

## **MEDICAL FACILITY LAUNDRY SERVICE**

### **1. Overview**

- a. Medical facility laundry/linen services to be provided to the Sioux Falls VA Health Care System (VAHCS) located at 2501 W. 22nd Street, Sioux Falls SD 57105.
- b. The work required consists of furnishing the physical laundry plant (at an off-site location), all labor, supervision, management, management support, supplies, ancillary equipment, vehicles and materials necessary for accomplishment of complete laundry/linen services, as described within.
- c. All work shall be in accordance with practices established by the Association of Linen Management (ALM) [www.almnet.org](http://www.almnet.org), Drycleaning & Laundry Institute (DLI) [www.ifi.org](http://www.ifi.org) (formally International Fabricare Institute), and accepted industry standards. It is intended that services shall include all processes necessary for the laundering of the articles even though every step involved is not specifically mentioned. All work shall be performed under sanitary conditions as specified by The Joint Commission (TJC). Physical separation, through the presence of a barrier wall and the use of pass-through equipment is required to maintain positive air pressure in the clean section relative to a negative air pressure in the soiled section. In no case, shall clean and soiled linen share the same physical space. Plants in which the work is done shall be open to inspection of sanitary conditions by Government representatives. After processing, laundered articles shall be in serviceable and sanitary condition, meeting established quality and performance requirement standards.
- d. The Laundry Plant layout/design should incorporate a “design for asepsis” where by clean linen does not come into contact with soiled linens nor share the same physical space, thus avoiding cross-contamination or reintroduction of bacteria once processed.

### **2. Linen Control**

- a. Contractor shall comply with all Government request and policies relative to linen control.
- b. Contractor shall participate, as required by VA policy, in inventories of Government-provided specialty linen.

### **3. Delivery Requirements**

- a. The Contractor shall disinfect carts after removing soiled linen from them and before placing clean linen in them, with a Tuberculocidal Germicide, which has been approved by VA. Carts containing clean linen being returned shall be covered with clean covers to protect them against contamination while in transit between the

laundry plant and the Medical Center. Laundry bags or liners, used to transport soiled laundry, must be laundered after use.

- b. Clean linen and specialty items shall be available for transport Monday - Friday. Soiled linen and specialty items will be available for processing Monday - Friday. Deliveries will be made at a time set by VA.
- c. Clean linen will be processed and packaged as specified in Section 5.
- d. Contractor's personnel shall clean the linen transport vehicle with a tuberculocidal germicide/disinfectant, which has been approved by VA.
- e. Clean linen delivery and soiled linen pickup shall be between 9:15 AM and 1:30PM, Monday, Wednesday and Friday (including holidays that land on these days, except Christmas, which VA cannot accept delivery) at the following Medical Center location:

Sioux Falls VA Health Care System (VAHCS)  
2501 W. 22nd Street  
Sioux Falls, SD 57105

- 4. Contingency Plan, Contractor shall furnish with his proposal a written Contingency Plan indicating that services can be continued in the event of Contractor's equipment and /or production facility failure. This Contingency Plan must also include transportation vehicle failure.
- 5. Government Furnished Property and Services. Materials:
  - a. The Government will provide forms, publications and services specifically identified in this contract as Government furnished.
  - b. Fair/wear/tear or unserviceable condition of specialty items will be determined by the VA.
  - c. The Government will provide restroom and hand washing facilities for Contractor employees to wash their hands following exposure to blood or other body fluids while at the Medical Facility.
  - d. The Government will provide facility passes for Contractor's employees as necessary to fulfill provisions of this contract.
  - e. The Government will provide a detailed list of specialty items to be laundered.
- 6. Contractor Furnished Items.

- a. Materials. Contractor shall furnish all materials necessary to perform the tasks required. The Contractor shall secure all materials and supplies that comply with Local, State and Federal environmental laws.
  - b. Vehicles. The Contractor shall provide all required vehicles, vehicle fuels, lubricants, and repairs necessary to perform the services. All vehicles to be used must be maintained in a safe and serviceable condition. In addition, the vehicles must be kept clean (exterior and interior) with no unsightly residue of dirt, mud, trash, and other debris. Vehicle efficiency is solely the responsibility of Contractor and Contractor shall not be relieved of the contract responsibilities due to vehicle breakdown or failure of vehicles to operate.
  - c. Carts. Contractor shall maintain bulk delivery linen carts in good repair for employee safety/ergonomics. Replacement or additional cart requirements shall be the responsibility of the Contractor. All carts shall be numbered and have empty weight indicated on both ends.
  - d. Reports and Data. The Contractor shall provide, in writing, the data and reports identified by VA.
  - e. Miscellaneous. The Contractor shall furnish other items as identified within this contract, such as, orientation and training, medical exams, procedures manual, quality control program, required data.
7. Specific Tasks. The Contractor shall accept for processing all soiled linens, uniforms, patient clothing, mops, etc. After processing all items are to be finished and delivered to the Medical Center in accordance with the terms outlined below.
- a. Flatwork items that must be conditioned, ironed, and folded:
    - i. Apron, cook
    - ii. Pillowcases, regular
    - iii. Pillowcases, surgical
    - iv. Sheets, poly/cotton, bed
    - v. Tablecloth Wrappers, surgical and misc. surgical linen (Small, Medium, Large)
    - vi. Misc. Items: (Medium, Large)
  - b. Items that must be finished and placed on hangers:
    - i. Lab coats
    - ii. Shirt, uniform
    - iii. Trouser, uniform
    - iv. Smock, knee length long coats
    - v. Coveralls
    - vi. Scrubs used as a uniform (Dress, Top, Bottom)
    - vii. Misc. Items: (Medium, Large)

c. Items that must be tumbled dried and folded:

- i. Bathrobe
- ii. Blankets, bath
- iii. Blankets, bedspread
- iv. Cover, mattress
- v. Curtains, shower
- vi. Curtains, cubicle
- vii. Gown, operating
- viii. Gown, patient
- ix. Gown, isolation
- x. Pads, absorbent
- xi. Pads, mattress
- xii. Pajamas- separated by size
- xiii. Coat
- xiv. Trousers
- xv. Towel, bath
- xvi. Misc. items: (Small, Medium)
- xvii. Warm-up jacket
- xviii. Towel, kitchen
- xix. Towel, huck
- xx. Surgical Scrubs: (Tops- separated by size; Bottom- separated by size)

d. Items that must be cleaned, dried and returned in bulk:

- i. Mops, wet
- ii. Mops, dust
- iii. Micro-fiber mops
- iv. Micro-fiber items

e. Items that must be dried and placed in laundry bags:

- i. Linen bags
- ii. Cloth, wash
- iii. Rags

f. Additional Guidance. To eliminate the need for separate listing of items that are received infrequently, the item “Miscellaneous: Small, Medium, large” is shown at the end of each lot. This should be interpreted as follows:

- i. Small: An item requiring the approximate time, effort and cost to process as a pillowcase or wrapper.
- ii. Medium: An item requiring the approximate time, effort and cost to process as a sheet or spread.
- iii. Large: An item requiring the approximate time, effort and cost to process as a blanket.

8. Dying of linen using Orange Dye. All unusable towels, blankets etc, will be cut by VA and sent for the contractor to be dyed Orange.

9. Applicable Regulations, Manuals, Specifications and Technical Exhibits, Documents. The Government shall provide one copy of all mandatory regulations, manuals, and specifications the Contractor. Supplements and amendments thereto, shall be updated and shall be considered to be in full force and effective immediately upon receipt by the Contractor. The policies and procedures of mandatory directives shall be adhered to at all times. It is the Contractor's responsibility to ensure that all mandatory publications are posted and up to date:

- a. MIL-STD-105D
- b. ANSI/AAMI ST65:2008

10. Technical Exhibits

- a. Technical Exhibit #1: Annual Workload Information by Medical Center. The workload stated in the following schedule of services is approximate, based on the volume handled in Fiscal Year 2016. The workload is subject to changes resulting from many factors, i.e. hospital admissions, weather, mission changes, product changes (new light weight fabrics), etc. Estimated Quantity: Historical data is provided and is impossible to determine the exact quantities during the contract term.

<u>Total Clean Pounds</u> (General Linen, OR Linen, Uniforms, Lab Coats, Mops (Wet/Dust), Micro-Fiber and Includes standard items and station unique items not identified such as restraints, cubical curtains, spreads, and the like)	698,000 pounds per year (this is an estimated figure and actual weight is based on actual use and laundering)
<u>Total Soiled Pounds</u> (General Linen, OR Linen, Uniforms, Lab Coats, Mops (Wet/Dust), Micro-Fiber and Includes standard items and station unique items not identified such as restraints, cubical curtains, spreads, and the like)	698,000 pounds per year (this is an estimated figure and actual weight is based on actual use and laundering)