

INVITATION TO BID

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

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|---|---|--|-----------------------------|
| 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 18, 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 5/5/15 | 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.: 3 REVISION DATE: 05/05/15 | | | |
| <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 5 & 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 the Bid opening date and inquiry period have been extended and 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. Pillow cases 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

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 | *** 1000 | \$ | \$ |
| Bath Towels | 24" x 48", 100%, woven plain terry; 8# dozen, import | 250 | 250 | *** 1000 | \$ | \$ |
| 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

** **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.

*** Indicates change