

SWC# 370- Uniform, Linen, and Dust Control Rental Services
Contact Information and Special Use Instructions

Contract Period:

The following contracts are three (3) year contracts with two (2) 1 year renewal options. For a regional breakdown of the State, please review “**Attachment 3 Regional Breakdown**” under the Solicitation Attachments header below.

Contract #	Contractor	Category Awarded	Awarded Locations	Initial Contract Period
52904	Alsco	Linen	Region 3- Davidson	3/1/17 - 2/29/20
52905	Aramark	Uniform, Linen	Uniform: Regions 1-4 except Catoosa, GA Linen: Region 1 except Loudon Region 2- All counties Region 3- All counties except Davidson, Wilson, Dickson, Marshall, and Christian, KY Region 4- Henry and Hardin	3/1/17 – 2/29/20
52906	Ameripride	Linen	Region 4- Benton and Chester	3/1/17 – 2/29/20
53430	Aramark	Uniform, Linen, Dust Control	Uniform: Region 1- Catoosa, GA Linen: Region 3- Wilson, Dickson, and Marshall Dust Control: Regions 1-4	5/1/17 - 4/30/20
53432	Ameripride	Linen	Region 4- Lake	5/1/17 – 4/30/20
53866	Alsco	Linen	Region 4- Henderson and Shelby	5/1/17 – 4/30/20

Summary/Background Information:

The purpose of this Statewide Contract (SWC) is to supply the State and Authorized Agencies with rental services for uniform, linen, and dust control products. An Authorized Agency is defined as a using Agency, local government, or other entity of the statewide contract. Unit price bids were requested on products or services that equal or exceed the specifications listed in the ITB Specifications document located under the Solicitation Attachments header below.

State Contract Administrator:

Jessica Starling
 Category Specialist
 Central Procurement Office
 (615) 532-0352
Jessica.Starling@tn.gov

New Account Set-Up Instructions:

Authorized Agencies utilizing services for the first time under this Statewide Contract (SWC) should first identify the region the location to be service falls under on the Regional Map located under the Solicitation Attachments header below. Once the region has been identified, the Authorized Agencies should locate the contract in the chart above for the appropriate category and region it is looking to establish service and contact the Contractor to establish service using the information located under the Contractor's Information header below. At a minimum an Authorized Agency may be asked to provide the following information:

- Name of the location
- Location's address
- Contact person for the account
- Desired pick-up and delivery schedule of laundered products

Authorized Agency's Responsibility:

Authorized Agencies are responsible for communicating its needs to the Contractor prior to the need arising to ensure its needs are met. Authorized Agencies will provide written notification to the Contractor at least seven (7) days prior to placing Larger Orders. Large Orders are defined as 20% over the Authorized Agency's prior four (4) week average. Failure to provide at least seven (7) days prior notice on Large Orders will not count against the Contractor's quarterly delivery fill rate in the event they are unable to deliver the complete order.

Authorized Agencies are responsible for keeping an accurate inventory of orders placed and delivered by the Contractor. Should there be a discrepancy in the product totals invoiced verses the products delivered or the quality of the products delivered, the Authorized Agency is responsible for bringing this to the Contractor's attention for resolution by using the prescribed methods listed under the Usage Instructions header below.

Contractor's Information:

Aramark Uniforms

Edison Contract Numbers: 52905 and 53430

Supplier #: 0000001475

Brad Gillespie

Key Account Manager

859-252-1756 ext. 110

gillespie-brad@aramark.com

Contractor's Information continued:

AlSCO

Edison Contract Numbers: 52904 and 53866

Supplier #: 0000001430

Mike Rikli

General Manager- Nashville

615-320-5575

mrikli@alsco.com

Ron Richards

General Manager- Memphis

901-946-1691

rrichards@alsco.com

Ameripride

Edison Contract Numbers: 52906 and 53432

Supplier #: 0000000592

Randy Combs

Customer Service Manager

731-616-6948

Randy.combs@ameripride.com

Michael Summers

Customer Operations Manager

731-616-6948

Michael.summers@ameripride.com

Contractor Responsibilities:

- Pick-up and delivery of laundered products shall be on a weekly basis. The weekly delivery is to be on the same day(s) of each week, between the hours of 8:00 A.M. to 3:30 P.M., Monday - Friday excluding legal holidays proclaimed by the Commissioner of the Department of Human Resources. Pick-up and delivery time shall be mutually agreed upon, within a set time frame, between the Authorized Agency and the Contractor.
- The Authorized Agency shall supply the Contractor with weekly Sign in and out check sheets (found below in the Authorized Agency Usage Documents) in order to keep permanent record as proof of delivery of clean and pick up of soiled products, linens or garments.
- The Authorized Agency shall be billed on a weekly basis, with a separate invoice for each department listing 1) name of employee (when applicable), 2) name of department, and 3) number of pieces delivered at the time of delivery. The invoiced copy should be readable and summarize the quantity of products itemized on the invoice. Contractor shall bill only for products in the possession of the Authorized Agency outside of the mutually agreed upon Par inventory and rejected items including, but not limited to stained, soiled, rips, tears, and holes in material.

Usage Instructions:

- Authorized Agencies are to use the contract designated for the region and/or county associated with its location.
- For discrepancies involving incorrect invoice pricing, amount of products delivered, or rejected products, Authorized Agencies are to contact the Contractor by their preferred method below and provide a copy of the invoice and a detailed description of the issue.
 - **Aramark-** Authorized Agencies are to contact **Aramark's National Call Center Customer Service** number to meet and address any needs, requests, or issues with the account. Call 1-800-272-6275 option 1 with the Customer Number located on the Aramark Invoice. Once the service request has been placed, the caller will be emailed a copy of the service ticket entered into Aramark's system and will be contacted by an Aramark representative within a couple of hours.
 - **Alsco-** Authorized Agencies are to email the General Manager that coincides with the location they are referencing and include details of the issue.
 - **Ameripride-** Authorized Agencies are to initially contact Randy Combs, the Customer Service Manager by phone or email, with a description of the issue.
- Once the Contractor's preferred method of contact has been utilized and the issue has not been resolved, the Authorized Agency should send an email to the Contract Administrator detailing the issue, the channels taken to resolve the issue, and the response (if any) provided by the Contractor. The Contract Administrator will then speak to the Contractor directly to resolve the issue. Please be sure to attach any documentation applicable to the issue as back-up information.
- Authorized Agencies that would like to utilize the Buy Back Option for uniforms near the end of the contract period should refer to the **Buy Back Depreciation Schedule** under the Authorized Agency Usage Documents header below.

Best Practices:

- Authorized Agencies should keep an inventory of the amount of products delivered and picked up on a weekly basis at minimum by utilizing the **Contractor's Fill Rate Worksheet** (located under the Authorized Agency Usage Documents header below) and logging in information of each order placed and the actual products received. Please submit Fill Rate Worksheets that do not meet the minimum 90% fill rate over the course of a quarter, according to Section V. (A) of the ITB Specifications, to the Contract Administrator no later than 15 days after the end of the quarter.
- Authorized Agencies should utilize the **Facility Sign-In Sheet** (located under the Authorized Agency Usage Documents header below) as the official record of the Contractor's monthly deliveries.

- Authorized Agencies should return all soiled products to the Contractor and not attempt to launder the products.
- Authorized Agencies are to provide at least seven (7) days' notice to the Contractor for Large Orders to ensure the order is filled in a timely manner. Please refer to Section V. (C) of the ITB Specifications for more details.

Solicitation Attachments:



SWC370 T&C- ITB
Final.pdf



SWC370 Specs- ITB
Final.pdf



ATTACHMENT
3-Regional Breakdown

Authorized Agency Usage Documents:



Facility Sign-In
Sheet.pdf



Contractor's Fill Rate
Worksheet.xlsx



Buy Back
Depreciation Schedul



Aramark National Call
Center Customer Ser

Contractor's Replacement Cost:



Aramark's
Replacement Cost.xls



ALSCO Replacement
Cost.xls



AMERIPRIDE
Replacement Cost.xls

Billing and Payment Instructions:

The Contractor shall submit an itemized invoice, with all necessary supporting documentation, to the Authorized Agencies billing address provided in the PO. The invoice will only include charges for services described in the PO. Once the agency is in possession of the invoice the timeframe for payment begins and the Authorized Agency will then follow their normal procedures for invoice payment.

Miscellaneous Information:

If you have any questions about this contract and the products or services covered please contact the Contract Administrator listed on the first page of this document.