



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
MMB10044

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 MILDRED MITCHELL-BATEMAN  
 HOSPITAL  
 1530 NORWAY AVENUE  
 HUNTINGTON, WV  
 25705 304-525-7801

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/29/2009				

BID OPENING DATE: 11/12/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
EXHIBIT 10						
REQUISITION NO.: MMB10044						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO. S:						
NO. 1 . . . . .						
NO. 2 . . . . .						
NO. 3 . . . . .						
NO. 4 . . . . .						
NO. 5 . . . . .						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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0001	12	MN		983-77		
HOSPITAL LINEN RENTAL SERVICES						
***** THIS IS THE END OF RFQ MMB10044 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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Response to vendor questions:

We have reviewed the questions on this RFQ and respond to the vendor inquiries on the Laundry Linen Rental Service for Mildred Bateman Hospital as follows:

**Question 1:**

- Item number one (1) vendor section 3.2 “Scope of Work” states that “Vendor must provide delivery of Linen Services five (5) days per week.” WVARF being the current provider of these services, has been delivering two (2) days per week for nearly two (2) years now with no complaints and/or requests from the state spending unit to increase the number of delivery days. In fact, the current contract delivery days negotiated between WVARF and the State Spending Unit were three (3) days per week service delivery, which was later renegotiated and agreed upon by the parties to two (2) days per week service delivery, with the option to go back to three (3) days if needed. After two years, no change has been requested.

**Response:** DHHR has revised the specifications to read three (3) days per week. It is anticipated that with the renovations at the facility, there may be a need to have additional delivery and pick-up as the patient population may increase.

**Question 2:**

- Item number three (3) Section 3.2 states “Vendor “must” deliver clean “wrapped” sanitary linen.” We would request clarification to this statement. Does this mean that linen is to be “wrapped: in certain quantities, or that the covered carts that the linen is delivered in are to be “wrapped.” The linen has not been “wrapped” under the current agreement, the carts do have a protective covering which keeps dirt from entering the cart.

**Response:** We have modified the specifications to read: Vendor “must” deliver clean “wrapped” sanitary linen. Carts the linens are delivered in must have a protective cover to keep linen sanitary and free from dust and dirt.

**Question 3:**

- Item number four (4) under Section 3.2 states, “Vendor “must” be responsible for all Linen Replacement Cost.” The current agreement states “Vendor reserves the right to charge for linen loss based on documented patterns of abuse.” This statement is also a contradiction of page eleven (11) of the RFQ where a Linen Replacement Cost Sheet is attached. Also, if vendor is responsible for all Linen Replacement Cost, will an authorized hospital representative along with an authorized vendor representative, count soiled linen to insure that the vendor is retrieving all previously delivered items as requested on item six (6) under Section 3.2 for clean linen?

**Response:** Specifications have been modified to read: Vendor “must” be responsible for Linen Replacement Cost, under normal wear and tear of their inventory. A listing of linens frequently used by the facility is attached noted as “Linen Replacement Cost Sheet”. The facility will reimburse the vendor for linens destroyed or lost at the facility. The vendor and the facility will monitor the amount of linens on a weekly basis and resolve discrepancies accordingly.

Response to vendor questions:

We've removed the word "all" from the original requirement and included language to address the concern of the inventory.

**Question 4:**

- Item number five (5) under Section 3.2 states, "at least fifteen (15) carts on site at all times." This is double to what is currently being provided on two (2) days a week delivery. If the request is for five (5) days per week delivery service, as stated in item one (1) under Section 3.2, would not the number of on-site carts be reduced from the current standard?

**Response:** Specifications have been revised to read: This would include at least seven (7) carts on site at all times, seventy-five (75) laundry bags on site at all times, rags and anything incidental to the provision of the linen rental services. Cart and laundry bag totals are estimates only. If additional carts or bags are deemed to be necessary due to rise in census, vendor will provide at the actual needs at the request of the facility, at no additional cost.

We've reduced the number of carts to seven. However, we reserve the right to increase or decrease the number of carts actually needed as we have an increase or decrease in our patient population.

**Question 5:**

- Item number six (6) under Section 3.2 states, "Items delivered to an authorized hospital representative by an authorized vendor representative will be counted at time of delivery, and signed by both parties." The current practice is that an authorized hospital representative signs the bill, and any discrepancies are reported to the vendor for credit, with no questions asked. Why does the hospital feel this count needs to be done at time of delivery? This will add to the cost of services as well since more time will be involved in the delivery of the linen. Will soiled linen also be counted if vendor is responsible for all Linen Replacement Cost?

**Response:** Specifications modified to include the following language: Likewise, the authorized hospital representative will verify/report the number of linens picked up by an authorized vendor representative at the time of pick up and this report will be signed by both parties.

**Question 6:**

- Item number nine (9) under Section 3.2 states, "All clean linen must be folded and sorted by color". All linen that is delivered under the current agreement has been white, in an effort to standardize all locations as requested by the State Spending Unit. Is the hospital planning to change this practice?

**Response:** Specifications modified as follows: While white is the current color utilized by the facility, vendors who offer assorted colors will be considered.

**Question 7:**

## Response to vendor questions:

- Item number ten (10) under Section 3.2 states, "Vendor must provide separate linen carts and linen bags for transporting and storing soiled and clean linens". According to the Accreditation Standards for Processing Reuseable Textiles for Use in Healthcare Facilities (ASPRTHF) carts and bags may be reused as long as they are cleaned to industrial standards prior to placing clean laundry in them. Hancock County is currently using carts and bags after they have been cleaned to industrial standards.

**Response:** Specifications modified to read, Vendor must provide and use separate linen carts and linen bags for transporting and storing soiled and clean linens, according to the Accreditation Standards for Processing Reuseable Textiles for Use in Healthcare Facilities (ASPRTHF). Soiled and clean linen bags and linen carts must be clearly marked, so the facility staff will know which bags, or carts to use for clean and dirty linen.

**Question 8:**

- Item number thirteen (13) under Section 3.2 states "Soiled linen from the facility shall not be allowed to accumulate at the facility longer than five (5) days." This statement is a contradiction to item number one (1) under Section 3.2 where the request is for five (5) days per week service. This has not been a problem under the current contract.

**Response:** Soiled linen from the facility shall not be allowed to accumulate at the facility longer than three (3) days or the agreed upon time with the facility.

**Question 9:**

- Item number eighteen (18) under Section 3.2 states, "Soiled linen will be transported in a covered vehicle not mixed with clean linen." ASPRTHF states "clean and soiled textiles may be transported in the same vehicle, provided that proper and effective functional separation of clean from soil is maintained at all times". Currently Hancock County is doing this.

**Response:** Revised to read: Vendor must comply with all federal and state regulations regarding the provision of linen rental services. **General Guidance for textile rentals can be found at the US Department of Health and Human Services website (DHHS publication No. (HRS- M-HF) 84-1) or at the Textile Rental Services Association of America's website (TRSA publication no. 71482 and ASPRTHF).**

**Question 10:**

- Section 3.3 Subcontracts Prohibited, under Chapter 5A-3-10 of the State Code states, "The director shall, without competitive bidding, purchase commodities and services produced and offered for sale by non-profit workshops. Provided, that such commodities and services shall be of a fair market price, and of like quality comparable to other commodities and services otherwise available as determined by the director with the advice of the committee on the purchase of commodities and services from the handicapped." West Virginia Association of Rehabilitation Facilities, Inc., being the Central Non-Profit Agency (CNA) of the State Use Program, must subcontract to its

Response to vendor questions:

membership of Community Rehabilitation Programs (CRP) in order to provide commodities and services to the state.

**Response:** Specifications have been modified with the word "Prohibited" removed.

**Question 11:**

- Page twelve (12) of the RFQ states, "The facility is requesting a "lump sum" monthly fee to cover their needs." This would contradict the reason to piece count, as stated in item six (6) under Section 3.2. This is also not the current practice, as the State Spending Unit is currently charged a per piece cost. Exhibit I estimates that are provided are lower than actual utilization. The West Virginia Association of Rehabilitation Facilities and its Community Rehabilitation Programs feel that this request is unfair and unjustified, due to unforeseen circumstances, and an increase in the capacity of the facility.

**Response:** Specifications have been modified to allow for a "per unit" cost.

**Question 12:**

From part 3.2

3. What needs wrapped? The cart, linen, and in what amounts how will that be communicated to us, and what type of wrap.

**Response:** Specifications have been revised to read: Vendor "must" deliver clean "wrapped" sanitary linen. Carts the linens are delivered in must have a protective cover to keep linen sanitary and free from dust and dirt.

**Question 13:**

4. If vendor is responsible for all Linen Replacement Cost, why is there a replacement per unit cost on page 11 of this RFQ. What about excess loss?

**Response:** Specifications has been revised to read: Vendor "must" be responsible for Linen Replacement Cost, under normal wear and tear of their inventory. A listing of linens frequently used by the facility is attached noted as "Linen Replacement Cost Sheet". The facility will reimburse the vendor for linens destroyed or lost at the facility. The vendor and the facility will monitor the amount of linens on a weekly basis and resolve discrepancies accordingly.

**Question 14:**

5. What are the specs on the 15 carts? What are the specs on the laundry bags, cloth or plastic?

**Response:** Carts and laundry bags must be of a sturdy and durable construction in order to withstand continuous repetitive use.

**Question 15:**

6. Will the packages that have been wrapped be broken open to count?

**Response:** Quantities contained in wrapped packages should be written clearly on the exterior of the package.

**Question 16:**



Response to vendor questions:

9. Which items are colored?

**Response:** Specifications have been written to clarify as follows: While white is the current color utilized by the facility, vendors who offer assorted colors will be considered.

## REQUEST FOR QUOTATION

MMB10044

- 1.1 PURPOSE:** The purpose of this contract is to engage the services of a vendor to provide Linen Rental Services for Mildred Mitchell-Bateman Hospital.
- 1.2 LABELING OF SECTIONS:**
- 1.2.1 Mandatory Requirements:** Any specification or statement containing the word "must", "shall", or "will" are mandatory.
- 1.2.2 Contract Terms and Conditions:** Section "3" details the contractual terms and conditions under which the State of West Virginia will enter into a contract.
- 2.1 LOCATION:** Mildred Mitchell-Bateman Hospital is located at 1530 Norway Avenue, Huntington, West Virginia 25705. The hospital is a 110 bed State supported Acute, Psychiatric Hospital. It is accredited by Joint Commission on Accreditation of Health Care Organization (JCAHO) and Center for Medicare and Medicaid Services (CMS).
- 3.1 GENERAL REQUIREMENTS:**
- The mission/purpose of this project is to provide Linen Rental Services. Mildred Mitchell-Bateman desires a vendor with a proven track record of providing Linen Rental Services for at least three (3) years.
- 3.2 SCOPE OF WORK:**
- The vendor will quote services limited to providing Linen Rental and Laundry Services consistent with all applicable State and Federal Laws and Regulations. More specifically, the vendor shall provide, but not be limited to, the following services:
1. Vendor "must" provide delivery of Linen Services three (3) days per week, Monday through Friday, excluding New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and on special occasions, as requested by the Hospital. Specific days for delivery will be agreed upon with successful vendor. Delivery cost will be included by the vendor in the total monthly cost of services. In the event of emergency medical situations, not to exceed three (3) occurrences per year, where laundry inventories become depleted, vendor may be required to pick up and deliver laundry on Holidays or more than three (3) days per week. The facility is in the process of renovating and adding

additional beds. Additional days may be necessary should the census increase to maintain the cleanliness of the units serviced.

2. Vendor "must" provide Linens sufficient to maintain a weekly inventory on hand at the hospital as estimated in Exhibit 1 at all times. The type and quality of Linens "must", at a minimum meet specifications provided in Exhibit 1.
3. Vendor "must" deliver clean "wrapped" sanitary linen. Carts the linens are delivered in must have a protective cover to keep linen sanitary and free from dust and dirt.
4. Vendor "must" be responsible for Linen Replacement Cost, under normal wear and tear of their inventory. A listing of linens frequently used by the facility is attached noted as "Linen Replacement Cost Sheet". The facility will reimburse the vendor for linens destroyed or lost at the facility. The vendor and the facility will monitor the amount of linens on a weekly basis and resolve discrepancies accordingly.
5. Vendor "must" provide the hospital with, and replace as necessary, the equipment and supplies required to receive, transport, store and return linen to the vendor for cleaning at no cost. This would include at least seven (7) carts on site at all times, seventy-five (75) laundry bags on site at all times, rags and anything incidental to the provision of the linen rental services. Cart and laundry bag totals are estimates only. If additional carts or bags are deemed to be necessary due to rise in census, vendor will provide at the actual needs at the request of the facility, at no additional cost.
6. Vendor "must" provide a verification/report of linens delivered to the hospital. For the purposes of this report, items delivered to an authorized hospital representative by an authorized vendor representative will be counted at time of delivery and signed by both parties. Likewise, the authorized hospital representative will verify/report the number of linens picked up by an authorized vendor representative at the time of pick up and this report will be signed by both parties.
7. Vendor "must" provide the hospital with the necessary reports of usage of linen items, for use in preparing monthly reconciliations and the annual cost Report. This report shall include the monthly and year-to-date usage of linen item usage and cost.

Please refer to Exhibit 1 for an estimate of the monthly usage of items and the perpetual inventory of items to be maintained on hand at the hospital by the vendor. Volumes of linen on a daily basis may vary some during the course of the contract period, as is expected in any hospital.

8. The vendor will not charge additional fees if linen items delivered to the facility are not clean and must be re-washed. Linen must be clean, free of stains, mildew and odor before delivered to the facility.
9. All clean linen must be folded and sorted by color, by item and by location as marked on the item or laundry bag. All linen items must be sorted by item type. While white is the current color utilized by the facility, vendors who offer assorted colors will be considered.
10. Vendor must provide and use separate linen carts and linen bags for transporting and storing soiled and clean linens, according to the Accreditation Standards for Processing Reuseable Textiles for Use in Healthcare Facilities (ASPRTHF). Soiled and clean linen bags and linen carts must be clearly marked, so the facility staff will know which bags, or carts to use for clean and dirty linen.
11. The clean linen must be delivered in covered carts.
12. Linen must be handled, stored and processed so that, (1) the spread of infection will be controlled, and (2) adequate linen will be available for the comfort and care of the patients at all times.
13. Soiled linen from the facility shall not be allowed to accumulate at the facility longer than three (3) days or the agreed upon time with the facility.
14. Vendor shall work with the facility to establish an appropriate staging area to maintain soiled linen in well-ventilated areas, away from clean linen and storage areas according to state and local ordinances established for maintaining a clean and safe establishment.
15. Soiled linen must be handled in a manner to contain and minimize exposure to any waste products at the vendors facility. Vendor shall provide single soiled linen bags for facility to place soiled and contaminated linens if the original bag is contaminated or torn. Vendor shall work with the facility to maintain a clean and safe establishment.
16. Proper laundry formulas must be used in the washing of linens at a constant water temperature of at least 160 degrees Fahrenheit (or higher temperature, if necessary, to destroy bacteria).
17. Vendor must comply with all federal and state regulations regarding the provision of linen rental services. *General Guidance for textile rentals can be found at the US Department of Health and Human Services website (DHHS publication No. (HRS- M-HF) 84-1) or at the Textile Rental Services Association of America's website (TRSA publication no. 71482 and ASPRTHF).*

18. Soiled linen will be transported in a covered vehicle and not mixed with clean linen, according to the standards previously listed.
  19. Transportation of clean linen will be as specified in state and federal regulations.
  20. Vendor will supply all equipment and cleaning agents.
  21. Vendor shall not allow employees with open sores to work with the facility's linens. Vendor will certify that employees working with the facility's linens are free from communicable disease or infectious disorders. If vendor's employees are exposed to tuberculosis or hepatitis or show symptoms thereof, they must be tested upon request of the facility.
  22. Vendor's employees working with the facility's linens must wear a clean barrier such as an apron or smock between their personal clothing and the clean linens.
  23. The vendor's employees must avoid contamination of linens through either poor personal hygiene or personal habits such as the use of tobacco.
  24. Should the facility's reserve of linen drop below a three (3) day supply, at the facility's request the vendor will pick up soiled linen and deliver sufficient linens to restock at least a three (3) day supply within 48 hours.
  25. The vendor shall invoice the facility monthly based upon the number of pieces actually delivered. The price shall include all the cost associated with the laundering of linen rentals, and their delivery.
- 3.3. SUBCONTRACTS :** The successful vendor will be responsible for all work performed under this contract. Vendor shall not enter into written subcontracts for performance of work under the contract without written permission of the agency.
- 3.4. ADMINISTRATIVE AND OPERATIONAL REQUIREMENTS:** Vendor shall provide a project administrator and staff with appropriate experience.
- A. Vendor's project administrator shall report to the Director of Environmental Services of the facility or designee regarding all matters related to the Laundry/Linen services.

- B. Vendor shall have written procedures for handling, storing, processing, and transporting of linens and other laundry in such a manner as to prevent the spread of infection.
- C. The vendor should provide its written procedures for handling, storing, processing and transporting of linen and other laundered goods consistent with the requirements of this RFQ.

#### **COMPLIANCE WITH LAWS AND REGULATIONS:**

Vendor shall pay any sales, use and personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment or services delivered pursuant hereto shall be borne by vendor.

Vendor shall comply with all applicable laws, rules, and regulations including, but not limited to those related to hospital licensure, state and federal laws, and laws, rules and policies related to the Department of Health and Human Resources.

Vendor shall be responsible for compliance with all workplace safety requirements, including but not limited to, compliance with applicable OSHA Rules and Regulations and all other applicable environmental agency requirements for storage, labeling, handling, transporting and disposal of all items used in the performance of duties associated with laundry services. The vendor shall appropriately train its employees in the proper workplace safety requirements including the use and handling of toxic or hazardous chemicals and cleaning materials along with proper handling of all linen soiled or contaminated with infectious materials.

#### **TERMINATION OF THE CONTRACT:**

The Purchasing Director may terminate a contract resulting from this RFQ with a 30 day written notice anytime the vendor fails to carry out its responsibilities under the terms of this Contract. The Hospital Facility shall provide the vendor and the Purchasing Division with notice of conditions endangering performance. If after such notice the vendor fails to remedy the conditions contained in the notice, within the time period contained in the notice, the department shall issue the vendor an order to stop all work immediately. The department shall be obligated only for services rendered and accepted prior to the date of the notice of termination.

#### **CHANGES TO THE CONTRACT:**

The terms and conditions in this contract shall supersede any and all subsequent terms and conditions which may appear on any attached printed documents such as price lists, order forms, sales agreements or maintenance agreements, including any electronic medium such as CD-Rom. Any contractual changes must be approved and a written

Change Order issued by the Purchasing Division of the Department of Administration. Vendor shall not initiate any changes without the written approval of the Purchasing Division.

**INVOICES AND PAYMENTS:**

Vendor shall submit monthly invoices, in arrears, to Mildred Mitchell-Bateman Hospital for all services provided pursuant to the terms of the contract. Invoices will not be processed for payment until the monthly reports are received. State Law forbids payment of invoices prior to receipt of services.

NOTE: Vendor shall provide the following information:

- A. Vendor shall provide a Project Administrator and documentation to support their ability to maintain the continuity of the services required. Vendor shall include at least 3 references verifying their experience and ability to provide this volume of service at similar facilities.
- B. Vendor shall provide its written procedures for handling, storing, processing and transporting of linen and other laundered goods consistent with the requirement of this RFQ.

**COST SHEET**

**VENDOR TO COMPLETE BELOW:**

LINEN SERVICES SHALL BE PROVIDED AT AN ESTIMATED COST OF \$ \_\_\_\_\_ PER MONTH. (FOR EVALUATION PURPOSES, TAKE THE GRAND TOTAL ON THE ATTACHED UNIT COST SHEET AND DIVIDE IT BY 12 TO SEE WHAT THE ESTIMATED MONTHLY COST WILL BE. VENDOR WILL BE PAID ACTUAL PER UNIT USAGE WHETHER IT BE GREATER OR LESS THAN ESTIMATES.

ADDITIONAL CHARGE FOR EMERGENCY PICK-UP AND DELIVERY, IF ANY  
\$ \_\_\_\_\_ PER INCIDENT.

**REPLACEMENT COST PER PIECE (UNIT COST):**

Item	UNIT COST
Blanket, Thermal, white 100 % Cotton, 66" x 90"	\$
Mop Head, wet cotton looped ends, 16 oz.	\$
Mop Head, wet cotton looped ends, 24 oz.	\$
Mop Head, dust 24" treated	\$
Mop Head, dust 36" treated	\$
Oven Mitts	\$
Pillow Case, white standard size, 55% cotton/45% polyester, 42" X 34"	\$
Pot Holders	\$
Sheet, Knitted, fitted, white 19 oz., 55% cotton, 45% polyester, 36" X 82"	\$
Sheet, Regular	\$
Towel Bar (utility), 100% cotton, 17" x 20"	\$
Towel, Bath, white, 100% cotton 20" x 40"	\$
Underpads, 50/50 T-180 safety blend bias bound, inner layer absorbent soaker fabric, bottom layer impervious barrier cloth	\$
Wash Cloth, white .75lb. 100% cotton, round corners, 12" x 12"	\$
3 Arm Hole Gown LG	\$
3 Arm Hold Gown XL	\$
Apron, Black	\$

GRAND TOTAL: \$ \_\_\_\_\_

AWARD WILL BE MADE TO THE LOWEST BID MEETING SPECIFICATIONS.



## MMB10044 - Unit Cost Sheet

Estimated Annual Usage	Item Description	UNIT COST	TOTAL
9355 EA.	Blanket, Thermal, white 100 % Cotton, 66" x 90"	\$	\$
150 EA.	Mop Head, wet cotton looped ends, 16 oz.	\$	\$
7588 EA.	Mop Head, wet cotton looped ends, 24 oz.	\$	\$
1085 EA.	Mop Head, dust 24" treated	\$	\$
10 EA.	Mop Head, dust 36" treated	\$	\$
60 EA.	Oven Mitts	\$	\$
15900 EA.	Pillow Case, white standard size, 55% cotton/45% polyester, 42" X 34"	\$	\$
2148 EA.	Pot Holders	\$	\$
11900 EA.	Sheet, Knitted, fitted, white 19 oz., 55% cotton, 45% polyester, 36" X 82"	\$	\$
12020 EA.	Sheet, Regular	\$	\$
4536 EA.	Towel Bar (utility), 100% cotton, 17" x 20"	\$	\$
64675 EA.	Towel, Bath, white, 100% cotton 20" x 40"	\$	\$
1115 EA.	Underpads, 50/50 T-180 safety blend bias bound, inner layer absorbent soaker fabric, bottom layer impervious barrier cloth	\$	\$
46900 EA.	Wash Cloth, white .75lb. 100% cotton, round corners, 12" x 12"	\$	\$
1288 EA.	3 Arm Hole Gown LG	\$	\$
883 EA.	3 Arm Hold Gown XL	\$	\$
3393 EA.	Apron, Black	\$	\$
GRAND TOTAL:		\$	\$

**Exhibit 1  
Laundry Related Services (BATEMAN SFY09) – Estimated  
average monthly usage.**

	Annual Quantity Required	Monthly Quantity Required	Unit Price
Blanket, Thermal, white 100 % Cotton, 66" x 90"	9,355	780	330
Mop Head, wet cotton looped ends, 16 oz.	150	13	5
Mop Head, wet cotton looped ends, 24 oz.	7,588	632	268
Mop Head, dust 24" treated	1,085	90	38
Mop Head, dust 36" treated	10	1	1
Oven Mitts	60	5	2
Pillow Case, white standard size, 55% cotton/45% polyester, 42" X 34"	15,900	1,325	561
Pot Holders	2,148	179	76
Sheet, Knitted, fitted, white 19 oz., 55% cotton, 45% polyester, 36" X 82"	11,900	992	420
Sheet, Regular	12,020	1,002	424
Towel Bar (utility), 100% cotton, 17" x 20"	4,536	378	160
Towel, Bath, white, 100% cotton 20" x 40"	64,675	5,390	2,280
Underpads, 50/50 T-180 safety blend bias bound, inner layer absorbent soaker fabric, bottom layer impervious barrier cloth	1,115	93	39
Wash Cloth, white .75lb. 100% cotton, round corners, 12" x 12"	46,900	3,908	1,654
3 Arm Hole Gown LG	1,288	107	45
3 Arm Hold Gown XL	883	74	31
Apron, Black	3,393	283	120