



## Laundry / Linen Services

- Vendor must be able to provide information on the vendor's tenure in the commercial or industrial laundry service industry, addresses of all facilities used to fulfill the obligations of this contract, and at least two references from current or past customers that can be contacted.
- Vendor must be accredited through the Healthcare Laundry Accreditation Council (HCLA) and must provide ELMHS with a copy of the certificate of accreditation. Certificate of accreditation must be submitted prior to award of contract.
- All linen shall be provided by vendor: blankets, flat sheets, bath towels, hand towels, wash clothes, and barber towels.
- Service shall consist of pickup and delivery of linens in designated areas of Jackson Campus Buildings of Evangeline, Gabriel, Cedarview Clinic, Oakcrest, ITU, CRU, DD and Magnolia. As well as ASSA Compound (5226 Highway 951, 5 miles east of the main campus).
- Vendor shall provide services of pick-up and delivery three days per week on Monday, Wednesday and Friday; including holidays using procedures that meet industry standard for infection prevention and control. Vendor will provide both clean and dirty linen laundry carts for deliveries and pick-ups.
- Quantities of each type of linen will be determined as follows:
  - Two blankets, two flat sheets, one pillow case per client per week to be delivered one time a week
  - One bath towel, one hand towel, and one wash cloth per client per day to be delivered three times a week.
  - 100 barber towels will be delivered three times a week.
- Vendor shall conduct operations in a facility specifically designated for industrial or commercial grade laundering services.
- Vendor shall insure that all linen is properly washed and treated in commercial type washers and dryers designed specifically for that purpose. Vendor shall observe standard infection control precautions of CDC, OSHA, APIC for best practices and guidelines to ensure cross contamination does not occur.



## Attachment B – Specifications

RFx: 3000023067

Title: \*Site Visit\* Laundry Services for LDH

- All laundry items will be separately packaged as deemed appropriate and shall be pressed or serviced to get pressed look with minimal wrinkles showing on bed linen. Sheets, blankets, washcloths, and towels will be folded neatly.
- ELMHS reserves the right to reject any and all deliveries that do not pass generally accepted cleanliness and/or infection control standards.
- ELMHS shall collect all linen and materials for pick-up by laundry service and place linen and materials for pick-up at designated areas for pick-up, unless otherwise mutually agreed upon.
- Vendor shall provide Safety Data Sheets (SDS) and/or other information at the request of ELMHS for chemicals used in processing of laundry.
- ELMHS reserves the right to visit vendor laundry site, if or when deemed necessary.
- ELMHS and vendor may meet periodically to review required quantities for each item based on usage and make adjustments as needed. The requested quantities are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by the State of Louisiana to increase or decrease the amount at the same unit price stated in original bid.
- Vendor must have emergency management plan that details how services will be provided if the existing facility is unable to provide services, to include but not limited to the name and location of alternate facility, type of facility, and allowed duration of use during emergent conditions.
- Vendor must have procedures in place to account for lost or damaged linen. ELMHS must be notified within five business days of the said loss, and vendor is to allow ELMHS a minimal of five business days to validate the claim. Once a claim is validated, vendor is to bill ELMHS for no more than the vendor's replacement cost, and vendor must provide proof of purchase that includes pricing for each item.