

The logo for Community Hospital, featuring the text "Community Hospital" in a white serif font on a blue rounded rectangular background. Below the text are three horizontal bars: a light blue bar, a brown bar, and a light blue bar.

Community Hospital

Colorado West HealthCare System
d/b/a
Community Hospital

Request for Proposal
Linen Services

September 1, 2010

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SECTION I: OVERVIEW AND PROPOSAL PROCEDURES

A. INTRODUCTION, BACKGROUND & SUMMARY OF GOALS

The Colorado West HealthCare System d/b/a Community Hospital is an acute care hospital servicing the city and surrounding community of Grand Junction, Colorado. System components include Community Hospital (licensed for 78 beds, operating at 40 beds), Grand Valley Urgent Care Center, Grand Valley Primary Care, First Choice Surgery Center, and Occupational Health/Therapy Works.

Community Hospital is soliciting proposals for a high quality and cost effective linen rental program. Community Hospital seeks linen rental services and products to be provided by the supplier on a per pound cost.

B. REQUEST FOR PROPOSAL (RFP) TIME TABLE

RFP available for distribution:	September 1, 2010
Deadline for questions:	September 3, 2010 at 5:00 p.m.
Receipt of proposals deadline:	September 13, 2010 at 4:00 p.m.
Present to CH Board for action:	Sept. 27 and 29, 2010
Contract Start Date:	October 19, 2010

C. RFP AVAILABILITY

Copies of the RFP are available through the internet at yourcommunityhospital.com, U.S. Mail by contacting the Materials Management Department at (970) 256-6229, or through personal pick-up by visiting Community Hospital at 2021 N. 12th Street, Grand Junction, Colorado.

D. PROPOSAL SUBMISSION

An unbound original and 6 copies of the complete proposal must be received by September 13, 2010 at 4:00 p.m., Mountain Standard Time. The original and all copies must be submitted in a sealed envelope or container stating on the outside the name, address, telephone number of the Proposer and proposal due date, to:

Community Hospital
Attn: Adam Brown, Director of EVS and Materials Management
2021 N. 12th Street
Grand Junction, CO 81501

Hand-carried proposals may be delivered to the above address between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays observed.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Responses to the Request for Proposal must be signed by an officer of the company who is legally authorized to enter in to a contractual relationship on behalf of the company. Proposals should be notarized by a Notary Public.

The submittal of a proposal by a Proposer will be considered by Community Hospital as an offer by the Proposer to perform the required services at the stated prices.

E. PRE-PROPOSAL CONFERENCE

None scheduled.

F. SITE VISIT

None scheduled.

G. CONTACT PERSON

The contact person for this RFP is Adam Brown, Director of EVS and Materials Management. Mr. Adam Brown can be contacted at (970)256-6229.

Explanation(s) desired by Proposer(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing, as in further described below.

Proposers are advised that from the date of the RFP release, and until recommendations for award are presented to the Board of Trustees or one of its committees; **No verbal contact with Community Hospital personnel related to this RFP is permitted**, except as authorized pursuant to the Cone of Silence provision herein at Section Q.1. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the Proposer's submittal.

H. ADDITIONAL INFORMATION

Requests for additional information or clarification must be made in writing, no later than September 3, 2010 at 5:00 p.m. The request must contain the Proposer's name, email address, address, phone number, and facsimile number. Electronic facsimile will be accepted at (970)255-2115. Proposers are advised to retain any and all facsimile transmittal verification sheets as proof of document routing.

Facsimiles must have a cover sheet which includes, at a minimum the Proposer's name, address, number of pages transmitted, phone number, facsimile number, and RFP name.

Community Hospital will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Proposers should

not rely on any representation, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. Prior to submitting the proposal, the Proposer should verify with the designated contact person that all addenda have been received as part of their proposals.

I. EXCEPTION TO THE RFP

Proposers may take exceptions to any of the terms of this RFP unless the RFP specifically states otherwise. Should a Proposer take exceptions where none is permitted, the proposal will be rejected as non-responsive. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow Community Hospital a meaningful opportunity to evaluate and rank proposals.

Where exceptions are permitted, Community Hospital shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. After completing evaluations, Community Hospital may accept or reject the exceptions. Where exceptions are rejected Community Hospital may insist that the Proposer furnishes the services or goods described herein, or negotiate an acceptable alternative.

It is the intent of Community Hospital to entertain alternative proposals, which may provide the same or similar services and conditions as stipulated in the RFP.

J. MODIFIED PROPOSALS

A Proposer may submit a modified proposal to replace all or any portion of submitted proposal up until the proposal due date. Community Hospital will only consider the latest version of the proposal.

K. COST INCURRED BY THE PROPOSER

All expenses involved with the preparation and submission of proposals to Community Hospital, or any work performed in connection therewith, shall be at the expense of the Proposer. No payment will be made for any responses received, nor for any other effort required of or made by the Proposer (s) prior to commencement of work as defined by a contract approved by Community Hospital.

L. WITHDRAWAL OF PROPOSALS

Proposals shall be irrevocable until contract date unless the proposal is withdrawn. A proposal may be withdrawn in writing prior to the Proposal Due Date or before 5:00 p.m. on September 24, 2010.

M. LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS

Proposals received after September 13, 2010 at 5:00 p.m., MST are late and will not be considered. Modifications received after the proposal due date will not be considered.

N. ORAL PRESENTATIONS

Community Hospital may require Proposers to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein. If required, the presentations will be conducted on an agreed upon date.

O. PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of, or in support of their proposals, is considered proprietary to respective proposers, shall be considered property of Community Hospital, and will be held in strict confidence by Community Hospital.

P. CONTRACT MEASURE (Minority and Women Business Enterprise (MBE/WBE))

No measure.

Q. COMPLIANCE WITH LAWS, ORDINANCES, CODES AND RULES/REGULATIONS

Proposers shall certify their ongoing compliance with the applicable laws, codes, implementing regulations, ordinances, rules and orders. Proposers are presumed to be familiar with all Federal State and local laws, ordinances, codes and implementing rules and regulations that may in any way affect the service offered.

R. CONE OF SILENCE

A Cone of Silence is imposed upon RFP's or bids after advertisement and terminates on September 29, 2010 at 6:00 p.m., at the meeting of Community Hospital Board of Trustees. The Cone of Silence prohibits communication regarding RFP's, RFQs or bids between potential vendors, service providers, bidders, or consultants and Community Hospital's professional staff including, but not limited to the President & CEO, and the President & CEO's staff. A Cone of Silence is also imposed between Community Hospital and their respective staffs and any member of Community Hospital's professional staff including by not limited to, the President & CEO and the President & CEO's staff.

The provisions do not apply to oral communications at pre-proposal conferences, oral presentations before selection committees, or contract negotiations. Any questions regarding the RFP outside of a pre-proposal conference should be addressed in writing to Adam Brown, Director of EVS and Materials Management. A response will be provided in writing. All questions posed shall be posted on yourcommunityhospital.com and available to all proposers. The proposer posing the question will not be identified. Written questions will be accepted up to 5:00 p.m., September 3, 2010. The answers posted within two business days after the receipt

of the question. While a written response will be provided to the organization submitting the question(s), it is the responsibility of all proposers to go to the web site to view all questions and answers submitted. Community Hospital will not provide a mailing/notification of questions to all proposers.

All Proposers will be notified in writing when Community Hospital makes a formal award recommendation to the Board of Trustees.

S. LOCAL BUSINESS PREFERENCE

The evaluation and ranking of proposals provides that a preference of up to ten (10) percent of the total evaluation points of the proposal price shall be given to a local business, except when federal or state law mandates to the contrary. A local business means the vendor has its operations facility located in Mesa County at which it will produce the goods or perform the services to be purchased.

T. EXCLUSIONS

Proposer must represent and warrant that Proposer et al, its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in the federal health care programs as defined in 42 USC § 1320a-7b(f) (the “Federal Healthcare Programs”); (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services and have not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal Healthcare Programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in the Federal Healthcare Programs. This shall be an ongoing representation and warranty during the term of any Agreement and Proposer shall immediately notify CWHS of any change in the status of the representations and warranty set forth in this section. Any breach of this section shall give CWHS the right to terminate any Agreement immediately for cause.

U. REQUIREMENT FOR PERIODIC INSPECTIONS

Proposer understands and will agree to incorporating a provision for on-sight inspections for quality and infection control as requested, but minimally on an annual basis, in support of requirements for the same by The Joint Commission (JCAHO), CMS, and The Healthcare Facilities Accreditation Program (HFAP) (American Osteopathic Association/AOA). In the event of a surveyor’s request for on-sight inspection/visit, access will be granted to surveyor and infection control staff without notice. NOTE: Colorado West HealthCare System is accredited by both The Joint Commission (JCAHO) and the Healthcare Facilities Accreditation Program (HFAP), both of which require periodic inspections and assessment for contracted linen services. Surveys are conducted on a triennial basis, however, organizations may receive a survey throughout the period between surveys. All surveys are unannounced. Therefore, notice of a visit to Proposer is not possible.

V. COLORADO BUSINESS ENTITY AFFIDAVITS

Ownership Disclosure: Firms registered to do business with the Community Hospital must fully disclose their legal name, physical address and ownership.

Drug-Free Workplace: All persons and entities that contract with Community Hospital are required to certify that they will maintain a drug-free workplace and requires such persons and entities to provide notice to employees and to impose sanctions for drug violations occurring in the workplace.

False Claims Act: All persons and entities that contract with Community Hospital are required to review and agree to comply with the Colorado West HealthCare System False Claim policy and procedure.

Code of Conduct: All persons and entities that contract with Community Hospital are required to review and agree to comply with the Colorado West HealthCare System Code of Conduct as it relates to conducting business with Colorado West HealthCare System.

W. CONFLICT OF INTEREST

Proposers shall be familiar and comply with all applicable conflict of interest legal requirements. Community Hospital will not contract or transact business with a Proposer, and any contract with a Proposer shall be void, if a conflict of interest exists which has not been appropriately vetted and approved by the Colorado West HealthCare System’s Board of Trustees.

SECTION II: SCOPE OF SERVICES GENERAL

Specifications shown here are used to indicate minimum level of quality, performance, and applicability of the services required. Any services equal to or better than the quality specified will be considered.

Proposers are required to indicate responses to all services requirements and specifications listed below in the order listed using the same numbering system. Each response shall specifically reference the Proposer’s ability to provide the listed services. If noncompliance or an inability to provide any particular service is indicated, specify the proposed alternative. Noncompliance without an acceptable alternative will result in a non-responsive finding, resulting in Proposer disqualification.

- A. All linen carts, current and future, used to transport clean and soiled linen are provided and maintained by the vendor.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- B. Linen services herein are defined as the pickup of soiled linen and delivery of clean linen Monday through Friday, Sunday as requested, and holidays as requested. General linens shall be provided by the Vendor, and must be free from any markings that would indicate ownership or use of another facility. Certain specialty linen items may be owned by Community Hospital, which will be stamped with a Community Hospital logo or brand marking as to indicate ownership by Community Hospital. Such items will be separately charged, so as not to include fees for linen replacement or inventory maintenance surcharges by Vendor.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- C. Linen volume in clean poundage is projected at 420,000 clean pounds annually, based upon historical statistics. The actual volume may be higher or lower with census, case mix and activity fluctuations. The above poundage is all inclusive, i.e., bed linens, patient gowns, surgical attire, lab coats, rags, mops, etc. Linen volume needs and fluctuations due to increased census case mix, and/or activity, must be met on a consistent basis without any negative effects on patient care.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- D. The following items must be provided. Linen items must be folded and protected from the elements. Linen items include, but are not limited to the following: (SEE SECTION VII: LINEN SPECIFICATIONS)

1. Hospital Bed Flat sheet
2. Hospital Bed Fitted sheet
3. Thermal blanket bedspreads
4. Draw Sheet/Lift Sheet
5. Pillow case
6. Bath Blanket
7. Bath Towel
8. Wash Cloth
9. Hand Towel
10. Miscellaneous items; cubical curtains, rags and mops
11. Scrub shirts, ranging from XS – 4XL
12. Scrub pants (cargo and draw string) ranging from XS – 4XL
13. Patient Gowns/with wide sweep, one size fits all 5 XL – 10 XL
14. Patient IV Gown with snaps,
15. PJ pants ranging from large – 2XL
16. Patient Robes, one size fits all
17. Incontinent Pads
18. Mammography Capes, one size fits all
19. Doctors gowns (for Procedure Center)

- 20. Lab Jackets, fluid resistance ranging from XS – 4XL
- 21. Surgical huck towel
- 22. Walk off mats, ranging from 3x5, 4x6, and 3x10 in blue, walnut and green.
- 23. Pediatric clothing from infant to teenage
- 24. Pediatric bedding

Compliance Acknowledgement: YES NO

Vendor Commentary:

- E. Linen rental services are required at these locations of Community Hospital including, but not limited to the following:

Community Hospital	2021 N 12 th Street.
First Choice OP Surgical Center	2596 F Road
Community Professional Plaza	2004 N. 12 th Street
Grand Valley Primary Care	603 28 ¼ Road
Community Medical Plaza	1060 Orchard Avenue

Additional Community Hospital satellite facilities may be added during the course of the contract upon cost analysis completion. Services for additional facilities shall be provided at the same cost awarded in the contract as the result of this RFP or lower.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- F. The method of clean linen delivery and soiled linen pick up is specific to the location being served. Current methods of delivery are as follows:

- 1. At all facilities, where it is logistically possible a clean linen holding area where the linen will be stored, inventoried and hand delivered to the various linen closets or other designated storage areas. The delivery function will be the vendor’s responsibility.
- 2. At all locations the vendor will restock the back-up clean linen holding area with sufficient linen to handle any and all emergency needs, shortages, and plant breakdowns. Community Hospital and the vendor will mutually agree upon the back-up linen inventory levels.
- 3. Vendor must pick up soiled linen from the holding area at all serviced locations. The vendor must provide a sufficient number of transport carts to properly hold all soiled linen, and be in compliance with The Joint Commission, AOA, OSHA and the Public Health Department and any other applicable outside agencies.

The above delivery and pickup procedures may change during the term of this agreement, depending on the patient care demands and changes in the facility use and design. Vendor must comply in the needs.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- G. Linen is to be covered at all times during transport and delivery, regardless of status (i.e. clean and soiled). Vendor shall be knowledgeable and assure compliance with all Joint Commission, CMS, Healthcare Facilities Accreditation Program(HFAP)/American Osteopathic Association(AOA), Occupational Safety and Health Administration (OSHA) and the Colorado Department of Health requirements regarding infection control standards.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- H. Clean and soiled linen shall not be mixed at any time during the transport process. Infection Control practices must be adhered to on a consistent basis. Community Hospital Infection Presentation and Control Staff will conduct periodic audits, both on site and at the vendor's production plant, to ensure that the vendor is following all regulatory requirements. These audits will be done at random, unannounced times.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- I. Specific and separate carts shall be designated for soiled pick-up and clean delivery. Carts shall be thoroughly sanitized by the vendor between fills. Please describe the sanitizing method herein, with the knowledge that Community Hospital expects carts to be clean at all times. Cart maintenance is the responsibility of the vendor. Wheel casters must operate properly, ensuring proper rotation and braking capability.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- J. The vendor must be knowledgeable and must be in compliance with the hygienic processes that meet or exceed the healthcare industry standards for laundering hospital linens. These standards include guidelines issued by the Center of Disease Control (CDC), Occupational Safety and Health Agency (OSHA) and the Infection Prevention and Control of Community Hospital. Bacteriological Test sheets are to be provided to Community Hospital on at least a quarterly basis or as frequently as required by Community Hospital to maintain effective controls in place.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- K. The vendor shall provide linen that is clean and in good acceptable condition. Community Hospital will have the sole right to determine acceptable quality.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- L. Vendor shall adhere to delivery and pick-up schedule for Community Hospital facilities are as follows:

		Linens	Mats
Facility:	Community Hospital		
Clean Delivery:	Mon – Fri		
Soiled Pick-Up:	Mon – Fri		
Frequency:	1 exchange daily		
Facility:	First Choice Outpatient Surgery Center		
Clean Delivery:	Mon – Fri		
Soiled Pick-Up:	Mon – Fri		
Frequency:	1 exchange daily		
Facility:	Community Professional Plaza		
Clean Delivery:	Tues & Fri		
Soiled Pick-Up:	Tues & Fri		
Frequency:	1 exchange per visit		
Facility:	Community Medical Plaza		
Clean Delivery:	Mon & Thu		
Soiled Pick-Up:	Mon & Thu		
Frequency:	1 exchange per visit		
Facility:	Grand Valley Primary Care		
Clean Delivery:	Mon & Thu		
Soiled Pick-Up:	Mon & Thu		
Frequency:	1 exchange per visit		

Compliance Acknowledgement: YES NO

Vendor Commentary:

- M. The vendor will be responsible for any damage to Community Hospital property caused by its staff while performing duties under this contract to facilities of Community Hospital. Such damage, interior or exterior, is the responsibility of the vendor and payment for such damage, as described and calculated by Community Hospital or its

authorized agents, shall be due and payable to Community Hospital upon receipt by the vendor of a detailed statement.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- N. Community Hospital is not responsible for injury to vendor's employees or damage to vendor's equipment in the performance of services to Community Hospital. The vendor must, at all times, maintain adequate insurance for its employees, vehicles and facilities. Proof of all related insurances coverage must be provided.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- O. The vendor shall provide an invoice, in duplicate, with each copy in a format to be agreed upon by Community Hospital in consultation with the vendor. Vendor acknowledges that failure to follow the procedure will result in delayed payments.

Compliance Acknowledgement: YES NO

Vendor Commentary:

- P. Non-linen items, such as patient's personal belongings, may be present in the soiled linen from time to time. The vendor must segregate these items and return them to Community Hospital.

Compliance Acknowledgement: YES NO

Vendor Commentary:

SECTION III: PROPOSAL CONTENT AND FORMAT

Instruction to Proposers: Proposers must carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposals must contain each of the enumerated documents below, each fully completed, and signed. Signatory must be by an individual authorized to legally bind Proposer to a contract.

Proposals submitted which do not include the following items may be deemed non-responsive and may not be considered for contract award.

CONTENTS OF PROPOSAL

All proposals must contain the following sections:

A. Cover Page: The Cover Page should include the following information:

- Contact Person for RFP
- Business Address
- Business Phone
- Facsimile Phone
- Title of RFP
- Email Address

Any further correspondence by Community Hospital to the Proposer for the purpose of this RFP will be addressed to the Proposer's contact person at the email address or the address, phone number and facsimile submitted by the Proposer in this section.

B. Table of Contents: The Table of Contents should outline in sequential order the major areas of the proposal. All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

C. Executive Summary: A two page Summary consisting only of the Proposer's response including any exceptions to the Scope of Services.

D. Scope of Services: A response marked "Yes" addresses the Proposer's ability to provide the products and services requested in Section II of the RFP, including any exception, enhancement or other information that the Proposer deems relevant. If subcontractors are part of the proposal, include a list of subcontractors to be used in this section as well.

E. Qualifications of the Proposer:

1. General Requirements:

- a. Describe the organization's qualifications reflecting the ability to provide the products and services requested in this RFP. Your company's name and address, and place(s) of doing business. If multiple locations, indicate headquarters location.
- b. Provide a listing of company's officers and/or principals.
- c. Provide a description of the company's geographical services area including national, regional and local offices, if applicable.
- d. Provide the number of employees to work in the engagement of the Linen Services. Indicate whether staff to provide the services is on board or if recruitment will be necessary.
- e. Provide location of production facility in Mesa County, Colorado.

2. Financial Management

- a. Provide a copy of audited financial statements for the most recent fiscal year, Dunn & Bradstreet Report and number, or similar evidence of financial stability.

3. Experience

- a. Provide a statement of the length of time the company has been in business providing the services requested in this RFP.
- b. Provide a statement of staff qualifications, years of experience and specialization in the field of services required in this RFP.
- c. List sample of hospitals to which your company currently provides and has provided in the past similar products and services to the requested in this RFP. Include the name of the hospital or company, the contact person, and their telephone number.
- d. Provide the name and address of your bonding company.

4. Legal Insurance

- a. List and explain any pending litigation in which your company is involved.
- b. Indicate insurance coverage(s) currently maintained. Indicate if higher coverage will be obtained, if required by Community Hospital.
- c. Indicate the method to be used to indemnify Community Hospital for services provided per the specification of this RFP and any exception to the indemnification provision of this RFP.

F. Price Proposal: Cost of Products and Services. The Price Proposals, under Section V, shall be packaged separately in a sealed envelope or package and enclosed in the RFP package.

G. General Conditions: The Proposer shall include here any exceptions to General Conditions in Section IV and any other information the Proposer deems relevant.

PROPOSAL PREPARATION REQUIREMENT

- A. All RFP Proposers must submit one unbounded original proposal and six copies as per Section I Part D.
- B. All proposals must be submitted on 8.5” x 11” paper, except for any drawings, charts, diagrams, tab divided by designated category.

- C. Proposers must submit the proposed prices for the products or work to be preformed under this RFP in a separated sealed envelope.
- D. Proposers shall include their complete return address on the outer envelope or container enclosing the materials submitted in response to this RFP. Such outer envelope/container should be addressed as specified below.

Proposer's Name
Address
Phone Number

Community Hospital
Attn: Adam Brown, Director of EVS and Materials Management
2021 N 12th Street
Grand Junction, CO 81501

Title of RFP

SECTION IV: GENERAL CONDITIONS

A. RFP POSTPONEMENT/CANCELLATION

Community Hospital may, at its sole and absolute discretion, reject any and all, or parts of any or all proposal; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of the RFP.

B. NEGOTIATIONS

Community Hospital may award a contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Proposer's best terms. Community Hospital reserves the right to enter into contract negotiations with the selected Proposer.

If Community Hospital and the Proposer cannot negotiate a successful contract, Community Hospital may terminate said negotiations and begin negotiations with another selected Proposer. This process will continue until a contact acceptable to Community Hospital results (herein after referred to as the resulting agreement) or such negotiations are terminated.

C. CONTRACT AWARD

The award(s), if any, which is a decision to negotiate and execute a contract, shall be made to the Proposers whose proposals shall be deemed by Community Hospital to be in the best interests of Community Hospital.

There is no obligation on the part of Community Hospital to award the contract to the Proposer who proposes the lowest cost. Community Hospital reserves the right to award the contract to

the respondent whose proposal is deemed by Community Hospital to be the most advantageous in meeting the specifications of the RFP.

It is the intent of Community Hospital to award only one contract. Community Hospital however, reserves the right to award multiple contracts, as deemed in the best interest of Community Hospital.

Community Hospital reserves and holds at its discretion the following rights and options:

- To issue subsequent Request for Proposals;
- Not to select a candidate from those submitting proposal;
- Not to negotiate a contract for any part of the work;
- To approve, disapprove, or cancel any or all work to be undertaken;

The provisions in Section IV will be included in the resulting agreement negotiated with successful Proposer unless the Proposer takes exception by offering specific alternative language. Where exceptions are taken, Community Hospital may reject such exceptions or negotiate acceptable alternatives.

D. TERM AND RENEWAL

The term of the resulting agreement shall be for period of three (3) years commencing on the date on which this contract has been signed by both parties, with an option to renew for an additional one (1) year term thereafter. Agreement may be renewed upon the same terms and conditions upon mutual agreement of both parties which agreement shall be evidenced in writing as an addendum to the resulting agreement executed and signed by both parties prior to the expiration date of the resulting agreement or any valid extension thereof. Proposer should not build in automatic price increases on contract anniversary in excess of the Colorado Denver-Boulder-Greeley Consumer Price Index (CPI).

E. TERMINATION

The resulting agreement may be terminated by Community Hospital without cause upon no less than ninety (90) days notification of termination in writing delivered by certified mail, return receipt requested.

In the event of a default or material breach by either party under the term of the resulting agreement, the non-defaulting party, in its sole discretion, shall have the right to terminate the resulting agreement upon ninety (90) days written notice to the defaulting party. Such notice shall state the grounds for the termination.

The vendor awarded a contract as a result of this RFP is expected to maintain above standard performance as specified by Community Hospital. Failure to maintain performance standards may result in cancellation. Cause for cancellation include, but not be limited to the following:

1. Failure to adhere to pick-up/delivery schedule
2. Unacceptable quality of delivered product
3. Un-remedied misconduct of vendors' employees

4. Violation of good industry practices in the processing of hospital linen
5. Repetitive and/or un-remedied damage to Community Hospital property
6. Lack of sufficient quantity linen being delivered
7. Other serious acts or omissions deemed by Community Hospital to prevent continuance of the contract

G. AVAILABILITY

It is understood that Community Hospital shall be bound hereunder, only to the extent that funds are available, or may hereafter become available for the purpose of the resulting agreement.

H. PROPOSER'S EMPLOYEES

All employees, officers, directors and agents of the Proposer shall be considered to be at all times the employee, officers, directors and agents of the Proposer under its sole direction, and not of Community Hospital. In no event shall Community Hospital, or its respective officers, agents, servants, representative or employees be considered employees of the Proposer. The Proposer shall supply competent and physically capable employees and agents in the provision of services outlined in the contract. Community Hospital, at its discretion, may require the Proposer to remove an employee or agent that Community Hospital deems careless, incompetent, insubordinate or otherwise objectionable.

I. ASSIGNMENT

Proposer shall not assign, transfer, pledge, hypothecate, surrender, or otherwise encumber or dispose of any of its rights or obligations under the resulting agreement, or any interest in any portion of same, without the prior written consent of Community Hospital, which may be withheld by Community Hospital for any reason it determines to be in its best interest.

J. WARRANTS & INDEMNIFICATION

Proposer expressly warrants that all material and work covered by this RFP will conform to the specification samples or other description furnished or specified by the Proposer, and will be of good material and workmanship and free from defects and that Proposer will perform reasonably and in good faith. Proposer expressly warrants that all the material covered by an order, which is either the product of the vendor or provided by the vendor, is in accordance with its specifications and will be fit and sufficient for the purposes intended by Community Hospital.

Proposer shall indemnify and hold harmless Community Hospital and its officers, trustees, employees, agents, medical staff and instrumentalities from any and all liability, losses, or damages, including attorney's fees and cost of defense, which Community Hospital or its officer, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to, or resulting from any act or omission to act, including but not limited to negligence in connection with the performance of the resulting agreement by Proposer or its employees, agents, servants, partners,

principals or subcontractors. Proposer shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of Community Hospital, where applicable or upon notification or request of Community Hospital, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be issued thereon. Proposer expressly understands and agrees that any insurance protection required by the resulting agreement or otherwise provided by the Proposer shall in no way limit its responsibility to indemnify, keep and save harmless, and defend Community hospital or its officers, employees, agents and instrumentalities as provided therein.

K. WAIVER

Failure of either party to insist upon or enforce any term or provision or to exercise any right, option or remedy in the resulting agreement form this RFP, or to require at any time performance of any provision hereto, will not be construed as a waiver of any such term or provision. No waiver by either party of any term or provision thereof will be binding unless made in writing and signed by both parties.

L. VENUE AND APPLICABLE LAW

Any litigation between the parties regarding the terms or performance of the resulting agreement shall take place only in Mesa County, Colorado. The provision of the resulting agreement shall be construed in accordance with the laws of the State of Colorado.

M. ATTORNEY'S FEES

In the event it shall become necessary for either party to institute legal proceedings to enforce the terms of the resulting agreement, the prevailing party shall be entitled to all costs, including reasonable attorney's fees at both trial and appellate levels against the non-prevailing party. Prevailing party shall include, without limitation, a party who substantially obtains or defeats that relief sought, as the case may be, whether by compromise, settlement, judgment or abandonment by the opposing party of its claims or defenses.

N. DRAFTING PARTY

The resulting agreement shall not be construed against the party preparing it but shall be construed as if all parties thereto jointly prepared the agreement.

O. ALTERATIONS & MODIFICATIONS

Both parties agree that the resulting agreement, together with the provisions of this RFP and Proposer's response to same, including attachments, exhibits, and properly executed amendments, shall contain the entire agreement of the parties therein. There are no conditions or limitations to this undertaking except those stated therein. After the execution of the resulting agreement, no alteration, change or modification of same shall be binding or effective unless executed in writing and signed by both parties.

P. RIGHTS, REMEDIES AND OBLIGATIONS

The rights, remedies and obligations contained in the resulting agreement shall pertain solely to the parties executing the agreement. The resulting agreement shall not be construed or deemed to create any rights or remedies for any third parties or any other person who is not a party thereto.

Q. AUDIT

The Proposer agrees to retain all books, such as records and other documents related to the resulting agreement for five (5) years after final payment. Community Hospital's authorized agents and/or Federal or State auditors shall have full access to and the right to examine any of said material during this period. The Proposer also agrees to provide Community Hospital upon request with copies of all such records and documents.

R. ADVERTISING

Neither party shall use the name of the other in any promotional or advertising material unless review and approval in writing of the intended use shall first be obtained from the party whose name is to be used. Such approval may be withheld by Community Hospital for any reason it determines to be in its best interest.

S. TIME OF ESSENCE

Time shall be deemed of the essence on the part of the part of the parties in performing all of the terms and conditions of the resulting agreement.

U. SUBCONTRACTING.

Proposer shall not change or substitute subcontractors or suppliers from those listed in the Proposer's response or subsequent documents submitted to Community Hospital except upon written approval of Community Hospital which approval will not be unreasonably withheld.

V. ERROR

Stenographic, clerical, or similar errors in this document are subject to correction.

W. MINIMUM LIMITS OF INSURANCE

The Proposer shall agree to maintain:

1. Worker's Compensation insurance as required by statute;
2. General Liability and Product Liability Insurance in an amount not less than (U.S. \$1 million) per occurrence in primary coverage, and not less than (U.S. \$3 million) per occurrence in excess liability insurance, covering any and all

damage to property or injury to persons arising from the Proposer's provision of services; and

3. Contractual Bodily Injury and Property Damage Liability Insurance in an amount not less than (U.S. \$3 million) per occurrence and (U.S. \$3 million) aggregated, covering any and all damage to property or injury to persons arising from or out of the performance of the work under the resulting agreement.

SECTION V: SCHEDULE OF COST

A. PRICING

For the purpose of this RFP, Community Hospital is requesting pricing for a linen rental program. Please include all of the following pricing information:

1. Base price, stated at a cost per pound, inclusive of a capped linen replacement cost
 - a. Select Grade: Premium, Standard, OR Economy on attached linen specifications schedule (See SECTION VII: LINEN SPECIFICATIONS)
 - b. Indicate Grade Selection by circling linen item specification (See SECTION VIII: LINEN SPECIFICATIONS) that is commensurate with base price
2. Base price, Customer Owned Goods, exclusive of linen replacement cost
3. Pounds per day
4. Other proposed financial incentives

SECTION VI: EVALUATION/SELECTION PROCESS

- A. Proposals are solicited only from firms that meet the requirements outlined in this RFP. Receipt of this RFP does not imply that your organization necessarily meets these requirements. Selection of the successful Proposer will be based on the linen rental program which best satisfies the needs and objective of Community Hospital as stated in Section II of this RFP.
- B. Community Hospital staff representing various disciplines that are appropriate to this proposal will evaluate proposals.

VENDOR CONSIDERATIONS (0 – 20) POINTS

1. Customer service (local and national)
2. Financial stability
3. Proven track record
4. Legal considerations
5. Compliance with defined RFP

TECHNICAL CONSIDERATIONS (0 – 40) points

1. Linen Software Management System
 - a) Management of hospital staff for linen distribution and pick-up functions
 - b) Ability to detect, reduce, and control linen loss
 - c) Linen quality, both new and processed linen
2. Quality assurance testing and reporting system
3. Compliance with healthcare and government agency requirement
4. Program Implementation Plan

PRICING AND ECONOMIC CONSIDERATIONS (0 - 30) points

LOCAL BUSINESS PREFERENCE (0 – 10) points

SECTION VII: LINEN SPECIFICATIONS

COMMUNITY HOSPITAL - LINEN SPECIFICATIONS

	Premium	Standard	Economy
	#	#	#
OR Textiles			
OR Towels			
	OR Towel 18x31 Finished Size 100% Cotton With X-Ray Detectable Strip Sewn Into Hem Misty Green	OR Towel 18x29 Finished Size 100% Cotton Absorbent Weave Towel Misty Green	OR Towel 18x29 Finished Size 100% Cotton Absorbent Weave Towel Misty Green
Bedding			
Pillow Case			
	Pillow Case 42x34 Cut Size 100% Spun Polyester 3.8 Ounces Per Square Yard	Pillow Case 42x34 Cut Size 55% Cotton 45% Polyester 3.5 Ounces Per Square Yard	Pillow Case 42x34 Cut Size 55% Cotton 45% Polyester 3.1 Ounces Per Square Yard
Flat Sheet			
	Flat Sheet 66x108 100% Spun Polyester 3.8 Ounces Per Square Yard	Flat Sheet 66x108 55% Cotton 45% Polyester 3.5 Ounces Per Square Yard	Flat Sheet 66x108 55% Cotton 45% Polyester 3.1 Ounces Per Square Yard
Contour Sheet			
	Contour Sheet 24 Ounce 55% Cotton 45% Polyester Made With Spandex In The Bias	Contour Sheet 21 Ounce 55% Cotton 45% Polyester Made With Spandex In The Bias	Contour Sheet 19 Ounce 55% Cotton 45% Polyester Made With Spandex In The Bias
Thermal Blanket			
	Thermal Blanket 66x96 2.5LB/EA 100% Cotton White	Thermal Blanket 66x90 2.4LB/EA 100% Cotton White	Thermal Blanket 66x90 2.3LB/EA 55% Cotton 45% Polyester White
Bath Blanket			
	Bath Blanket 70x90 2.0LB/EA 82% Cotton 18% Polyester White	Bath Blanket 70x90 1.75LB/EA 82% Cotton 18% Polyester Unbleached	Bath Blanket 70x90 1.4LB/EA 82% Cotton 18% Polyester Unbleached
Under Pad			

	Under Pad AquaSorb 34x36 100% Polyester Face Fabric Square Corners 9.5 ounces Soaker Blue	Under Pad Sofnit 200 32x36 55% Cotton 45% Polyester Face Fabric Square Corners 6.0 ounce Soaker Pink	Under Pad Select Line 32x36 55% Cotton 45% Polyester Face Fabric Square Corners 6.0 ounce Soaker tan	
Bath Textiles				
Wash Cloth				
	Washcloth 12x12 85% Cotton 15% Polyester 1lb/dz White 16 Singles	Washcloth 12x12 100% Cotton 1.0lb/dz Hemmed On Four Sides 16 Singles	Washcloth 12x12 85% Cotton 15% Polyester .75lb/dz White 16 Singles	
Bath Towel				
	Bath Towel 24x48 8.0LB/DZ 85% Cotton 15% Polyester 16 Singles White	Bath Towel 22x44 6.0LB/DZ 85% Cotton 15% Polyester 16 Singles White	Bath Towel 20x40 5.5.0LB/DZ 85% Cotton 15% Polyester 16 Singles White	
Patient Wear				
Pajama Pant				
	Adult Pajama Drawstring Pant 55% Cotton 45% Polyester 4.1 Ounces Per Square Yard Solid Tan	Adult Pajama Drawstring Pant 55% Cotton 45% Polyester 4.1 Ounces Per Square Yard Solid Blue	Adult Pajama Drawstring Pant 55% Cotton 45% Polyester 3.0 Ounces Per Square Yard SnowFlake Print	
Patient Gown				
	Adult Patient Gown Regular Sleeve 4.1 Ounces Per Square Yard 66" Sweep 49" Length 7" In-Sleeve	Adult Patient Gown Regular Sleeve 4.1 Ounces Per Square Yard 66" Sweep 49" Length 5.25" In-Sleeve	Adult Patient Gown Regular Sleeve 4.1 Ounces Per Square Yard 66" Sweep 49" Length 5" In-Sleeve	
IV Patient Gown				
	Adult Patient Gown Snap IV Sleeve 4.1 Ounces Per Square Yard 66" Sweep 49" Length 7" In-Sleeve With Telemetry Pocket	Adult Patient Gown Snap IV Sleeve 4.1 Ounces Per Square Yard 66" Sweep 51" Length 5" In-Sleeve With Telemetry Pocket	Adult Patient Gown Snap IV Sleeve 4.1 Ounces Per Square Yard 66" Sweep 49" Length 5" In-Sleeve With Telemetry Pocket	
Bariatric Gowns				
	Adult Patient Gown 10XL Snap IV Sleeve 4.1 Ounces Per Square Yard 109" Sweep 52" Length 6.5" In-Sleeve With Telemetry Pocket	Adult Patient Gown 10XL Snap IV Sleeve 4.1 Ounces Per Square Yard 107" Sweep 49" Length 4.0" In-Sleeve With Telemetry Pocket	Adult Patient Gown 10XL Regular Sleeve 4.5 Ounces Per Square Yard 107" Sweep 49" Length 4.0" In-Sleeve	