

Request for Proposal for Linen Laundering Services



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ANNOUNCEMENT

Titus County Hospital District d/b/a Titus Regional Medical Center (hereinafter referred to as “TRMC”) hereby invites proposals from qualified interested parties (hereinafter referred to as “Agency”, “Proposer” or “Proposers”) to provide linen laundering services to TRMC, pursuant to the terms and conditions hereinafter set forth in or referred in this Request for Proposal (“RFP”).

The award shall be made at the sole discretion of TRMC to the Agency that best provides evidence of satisfactory qualifications and displays responsibility to fully meet the requirements as set forth by TRMC. Evidence of qualification and responsibility shall be furnished by the Agency as described in this RFP and will be reviewed by TRMC. The award shall not be made until TRMC has completed its review and verification of the Agencies qualifications.

TRMC reserves the right to reject any or all proposals and also reserves the right to decline the award to any or all Agencies. The submission of a proposal by any Agency does not by implication or expression commit TRMC to enter into an agreement with that Agency, or any other Agency. No agreement shall occur until a resolution formally approving such agreement has been enacted by TRMC and a written agreement has been executed.

TRMC will not be responsible for any costs incurred by an Agency in preparing, delivering or presenting responses to this RFP. Once submitted, Agency responses will be the property of TRMC and will not be returned.

By submitting an information package, the Agency represents that they have read and understand the RFP and are capable of fulfilling all requirements.

Proposals, subject to the terms and conditions stated herein, must be sent via email to the Key Contact listed below by March 20, 2020 at 17:00 CST. The subject line should include “Linen Laundering Services RFP.”

Key Contact Information

Reese Arnett
Director of Materials Management
reese.arnett@titusregional.com
903-577-6161



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Background

Titus Regional Medical Center (TRMC) is a 174 licensed bed (8 ICU beds), Level III Trauma Center located in East Texas. Average daily medical census is approximately 70-90 (seasonal) including an 8 bed ICU that runs an ADC of 4-6, with occupancy increasing due to the recent addition of a cardiac cath lab, a certified stroke program, and additional primary care providers. TRMC also provides maternal and pediatric services, inpatient rehabilitation and geriatric behavioral health services that are not a part of this RFP. TRMC is a Level III lead trauma center seeing approximately 25,000 patients per year, with an inpatient admission rate of approximately 18%. Approximately 1,000 babies are born at TRMC each year and our community boasts the largest volume pediatric practice in the region.

Scope

Under the proposed agreement, the selected Agency will provide linen laundering services according to TRMC's specifications listed below. TRMC would like both owned and leased pricing scenarios to determine cost effectiveness.

Inquiries

We encourage inquiries and welcome the opportunity to answer questions from potential applicants. Questions submitted in writing will be returned within five business days. Written questions should be emailed to Reese Arnett at reese.arnett@titusregional.com. Any oral communication shall be considered unofficial and non-binding with regard to this RFP.

Scope of Responses

Interested Proposers must submit their responses to all sections of this RFP and include all requested information. Proposers who wish to send additional materials are welcome to do so, but these materials may not be considered in the evaluation process. All materials must be converted to one PDF file and submitted via email to reese.arnett@titusregional.com.

Confidentiality

Due to the competitive nature of this RFP, to the extent permitted by law, all Proposer responses will be confidential.

Evaluation of Vendor Responses

TRMC has established a working group to review the documentation received in response to this RFP. During the review process, additional information may be required of the vendors and some vendors may be invited to present directly to the team.



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RFP Schedule

RFP Schedule	
Deliverable	Date
RFP Launch Date	February 17, 2019
RFP Due Date	March 20, 2019
Notification of Selection	April 3, 2019
Contract Start Date	June 1, 2020

Specifications

The specifications list below includes our current linen categories along with a note explaining current cost structure (per pound or unit). If volume discounts are available please clarify thresholds.

Linen Description	Lease	Own	Notes
Baby Blanket			Price per Pound
Baby Shirt			Price per Pound
Bath Blanket			Price per Pound
Bed Pad			Price per Pound
Bed Spread			Price per Pound
Fitted Sheet			Price per Pound
Flat Sheet			Price per Pound
OR Towel			Price per Pound
Patient Gown			Price per Pound
Pillow Case			Price per Pound
Room Terry (Washcloths, Bath Towels, Hand Towels, etc)			Price per Pound
Scrub Top			Price per Unit
Scrub Bottom			Price per Unit
Energy/Fuel Surcharge			If Applicable
Delivery Charge			Price per Delivery



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Additional Information

I hereby acknowledge that the above information is accurate and completed to the best of my knowledge.

Name: _____

Date: _____

Title: _____

Organization: _____



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