

**SPECIFICATION
LAUNDRY CHEMICAL DISPENSING SYSTEMS
6100053448**

- A. SCOPE:** The Commonwealth of Pennsylvania, Department of General Services (DGS) is issuing this Invitation for Bid (IFB) for Laundry Chemical Dispensing Systems. The scope includes the chemical dispensing systems, laundry chemicals, and the servicing and maintenance of the systems. The resulting Contract will be used by multiple using agencies for their in-house laundry facilities.

The Commonwealth currently has 4 in-house laundry facilities within the Department of Corrections, Bureau of Correctional Industries (PCI). **Attachment A, In-House Laundry Facilities & Equipment List** identifies the PCI locations that house the laundry equipment along with the contact person for each. It also identifies the estimated volume of laundry (by pounds) per year, the number of washers at each facility, the capacity of each washer in pounds, and water hardness. The second part of this attachment is a list of equipment per location.

The approximate total yearly spend is \$240,000 for the 4 in-house laundry facilities. DGS reserves the right to add or remove laundry facilities throughout the term of the Contract.

- B. METHOD OF AWARD:** It is the intention of DGS to award a contract to the lowest, responsive and responsible bidder. The lowest bid price will be determined by the unit (hundredweight) cost of the laundry system to process 100 lbs. of assorted laundry.
- C. PRICING:** The total monthly cost of chemicals (liquid or solid) used by a laundry facility will be determined by the cost per hundredweight (CWT) multiplied by the total number of pounds of laundry processed during a one-month period (divided by 100). On the last working day of each month, the laundry facility will call the Contractor with that month's total pounds of laundry processed to determine the cost of laundry processed for that month. The cost of chemicals will not be determined by the number of loads processed through the wash machines. Therefore, bidders must enter their bid price as a cost per hundredweight (CWT) in the line item "Price Field" of the bid in the PA Supplier Portal. Pricing will be firm fixed for the initial term of the contract, as identified in the Terms and Conditions of this IFB.

D. DEFINITIONS:

1. **"Pound per CWT"** means a pound of Contractor provided laundry detergent required to process 100 pounds of laundry.
2. **"Cost per CWT"** Cost per CWT means the cost of a pound of product required to process 100 pounds of laundry. The cost per CWT includes all inclusive costs to process 100 pounds of laundry.

- E. PRICE ADJUSTMENTS:** The awarded Contractor will be permitted to submit proposed, adjusted pricing for the optional renewal periods. The proposed, adjusted pricing will be negotiated between the Contractor and DGS. The Contractor must provide relevant market data and/or manufacturing data supporting the need for the price adjustment. If approved, DGS will issue a change to the Contract with the adjusted prices.

F. INITIAL VISIT: It shall be the responsibility of the awarded Contractor to visit each laundry facility prior to providing services to determine the appropriate chemicals to be utilized at each facility. The Contractor shall make recommendations to the Laundry Manager, or designee, on what products and quantities are needed for a given length of time according to the facility's ordering schedule (e.g., monthly, quarterly).

G. DETERGENT SYSTEM REQUIREMENTS: Bidders must be able to meet the following requirements as the awarded Contractor.

1. Must furnish detergent, alkali, bacteriostat, softener, sour, bleach, anti-chlor and/or any other chemicals required to meet specification requirements and individual laundry needs. Must assure that an adequate supply of chemicals is always on hand.
2. Must be able to furnish, install, and maintain all required chemical dispensing equipment to be used by each using agency facility. This equipment shall remain the property of the awarded Contractor.
3. Must be able to furnish an adequate supply of dispensing equipment parts (wear items) to be used by the using agency laundry facility for immediate repairs (e.g., squeeze tubes, flush boards, complete injector pumps). The parts shall remain the property of the awarded Contractor but will be inventoried at each of the laundry facilities.
4. Equipment shall be installed no later than thirty calendar days after receipt of a purchase order, or upon mutual agreement of an installation date with the ordering agency. There shall be no charge for installing or removing dispensing equipment.
5. Must be able to provide a system that will operate effectively within a temperature range of 120°F to 160°F.
6. Must be able to provide using agency laundry facilities with access to all system programming controls as they relate to wash formulas. Must provide this information to the facility at the time of installation.
7. Any changes made by the Contractor to wash formulas will be discussed with the Laundry Manager, or designee, prior to making the change.
8. Must be able to provide day tanks and transfer equipment (pumps) for high volume chemicals (mostly alkaline, detergent, bleach, etc.). If day tanks are utilized, it is the responsibility of the Contractor to maintain and supply the transfer of pumps/equipment.
9. If day tanks and transfer equipment (pumps) for high volume chemicals (mostly alkaline, detergent, bleach, etc.) are utilized by a facility it is the responsibility of the Contractor to provide the necessary equipment and maintain the equipment.

H. WHITE-WASH FORMULA: The awarded Contractor must comply with the following requirements for the white-wash formula.

1. Must be 160°F temperature for 25 minutes at 300-800 ppm active alkalinity.
2. The bicarbonate alkalinity of the final rinse shall not be more than 30 ppm above the bicarbonate alkalinity of the tap water after softening.

3. The bleach cycle shall begin with a chlorine level not less than 50-150ppm (general white formulas).
4. The PH of the fabric after souring shall be at a level of not less than 5.5 or more than 6.5.
5. The tensile strength loss based on the Association for Linen Management (ALM) test piece analysis shall be less than 10%.
6. The whiteness degree based on ALM test piece analysis shall be greater than 86.
7. The final yellow of the test piece analysis shall not be less than +3.0.
8. Contractor shall recommend the most energy efficient wash formula that meets all requirements.
9. The colored wash formula shall adhere to the requirements of #2 and #3 above.
10. Other wash formulas for specific items will need to be generated in the same manner, depending on material classification.

I. WASH FORMULA CHART: Attachment B, Wash Formula Chart/Titration Report must be prepared for each washing machine after each visit. Contractor must list each procedure (flush, suds, rinse, etc.), each water level, the time for each step, the temperature of each step, and the amount of each chemical to be used at each step. Chemical usage should be designated at the appropriate step identifying the actual amount to be used for each washer based on its size. The completed Wash Formula Chart (**Attachment B**) must be saved to a flash drive and maintained by the awarded Contractor. A copy of the flash drive shall be provided to the Laundry Manager at the completion of the visit.

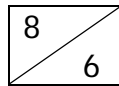
J. TRAINING: The Laundry Manager, or designee, may request a training session be held to instruct appropriate staff on the correct use of products, proper operating procedures, equipment maintenance, and repairs. A **Training Certification (Attachment C)** must be completed and signed by a representative of the Contractor and the Laundry Manager, or designee, certifying the completion of the training session. Additional copies of the **Training Certification Form** are available from each Laundry Manager, or designee.

K. MONTHLY SERVICE CALLS: The Contractor must meet the following service call requirements for each using agency laundry facility.

1. A Contractor representative shall visit each laundry facility once a month (12 times per year); more frequently if a problem occurs.
2. Contractor must perform a visual inspection of equipment and empty chemical containers. Contractor is also responsible for maintaining the chemical inventory and removal of empty chemical containers; no disposal is permitted on Commonwealth property Contractor is responsible for complying with DOC safety and security regulations regarding removal and disposal of containers. Commonwealth personnel will not be responsible for loading and unloading chemical containers for transportation.

3. At every service visit the Contractor will check the items identified below on all wash machines. **Attachment D, Equipment Condition Report** and the **Wash Formula/Titration Chart (Attachment B)**, must be completed during the service visit and noted by an (X) if the item is "OK" or a "NO" if the item needs attention. Additional blank copies of these forms can be obtained from the Laundry Manager, or designee, at each laundry facility.
- a) General condition of equipment.
 - b) Drains tight.
 - c) Accuracy of temperature gauge.
 - d) Formula control by washmen.
 - e) Low water level*.
 - f) High water level*.

* If water level is incorrect, indicate the actual water level in the upper left-hand corner of the appropriate block and the correct water level in the lower right hand corner of the same block. If, for example, the water level is 8" and it should be 6", indicate as follows:



4. A general statement regarding the machine loading and chemical handling procedures shall be recorded at each visit.
5. The following water supply tests shall be completed at each visit:
- a) Bicarbonate alkalinity of the tap water after softening (in PPM).
 - b) PH of the tap water after softening.
 - c) Hot water temperature in storage tank.
 - d) Hot water temperature in washroom.
 - e) Water hardness (grains) after softening.
6. The Contractor shall provide Quarterly Test Piece Analysis commencing one (1) month after the beginning of the Purchase Order effective date. These analyses shall include:
- a) Whiteness degree.
 - b) Tensile strength loss.
 - c) Yellowness.
 - d) Residual chlorine.

Test piece samples shall be sent directly to each participating laundry facility by the Contractor. Test Piece results should be sent directly to each laundry facility.

7. On a monthly basis a complete Wash Formula/Titration Report (**Attachment B**), must be completed at each laundry facility on a minimum of one wash machine. The complete Titration Report must be completed on every machine at least once a year. The required Wash Formula/Titration Report must include the following additional tests for each step of the formula, unless specified otherwise:

- a) Time – minutes.
 - b) Water temperature - degrees Fahrenheit.
 - c) Water level – inches.
 - d) Chemicals added (pounds or ounces), if applicable.
 - e) Bicarbonate alkalinity in parts per million (PPM) after each suds cycle, both the bleach bath and final rinse cycle and chlorine (PPM) throughout the bleach cycle.
 - f) PH of the bleach bath.
 - g) PH of the fabric after souring.
8. Using **Attachment E, Service Report** the Contractor shall make recommendations concerning malfunctioning equipment, water pressure, leaks, or anything that may impair the proper use of these Contract products.
- L. CONTRACT TRANSITION:** At the expiration of the Contract the awarded Contractor must continue to maintain the pumping system during contract transition, until a new contract supplier is able to install their equipment and make it operational. The using agency purchase order for these transitions shall not exceed three (3) months beyond the expiration.
- M. REMOVAL OF EQUIPMENT:** Upon expiration or termination of the Contract resulting from this procurement, the awarded Contractor shall remove all equipment which they have installed at no charge to the Commonwealth. In addition, they must repair any holes or damage to the facility structure once the equipment is removed. Removal of equipment and repair to the facility must be completed within thirty (30) days of notification of installation of replacement equipment.
- N. DELIVERIES:** Delivery shall be FOB destination. For security purposes, Contractors must coordinate deliveries with all laundry facilities a minimum of 48 hours in advance.
1. Department of Corrections' Deliveries Only: All Contractors or their sub-contractors who utilize regular delivery transportation will have to submit clearance checks through the original supplier for all drivers, regardless if delivery is inside or outside of the facility fence. Common carriers will not be required to render clearance checks; however, they are subject to search and escort procedures. ALL CARRIERS reporting to outside warehouses must secure their vehicle (windows closed and doors locked), sign in at warehouse and wait for further directions from Correctional staff. See **Attachment F, DOC Delivery Requirements** for additional instructions. [Clearance Request \(pa.gov\)](#).
- O. DISCONTINUED PRODUCTS:** Contractors are responsible for notifying DGS of any discontinued items in a timely manner. If a product is discontinued, the Contractor may propose an equivalent product that meets the specification in its place. DGS and the Laundry Facility Manager's shall determine if the proposed product is an equivalent. At no point is the Contractor allowed to unilaterally change products or pricing.
- P. MONTHLY REPORTS:** Contractor shall provide a monthly spend report to DGS by the 15th of each month for the preceding month. This report shall include all purchase orders and capture all spend of laundry per 100 pounds and laundry products broken down by each facility. These reports should be easy to read and customer friendly and shall be in an electronic format utilizing Microsoft Excel™.
- Q. POST AWARD ADMINISTRATION:** The Contractor's performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract. At a

minimum, the Contractor's performance shall be evaluated on an annual basis. Contractor may be required to attend Contract Performance Review meetings. These meetings will be for the purpose of providing Contractor performance reviews, discussion of issues either party may have concerning the Contract or to evaluate the overall progress of the Contract. The meetings will be held quarterly, semi-annually, or annually at the discretion of the Department of General Services, or upon special request of the using agencies.

- R. INQUIRIES:** Direct all questions concerning this bid and the resulting contract to the Contracting Officer identified in the solicitation and on the Contract Overview.