



# **STATE OF MISSISSIPPI**

## **DEPARTMENT OF FINANCE AND ADMINISTRATION**

### **FORMAT AND GUIDELINES FOR PROPOSALS**

#### **Laundry and Linen Rental**

**RFx: 3160007773**



**State of Mississippi**  
**Format and Guidelines for Proposals**  
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Vendors interested in entering into a nonexclusive, negotiated contract for the commodity listed above with the State of Mississippi, Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management may submit a proposal electronically through the State of Mississippi e-procurement system which must include all information requested in this document. No costs or expenses associated with providing this information in the required format shall be charged to the State of Mississippi. All required documents must be attached as separate documents. It is the responsibility of the Vendor to verify that all the requirements for submitting the proposal have been fulfilled.

**1. Registration with the State of Mississippi E-Procurement System**

Mississippi's Accountability System for Government Information and Collaboration (MAGIC) is the state's e-procurement system. **Please note: It shall be the responsibility of each vendor to ensure that your profile is current in our e-procurement system.** The website to register as a vendor with the State of Mississippi is: <https://www.dfa.ms.gov/vendors>. If you currently have a State Contract for the commodity listed above and you are unsure of your vendor number, please contact Ashley Smith at [Ashley.Smith@dfa.ms.gov](mailto:Ashley.Smith@dfa.ms.gov) or 601-359-5406. *All Vendors must verify their registration and ensure that a current W9 is submitted to [OFMMAGIC@dfa.ms.gov](mailto:OFMMAGIC@dfa.ms.gov).*

State contract vendors that do not have a MAGIC User Id and password, an email should be sent to [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov). Enter "Vendor ID Request" as the email Subject, and include the following information in your email:

- MAGIC Vendor Number
- Vendor Name
- Contact Name
- Contact Email Address
- Contact Phone Number

For online learning instructions on submitting your proposal electronically, select "Training/Documentation" from the following link: <https://www.dfa.ms.gov/vendors>.

**2. Specifications**

The Vendor shall provide all products and services in strict accordance with the specifications outlined below. These specifications represent the minimum acceptable standards of quality, construction, performance, and serviceability. By submitting a proposal, the Vendor acknowledges and agrees that all items furnished under the resulting contract must meet or exceed these specifications. Failure to supply products that conform to the required

specifications may result in product rejection, contract suspension, or contract termination at the discretion of the State of Mississippi.

## **2.1. Items**

These Specifications cover requirements for **sheets, pillowcases, blankets, bath towels, hand towels, bath cloths and miscellaneous items**. Miscellaneous items include bedspreads, mattress pads, bed/incontinent pads, clothing protectors, washable briefs, adult bibs, laundry bags, dust mops and rug mats with rubber backing. Vendors are **not required to offer all items listed** in this solicitation in order to receive a contract award. However, the Office strongly encourages Vendors to propose **as many eligible products as possible**, as broader product availability enhances statewide usability and may increase purchasing opportunities for the Vendor. **For any item the Vendor elects to propose, the product must fully meet the specifications outlined in these guidelines.**

## **2.2. Requirements**

All linens shall be white in color, free of logos, emblems, or prints and conform to the highest quality. Products must be free of defects affecting serviceability or appearance. The Contractor shall furnish all labor, materials, supplies, equipment, tools, skills, and supervision necessary for the completion of all laundry and linen rental services specified herein. The Contractor shall furnish an initial inventory of new, clean, and sanitized items equal to the amounts required by the Contracting Agency for the initial delivery. Subsequent deliveries shall be based on actual usage or as determined by the Contracting Agency. Professional laundry and linen rental services include, but are not limited to, sorting, washing, sanitizing, tumbling (drying), starching, ironing (pressing), folding, mending, marking, bundling, and delivery.

### **2.2.1. Sheets and Pillowcases**

Sheets should be twin size. Flat sheets should be 66 inches by 104 inches minimum and 66 inches by 115 inches maximum. Fitted sheets should be 38 inches by 75 inches by 6 inches minimum and 39 inches by 88 inches by 9 inches maximum. Pillowcases should be 20 inches by 30 inches minimum and 42 inches by 34 inches maximum. Sheets shall have reinforced selvage sides and stitched folded hems. Fitted sheets shall have strong elastic fitting at the top and bottom. Pillowcases shall have minimum hems of 2 to 3 inches with reinforced stitching. Fabric shall be white percale with a minimum of 180 thread count and at least 50% cotton content.

### **2.2.2. Blankets**

Blankets should be twin size and shall be cotton, cotton blend, or polyester thermal type. They must be preshrunk, hemmed at top and bottom, and have reinforced selvaged sides. No raw edges or seams are permitted.

### **2.2.3. Bath and Hand Towels and Bath Cloths**

Bath Towels should be 20 inches by 40 inches minimum or 22 inches by 40 inches maximum. Wash Cloths should be 12 inches by 12 inches minimum and 13 inches by 13 inches maximum. Towels and bath cloths shall be terry, hemmed on four sides or reinforced salvaged on all sides. Fringed ends and raw edges will not be accepted. Fabric shall contain a minimum of 50% cotton.

### **2.2.4. Miscellaneous Items**

Miscellaneous items include but are not limited to bedspreads, adult bibs, mattress pads, bed/incontinent pads, clothing protectors, rubber rugs with carpet, dust mops, washable briefs and laundry bags. Bedspreads should be twin size. Adult bibs should be 18 inches by 30 inches. Mattress Pads should be twin size. Bed/Incontinent pads should be 34 inches by 36 inches. Clothing protectors should be 17 inches by 38 inches. Rubber rugs with carpet should be 3 feet by 5 feet or 4 feet by 6 feet. Dust Mops should be 24 inches or 48 inches. Washable Briefs should be size inclusive. The linens (bedspread, adult bib, mattress pad, bed/incontinent pad, and clothing protector) shall be hemmed at top and bottom and have reinforced salvaged sides. All linens (bedspread, adult bibs, mattress pads, bed/incontinent pad, and clothing protector) shall not have any fringed, raw edges or seams. All adult bibs shall have Velcro closures and be 85 percent cotton and 15 percent polyester.

### **2.2.5. Equipment and Materials**

The Contractor shall furnish all equipment necessary to perform these services. If carts are necessary, the cart casters shall be the non-marking type. The equipment and materials provided by the Contractor (laundry carts, soiled linen bags, linens, etc.) shall remain the property of the Contractor. The Contracting Agency will take reasonable precautions that the Contractor's equipment is maintained and utilized in a safe manner and shall report any breakage or damage to the Contractor's Representative immediately. The Contracting Agency shall be responsible for replacement cost on equipment on a prorated basis as determined by age and initial purchase cost when said damage or loss occurs while items are in Contracting Agency's custody. Documentation of initial purchase cost shall be provided to the Contracting Agency upon request. The Contractor shall bear the burden of proof that such loss or damage did occur while said items were in the Contracting Agency's custody. Any requests for claimed additional loss by the Contractor shall be required to include proof to the satisfaction of the Contracting Agency that the loss did occur. All linen claimed to have been lost, stolen, or maliciously damaged will be billed separately and include all supporting documentation as required by the Contracting Agency. Any requests for claimed additional loss by the Contractor shall require written proof to the satisfaction of the Contracting Agency that the loss did occur. Routine replacement cost of linen shall be included in the individual bid price of each

item and based upon industry standard rates. Replacements will be automatic in cases of normal wear and tear at no additional cost to the Contracting Agency.

#### **2.2.6. Damages**

The Contractor is responsible for damages to linen other than normal wear and tear. The Contractor will replace, at the Contractor's own cost, state owned articles that are damaged, lost, or destroyed while in the Contractor's possession. Items that are beyond cleaning should be separated out and, after securing permission from the appropriate Contracting Agency Representative, may be disposed of by the Contractor. The Contractor shall provide a complete itemized list(s) to the Contracting Agency Representative of all items prior to disposal.

#### **2.2.7. Performance**

All laundry and linen rental services must be performed at the Contracting Agency's convenience so as not to interrupt its normal operations. Services may be provided at a large range of facilities. Each agency may have more than one location in different regions of the State. Most agencies operate on a Monday-Friday, 8:00 AM to 5:00 PM business hours schedule. Some agencies may require ad hoc pickup and delivery. Contractor personnel may be required to sign-in and sign-out at state facilities. Security provisions for all state facilities must be strictly observed. All Contractor personnel must be uniformed or have visible identification at all times and personnel may be required to provide photographic identification for inspection upon entering state facilities. The Contractor is advised that for all state facilities, Contractor personnel shall strictly abide by all state policies and procedures at all times. Deviations from these policies by the Contractor or its personnel will not be tolerated and will be considered grounds for contract termination.

### **2.3. Sampling, Inspection and Test Procedures**

Unless otherwise specified, evaluation shall be based on performance during actual use. The successful bidder shall provide product samples within five (5) working days after notification, at no cost to the State of Mississippi. Samples may be randomly selected and tested for compliance. Nonconforming items may result in rejection or other contractual remedies.

### **2.4. Preparation and Delivery**

All packaging shall conform to current trade standards. Clean linens shall be bundled according to agency specifications, securely wrapped, and sealed to eliminate dirt and dust. Bundles shall be of manageable size for handling. Products shall be furnished in manufacturer-sealed containers as initial inventory, and subsequent deliveries shall be based on actual usage or as determined by the Contracting Agency.

Each container shall be plainly marked with region, agency name, size, quantity, contractor name, and purchase order number. No items shall bear other customers' names, logos, or markings, nor be stained, torn, or excessively worn. Vendors shall ensure timely and regular delivery of clean, usable linens that meet health standards. Credit shall be issued for any stained or unusable items in the Contracting Agency's opinion.

## **2.5. Applicability and Compliance**

Commodities procured under these specifications shall not deviate from those originally contracted for without written approval from the Office of Purchasing, Travel and Fleet Management. These specifications shall, until revised or rescinded, apply to all future purchases and contracts for the described commodities.

It is the intent of these specifications to obtain products that adequately meet user needs while promoting fair competition. Prospective bidders must review the full Format and Guidelines for Proposals, and notify the Office of Purchasing, Travel and Fleet Management of any issues that may unnecessarily restrict competition.

## **3. Proposal Requirements**

### **3.1. Proposal Letter**

Vendors should submit a signed letter with the proposal from an authorized representative indicating the Vendor's interest in entering a State Contract for the items being proposed. This letter must include:

- Vendor's name
- Location Address
- Mailing Address
- Telephone Number
- Email Address
- Website Address, (if applicable)
- Name of authorized representative submitting proposal.

By signing this letter, the Vendor is certifying that they are authorized to do business in the State of Mississippi, that neither the Vendor nor any potential subcontractors are debarred or suspended from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi, and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

### **3.2. Dealers' List**

The Office of Purchasing, Travel and Fleet Management requires that these contracts are established with the Vendor with all authorized distributors being listed. This dealers' list and associated requirements are included as **Attachment A**. Please provide a dealers list using the

Excel spreadsheet. The file size cannot exceed 100 MB. It is the Vendor's responsibility to keep this list updated during the contract period. Dealers/Distributors must be registered in the State's e-procurement system.

### **3.2.1. Minority Vendor Status**

Vendors should indicate if they or any of the distributors they list are considered Minority Vendors by placing "MV," for Minority Vendor, in the appropriate column on the spreadsheet. Minority Vendor means a business concern that (1) is at least 51% minority-owned by one or more individuals, or minority business enterprises that are both socially and economically disadvantaged, and (2) have their management and daily business controlled by one or more such individuals as ascribed under the Minority Business Enterprise Act and the Small Business Act 15 USCS, Section 637(a).

### **3.3. Price List**

Vendors are required to provide the attached Price List Spreadsheet with pricing in an Excel format. This price list and associated requirements are included as **Attachment B**.

If the vendor is listed on a GSA contract, a copy of the current price list must be submitted. Discounts shall be competitive when compared to prices and discounts received by the GSA, other state governments, and large volume commercial customers.

### **3.4. Internal Catalog Pricing Spreadsheet and Product Information**

Vendors are required to complete the attached internal catalog spreadsheet(s) in their entirety. This internal catalog spreadsheet, included as **Attachment C**, must include the laundry and linen rental requirements specified herein and shall conform to only the best commercial standards and first quality materials. *All items listed on the Internal Catalog Spreadsheet (ICS) are required to have a discount on the vendor's suggested retail price (MSRP) to be considered for a State Contract.*

### **3.5. Purchase Summary**

If the vendor currently has a contract with the State of Mississippi, a purchase summary is required. Please complete the purchase summary included as **Attachment D**, for the current contract period starting March 1, 2025. This purchase summary must be attached with the proposal. The file size cannot exceed 100 MB. The purchase summary should only include sales to state agencies and governing authorities. **Please do not include sales to non-governmental entities.**

### **3.6. Purchase Summary Attestation**

Each vendor that submits a purchase summary must also complete and sign the **Purchase Summary Attestation Form**, provided in **Attachment E**, certifying that the reported sales

information is true, accurate, and complete to the best of their knowledge. Failure to submit the required Purchase Summary and signed Attestation Form will result in disqualification from consideration or non-renewal of the contract.

### **3.7. Proposal Deadline**

This contract is effective March 1<sup>st</sup> through February 28<sup>th</sup>; therefore, proposals for contracts must be received by 3pm CDT January 15<sup>th</sup>. ***Any proposal received after January 15<sup>th</sup> will not be considered.***

## **4. General Conditions**

### **4.1. Term**

The term of this agreement shall commence on the contract effective date and shall terminate on February 28, 2027, or one year from the contract effective date with no additional renewal periods.

### **4.2. Length of Price Guarantee**

Pricing shall be firm for a twelve (12) month period. Price increases are ***not*** allowed during the term of the contract.

### **4.3. Transportation Terms**

All freight and shipping costs are the responsibility of the vendor and are not reimbursable. All items must be transported F.O.B Destination.

### **4.4. Payment Terms and Invoices**

***MS Code Section 31-7-305(3) allows a state entity to pay invoices within forty-five (45) days without penalty.***

The State requires the vendor to submit invoices electronically throughout the term of the agreement. Vendor invoices shall be submitted to the state agency using the processes and procedures identified by the State. Payments by state agencies shall be made and remittance information provided electronically as directed by the State. The vendor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

### **4.5. Addendum Period: Additions/Deletions**

#### **4.5.1. Addendum Periods**



Additions or deletions will be permitted **only during designated addendum periods**. Price increases are not permitted during any addendum period. A **first addendum period** will be allowed during the **first five (5) business days of the contract**, beginning on the contract start date. This initial period allows vendors to make limited additions or deletions necessary to align with initial contract implementation. A **second addendum period** will be held **July 1st through July 15th**, during which vendors may submit additions or deletions for changes to become **effective September 1st**. **Price changes are not allowed during the addendum periods.**

#### **4.5.2. Addendum Submission Requirements**

When requesting additions or deletions, the Vendor shall submit a formal written request electronically (via email to the analyst listed in this proposal). The request must include:

- A cover letter identifying the requested additions or deletions.
- A list of all items proposed for addition or deletion.
- All required documentation as outlined in the Proposal Requirements for any new items.
- Product literature supporting the request.

When adding a distributor to the original distributor's list, the new distributor's information shall be submitted electronically (via email) using the attached Excel spreadsheet with read/write capabilities. The submission must include the distributor's full name, address, contact person, telephone number, fax number, and email address. The distributor must be registered in the **State of Mississippi's e-procurement system** prior to submitting a request for addition. See Section 1.

#### **4.6. State of Mississippi Terms and Conditions**

By submitting a proposal in response to this solicitation, the Vendor acknowledges, accepts, and agrees to comply with the **State of Mississippi's Standard Terms and Conditions**, as outlined in **Attachment F**. Submission of a proposal shall constitute an acknowledgment that the Vendor has read, understands, and agrees to be bound by all applicable provisions contained therein. Failure to comply with these terms and conditions may result in rejection of the proposal or termination of any resulting contract.

#### **4.7. Specific Requirements and Conditions**

Detailed scope and specific requirements will be provided by the Contracting Agency prior to entering into the rental agreement with respect to a specific project or need. Such scope and requirements will include, but are not limited to, description of work activities, definition of particular deliverables, time frames, and budget parameters. All laundry and linen services must equal or exceed the specifications listed. The absence of detailed specifications or the omission of detail description shall be recognized as meaning that only the best commercial practices are to prevail and that only quality equipment and workmanship are to be used.

#### **4.8. Sample contract**

Vendors are strongly encouraged to carefully review the **Sample Contract** provided in **Attachment G** prior to submitting a proposal. The Sample Contract outlines the general terms, conditions, and requirements that will govern any contract awarded as a result of this solicitation.

Submission of a proposal shall constitute acknowledgment by the Vendor that they have reviewed the Sample Contract and are prepared to accept its provisions, subject to any negotiated modifications approved by the State of Mississippi. The final executed contract will be substantially similar in form and content to the Sample Contract included in Attachment G.

#### **4.9. Award of Contract**

New contracts will be awarded to all Vendors that submit proposals and are in compliance with this format and are proposing competitive prices. Any requested information not submitted may be cause for the contract proposal to be denied. **If a vendor currently has a contract with the State of Mississippi and the submission is not received by the required submission date, the contract will expire, and you will be denied a new contract.**

If you have any questions concerning this document, please contact the contract analyst listed below.

Ashley Smith, Contract Analyst  
Office of Purchasing, Travel, and Fleet Management  
701 Woolfolk Building, Suite A  
501 North West Street  
Jackson, MS 39201

Email- [Ashley.smith@dfa.ms.gov](mailto:Ashley.smith@dfa.ms.gov)  
Phone- 601-359-5406

**If you need assistance navigating MAGIC or experience technical issues, please contact the MMRS Help Desk:**

**Phone: 601-359-1343**

**Email: [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov)**