

# 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 May 1, 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			
<b>ADDENDUM FOR CHANGE</b> <b>ADDENDUM NO.: 2</b> <b>REVISION DATE: 05/01/15</b>			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> <b>Laundry Services for Northwest Ohio Psychiatric Hospital</b>			
Attached are pages 5 and 6 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 the specifications have been updated.			

GENERAL SPECIFICATIONS

- E. The Contractor shall treat all linen as contaminated per Universal Standards, in accordance with State, Federal or Local Sanitation Standards. Delivered laundry that is unacceptable (which includes, but not limited to spotting, fraying, yellow or gray whites/dull colors) will be returned and reprocessed at no extra cost. The Contractor shall be responsible for replacement of linens damage due to processing. Contaminated linen will be placed in specially marked bags and identified by the hospital staff.
- F. The Contractor must report losses in inventory to the facility on a quarterly basis during the months (March, June, September, December). Failure to report losses with the quarter immediately following maybe cause for NOPH to decline any financial responsibility in replacement costs.
- G. Unless stated otherwise in the Invitation to Bid, the Contractor shall furnish its own support staff, materials, tools, equipment, and other supplies necessary for the satisfactory performance of the work hereunder. The Contractor shall be responsible for and assume all office and business expenses that are incurred as a result of the performance of this contract, unless stated otherwise.
- H. Any travel-related expenses incurred by the Contractor under this contract shall be at the Contractor's expense.
- I. Subcontracting is not permitted.
- \* J. The Contractor must leave an extra cart one time per week in the on-site soiled linen room to be used for soiled linen.
- \* K. The Contractor must shrink wrap linen in the following manner to avoid cross contamination;
  - 1. Bath towels shrink wrap in bundles of 20
  - 2. Wash clothes shrink wrap in bundles of 50
  - 3. Flat sheets shrink wrap in bundles of 10
  - 4. Pillows shrink wrap in bundles of 10

V. LAUNDRY SERVICE REQUIREMENTS

- \* A. Soiled laundry is to be picked up three days per week, and clean laundry delivered three days per week, (Monday, Wednesday & Friday between the hours of 7:00 a.m. and 11:00 a.m. An alternate pick-up and delivery schedule may be negotiable in accordance with sufficient supply being available at all times. In weeks that include a holiday, delivery days will need to be adjusted to sufficient supply during that time. All adjustments will be established as mutually agreed upon by State of Ohio DAS-Office of Procurement, NOPH and Contractor. Sundays and holidays excluded. Holidays are:

New Year's Eve	December 31st
New Year's Day	January 1st
Martin Luther King Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	4th Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th

Deliveries shall encompass needed items for the holiday period.

The Contractor shall deliver clean laundry to the facility between the hours of 7:00 a.m. and 11:00 a.m. on each delivery day (i.e., Monday through Saturday). NOPH prefers Monday deliveries at 7:00 a.m. and as earliest as possible on the other delivery days. The 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. The Contractor shall iron all bedspreads, sheets, pillow cases and patient gowns before sort-wrapping, folding and/or tying laundry into manageable bundles, in accordance with acceptable standards of Medicare, Medicaid and The Joint Commission.

\* Indicates change

GENERAL SPECIFICATIONS

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- C. The Contractor's account manager shall meet with the Operations Director or designee at least once per quarter to evaluate compliance with the contract and to address any other issues which may arise during the contact period. In addition, the Contractor's account manager shall conduct surprise inspections of the laundry service no less than three times per year as a quality control mechanism. The inspections report must track the cleaning process, truck cleaning, proper handling and packaging of clean linens, cart cleaning, proper cart coverings for transportation; spot checking linens to be sent and linens on NOPH shelves as internal quality control measures. A report of those findings shall be submitted to the Operations Director or designee within three working days of the inspection. NOPH staff will perform the three unscheduled visits to monitor their processes in the laundry plant.

VI. PREPARATION OF LINEN CARTS

- A. NOPH will call and/or fax to the contractor the type and quantity of linens required for each: patient living area, clinic, physician's on-call room, and prior to 8:00 am the day of the delivery of clean linen. If requested by the Contractor, NOPH will call/fax their requests the day prior to service. If the Contractor cannot meet the timeframe(s) set forth within this bid at the time of the bid opening, the Contractor shall be responsible for stating so in their bid or may be found non-compliant.
- B. The Contractor shall place the quantity and type of linens requested by the hospital in carts, provided by the Contractor.

\*Repagination