

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

**REQUIREMENTS CONTRACT: PROFESSIONAL LAUNDRY SERVICES FOR APPALACHIAN BEHAVIORAL HEALTHCARE - ATHENS CAMPUS**

CONTRACT No.: OT904407

EFFECTIVE DATES: 11/01/06 to 10/31/09  
Renewal 11/01/09 through 10/31/11

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT904407 that opened on 09/20/06. 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](#), 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 Appalachian Behavioral Healthcare, Athen Campus, 100 Hospital Drive, Athens, OH 45701, 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.

Questions regarding this and/or the Requirements Contract may be directed to:

Peggy J. Canada, CPPB  
peggy.canada@das.state.oh.us

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



<http://www.ohio.gov/procure>

Signed: \_\_\_\_\_  
Hugh Quill, Director Date

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**WHERE APPLICABLE, THE FOLLOWING TERMS AND CONDITIONS SUPERSEDE ANY STANDARD TERMS AND CONDITIONS SHOWN IN THIS BID.**

**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(ies) they are bidding in order to survey the facility(s) 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 , Mr. Dave Mayles, Manager at (740 ) 594-5000, Ext. 4028. 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.

**TRANSPORTATION CHARGES:** All laundry services rendered shall be F.O.B. and prepaid to Appalachian Behavioral Healthcare , Athens Campus, 100 Hospital Drive, Athens, Ohio 45701.

**EVALUATION:** Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will: multiply the estimated annual usage by the price per pound for each of the three years then add all years together for the grand total. Failure to bid all years may result in the bidder being deemed as non-responsive and no further consideration given for potential awarding of the contract.

**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 price per pound by the estimated usage listed in the bid and then adding each of the totals together to arrive at a total for all years listed. Failure to bid all years listed 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 State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Peggy J. Canada.

**SPECIFICATIONS FOR LAUNDRY SERVICE AT APPALACHIAN BEHAVIORAL HEALTHCARE**

I. SCOPE

These specifications are for the procurement of professional laundry services for Appalachian Behavioral Healthcare (ABH), 100 Hospital Drive, Athens, Ohio 45701, including pick up of soiled laundry, cleaning, sanitizing, packaging/wrapping, and delivery/placement of clean laundry.

II. CLASSIFICATION

Laundry shall consist of: fitted sheets, flat sheets, pillow cases, blankets, wash cloths, bath towels, bed spreads, laundry bags, wet/dust mops and miscellaneous items (rags, etc.).

III. REQUIREMENTS

- A. Contractor shall submit with the bid references of health care facilities, (e.g., hospital or mental health facility) they have provided laundry services for in the past five (5) years. References shall include: facility name, contact person and phone number.
- B. Contractor shall meet Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) accreditation standards, and all federal, state and local health department requirements.
- C. The contractor shall submit with the bid a copy of their company's current operation & procedure manual and quality assurance program (QAP) manual which is currently being used in a health care facility.
- D. Contractor shall submit with the bid a written procedure policy regarding replacement of lost articles.

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 between the hours of 7:00 A.M. and 1:00 P.M. In weeks during which a holiday falls, delivery days will need to be adjusted to facilitate three (3) deliveries during the holiday week. Adjustments will be established as mutually by ABH and the contract laundry. Sundays and holidays excluded. Legal holiday exclusions are:

New Years Eve	January 1
Martin Luther King Day	Third Monday in January
Presidents' 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 Day	December 25

Preceding deliveries shall encompass needed items for the holiday period.

- B. Soiled linen sent to the laundry on Monday will be returned to the hospital on Wednesday, soiled linen sent to laundry on Wednesday will be returned on Friday, and soiled linen sent to the laundry on Friday will be returned to the hospital on Monday.
- C. Clean linen will be delivered to the loading dock and stored in the corridor. Soiled linen will be picked up from the soiled linen room on "1 North" and "1 South".
- D. The contractor will deliver all torn, worn or badly stained linen, etc. in a bag labeled "torn linen" back to the facility.

**SPECIFICATIONS (Cont'd)**

- E. Personal clothing that may accidentally become mixed with linens shall be washed, tumbled dry and returned.
- F. Replacement of worn, "inservice damaged" and non-cleanable badly stained inventory shall be the responsibility of the ABH, including all costs.
- G. Contractor shall be responsible for replacement (at new replacement cost) of inventory damaged due to processing.
- H. Contractor shall process contaminated linen in accordance with federal, state and local standards.
- I. Delivered laundry that is unacceptable (yellow or gray whites/dull colors) will be returned and re-processed at no extra cost.
- J. ABH shall provide carts for delivery and pickup of clean and dirty linen in quantities to meet the facility's needs. Carts may be canvas or polyurethane and shall comply with federal, state and local sanitation regulations.
- K. Contaminated linen will be placed in specially marked bags and identified by the hospital staff.
- L. Contractor shall iron all bedspreads, sheets, pillow cases aprons and patient gowns before sort-wrapping, folding and/or tying laundry into manageable bundles, in accordance with acceptable standards of Medicare, Medicaid and Joint Commission on the Accreditation of Healthcare Organizations.
- M. It will be the responsibility of the hospital to provide adequate linens to the laundry and to have all linens clearly marked with the hospital name.
- N. The contractor's account manager shall meet with the operations director or designee no less than three (3) times per year to evaluate compliance with the contract and to address any other issues which may arise during the contract period. In addition, the account manager shall conduct surprise inspections of the laundry service no less than three (3) times per year as a quality control mechanism. A report of those findings shall be submitted to the operations director or designee within three (3) working days of the inspection.
- O. If for any reason the contract laundry is inoperable, it will be the responsibility of the contractor to maintain normal service for the customer.
- P. If the hospital's supply of linen stored with the contract laundry is destroyed due to unforeseen events such as fire, tornado, etc., the contract laundry will be responsible for all lost/damaged items. The items will be of a like kind as approved by the hospital.

V. **PREPARATION OF LINEN CARTS**

In carts provided by the hospital, the contract laundry shall place the quantity and type of linens sent on previous pickup. The cart shall be lined by the laundry with a clean plastic liner and sealed on top with plastic when the cart order is completed.

VI. **LINEN TO BE PROCESSED**

Sheets, flat & fitted	Pillow cases	Bath towels
Wash cloths	Bed spreads	Thermal blankets
Laundry bags	Wet/dust mops/rags	Washable wool blankets

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

**VENDOR ID: 45685**  
Eastside Dry Cleaners  
304 Woodland Ave.  
Columbus, OH 43203

CONTRACTOR'S CONTACT: Renard Allen,

REMITTANCE ADDRESS:

P.O. Box 83283  
Columbus, OH 43202

BID CONTRACT NO.: OT904407-1(10/31/09)

DELIVERY: 30 Days A.R.O.

TERMS: 5 % 10 Days

Telephone: (614) 252-8292  
FAX: (614) 252-0030

\*E-mail: [aup1@att.net](mailto:aup1@att.net)

\*Indicates change to e-mail address.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
1	11/01/09	As a result of mutual agreement between the state of Ohio and the Contractor, this amendment is issued to renew the subject contract an additional twenty-four (24) months, effective 11/01/09 through 10/31/11. Also to change e-mail address and add Page 7, Summary of Amendments.