STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: PROFESSIONAL LAUNDRY SERVICES

CONTRACT No.: OT900516

EFFECTIVE DATES: 07/01/15 to 09/30/15
*Renewal through 11/30/15

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT900516 that opened on 06/08/15. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions (Revised 10/2013), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to Ohio Veterans Home, Sandusky, Ohio 44870, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to $2500.00 using the state of Ohio payment card. Any purchase that exceeds $2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

http://www.ohio.gov/procure

Minority Business Enterprise Award in accordance with ORC CH. 125.081

*Indicates unilateral renewal effective 11/01/2015 through 11/30/2015.

Signed: _____
Robert Blair, Director Date

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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.

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This solicitation is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All offerors/bidders must be an Ohio certified MBE as of the solicitation due/opening date. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at: http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx.

MANDATORY BID CONFERENCE: A mandatory bid conference will be held on **May 20, 2015** at Ohio Veterans Home, Business Unit 221, 3416 Columbus Ave., Sandusky, Ohio 44870 to discuss the requirements of the bid. Please enter at the Administration Building Entrance The conference will commence promptly at **10:30 a.m.**, barring an unforeseen circumstance that results in a delay of the conference. Attendance will be taken. The state will not be responsible to a bidder for their failure to obtain information discussed during the bid conference due to their arriving after the conference has convened. Bidders who fail to attend the mandatory bid conference will be deemed not responsive.

Please contact Mr. Tim Schultz by May 19, 2015 at 419-625-2454 Ext.1265 during regular business 8:00 a.m. - 4:00 p.m. hours to make arrangements for authorization to enter the facility.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the Estimated Daily Quantity by the Price Per Pound. Failure to bid all items may deem your bid non-responsive and no further consideration for award may be given to your bid. The contract will be awarded to the lowest, responsive and responsible bidder.

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 cost per pound by the estimated daily quantity listed in the bid. 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 initial term 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.

SPECIFICATIONS

I. SCOPE

These specifications are for the procurement of laundry services at the Ohio Veterans Home, Business Unit 221, 3416 Sandusky, Ohio 44870. The pick-up and delivery of laundry is for seven (7) days a week, Saturday through Sunday, including the pick-up of soiled laundry. Delivery must be within a twenty-four (24) hour turn around, to include cleaning, sanitizing, packaging/wrapping and delivery/placement of clean laundry.

The initial term of this Contract is for a period of two months. Any further renewals will be by mutual agreement between the Contractor and DAS as specified in the Supplemental Contract Terms and Conditions, Section S-6.

II. CLASSIFICATION

Laundry will consist of washcloths, fitted sheets, flat sheets, towels, shirt protectors gowns, blankets, pillow cases, draw sheets (Blue) and bar mops and personal linen, (i.e., shirts, pants, socks, underwear).

III. REQUIREMENTS

The Contractor will comply with all pertinent Federal, State and Local regulations including The Healthcare Laundry Accreditation Council (HLAC) Medicaid ICF/MR and Joint Commission on Accreditation Healthcare Organizations (JCAHO) requirements. The successful Bidder will be required to forward to the facility a copy of the Contractor's internal laundry procedures to ensure compliance with all applicable 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 given.

A. Bidder shall submit three (3) references from health care facilities (e.g., hospital, ICF/MR, nursing home, or mental health center) which the bidder has provided laundry services for in the past five (5) years. References shall include the company 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 AC/DD accreditation standards, HLAC accreditation standards, and all state and local health department 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 center. Bidder should provide a list of chemicals used in the laundering process and any applicable Material Safety Data Sheets (MSDS). Chemicals should be phosphate-free, allergen free, and hypo-allergenic.

IV. LAUNDRY SERVICE REQUIREMENTS

A. Soiled laundry is to be picked up seven (7) days a week and clean laundry delivered seven (7) days per week; Saturday through Sunday. If delivery falls on a holiday, the delivery will be made on the holiday with no exceptions.

The contact for laundry services will be Tim Schultz Purchasing Supervisor, (419) 625-2454 ext. 1265 email: Tim.Schultz@dvs.ohio.gov, Amy Sutton, Administrative Office 1, Amy.Sutton@dvs.ohio.gov, ext. 1611, and Adam Brazie, Food Service Supervisor, Adam.Brazie@dvs.ohio.gov, ext. 1630 or 5229.

B. Contractor shall deliver clean laundry to the Dock #1 between the hours of 7:00 a.m. and 8:00 a.m. each morning seven (7) days a week, Saturday through Sunday. Contractor shall immediately notify the facility's Operations Director or designee anytime that a linen delivery will deviate from the aforementioned time frames. The facility reserves the right to request written documentation/plan of correction from the Contractor to address habitual or unmitigated non-compliance.

C. Contractor must clean and disinfect the delivery truck prior to loading the clean linen or clothing for return.

D. 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.

E. Contractor is responsible for providing the facility with experienced and trained laundry delivery persons. All substitute laundry delivery personnel will be appropriately trained prior to making linen deliveries to the facility.

SPECIFICATIONS

F. Contractor shall pick-up soiled linen and deliver clean linen to Dock #1. at the Ohio Veterans Home, 3416 Columbus Ave., Sandusky, Ohio 44870. The Ohio Veterans Home has four (4) units:

Secrest – 1North (1N), 1South (1S), 2 North (2N), 2South (2S), 3South (3S), and 3North (3N)
Personal and House linen
Giffin- A, B, C, D
Personal and House linen
Vets Hall- D1 and D2
Personal and House linen
Domiciliary (DOM)
House linen

G. Delivery fees shall be all inclusive in Cost Per Pound.

H. 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. The facility and Contractor will mutually agree upon a method whereby unacceptable non-usable linen/clothing will be returned to Contractor for full credit.

I. Contractor shall weigh items prior to laundering and weigh items after drying. Billing will be based on dry weight after laundering. Weights should be separated by house linen for Secrest, Giffin, and Vets Hall D1 and D2 (totaled together), house linen for the Domiciliary and personal linen. Contractor is responsible for providing daily reporting of weights. Please see Example A of weight totals for the months of February, March and April.

J. Contractor shall provide carts for delivery and pick up of clean and dirty linen in quantities to meet the needs of the facility. Carts may be canvas or polyurethane and must comply with federal, state, and local sanitation regulations.

K. Contractor shall sort, wrap, fold, or tie linen into 10 items per bundle and place in designated area.

L. Contractor must have dedicated carts for personal clothing, separated by unit, one cart/hopper per unit. (i.e., Secrest-1North (1N), 1South (1S), 2North (2N), 2South (2S), 3North (3N), 3South (3S), Giffin-A, B, C, D, Vets Hall-D1 and D2. Return Items (pants and shirts) on hangers (i.e.,. suit hanger 12.5 gauge, 16" metal), on a dedicated cart for a single unit. Underwear, socks and non-hanging items, must be sorted by resident and unit, laid flat and bundled together with other items from the same housing unit. At times the Contractor may need to sort linen; some personal items might be mixed with house (white) linens and vice versa. The Contractor's Account Manager shall meet with the Operations Director 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 facility 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 facility 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. All requests for increases are to be sent to DAS for approval and amendment prior to being effective.

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 Operations Director or designee with monthly written summaries of costs incurred per item and per activity level.

SPECIFICATIONS

VI. LINEN ITEMS SPECIFICATIONS

ITEM	INSTRUCTION and DESCRIPTION
Bath Towels	Fold into Half or thirds. Folded length should be half of the towel length. HG Maybeck 200320, 6.5# ringspun, 86/14 Blend, White Terry, 22x44”
Wash Cloth	Lay flat, unfolded. Mill Dist.TZ0100, 12x12” White Terry, 1#
Flat Sheet	Folded to 12X12” or slightly smaller. HG Maybeck 300499, T180, White, Twin Size Sheets
Fitted Sheet	Folded to 12X12” or slightly smaller. Star Silk & Woolen or Ohio Valley Textile KNIT19, Jersey Knit, 190z, White
Shirt Protectors	Fold in half and fold in half again, resulting in a square. Mill Dist. NHBB6ZW, - 18x36” White with Velcro Fastener, 10oz.
Patient Gowns	Fold in 12X12 or slightly smaller. Star Silk & Woolen or Ohio Valley Textile IGTT, Patient Gowns
Thermal Blankets	Fold to 20X20” or slightly smaller. Mill Dist. NHBL66WI, Snagless 66x90”, 2.5#, Cotton, White in Color
Pillow Cases	Fold to 6X8” or 5X7” Mill Dist. SH180PCST, T180, 42x34”
Draw Sheets (Blue)	Wash separately, fold to 12X12” or slightly smaller. Mill Dist. SH180DSM, T180, 54x72”, Light Blue in Color
Bar Mops	Star Silk & Woolen or Ohio Valley Textile 17x20”, 32 oz. Terry. Blue Stripe and/or Green Stripe.
Personal Laundry	Varied

NOTE: Delivery truck must be clean and disinfected prior to loading the clean linen or clothing for return to the facility.

EXAMPLE A

		Personals Laundry Weight	House Laundry Weight	* Domiciliary Laundry Weight	** Personal Weight	** House Weight	Daily Laundry Totals
2/1/2015	Sunday	748	1347	0	0	0	2095
2/2/2015	Monday	665	1192	118	0	0	1975
2/3/2015	Tuesday	800	1779	163	0	0	2742
2/4/2015	Wednesday	820	1735	95	0	0	2650
2/5/2015	Thursday	936	1534	80	0	0	2550
2/6/2015	Friday	1032	1627	40	0	0	2699
2/7/2015	Saturday	763	1069	0	0	0	1832
2/8/2015	Sunday	801	1294	0	0	0	2095
2/9/2015	Monday	786	1460	89	0	0	2335
2/10/2015	Tuesday	803	1735	90	0	0	2628
2/11/2015	Wednesday	752	1819	153	0	0	2724
2/12/2015	Thursday	835	2043	81	0	0	2959
2/13/2015	Friday	896	1253	129	0	0	2278
2/14/2015	Saturday	744	1425	0	0	0	2169
2/15/2015	Sunday	663	1420	0	0	0	2083
2/16/2015	Monday	708	1528	136	0	0	2372
2/17/2015	Tuesday	823	1849	109	0	0	2781
2/18/2015	Wednesday	701	1737	79	0	0	2517
2/19/2015	Thursday	850	1852	37	0	0	2739
2/20/2015	Friday	824	1635	145	0	0	2604
2/21/2015	Saturday	672	1406	0	0	0	2078
2/22/2015	Sunday	817	1092	0	0	60	1969
2/23/2015	Monday	765	1533	99	0	0	2397
2/24/2015	Tuesday	823	1741	99	0	0	2663
2/25/2015	Wednesday	767	1722	202	0	0	2691
2/26/2015	Thursday	880	1607	75	0	0	2562
2/27/2015	Friday	760	1674	62	0	0	2496
2/28/2015	Saturday	778	1488	0	0	0	2266
3/1/2015	Sunday	759	1413	0	0	0	2172
3/2/2015	Monday	896	1246	75	0	0	2217
3/3/2015	Tuesday	831	1773	209	0	0	2813
3/4/2015	Wednesday	706	1767	102	0	0	2575
3/5/2015	Thursday	898	1727	84	0	0	2709
3/6/2015	Friday	768	1700	83	0	0	2551
3/7/2015	Saturday	751	1258	0	0	0	2009
3/8/2015	Sunday	643	1395	0	0	0	2038
3/9/2015	Monday	617	1243	129	0	0	1989
3/10/2015	Tuesday	838	1626	160	0	0	2624
3/11/2015	Wednesday	958	1773	136	0	0	2867
3/12/2015	Thursday	805	1689	78	0	0	2572

*Domiciliary Laundry is House Linen only and no personal laundry.
** Facility weights for rewash-no charge

EXAMPLE A CONTINUED

		Personals Laundry Weight	House Laundry Weight	* Domiciliary Laundry Weight	** Personal Weight	** House Weight	Daily Laundry Totals
3/14/2015	Saturday	816	1383	0	0	0	2199
3/15/2015	Sunday	628	1290	0	0	0	1918
3/16/2015	Monday	835	1604	120	0	0	2559
3/17/2015	Tuesday	764	1721	147	0	0	2632
3/18/2015	Wednesday	785	1738	92	0	0	2615
3/19/2015	Thursday	734	1633	77	0	0	2444
3/20/2015	Friday	1087	1697	0	0	0	2784
3/21/2015	Saturday	687	1126	0	0	0	1813
3/22/2015	Sunday	772	1382	0	0	0	2154
3/23/2015	Monday	776	1356	118	0	0	2250
3/24/2015	Tuesday	818	1696	184	0	0	2698
3/25/2015	Wednesday	848	1636	122	0	0	2606
3/26/2015	Thursday	730	1661	25	0	0	2416
3/27/2015	Friday	715	1643	94	0	0	2452
3/28/2015	Saturday	703	1343	0	0	0	2046
3/29/2015	Sunday	733	1295	0	0	104	2132
3/30/2015	Monday	662	1406	134	0	0	2202
3/31/2015	Tuesday	776	2010	135	0	0	2921
4/1/2015	Wednesday	682	1785	45	0	0	2512
4/2/2015	Thursday	791	1774	83	0	0	2648
4/3/2015	Friday	790	1630	0	0	0	2420
4/4/2015	Saturday	738	1299	0	0	0	2037
4/5/2015	Sunday	698	1333	0	0	0	2031
4/6/2015	Monday	722	1423	60	0	0	2205
4/7/2015	Tuesday	646	1778	141	0	0	2565
4/8/2015	Wednesday	817	1654	141	0	0	2612
4/9/2015	Thursday	656	1731	0	0	0	2387
4/10/2015	Friday	898	1504	57	0	0	2459
4/11/2015	Saturday	783	1336	0	0	0	2119
4/12/2015	Sunday	691	1417	0	0	0	2108
4/13/2015	Monday	653	1368	173	0	0	2194
4/14/2015	Tuesday	870	1687	125	0	0	2682
4/15/2015	Wednesday	741	1694	81	0	0	2516
4/16/2015	Thursday	664	1602	86	0	0	2352
4/17/2015	Friday	832	1674	0	0	0	2506
4/18/2015	Saturday	712	1409	0	0	0	2121
4/19/2015	Sunday	638	1242	0	0	0	1880

*Domiciliary Laundry is House Linen only and no personal laundry.
** Facility weights for rewash-no charge

PRICE SCHEDULE

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 Procurement Services and not used in evaluation and any subsequent order.

ITEM ID	ESTIMATED DAILY QUANTITY	DESCRIPTION	PRICE PER POUND
27436	2400 LBS.	Professional Laundry Supplies/Services	$ .47

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: OT900516-1

MBE CONTRACTOR

77028
Allstar Laundry Services, Inc.
12717 Euclid Ave.
Cleveland, OH 44112

TERMS: 2% 10 Days

CONTRACTOR'S CONTACT: C. Burrell

Telephone: (440) 349-0332
FAX: (844) 270-5481

CONTRACTOR'S E-MAIL ADDRESS: allstarlaundry@att.net

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
2	11/01/2015	Amendment is issued to indicate a unilateral renewal effective 11/01/2015 through 11/30/2015.
1	10/01/2015	Amendment is issued to indicate a unilateral renewal effective 10/01/2015 through 10/31/2015.