

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER <u>OT900416</u>	OPENING DATE (1:00 p.m.) <u>May 11, 2015</u>	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. DMH087	BID NOTICE DATE 4/29/2015	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, ____Days, Net 30 Days			
<u>PARTICIPATING AGENCY(IES):</u> Ohio Department of Mental Health & Addiction Services, Northwest Ohio Psychiatric Hospital (NOPH), 930 S. Detroit Avenue, Toledo, Ohio 43614			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 04/29/15			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> Laundry Services for Northwest Ohio Psychiatric Hospital			
Attached are pages 3 and 7 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to notify that failure to Bid all items may result in a disqualification.			

SPECIAL 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>.

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: A site visit will be held on 04/29/15 at Northwest Ohio Psychiatric Hospital located at 930 S. Detroit Avenue, Toledo, OH 43614 to survey the facility and discuss the requirements of the bid. The site visit will commence promptly at 10:00 am barring an unforeseen circumstance that results in a delay of the site visit. Attendance will be taken. The state will not be responsible to a bidder for their failure to obtain information discussed during the site visit due to their failure to attend and/or arriving after the site visit has convened.

Please contact Steve Taylor, Environmental Supervisor by 04/28/15_at (419) 381-1881 ext. 4677 during regular business 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 Estimated Required Initial Inventory by Item Replacement Price Per Item and multiply Estimated Weekly Delivery by Contractor Owned Items Including Laundry Services Price Per Item. These two totals will be added together to arrive at a combined low lot total. Failure to Bid all items may be cause for disqualification.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by combined low lot total. 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 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: Gail Harper-Perry.

* Indicates change.

PRICE SCHEDULE

Item	Description	Estimated Required Initial Inventory	Estimated Emergency Inventory *	Estimated Weekly Delivery	Contractor Owned Items Including Laundry Services Price Per Item	Item Replacement Price Per Item
Flat Sheets	38" x 84" knit, 60/40 blend, weight 21 oz. white	350	350	700	\$	\$
Pillow Cases	42" x 36" approximately 180 thread count, white	250	250	300	\$	\$
Wash Cloths	12" x 12", 100% Cotton Woven plain terry, 1# per dozen, import	250	250	400	\$	\$
Bath Towels	24" x 48", 100%, woven plain terry; 8# dozen, import	250	250	350	\$	\$
Gowns	Standard Psychiatric Patient Gown, blue, snap close, no strings	100	N/A	100	\$	\$
Laundry Bags	30" x 37" x 18", envelope hood, fluid resistant, 100% polyester, must have an elastic opening	50	N/A	125	\$	\$
Bed Spreads	76" x 110" polyester and cotton blend of 100% fire retardant materials of various colors (mainly mauve, blue and gold)	N/A	N/A	150	\$	\$
Blankets	88" x 72" thermal cotton, white (Delivery October – March)	N/A	N/A	150	\$	\$

* See Scope of Work, page 4, for details on emergency inventory

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