

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.: OT907215

EFFECTIVE DATES: 05/01/15 to 03/31/17

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT907215 that opened on 02/18/15. 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 Appalachian Behavioral Healthcare in Athens OH, 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:

Gail Harper-Perry, CPPB  
gail.harper-perry@das.ohio.gov

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

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Robert Blair, Director

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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.

**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 bidders must be an Ohio certified MBE as of the solicitation 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>

**SITE VISIT:** A site visit has been scheduled for **11:00 am on Friday, February 6, 2015 at the Appalachian Behavioral Healthcare, 100 Hospital Drive, Athens, OH 45701**. 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 take the sum of multiplying all Bid Price Per Item by the Annual Estimated Usage to arrive at the category total.

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

**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.

**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.

GENERAL SPECIFICATIONS

I. SCOPE

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

II. CLASSIFICATION

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

III. REQUIREMENTS

The Contractor shall be able to immediately meet all pertinent Federal, State, and Local regulations including the Healthcare Laundry Accreditation Council (HLAC), Medicaid Intermediate Care Facilities for Individuals with Mental Retardation (ICR/MR) 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.

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. Contractor shall submit with the bid at least three (3) 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. Failure to submit current references with current phone numbers may result in disqualification of your bid.
- B. 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. The Operation & Procedure Manual must include 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. Unless otherwise mutually agreed upon by ABH and the Contractor. 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.
- B. 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 agreed upon by ABH and the Contractor. Sundays and holidays are excluded. Legal holiday exclusions are:

New Year's 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.

### GENERAL SPECIFICATIONS

- C. It will be the responsibility of ABH to provide adequate linens to the Contractor. Replacement of worn, "in-service damaged" and non-cleanable badly stained inventory shall be the responsibility of the ABH, including all costs.
- D. Clean linen will be delivered to the loading dock and stored in the corridor. Soiled linen will be picked up from the soiled linen rooms on "1 North", "2 North", "1 South" and "2 South".
- E. Personal clothing that may accidentally become mixed with linens shall be washed, tumbled dry and returned.
- F. Contaminated linen will be placed in specially marked bags and identified by the ABH Staff. Contractor shall process contaminated linen in accordance with federal, state and local standards.
- G. Delivered laundry that is unacceptable (yellow or gray whites/dull colors) will be returned and re-processed at no extra cost.
- H. Contractor shall iron all bedspreads, sheets and pillow cases before sort-wrapping, folding and/or tying laundry into manageable bundles, in accordance with acceptable standards of Medicare, Medicaid and Joint Commission.

### V. PREPARATION OF LINEN CARTS

- A. Contractor shall provide carts for delivery and pickup of clean and dirty linen in quantities to meet the ABH's needs. Carts may be canvas or polyurethane and shall comply with federal, state and local sanitation regulations.
- B. Contractor shall place the quantity and type of linens sent on previous pickup. Each cart shall have a specified amount to assist with need for each individual area. The cart shall be lined by the Contractor with a clean plastic liner and sealed on top with plastic when the cart order is completed.

### VI. CONTRACTOR'S RESPONSIBILITIES

- A. 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.
- B. Contractor shall be responsible for replacement (at new replacement cost) of inventory damaged due to processing.
- C. If for any reason the Contractor's facility is inoperable, it will be the responsibility of the contractor to maintain normal service for ABH.
- D. If ABH's supply of linen stored with the Contractor is destroyed due to unforeseen events such as fire, tornado, etc., the Contractor will be responsible for all lost/damaged items. The items will be according to linen item specifications of the contract.
- E. The Contractor shall meet with the Operation's 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 Contractor 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 Operation's Director or designee within three (3) working days of the inspection.

### VII. 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 Operation's Director or designee with monthly written summaries of costs incurred per item.

GENERAL SPECIFICATIONS

VIII. LINEN ITEMS SPECIFICATIONS

<u>ITEM</u>	<u>DESCRIPTION</u>
Fitted Sheets	36" x 84" x 14", knit, 60/40 blend, weight 21 oz. white
Pillow Cases	21"x 29", 55% cotton, 45% polyester blend, T-130, Import
Thermal Blankets	66" x 90", White year round, 100% cotton, 2.5#, must be fire retardant
Bed Spreads	76" x 110", assorted colors, fire retardant
Wash Clothes	12" x 12", 100% Cotton Woven Plain Terry, 1# per dozen, Import
Bath Towels	24" x 48", 100% woven plain terry, 8.0# Dozen, Import
Laundry Bags	30" x 37" x 18", Envelope Hood, Fluid Resistant, 100% polyester, must have an elastic opening
Wet Mops	3" x 18" Web foot, shrink less, medium white 1" band
Dry Dust Mops	3" x 18"

IX. ESTIMATED USAGE

<u>ITEM</u>	<u>ESTIMATED ANNUAL USAGE*</u>	<u>ESTIMATED ANNUAL USAGE*</u>
1. Fitted Sheets	9,984	192 per week
2. Pillow Cases	9,984	192 per week
3. Thermal Blankets	12,480	240 per week
4. Bed Spreads	7,800	150 per week
5. Wash Cloths	43,680	840 per week
6. Bath Towels	43,680	840 per week
7. Laundry Bags	5,200	100 per week
8. Wet Mops	5,200	100 per week
9. Dust Mops	2,600	50 per week

\*Estimated Annual Usage is for evaluation purposes only.

**PRICE SCHEDULE**

ITEM NUMBER	ITEM	ESTIMATED ANNUAL USAGE	PRICE PER PIECE
27159	1. Fitted Sheets	9,984	\$0.705
27160	2. Pillow Cases	9,984	\$0.280
27161	3. Thermal Blankets	12,480	\$1.280
27162	4. Bed Spreads	7,800	\$1.300
27163	5. Wash Cloths	43,680	\$0.260
27164	6. Bath Towels	43,680	\$0.580
27165	7. Laundry Bags	5,200	\$0.335
27166	8. Wet Mops	5,200	\$0.840
27167	9. Dust Mops	2,600	\$0.600
29153 *	10. Laundry Services	N/A	\$ amount

**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.
- 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.

No Subcontractors will be used. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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.

\* Indicates the addition of an OAKS item number

CONTRACTOR INDEX

CONTRACTOR, TERMS, AND SHIPMENT:

BID CONTRACT NO.: OT907215-1



**Minority Business Enterprise (MBE)**

0000149329

Impressed Dry Cleaning

276 E. Main Street

New Albany, OH 43054

CONTRACTOR'S CONTACT: Ronald Williams

TERMS: 2%-10, Net 30 Days

DELIVERY: As Specified

Telephone: (614) 704-2470

FAX: (614) 939-9046

E-mail address: [rwikings8@gmail.com](mailto:rwikings8@gmail.com)

Preferred Method of Ordering: Email [rwikings8@gmail.com](mailto:rwikings8@gmail.com)

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
1	11/24/15	This amendment is issued to add an OAKS item number and, to add the Summary of Amendments page.