

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 RENTAL SERVICES FOR TIFFIN DEVELOPMENTAL CENTER

CONTRACT No.: OT909805

EFFECTIVE DATES: 01/01/05 to 12/31/10
Renewal through 7/31/11

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT909805 that opened on 11/01/04. 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 Tiffin Developmental Center, 600 North River Road, Tiffin, OH 44883-1107, 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:

Janice Fitzpatrick, CPPB
janice.fitzpatrick@das.state.oh.us

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

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

* To indicate mutual renewal for one (1) month, effective July 1, 2011 through July 31, 2011

Signed: _____
Robert Blair, Director Date

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SPECIAL INSTRUCTIONS TO BIDDERS

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 Article K-5, of the 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.

SPECIFICATION QUESTIONS: Bidders may visit State Purchasing's website at www.ohio.gov/procure and submit their questions. Answers to bidder's questions will be posted on State Purchasing's website. No prospective bidder shall respond to any verbal instructions or changes to this bid; only communications issued by the Ohio Department of Administrative Services, State Purchasing in the form of an addendum, will be considered valid.

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. Don Pummell at Tiffin Developmental Center (419) 447-1450 Ext. 219. 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.

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 unit cost by the estimated usage listed in the bid and then adding each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

EVALUATION: Bids will be evaluated in accordance with Article I-5 of the "Instructions to Bidders". In addition, the state will: Multiply the estimated annual usage of each item by its corresponding unit price and then add the five (5) year totals together. Failure to bid all items may result in the bidder being deemed as non-responsive and no further consideration given for potential awarding of the contract.

USAGE REPORTS: Every three (3) 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, Ohio 43228-1395, Attn: Peggy J. Canada.

SPECIFICATIONS FOR LAUNDRY RENTAL SERVICES AT THE TIFFIN DEVELOPMENTAL CENTER

I. SCOPE

These specifications shall cover the procurement of laundry rental services for the Tiffin Developmental Center, 600 North River Road, Tiffin, Ohio 44883, including inventory procurement, pick-up of soiled laundry, cleaning, sanitizing, packaging/wrapping and the delivery and placement of laundry back to a designated area of the facility.

II. CLASSIFICATION

Laundry will consist of bath towels, wash cloths, fitted sheets, flat sheens, pillow cases, mattress pads, draw sheets, blankets, maintenance towels, red x bags, gowns, mop heads, mesh bags and provisions for damaged bath towels and washcloths for use as rags for the housekeeping staff.

III. REQUIREMENTS

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

- A. Bidder is to furnish with the bid response three (3) references of health care facilities, (i.e., hospital, intermediate care facility (ICF)/nursing home or mental health facility) they have provided laundry services for in the past five (5) years. References must include facility name, contact person, telephone and fax numbers, dollar volume and length of service.
- B. Bidder shall be able to immediately meet Intermediate Care Facility/Mental Retardation (ICF/MR) and Mental Retardation/Developmental Disabilities (ACMR/DD) accreditation standards and all state and local health department requirements.
- C. The bidder is to submit with the ITB response a copy of their company's current Operations and Procedure Manual and Quality Assurance Program (QAP) manual, currently being used in a health care facility.

IV. LAUNDRY SERVICE REQUIREMENTS

- A. Clean laundry shall be delivered on Monday, Wednesday and Friday every week of the year with the exception of major holidays for the vendor plant. Deliveries shall be at specified locations and in accordance with par level requirements of 13 residential homes and 2 backup storage areas.
- B. On major holiday weeks, when the holiday falls on a Monday, Wednesday or Friday and alternate day will be established for pickup and deliveries. Major holidays shall include the following:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's 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
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

SPECIFICATIONS (Cont'd)

- C. 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, Wednesday and Friday). Contractor shall immediately notify the Center's Operations Director or designee anytime that a linen delivery will deviate from the scheduled time frames.
- D. Contractor shall furnish sufficient transportation carts for clean delivery and subsequent soiled storage at the facility for outside pickup. Carts must be suitable for outside storage of soiled laundry with some type of durable lid to protect soiled bags from the elements. The Center may request hasps or security devices on carts as necessary to insure the safety of individual residents of the Center. The contractor will be responsible for maintaining carts in working condition and assure that carts do not become unsightly. Cart sanitation will be the responsibility of the contractor. Carts will be designed ergonomically to prevent staff injury from excessive bending and lifting of linens.
- E. In the event of a major emergency requiring TDC to evacuate the residential facility, or any portion thereof, the contractor will continue to provide full services including delivery and pickup services to an alternate residential site.
- F. 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. For each delivery, delivery persons are required to sign in and out at the center switchboard, or Administrator on Duty (AOD) office, as designated and pick-up and return the keys at that time.
- G. Contractor shall deliver clean linen carts to four (4) delivery points on each delivery day. Multiple carts shall be supplied as needed at each building to provide par level supplies to each building module and back-up supply areas. Soiled linens will be picked up on the same day as clean linen deliveries, at the four (4) designated locations. It is the responsibility of the contractor to assure there is no cross contamination of soiled and clean linens in the delivery process. Those four (4) sites include:
 - 1. Garza Building, Modules 1 through 5 (plus 1 back-up storage area)
 - 2. Utah Building, Modules 1 through 4
 - 3. Nevada Building, Module 1
 - 4. Environmental Services Building (primary back-up storage area)

Contractor shall be responsible to deliver and stock shelves to specified par levels at each laundry closet within the residential buildings. There is one closet per module/wing of the 3 residential buildings. Those delivery points include; the Garza Building modules 1, 2, 3, 4 & 5 plus 1 backup storage closet in the rear corridor of the Garza Building, the Nevada Building modules 1, 2, 3 & 4, and the Utah Building modules 1, 2, 3, & 4 for a total of 14 residential closets. The Environmental Services Building will be the location of emergency supplies for the entire campus and this delivery point will need to be serviced at least once per week.

- H. Contractor is responsible for delivering the amount of linen specified on the facility's daily par level order report which defines each residential module within the residential building, one back-up storage room in the Garza Building and the two (2) day emergency back-up supply at the Environmental Services Building. The center reserves the right to periodically adjust par levels according to individual building's needs.
- I. Contractor shall deliver clean linen in carts that will be subdivided and marked by module names. Upon delivery, carts will be located at specified areas within the building entry ways or at the specified Cottage drop-off point. Carts must comply with federal, state, and local sanitation regulations and be convertible for soiled linen storage outside the building.
- J. Contractor shall routinely check with the Environmental Service Manager regarding emergency supply to assure that it is adequate service facility 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.
- K. Ongoing replacement of inventory shall be the responsibility of the contractor, including cost.
- L. Contractor shall process and laundry contaminated linen in accordance with acceptable standards of Medicare, Medicaid and the Joint Commission on the Accreditation of Healthcare Organizations. All linens delivered to the facility shall be in good condition and be clean and stain free.
- M. Contractor's Account Manager shall meet with the Operations Director or designee no less than four (4) times per year to evaluate compliance with the contract and to address any other issues that may arise during the contract period.

SPECIFICATIONS (Cont'd)

- N. 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 Operations Director or designee in response to changes in the programmatic, habilitative, and operational needs of the center and its residents and staff.
- O. The contractor will not make linen brand changes or quality changes in rental linens without agreement from the Operations Director or designee. Anticipated changes will be for the improvement of quality-supplied items, cost neutral or for Center programmatic/clinical purposes, or otherwise beneficial to the Center residents.
- P. The contractor will work with the Operations Director and Environmental Services Supervisor in planning of transition from Center purchased linen supplies to the rental arrangement in this contract. The plan will include credit against contract costs based on the utilization or exchanges for stock remaining in the Center's inventory.

V. LINEN ITEMS SPECIFICATIONS

ITEM	DESCRIPTION
Flat Sheet	66" X 115" (Twin Size Mattress), 36" X 80" X6", 50% Polyester, 50% Cotton Percal, T-180
Fitted Sheet	36" X 80" X10", (Twin Size Mattress) with Deep Pocket, 45% Polyester, 55% Cotton Percal, T-180
Draw Sheet	Approx. 60" X 70", 50% Polyester, 50" Cotton and moisture resistant material added for protection
Pillow Case	18" X 25" (Standard Size Pillow), 50% Polyester, 50% Cotton Percal, T-180
Bath Towel	25" X 50" 100% Cotton Woven Plain Terry, Imported, Minimum Weight 10 lb. per Dozen
Wash Cloth	12" X 12" 100% Cotton Woven Plain Terry, Imported, Minimum Weight 1 lb. per Dozen
Maintenance Towel	16" X 27" 100% Cotton Woven Terry, Minimum Weight 3 lbs. per Dozen
Blanket	66" X 90" 50% Polyester, 50% Cotton
Mattress Pad	36" X 80" 50% Polyester, 50% Cotton, Minimum Weight 13.3 oz. Per Sq. Yd., Whip Stitched Edges, Napped Finish
Gown	One Size Fits All, 100% Cotton, Wide Tie, Overlap Closing
Red X Bag	30" X 40" Finished Size, Flat bottom, Unbleached 50% Cotton, 50% Polyester, Minimum Weight 7 ½ oz. Per Sq. Yd., Envelope-style Construction, with self-closing Hood and Hand Holes, Double Lock Stitched (Red Stripe on Bag)
Mesh Bag	Approx. 25" X 35", Polyester mesh Laundry net bag with Tie closure
Mop Head	Webbed Cotton Wet Mop, 20 oz.

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

VI. 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. These 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, per building module.

SPECIFICATIONS (Cont'd)

VII. RECORD KEEPING AND BILLING

- A. The contractor must furnish Tiffin Developmental Center with a detailed laundry report for each service day. The laundry report must contain the service date, customer name, type and quantity of items processed.
- B. The contractor will utilize the daily service reports based on dry, clean weight to submit monthly invoices to the facility.
- C. The contractor must maintain such accounting books and records in connection with the operation(s) under this contract for two (2) years after the expiration of the contract. Said accounting books and procedures must be in accordance with the generally accepted accounting procedures.

VIII. MISCELLANEOUS

- A. If for any reason the contract laundry is inoperable, it will be the responsibility of the contractor to maintain normal service for the Tiffin Developmental Center.
- B. If Tiffin Developmental Center's supply of linens stored with the contractor is destroyed due to unforeseen circumstances such as fire, tornado, etc., the contractor will be responsible for replacement of all lost/damaged items at full replacement value. The replacement items will be of like kind and approved by the Tiffin Developmental Center.

PRICE SCHEDULE

ITEM ID.: 4537

ITEM	PRICE PER PIECE 01/01/05 - 12/31/05	PRICE PER PIECE 01/01/06 - 12/31/06	PRICE PER PIECE 01/01/07 - 12/31/07	PRICE PER PIECE 01/01/08 - 12/31/08	PRICE PER PIECE 01/01/09 - 12/31/09
Flat Sheets	\$.510 EACH	\$.527 EACH	\$.545 EACH	\$.564 EACH	\$.583 EACH
Fitted Sheets (Contour)	\$.600 EACH	\$.621 EACH	\$.642 EACH	\$.664 EACH	\$.687 EACH
Draw Sheets	\$.365 EACH	\$.377 EACH	\$.390 EACH	\$.403 EACH	\$.417 EACH
Pillow Cases	\$.229 EACH	\$.237 EACH	\$.245 EACH	\$.253 EACH	\$.261 EACH
Bath Towels	\$.295 EACH	\$.305 EACH	\$.315 EACH	\$.326 EACH	\$.337 EACH
Wash Cloth	\$.122 EACH	\$.126 EACH	\$.130 EACH	\$.134 EACH	\$.138 EACH
Maintenance Towels	\$.120 EACH	\$.124 EACH	\$.128 EACH	\$.132 EACH	\$.136 EACH
Blankets	\$ 1.100 EACH	\$ 1.138 EACH	\$ 1.177 EACH	\$ 1.218 EACH	\$ 1.260 EACH
Mattress Pads	\$.485 EACH	\$.501 EACH	\$.518 EACH	\$.536 EACH	\$.554 EACH
Gowns	\$.469 EACH	\$.485 EACH	\$.501 EACH	\$.518 EACH	\$.536 EACH
Red X Bags	\$.315 EACH	\$.326 EACH	\$.337 EACH	\$.348 EACH	\$.360 EACH
Mesh Laundry Bags	\$.010 EACH				
Mop Head	\$.380 EACH	\$.393 EACH	\$.406 EACH	\$.420 EACH	\$.434 EACH

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

Vendor ID.: 104346
Angelica Textile Service
1820 Iowa Avenue
Lorain, Ohio 44052

CONTRACTOR'S CONTACT: Tim Walsh,

IT/MIS CONTACT PERSON: Michael Leighty

BID CONTRACT NO.: OT909805-1 (* 07/31/11)

DELIVERY: 30 Days A.R.O.

TERMS: Net 30 Days

Telephone: (440) 288-9125
FAX: (440) 288-1499
Toll Free: (800) 331-3935

MIS Telephone: (678) 823-4159

E-mail: twalsh@angelica.com

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
3	07/01/11	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 one (1) month; effective 7/1/11 through 7/31/11
2	01/01/11	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 six (6) months; effective 01/01/11 through 06/30/11.
1	01/01/10	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 twelve (12) months, effective 01/01/10 through 12/31/10.

