



RFQ #7598604

Title: Laundry Services at The Rhode Island Office of State Medical Examiners (OSME)

Submission Deadline: Tuesday, March 5, 2019 @ 2:00 PM Eastern Time (ET)

NOTE TO VENDORS: Applicants must register online at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Proposals received without the completed RIVIP Bidder Certification Cover Form attached, may result in disqualification.

BID SCOPE OF WORK AND REQUIREMENTS:

1. REQUIREMENTS:

The Offeror must have the ability to provide facility laundry services (non-personal laundry) e.g. sheets and bath-size towels according to the specific requirements and conditions described. Linens will be soiled with bio-hazard materials such as bodily fluids including but not limited to feces, blood, bile, urine, semen, saliva, etc.

- Vendor will pick-up bagged soiled laundry and deliver cleaned laundry at the OSME rear loading dock located at 48 Orms Street, Providence, RI;
- Vendor must provide a receipt to the OSME documenting the number of bags collected and bundles by item delivered;
- To safeguard clean linens from cross-contamination, they shall be transported in containers used exclusively for clean linens which shall be kept covered at all times while in transit and delivered in an exclusively designated area identified by the OSME for this purpose;
- Vendor will use their own cleaning formulas, bins and supplies;
- Cleaning formulas and process is to be approved by the OSME
- Clean linen will be supplied by and owned by the vendor. Linens shall be pressed (as indicated) folded, counted, recorded and bundled as follows:
 - Sheets – (10) Ten pressed;
 - Bath towels (25) Twenty-five
- A pick-up and delivery schedule will be submitted with the bid and must be approved by the OSME before a contract is awarded; Once per week - Preferably Tuesday or Wednesday during the hours of 8:30 AM and 11:30 AM. If for any reason there is a delay in routine delivery or only a partial delivery is made, the vendor will make additional deliveries of clean linens to the OSME on either the same

day or on the next calendar day, inclusive of weekends, to ensure that the OSME receives an adequate supply of clean linens to sustain 24-hour, 7-day operations.

2. WEIGHING AND COUNTING LAUNDRY:

- Laundering cost shall be based on cost per pound of “clean” laundry;
- Pricing should be based on an average linen pick-up of approximately 750 lbs per month;
- Vendor shall develop and offer to the OSME, a standardized process for tracking linens so that once retrieved and laundered, only linens used by the OSME are cycled through the process and returned to the OSME weekly.

3. INVENTORY:

- Vendor shall allow the OSME to make additions and/or deletions to the list of linens laundered. Cost for additions or deletions shall be pro-rated and based on a mutually agreed upon unit cost;
- Vendor is responsible for replacement costs when soiled linen is less than 105%;
- Vendor shall offer a price for soiled replacement cost per pound when soiled linen is greater than 105%.

4. BILLING REQUIREMENTS:

Vendor must provide detailed billing statements listing the following:

- Pick-up dates and times;
- Documentation listing weight(s) of soiled laundry picked up;
- Price per pound of “clean” laundry;
- Total charged

5. INSURANCE REQUIREMENTS:

The Vendor must have sufficient liability insurance coverage and/or be bonded.

6. LICENSE REQUIREMENTS:

- Vendor is responsible to comply with all licensing or State Permits required for this service;
- A copy of license/permit should be submitted with this bid;
- Bidder, by submission of this bid, certifies that any/all work related to this bid, any subsequent award which required a Rhode Island license(s), shall be performed by an individual(s) holding a valid Rhode Island license.

7. TRANSPORTATION REQUIREMENTS

- Vendor must have adequate staff and vehicles available to provide required delivery and service as stated in this RFQ.
- Vendor shall maintain reliable transportation to support the needs required by the OSME.
- Transportation to include insurance, for the beneficial and expeditious provision of OSME Facility Laundering Services.

8. LAUNDRY STANDARDS-REFERENCES:

- Standard for Producing Hygienically Clean Reusable Textiles:
<http://hygienicallyclean.org>

- Healthcare Laundry Accreditations Council & Accreditation Standards for processing reusable textiles for use in healthcare facilities:
<http://www.hlacnet.org/>

9. TRANSITION PERIOD:

The awarded Vendor will have a minimum of (30) thirty days with a maximum of (60) sixty days to transition all services and requirements as listed in this RFQ into complete and working order.



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

BUYER: Vittorioso, Dawn R
 PHONE #: 401-574-8134

CREATION DATE : 05-FEB-19
 BID NUMBER: 7598604
 TITLE: Laundry Services at The Rhode Island Office of State Medical Examiners (OSME)
 BLANKET START : 01-APR-19
 BLANKET END : 31-DEC-21
 BID CLOSING DATE AND TIME:05-MAR-2019 02:00:00

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 DOA CONTROLLER
 ONE CAPITOL HILL, 4TH FLOOR
 SMITH ST
 PROVIDENCE, RI 02908
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 DOH MEDICAL EXAMINER
 CHAPIN BLDG, 1ST FLOOR
 48 ORMS ST
 PROVIDENCE, RI 02904
 US

Requisition Number: 1588769

Note to Bidders: QUESTIONS concerning this solicitation must be received by the Division of Purchases at DOA.PURQUESTIONS10@purchasing.ri.gov no later than Thursday, February 14, 2019 @ 10:00 AM Eastern Time (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ #7598604 on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	FY19 WEEKLY LAUNDERING/SANITIZING OF BATH TOWELS 20X40 (WHITE) AND FLAT SHEETS 66X108 (WHITE) SOILED WITH BIO-HAZARD FLUIDS, INCLUDES PICK UP AND DELIVER BACK TO THE MEDICAL EXAMINER'S OFFICE.	1.00	Pound		
2	FY20 WEEKLY LAUNDERING/SANITIZING OF BATH TOWELS 20X40 (WHITE) AND FLAT SHEETS 66X108 (WHITE) SOILED WITH BIO-HAZARD FLUIDS, INCLUDES PICK UP AND DELIVER BACK TO THE MEDICAL EXAMINER'S OFFICE.	1.00	Pound		
3	FY21 WEEKLY LAUNDERING/SANITIZING OF BATH TOWELS 20X40 (WHITE) AND FLAT SHEETS 66X108 (WHITE) SOILED WITH BIO-HAZARD FLUIDS, INCLUDES PICK UP AND DELIVER BACK TO THE MEDICAL EXAMINER'S OFFICE.	1.00	Pound		
4	FY22 WEEKLY LAUNDERING/SANITIZING OF BATH TOWELS 20X40 (WHITE) AND FLAT SHEETS 66X108 (WHITE) SOILED WITH BIO-HAZARD FLUIDS, INCLUDES PICK UP AND DELIVER BACK TO THE MEDICAL EXAMINER'S OFFICE.	1.00	Pound		
5	FY19 SOIL REPLACEMENT COST	1.00	Pound		
6	FY20 SOIL REPLACEMENT COST	1.00	Pound		
7	FY21 SOIL REPLACEMENT COST	1.00	Pound		
8	FY22 SOIL REPLACEMENT COST	1.00	Pound		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island
Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messengerservice, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

LICENSE REQUIREMENTS

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.