated levels.

DESCRIPTION	REQUIRED INITIAL INVENTORY	*EMERGENCY INVENTORY	WEEKLY DELIVERY
Fitted Sheets	175	175	81
Flat Sheets	175	175	87
Pillow Cases	250	250	96
Wash Cloths	250	250	900
Bath Towels	250	250	1209
Gowns	100	N/A	30
Laundry Bags	50	N/A	51

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

PRICE SCHEDULE

CATEGORY I: CONTRACTOR OWNED ITEMS INCLUDING LAUNDRY SERVICES

DESCRIPTION	ESTIMATED ANNUAL USAGE	PRICE PER ITEM
1. Fitted Sheets	15,600	$
2. Flat Sheets	15,600	$
3. Pillow Cases	15,600	$
4. Wash Cloths	46,800	$
5. Bath Towels	46,800	$
6. Gowns	15,600	$
7. Laundry Bags	7,800	$
8. Blankets (LAUNDRY ONLY)	15,600	$

CATEGORY II: ITEM REPLACEMENT COSTS

(SEE CONTRACTOR'S SERVICE RESPONSIBILITIES SECTION D)

DESCRIPTION	ESTIMATED ANNUAL USAGE	PRICE PER ITEM
1. Fitted Sheets	100	$
2. Flat Sheets	100	$
3. Pillow Cases	100	$
4. Wash Cloths	100	$
5. Bath Towels	100	$
6. Gowns	100	$
7. Laundry Bags	100	$

NOTE: Annual Estimated Usage is for evaluation purposes only.