



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

15 January 2019

LAUNDRY SERVICES PRE-BID CONFERENCE

Windsor Room,

11:02 am opened to 11:27 am adjourned

Pre-Bid Sign-in Sheet Attached.

Eastern Shore Hospital Center

Randy L. Bradford, Chief Executive Officer
P.O. Box 800
Cambridge, MD 21613

Introductions were made. Theresa Ammons, Maryland Department of Health, Contract Officer for this service conducted the conference via telephone for the review of specifications for **Laundry Services – Eastern Shore Hospital Center, IFB - MDH OPASS – 19-18173, eMM #MDM0031042491.**

Ms. Ammons encouraged MBE and SBRP to bid.

Business cards received are posted to the eMaryland Marketplace.

To receive a contract award, a vendor must be registered on eMaryland Marketplace (eMM).

Registration is free. Review Subsection 1.8 for details.

Asked to complete and return Notice to Vendor form if do not wish to bid.

The laundry services contract is effective for five years, with no renewal options. The anticipated start date is **August 1, 2019.**

Ms. Ammons went on the point out several sections in the specifications to be reviewed and/or answered –

Subsection 1.9 – Questions gives information on how to submit questions subsequent to this Pre-Bid Conference. Questions should be addressed to the Procurement Officer, Mr. Dana Denbrow via Mdh.solicitationquestions@maryland.gov.

Deadline for submission of questions is five (5) days before the bid due date.

Any questions asked today are also to be sent by e-mail for answering at

Mdh.solicitationquestions@maryland.gov.

Section 1.30, page 15 – contracts exceeding \$200,000 will receive payments electronically unless ask for a special exception

Section 2.1, page 20 – Bidder Minimum Qualifications

Subsection 3.1, page 21 – Scope of Work Requirements – this is the “meat” of the solicitation that gives vendors a clear understanding of what the Department expects of the successful bidder in the provision of services.

Section 4, beginning on page 28 – Bid Format

Sub-section 4.4 – requires submission of Attachment B – Bid Form completed in the Excel format

Section 4.7 – lists the required documents if a vendor is recommended for contract award.

Attachment N – Contract Affidavit – if there is a question of who your resident agent is, please call the State’s Corporate Charter Division at (410) 767-1330. The office is located at 301 W. Preston Street.

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Page 32 – Listing of IFB Attachments and Appendices – chart

Deadline for submission is bids is **February 12, 2019 at 2:00 pm at OPASS headquarters at 201 W. Preston Street to the attention of Theresa Ammons.** No bids even one minute past the deadline will be accepted. OPASS is not responsible for delivery problems. Be aware if hand delivering the person will be stopped at the entrance for check-in. There are three acceptable means to submit bid – United States Postal Service, hand delivery by the bidder and hand delivery by commercial courier. Requesting a receipt is recommended.

Answers to any questions received after this meeting will be posted at eMaryland Marketplace and on the MDH websites.

Good luck and we look forward to your submission.

Questions from the Supervisor of Mr. Miller, Up to Date Laundry, Inc. NOTE: He had contacted Mr. Bradford regarding prior to the meeting and was advised to be addressed at this meeting.

Section 3.2.6.a. - Inventory Maintenance and Replenishment

There is a Table of Inventory but does not reflect replacement to be yearly, etc. Is there a schedule?

Approximately 20% of the inventory/of that table, could be more or less per year.

COG – Customer Owned Goods or Rental - *the laundry/linens belong to the Eastern Shore Hospital Center*

Condition of products now – *good*

Requested to see inventory personally and to take photographs – *permission was given by Ms. Ammons*

What about Gowns? – *rarely used at hospital. Current inventory is 300 tie style – moving forward should be replaced by snaps due to ligature issue (TJC/CMS standards)*

White linens – *standard with colored bedspreads (golden).*

Everything is plastic wrapped in bundles of 10's.

Successful bidder will go with existing inventory levels.

How many carts of dirty laundry? *5-6 per week 84 beds with census of 80 patients*

Will the existing company be responsible for bringing up to standards and full inventory at end of the contract? *Yes*

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Reminded that any questions/answers regarding this procurement during the site visit are to be forwarded to Mdh.solicitationquestions@maryland.gov. Snapshots will be permitted.

Mr. Miller, Mr. Barnes and Mrs. Mooney went to the laundry receivable area to review inventory.

Replacement procedures – *if stained linen is observed by contractor staff or ESHC staff, the item will be placed with dirty linen.*

Representative visits – *yes, representative come every quarter.*

When is delivery received and how many carts – *every Monday and 6 carts delivered wrapped, soiled are picked up on Wednesday. Clean weight average per week 1500 lbs.*

Inventory includes: flats and fitted (mattresses are 36"x80"x6"), bath towels, bath blankets, pillow cases, standard thermal blankets, washcloths, golden light weight ribbed bedspreads (128"x96"), gowns – wrap around, heavier fabric, standard size, all with ties and will have to be replaced with snaps.

Cathy Mooney, Management Associate, Recorder