CENTRAL LA STATE HOSPITAL SPECIFICATIONS FOR LAUNDRY SERVICE

CLEAN LINEN SERVICE:
CLEAN LINEN DELIVERED TO THE AGENCY MUST BE PACKED IN LINEN CARTS FURNISHED BY THE CONTRACTOR. CLEAN LINEN MUST BE FOLDED, ASSEMBLED AND PROPERLY PACKAGED AND MARKED "CLEAN LINEN" OR OTHER IDENTIFIABLE LABEL. CLEAN LINEN DELIVERED TO THE AGENCY MUST HAVE PACKAGING SLIP AFFIXED TO THE BUNDLES THAT LIST (ITEMIZED) ITEMS BEING DELIVERED, SPECIFYING QUANTITY, UNIT OF MEASURE (I.E. EACH, DOZ.) AND UNIT COST. ITEMS DELIVERED MUST BE FOLDED AND PACKAGED IN STANDARD BUNDLES, SIZE AND WEIGHT AS DETERMINED BY MUTUAL AGREEMENT BETWEEN PARTIES, AGENCY AND CONTRACTOR. SOILED LINEN PICKED UP FROM AGENCY MUST BE COUNTED AND REPORTED ON A SOILED RECEIVE MANIFEST STATING ITEM AND QUANTITY DAILY.

LINEN THAT HAS BEEN IMPROPERLY CLEANED WILL BE COUNTED AND PLACED IN DESIGNATED CONTAINERS (PACKAGING) BY AGENCY LAUNDRY PERSONNEL FOR PICK UP BY CONTRACTOR TO BE RE-LAUNDERED OR REPLACED AND RETURNED TO THE AGENCY AT NO ADDITIONAL COST TO THE AGENCY.

DAMAGED OR LOST LINEN:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL ITEMS LOST OR DAMAGED THROUGH NO FAULT OF THE AGENCY. ITEMS LOST DUE TO NORMAL WEAR AND TEAR, AS A RESULT OF NORMAL USAGE WILL BE REPLACED BY THE MANAGED REPLACEMENT PROGRAM. ITEMS LOST OR DAMAGED THAT ARE DEEMED TO BE THE FAULT OF THE AGENCY WILL BE REPLACED BY THE MANAGED REPLACEMENT PROGRAM. THIS DOES NOT INCLUDE BRIEFS, ADULT COVERS AND MOPS.

SOILED LINEN:
SOILED LINEN SHALL BE COLLECTED AND ASSEMBLED IN PROPER RECEPTACLES BY AGENCY PERSONNEL AND PLACED IN DESIGNATED LINEN CARTS FOR PICK UP BY CONTRACTOR. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT LINEN CARTS FOR STORAGE AND PICK UP OF SOILED LINEN ARE AVAILABLE AT THE AGENCY AND PROPERLY LABELED "SOILED LINEN" FOR IDENTIFICATION TO AVOID CROSS CONTAMINATION.

CONTRACTOR TO PROVIDE APPROXIMATELY 20 CARTS.

LINEN MUST BE WASHED WITH A WASH FORMULA INCORPORATING DETERGENT, HOT WATER AT A TEMPERATURE OF AT LEAST 160 DEGREES FAHRENHEIT, CONCENTRATION OF BLEACH AND RINSE AGENTS. CONTRACTOR SHALL PROVIDE TO AGENCY A QUARTERLY CULTURE REPORT FROM A CERTIFIED, COMPETENT, INDEPENDENT LABORATORY SHOWING ZONES OF BACTEROISTATIC INHIBITION ON CLEAN LINEN AND INSIDE LINEN CARTS USED TO DELIVER AND PICK UP LINEN AT THE AGENCY. QUARTERLY 10% RANDOM SAMPLE REQUIRED. ADDITIONAL SAMPLING MAY BE REQUESTED BY AGENCY AT NO ADDITIONAL COST.

VENDOR MUST PROVIDE INDEPENDENT LABORATORY TESTING OF AGENCY'S CLEAN LINEN EACH QUARTER TO INCLUDE SANITARY SCORE, INTESTINAL GROUP BACTERIA, PH BY THE COLORIMETERIC METHOD, ABSORBENCY TEST, ADAC BACTERIOSTATIC ACTIVITY TEST AND DISPERSION TEST.

CONTAMINATED LINEN:
CONTAMINATED LINEN SHALL BE ASSEMBLED BY AGENCY HOUSEKEEPING PERSONNEL PLACED IN DISPOSABLE LINEN BAGS NO LESS THAN 1.3 MIL WITH MAXIMUM STORAGE CAPACITY OF 25 LB. ALL BAGS AND LINEN HAMMERS SHALL BE SUPPLIED BY CONTRACTOR AT NO COST TO THE AGENCY. BAGS MUST FIT HAMMERS SUPPLIED BY CONTRACTOR. CONTRACTOR SHALL ENSURE THAT ALL BAGS, LINEN CARTS AND HAMMERS FOR HANDLING/SORTING CONTAMINATED LINEN ARE PROPERLY LABELED WITH WARNING SYMBOL FOR IDENTIFICATION TO AVOID CONTAMINATION.

CONTRACTOR WILL SUPPLY BAGS AT NO COST TO AGENCY.

CONTAMINATED LINEN MUST BE WASHED WITH A WASH FORMULA INCORPORATING DETERGENT, HOT WATER AT A TEMPERATURE OF AT LEAST 160 DEGREES FAHRENHEIT, BLEACH RINSE AGENTS, RINSE CYCLE SUFFICIENT TO RINSE OUT SOIL AND WASH AGENTS. CONTRACTOR MUST ENSURE THAT THE FIRST CYCLE MUST INCORPORATE THE WASHING OF WATER SOLUBLE BAG PER MANUFACTURERS' INSTRUCTIONS. CONTRACTOR MUST ENSURE THE USE OF A BACTEROISTATIC TO BE ADDED PER MANUFACTURERS' INSTRUCTIONS TO FIRST WASH CYCLE. CONTRACTOR SHALL PROVIDE TO AGENCY A QUARTERLY CULTURE REPORT FROM A CERTIFIED, COMPETENT, INDEPENDENT LABORATORY SHOWING ZONES OF BACTEROISTATIC INHIBITION ON CLEAN LINEN AND INSIDE LINEN CARTS USED TO DELIVER AND PICK UP LINEN AT THE AGENCY. QUARTERLY 10% RANDOM SAMPLE REQUIRED. ADDITIONAL SAMPLING MAY BE REQUESTED BY AGENCY AT NO ADDITIONAL COST.
TRANSPORTATION OF LINEN:
CONTRACTOR SHALL PROVIDE AN ORDERLY AND CONSISTENT CHECK ON THE METHOD OF TRANSPORTING LINEN TO AND FROM AGENCY FACILITY TO ENSURE THAT SOILED AND CLEAN LINEN ARE KEPT SEPARATE.

VENDOR MUST HAVE AUTO MECHANICAL CART WASHER:
ALL LINEN CARTS/HAMPERS USED FOR SOILED LINEN TRANSPORT SHALL BE PROPERLY CLEANED AND SANITIZED WITH A GERMICIDAL AGENT AND OTHER CHEMICAL TREATMENT NECESSARY TO AVOID CROSS CONTAMINATION, BEFORE BEING USED TO DELIVER CLEAN LINEN TO THE AGENCY. TO ENSURE THAT VENDOR CAN MEET THESE REQUIREMENTS, WRITTEN PROCEDURES MUST BE SUBMITTED WITH CONTRACTOR FACILITIES:
LAUNDRY FACILITY MUST BE HLAC INSPECTED. CONTRACTOR SHALL ENSURE THAT ALL LINEN IS PROPERLY WASHED AND TREATED IN COMMERCIAL TYPE WASHERS AND DRYERS DESIGNED SPECIFICALLY FOR THAT PURPOSE, TO PREVENT CROSS CONTAMINATION. CONTRACTOR SHALL ENSURE THAT AIR FLOW MOVES FROM CLEAN FACILITY TO SOILED LAUNDRY AREA. WRITTEN PROCEDURES TO BE INCLUDED WITH BID.

UNIVERSAL PRECAUTIONS:
CONTRACTOR MUST OBSERVE ALL UNIVERSAL PRECAUTIONS REQUIRED BY JOINT COMMISSION FOR ACCREDITATION OF HOSPITALS IN FULLY WRAPPING CLEAN LINEN. IN NO CASE SHALL CLEAN LINEN BE TRANSPORTED ON THE SAME TRUCK WITH SOILED LINEN.

TERMS:
CONTAMINATED LINEN: ITEMS OR GARMENTS THAT HAVE BEEN EXPOSED TO POTENTIALLY INFECTIONS MATERIALS WHICH INCLUDES BLOOD AND HUMAN BODY FLUIDS AND WASTE.

EMERGENCY:
VENDOR MUST HAVE AN EMERGENCY CONTINGENCY PLAN FOR NATURAL EMERGENCIES AS WELL AS A BACK-UP GENERATOR AND SECONDARY SOURCE. CONTRACTOR MUST BE ABLE TO PROVIDE AT ALL TIMES. AGENCY RESERVES THE RIGHT TO SPECIFY THE ITEMS AND QUANTITIES OF EACH ITEM TO BE DELIVERED IN CASE OF AN EMERGENCY. WRITTEN EMERGENCY PLAN POLICY AND PROCEDURES MUST BE SUBMITTED WITH BID. VENDOR MUST DELIVER EMERGENCY ITEMS ONE (1) HOUR AFTER AGENCY NOTIFICATION.

TRAINING:
CONTRACTOR TO PROVIDE CONTINUING EDUCATION TO STAFF IN REGARDS TO INFECTION PREVENTION SPECIFIC TO THE PROCESSING OF LAUNDRY. TRAINING IS TO INCLUDE PROPER PROCESSING AND HANDLING OF LAUNDRY.

DELIVERIES:
DELIVERIES ARE TO BE MADE BETWEEN THE HOURS OF 5:00 PM AND 5:00 AM. AFTER AGENCY NOTIFICATION.

A MINIMUM OF THREE (3) DELIVERIES A WEEK WITH A MAXIMUM OF 3 DAYS’ CLEAN LAUNDRY ON SHELF WILL BE PROVIDED BY CONTRACTOR. HOWEVER, AGENCY RESERVES THE RIGHT TO SPECIFY THE ITEMS AND QUANTITIES OF EACH ITEM TO BE DELIVERED IN CASE OF AN EMERGENCY AND/OR ADDITIONAL DELIVERIES IF REQUIRED. CONTRACTOR IS TO FURNISH PICK UP AND DELIVERY THE MINIMUM OF THREE (3) DAYS PER WEEK DURING THE HOURS SPECIFIED.

EXTRA OR SPECIAL DELIVERIES WILL BE MADE BY THE CONTRACTOR WITHIN ONE (1) HOUR OF THE REQUEST OF CLSH AT THE SAME UNIT PRICE QUOTED IN THE BID. EXTRA OR SPECIAL DELIVERIES THAT NEED TO BE MADE DUE TO THE FAILURE OF THE CONTRACTOR TO PROPERLY SUPPLY THE AGENCY WITH SUFFICIENT QUANTITY WILL BE MADE BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE AGENCY.

CONTRACTOR'S DELIVERY SCHEDULE TO BE COORDINATED BETWEEN AGENCY'S HOUSEKEEPING SUPERVISOR, DONNA TENNIE, AND CONTRACTOR, WITH QUANTITY, DATES AND TIME TO BE ESTABLISHED. ITEMS MUST BE FOLDED THEN PACKAGED IN STANDARD SIZE BUNDLES WHEN DELIVERED. THE SIZE OF STANDARD BUNDLES IS TO BE DETERMINED BY MUTUAL AGREEMENT OF BOTH AGENCY AND CONTRACTOR. PACKING SLIP MUST BE ATTACHED TO EACH LINEN CART/HAMPER OF CLEAN LINEN SHOWING ITEMS AND QUANTITY BEING DELIVERED. PREVIOUS DAY’S SOIL COUNT MUST BE TURNED IN. CONTRACTOR MUST PICK UP AND DELIVER TO THE INSIDE OF THE DESIGNATED LAUNDRY BUILDINGS AT CENTRAL LOUISIANA STATE HOSPITAL, 242 WEST SHAMROCK STREET, PINEVILLE, LA 71360. CONTRACTOR WILL PICK UP SOILED AND DIRTY LAUNDRY FROM THE SOILED LAUNDRY CONTAINER AND DELIVER CLEAN LAUNDRY TO THE DESIGNATED CLEANING LAUNDRY BUILDING. THERE IS TO BE A CLEAR SEPARATION OF STORAGE AREAS AT CLSH FOR SOILED AND DIRTY LINEN AWAITING PROCESSING AND CLEAN LINEN.

DELIVERIES MUST BE MADE IN PROPERLY ENCLOSED DELIVERY TRUCKS. DELIVERY TRUCKS AND LINEN CARTS/HAMPERS USED FOR TRANSPORT FOR LINEN MUST MEET ALL SANITARY CONDITIONS AND REGULATIONS SUBJECT TO OSHA REGULATIONS AND OTHER GOVERNMENT AND/OR REGULATORY AUTHORITIES. REGULATIONS AND OTHER GOVERNMENT AND/OR REGULATORY AUTHORITIES.