LAUNDRY SERVICES

BOSWELL REGIONAL CENTER

MAGEE, MISSISSIPPI

BIDS RECEIVED UNTIL:

2:00 P. M., March 17, 2016

FILE BID DUPLICATE WITH:

Business Office

Boswell Regional Center

P.O. Box 128/1049 Simpson Highway 149

Magee, Mississippi 39111

MARK BID ENVELOPE:

SEALED BID FOR LAUNDRY SERVICES

Open @ 2:00 P. M. March 17, 2016

**Invitation for Bids**

The successful bidder shall provide linen services as outlined below. The term of the agreement shall be a period of one year from the initial notice to proceed with the option to extend the contract for an additional year at the discretion of Boswell Regional Center.

**Format of Bid**

Bid shall consist of completed bid form and a list of 5 current references listing facility name, address, phone number, contact person, number of clients/patients served, and the term of the agreement.

Bid should be addressed as follows:

Boswell Regional Center

Attn: Business Services-Purchasing

P.O. Box 128

Magee, MS 39111

and envelopes shall be marked in the lower left hand corner:

Sealed Bid for Laundry Services

Open @ 2:00 PM, March 17, 2016

**Scope of Work**

This acquisition involves the procurement of laundry services for bed linens, towels, and face cloths for approximately 140 individuals. Deliveries shall be made three times per week, between 9:00 AM and 4:00 PM. Unless other arrangements are made with the Residential Living Director or the Purchasing Agent. Items shall be delivered to each Residential Building for a total of 4 delivery points. The delivery person shall present items for delivery to the shift supervisor per location for acceptance and signature. The vendor shall acknowledge that Boswell Regional Center shall be a “Priority Delivery” and no shortages shall be tolerated. Signatures attesting to delivery shall be obtained by the successful contractor of appropriate direct care staff only, to be submitted in bulk with invoice.

During deliveries to the facility, the successful bidder will be responsible for unloading linens and placing the items on the shelves at each delivery point as instructed by the **Resident Living Director or the Resident Living Supervisor**.

In addition to the 4 delivery points mentioned, the successful bidder will be responsible for furnishing stock as indicated on the inventory chart below.

The following table contains the inventory levels that are to be maintained by the successful bidder at Boswell Regional Center in regards to this solicitation after each delivery. These amounts can be adjusted by the Residential Living Supervisor if the need arises.

Unit 1 Unit 2 Unit Unit 4

Pillow Cases 100 100 100 100

Bath Towels 450 450 450 450

Wash Cloths 450 450 450 450

Flat Sheets 100 100 100 100

Fitted Sheets 100 100 100 100

Blankets 40 40 40 40

Laundry Bags 25 25 25 25

**Site Visits**

Site visits to the facility may be scheduled by contacting **Benjie Purser@ 867-5000 Ext. 75013.**  No extras will be allowed for failure of the successful bidder to acquaint himself with the existing conditions at the facility.

**Invoicing**

Invoicing shall be once per week, at the rate proposed, for payment in accordance with the standard terms of the State of Mississippi. Invoice shall be legible and contain the total cost of services for the entire week term and include a breakdown of items received by the facility in the previous week. The invoice shall also contain the accompanying documentation associated with the week’s delivery. This documentation shall include a copy of all signed delivery tickets associated with the week’s charges. Invoice shall be sent to the Business Office of Boswell Regional Center and marked Accounts Payable.

**Form of Agreement**

The agreement between Boswell Regional Center and the successful vendor shall be in the form of an executed purchase order to that vendor. No additional and or supplementary agreements shall be acceptable and the requirement by vendors of same shall make their offer null and void and hence will be rejected. Furthermore, the submission of a bid by any vendor shall be indicative of the Center’s “credit worthiness” and no applications for accounts shall be required or accepted.

Questions concerning the bid requirements shall be directed in writing as follows:

**Benjie Purser, Purchasing**

**Boswell Regional Center**

**P. O. Box 128**

**Magee, MS 3911**

**Fax: 1-601-849-2586**

**E-mail: bpurser@boswell.state.ms.us**

Unit pricing shall be the cost basis for any increases in service. Bidders shall include in their pricing an allowance for normal attrition. No individual charges for items not returned accounting for less than 5% of the pickup/delivery cycle per incident shall be considered.

**Certifications**

By submitting a bid, the organization in question certifies that they are authorized to conduct such business in the State of Mississippi. The proposer shall include permit, license and or certification numbers on the outside of the proposal envelope as required by the state agency responsible for their certification.

**Insurance**

Successful bidder shall furnish to Boswell Regional Center a certificate of insurance providing evidence of liability and workers compensation insurance, in a format acceptable to the State of Mississippi.

**Bid Evaluation**

Bids shall be evaluated on the basis of cost by taking the average amount of each item needed per month, as indicated on the bid cover sheet, and multiplying by unit cost. Additional evaluation factors will include the references received and additional information requested. Boswell Regional Center reserves exclusive rights in determining acceptability of bids, and bidders acknowledge that the decision of Boswell Regional Center is final.

**Quality**

Successful bidder agrees that the quality of the items and services shall comply with the Standards and Recommendations of the Joint Commission on Accreditation of Healthcare Organizations in addition to all federal, state, and local laws and regulations.

Linens shall be continuously protected against bacterial contamination. In addition, the successful vendor shall take precautions to prevent cross-contamination between clean and soiled linens. Delivery truck(s) and hampers shall be fully sanitized. The successful vendor will be required to change or adequately clean and sanitize linen hampers, kept at Boswell Regional Center, on a monthly basis.

It is the responsibility of the successful bidder to take all necessary precautions in regard to handling of infectious waste. Boswell Regional Center shall not be liable for any claims, damages, losses, and/or expenses incurred in the negligence of the successful bidder in the handling of potentially infectious waste.

**Campus HIPAA Regulations**

The successful bidder will agree to follow and abide by the confidentiality regulations which are pursuant to applicable laws.

**Representation Regarding Contingent Fees**

The contractor represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the contractor’s bid or proposal.

**Representation Regarding Gratuities**

The bidders, offeror, or contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 7-204 (Gratuities) of the Mississippi Personal Service Contract Procurement Regulations.

**Acknowledgment of Amendments**

Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgment must be received by Boswell Regional Center by the time and at the place specified for receipt of bids.

**Certification of Independent Price Determination**

The bidder certified that the prices submitted in response to the solicitation have been arrived at independently and without-for the purpose of restricting competition-any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.

**Administrative**

Boswell Regional Center is an equal opportunity employer MFHV. Boswell Regional Center reserves the right to waive informalities and to reject any or all bids.

Boswell Regional Center reserves the right to terminate services at its discretion, without penalty or damages, in the best interest of the State of Mississippi.

**Electronic Payment Language**

Payments by state agencies using the Mississippi’s Accountability System for Government Information and Collaboration (MAGIC) shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Contractor’s choice. The State may, at its sole discretion, require the Contractor to submit invoices and supporting documentation electronically at any time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be made in United States currency.”

**E-Verify Clause**

Contractor/Seller represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act (Senate Bill 2988 from the 2008 Regular Legislative Session) and will register and participate in the status verification system for all newly hired employees. The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program. Contractor/Seller further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Contractor/Seller understands and agrees that any breach of these warranties may subject Contractor/Seller to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Contractor/Seller by an agency, department or governmental entity for the right to so business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, Contractor/Seller would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

**Force Majeure Events**

If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts,

riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire,

earthquakes, floods, or other natural disasters (the “Force Majeure Events”), which closure

prevents the opening of bids at the advertised date and time, all bids received shall be publicly

opened and read aloud on the next business day that the agency shall be open and at the

previously advertised time. The new date and time of the bid opening, as determined in

accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon

submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the

provisions of this paragraph. Bids shall be received by the agency until the new date and time of

the bid opening as set forth herein. **The agency shall not be held responsible for the receipt of**

**any bids for which the delivery was attempted and failed due to the closure of the agency as**

**a result of a Force Majeure Event.** Each Vendor/Contractor shall be required to ensure the

delivery and receipt of its bid by the agency prior to the new date and time of the bid opening

Bid Cover Sheet

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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To: Boswell Regional Center

P.O. Box 128

Magee, MS 39111

Attention: **Benjie Purser**

Re: Laundry Services

Boswell Regional Center

Gentlemen:

Having thoroughly acquainted ourselves with the requirements specifications associated with the above referenced, we hereby submit the following information as required to provide laundry services as described by the invitation for bid documents and clarified herewith.

Prospective Contractor’s Representation Regarding Contingent Fees-The prospective contractor represents as a part of such contractor’s bid that such contractor has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

ITEM Estimated Quantities Price Each

Pillow Slips 1,000 ea/Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fitted Sheets 1,000 ea/Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flat Sheets 1,000 ea/Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bath Towels 7,200 ea/Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wash Cloths 7,200 ea/Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thermal blankets 400 ea/Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spreads 400 ea/Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Laundry Bags 400 ea/Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respectfully submitted

Name of Contractor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed name and title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Privilege tax license #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We acknowledge receipt of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ addenda.