



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #: A 16-233, Version: 1**

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- a. Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) or his designee to execute an agreement with Mission Linen Supply pursuant to the Request for Proposal (RFP) #9600-65 for linen processing services and scrub rental services, with an initial agreement term retroactive to July 1, 2016 through June 30, 2017, with the option to extend the agreement for four (4) additional one year periods, and for an original contract amount not to exceed \$400,000.
- b. Authorize the Deputy Purchasing Agent for NMC or his designee to execute up to three (3) no-extension amendments, in which the aggregate does not exceed 10% (\$40,000) of the original contract amount.
- c. Authorize the Deputy Purchasing Agent for NMC or his designee to execute up to four (4) future amendments, each of which would exercise a one year option to extend and add \$400,000 to the agreement, provided that the total cost for the agreement over a five year period does not exceed \$2,040,000 and so long as an appropriation for the costs of the amendments is included in the County Adopted Budget.

### **RECOMMENDATION:**

#### **It is recommended the Board of Supervisors:**

- a. Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) or his designee to execute an agreement with Mission Linen Supply pursuant to the Request for Proposal (RFP) #9600-65 for linen processing services and scrub rental services, with an initial agreement term retroactive to July 1, 2016 through June 30, 2017, with the option to extend the agreement for four (4) additional one year periods, and for an original contract amount not to exceed \$400,000.
- b. Authorize the Deputy Purchasing Agent for NMC or his designee to execute up to three (3) no-extension amendments, in which the aggregate does not exceed 10% (\$40,000) of the original contract amount.
- c. Authorize the Deputy Purchasing Agent for NMC or his designee to execute up to four (4) future amendments, each of which would exercise a one year option to extend and add \$400,000 to the agreement, provided that the total cost for the agreement over a five year period does not exceed \$2,040,000 and so long as an appropriation for the costs of the amendments is included in the County Adopted Budget.

### **SUMMARY/DISCUSSION:**

NMC recently conducted a Request for Proposal (RFP) #9600-65 on March 16, 2016 to solicit for one or more new agreements for linen processing services and/or scrub rental services from qualified contractors. Since that time, two (2) proposals were received for consideration. The selection committee reviewed the proposals and has selected Mission Linen Supply as the most qualified vendor according to the RFP selection criteria.

As an acute care hospital, it is the policy of NMC to maintain a supply of clean linens for at least three (3) complete bed changes for the hospital's licensed bed capacity in which soiled/contaminated linen is handled as little as possible and with minimum of agitation to prevent microbial contamination of the air and persons handling the linen. In accordance with Title 22 California Code of Regulations (CCR) § 70825, The Joint

Commission (TJC) regulations, as well as any other regulating agency that oversees hospital day-to-day operations, NMC utilizes a commercial laundry processing service provider for laundry and linen services including rental services consisting mainly of scrubs, mats, and towels. Mission Linen Supply will deliver clean linens and pick-up soiled linens for Customer Owned Goods seven (7) days a week. NMC rents scrubs which include tops, bottoms, and warm up jackets from Mission Linen Supply in which they will deliver clean scrubs and pick up dirty scrubs three (3) days a week from four (4) to six (6) service line locations throughout the hospital that uses rental scrubs. Mission Linen Supply will also provide a dedicated Hospital Account Manager to NMC to ensure that product and service levels are met on a continuous basis. Bulk carts to be used in the delivery of clean linens and for picking up soiled linens will be provided to NMC at no additional expense.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved the RFP and the agreement as to legal form and risk provisions, and the Auditor-Controller has reviewed and approved the agreement as to payment provisions. This request to approve an agreement awarded per RFP 9600-65 was approved by NMC Finance Committee on May 26, 2016 and by NMC Board of Trustees on June 3, 2016.

**FINANCING:**

The total cost for this agreement for the initial one year term is \$400,000, all of which is included in the Adopted Budget for Fiscal Year 2016-17. Should NMC seek extensions of this agreement, amounts for any extensions will be included in those budgets as appropriate. There is no impact to the General Fund.

Prepared by: Richard Magana, Environmental Services Director, 783-2654

Approved by: Gary R. Gray, DO, Chief Executive Officer, 783-2504

Attachment:

Mission Linen Supply Agreement for Linen Processing Services and Scrub Rental Services

Attachments on file with the Clerk of the Board