

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 FOR NORTHWEST DEVELOPMENTAL CENTER

CONTRACT No.: OT907915

EFFECTIVE DATES: 04/01/15 to 03/31/17

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT907915 that opened on 02/06/15. 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 Northwest Developmental Center, 1101 South Detroit Ave., Toledo, OH 43614 , 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>

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.

SITE VISIT: A site visit can be scheduled by contacting the agency directly at (419) 381-3016 to arrange a walk-through of the facility. 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 category totals. Category I and Category II will be added together to arrive at Combined Total.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by Combined Total. 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: MRO.

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 at Northwest Developmental Center ("The Center").

II. CLASSIFICATION:

Laundry will consist of dinner napkins, pillow cases, quilted pillow covers, flat sheets, fitted sheets, wash cloths, laundry bag barriers (Anti-specimen), kitchen towels, thermal blankets, bed pads, bath towels, bib aprons and examination gowns.

III. BID SUBMITTAL REQUIREMENTS:

The Contractor shall be able to immediately meet all pertinent Federal, State, and Local regulations including the Healthcare Laundry Accreditation Council (HLAC), Medicaid 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. Bidder shall submit with the bid three (3) references of health care facilities with a minimum of 100-bed capacity (e.g., hospital, intermediate care facility (ICF)/nursing home or mental health facility) they have provided laundry services. References shall include facility name, contact person and phone number.

B. Bidder is to submit with the bid a copy of their current company's Operation & Procedure Manual and Quality Assurance Program (QAP) manual that is currently being used in a health care facility.

IV. CONTRACTOR'S SERVICE RESPONSIBILITIES:

A. Contractor shall deliver clean laundry to the Center arriving by 9:30 a.m. and completing delivery by 1:30 p.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 have the capability to, and shall in fact, make emergency deliveries seven (7) days per week, each day of the year, as determined necessary by the Center. It is understood that the Contractor's regular linen deliveries are expected to be at adequate and appropriate levels.

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

D. Contractor shall deposit clean linen in individual linen closets. Linen storage areas are found in each of seven (7) residential buildings, building 610 (which encompass the Clinic, Activity Therapy, and Occupational Therapy and the emergency supply delivery locations) and Building 614 (main kitchen).

E. Contractor is responsible for delivering the amount of linen to include examination gowns as specified on the Center's Daily Par Level Order Report, which defines each residential building, Building 610 (which encompasses the Clinic, Activity Therapy, Occupational Therapy, and the emergency supply delivery locations), and Building 614 (main kitchen). The Daily Par Level Order Report shall be delivered to the Center via an electronic ordering system application provided by either party or delivered through another mutually agreed upon method. The Center reserves the right to periodically adjust par levels according to individual building's needs.

GENERAL SPECIFICATIONS

- F. Contractor shall appropriately stack clean linen in linen storage areas according to the ICF/MR standards which include but are not limited to sanctuary storage (i.e., avoidance of high piling, floor storage, etc.).
- G. Contractor shall routinely check and stock the emergency supply, a minimum of one (1) time per week to assure that it is adequate to service the Center 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. Ongoing replacement of inventory due to normal wear and tear shall be the responsibility of the Contractor, including cost. However, the Center will be responsible for the replacement value of the items lost or damaged by the negligence of patients and/or Center 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 Center shall be in good condition (free of holes and excessive ware) and be clean and stain free.
- J. Contractor shall provide carts for delivery and pick up of clean and dirty linen in quantities to meet the Center'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 Center Operations Director or designee no less than six (6) times per year 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 Center Operations Director or designee in response to changes in the programmatic, rehabilitative, and operational needs of the Center and its residents and staff. The Center shall notify Contractor of any modifications of linen service requirements and frequencies within fourteen (14) days of requested change. Mutually agreed upon changes shall be implemented within no more than fourteen (14) days of agreement.

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 weekly or monthly written summaries of costs incurred per item, per building.

VI. **NORTHWEST DEVELOPMENTAL CENTER REQUIREMENTS, TOLEDO, OHIO:**

- A. Soiled laundry is to be picked up on a daily basis, and clean laundry delivered on a daily basis, Monday through Saturday; Sundays and specified holidays are excluded. The specified holidays are:

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

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

GENERAL SPECIFICATIONS

VII. LINEN ITEMS SPECIFICATIONS

<u>ITEM</u>	<u>DESCRIPTION</u>
Dinner Napkins	22" X 22", 100% Cotton
Pillow Cases	To Fit Standard Size Pillow 18" X 25", 50% Polyester, 50% Cotton Percale, T-180
Quilted Pillow Covers	To Fit Standard Size Pillow 18" X 25", 50% polyester, 50% Cotton Percale
Flat Sheets	72" X 104" (To Fit Twin-XL size Mattress), 36" X 80" X 6.5", 50% Polyester, 50% Cotton Percale, T-180
Fitted Sheets	To Fit Twin-XL Size Mattress 36" X 80" X 6.5", 50% Polyester, 50% Cotton Percale T-180
Wash Cloths	12" X 12" 100% Cotton Woven Plain Terry, Imported, Minimum Weight 1 lb. Per Dozen
Bath Towels	25" X 50" 100% Cotton Woven Plain Terry, Imported, Minimum Weight 10 lb. Per Dozen
Bed Pads	36" X 76" 50% Polyester, 50% Cotton, Minimum Weight 13.3 oz. Per Sq. Yd., Whip Stitched Edges, Napped Finish
Thermal Blankets	66" X 90" Finished Size, 50% Polyester, 50% Cotton, Minimum Weight 2 7/8 lb., Hemmed Ends
Laundry Bag Barriers (Anti-Specimen)	30" X 40" Finished Size, Moisture Resistant, T-270, Impermeable, 50/50 Barrier Cloth, Envelope-style Construction with Hood. Anti-Specimen as it relates to tissue, blood, or urine, the laundry bags are to be impermeable barriers and moisture resistant to wet and contaminated laundry items.
Examination Gowns	Sizes Large and Medium, 100% Cotton, Wide Tie, Overlap Closing
Kitchen Towels	15" X 27" White with Border or Center Stripe, 100% Cotton, Minimum Weight 4.28 oz. per Sq. Yd.
Bib Aprons	33" X 36" White, 50% Polyester, 50% Cotton, Plain Weave, Nylon Ties.

NOTE: Color(s) to be selected by the Center.

GENERAL SPECIFICATIONS

VIII. **ESTIMATED QUANTITIES:** The Contractor is to furnish the initial and subsequent supply of assorted items and these estimated levels according to the Daily Par Level Order Report. The Center's weekly totals are estimates and are subject to change, as needed. If the changes require the Contractor to sustain extra expenses over the estimated quantities, the Contractor will document the expense(s) and submit to the Center for review. Upon approval, the awarded contractor may be provided an increase to cover the additional expense(s). All expenses outside of this contract must be pre-approved by the Center.

DESCRIPTION	ESTIMATED ANNUAL USAGE*	ESTIMATED WEEKLY USAGE**
1. Dinner Napkins	206,420	3960 per week
2. Pillow Cases	59,480	1140 per week
3. Quilted Pillow Covers	20,330	390 per week
4. Flat Sheets	54,800	1050 per week
5. Fitted Sheets	51,056	978 per week
6. Wash Cloths	315,620	6060 per week
7. Laundry Bag Barriers (Anti-Specimen)	46,276	888 per week
8. Kitchen Towels	51,780	990 per week
9. Thermal Blankets	39,100	750 per week
10. Bed Pads	46,860	900 per week
11. Bath Towels	245,420	4710 per week
12. Bib Aprons	20,984	402 per week
13. Examination Gowns	650	50 per week

* Estimated Annual Usage is for evaluation purposes only

** Estimated Weekly Usage does not include Emergency Storage and Kitchen Storage amounts included on Daily Par Level Order Report

PRICE SCHEDULE

CATEGORY I: CONTRACTOR OWNED ITEMS INCL. LAUNDRY SERVICES

ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL USAGE*	PRICE PER EACH
27198	1. Dinner Napkins	206,420	\$0.069
27199	2. Pillow Cases	59,480	**\$0.200
27200	3. Quilted Pillow Covers	20,330	**\$0.200
27201	4. Flat Sheets	54,800	**\$0.580
27202	5. Fitted Sheets	51,056	**\$0.680
27203	6. Wash Cloths	315,620	**\$0.100
27204	7. Laundry Bag Barriers (Anti-Specimen)	46,276	**\$0.320
27205	8. Kitchen Towels	51,780	**\$0.120
27206	9. Thermal Blankets	39,100	\$1.250
27207	10. Bed Pads	46,860	\$1.300
27208	11. Bath Towels	245,420	\$0.340
27209	12. Bib Aprons	20,984	\$0.220
27210	13. Examination Gowns	650	\$0.300

CATEGORY II: REPLACEMENT COSTS

ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL USAGE*	PRICE PER EACH
27211	1. Dinner Napkins	206,420	\$1.500
27212	2. Pillow Cases	59,480	\$3.150
27213	3. Quilted Pillow Covers	20,330	\$3.000
27214	4. Flat Sheets	54,800	\$8.000
27215	5. Fitted Sheets	51,056	\$8.55
27216	6. Wash Cloths	315,620	\$0.250
27217	7. Laundry Bag Barriers (Anti-Specimen)	46,276	\$10.25
27218	8. Kitchen Towels	51,780	\$0.600
27219	9. Thermal Blankets	39,100	\$11.25
27220	10. Bed Pads	46,860	\$7.750
27221	11. Bath Towels	245,420	\$5.100
27222	12. Bib Aprons	20,984	\$2.500
27223	13. Examination Gowns	650	\$5.850

* Annual Estimated Usage is for evaluation purposes only.

** Corrected Item price

PRICE SCHEDULE (Continued)

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.

_____	_____
_____	_____
_____	_____

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.

CONTRACTOR INDEX

CONTRACTOR, TERMS, AND SHIPMENT:

BID CONTRACT NO.: OT907915 (03/31/17)



0000100673
Miller's Textile Services
520 Commerce Drive
Wapakoneta, OH 45895

TERMS: Net 30
DELIVERY: As Specified

CONTRACTOR'S CONTACT: Bud Honshell
Director of Business Development

TELEPHONE: (574)-265-4271
TOLL FREE: (800) 826-3164 x1301
FAX: (937)-422-8254

E-MAIL ADDRESS: bhonshell@millerstextile.com

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
1	04/01/15	This amendment is issued to correct Item Pricing in the Price Schedule and to make the corrections retroactive to 04/01/15.