NOTICE OF AWARD OF CONTRACT

TO: ARAMARK CORRECTIONAL SERVICES
    1101 MARKET STREET
    PHILADELPHIA, PA 19107

DATE ISSUED: APRIL 6, 2011
CURRENT REFERENCE NO: 126-11 LW
CONTRACT TITLE: LAUNDRY SERVICES - DETENTION CENTER
PRIOR REFERENCE NO: 85-10 LW

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract. The contract term covered by this Notice of Award is effective MAY 1, 2011 and expires on APRIL 30, 2012.

This is the SECOND year award notice of a possible FIVE year contract.

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 85-10 LW and the bid of the Contractor, incorporated herein by reference.

CONTRACT PRICING:

1) REFER TO CONTRACTOR'S BID FORM

2) PRICING FIRM FOR FIRST TWENTY FOUR MONTHS. PRICE ADJUSTMENTS FOR EXTENSION OPTIONS BASED ON DECEMBER CPI-U.

ATTACHMENTS:

1) CONTRACTOR'S BID FORM

2) SPECIFICATIONS EXCERPT

EMPLOYEES NOT TO BENEFIT:
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: THERESA CECOFIE
VENDOR TEL. NO.: 630-271-2000
VENDOR PAYMENT TERMS: NET 30 DAYS
VENDOR FAX. NO.: 630-271-5758
TAX IDENTIFICATION NUMBER (EIN/SSN): 23-2778485
EMAIL ADDRESS: pinnix-terry@aramark.com

COUNTY CONTACT: TERESA NGUYEN
COUNTY TEL. NO.: 703-228-7263

CONTRACT AUTHORIZATION

DATE

DISTRIBUTION

VENDOR: 1
BID FOLDER: 2

Pamela Hayes
Assistant Purchasing Agent
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 85-10LW

BID FORM

SUBMIT TWO SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511,
2100 CLARENDON BLVD., ARLINGTON, VIRGINIA 22201 (ONE FORM SHALL CONTAIN
AN ORIGINAL LONGHAND SIGNATURE; THE OTHER MAY BE A PHOTOCOPY OF THE
SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 2:00 P.M., APRIL 8, 2010

FOR PROVIDING LAUNDRY SERVICES PER THE TERMS, CONDITIONS AND
SPECIFICATIONS OF THIS SOLICITATION:

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents,
WHICH SHALL INCLUDE ALL AMENDMENTS THERETO, is the hard copy of the
documents available from the Office of the Purchasing Agent.

An electronic copy of the solicitation documents provided at the
county’s website (http://www.arlingtonva.us/purchasing) is subject to
an important disclaimer which must be acknowledged online before the
documents can be downloaded.

Each bidder is responsible for determining the accuracy and
completeness of ALL solicitation documents they receive, including
documents obtained from the County by either of the methods described
above, and documents obtained from all other sources.

1. BID TOTAL FOR INITIAL TWENTY FOUR (24) MONTH CONTRACT TERM

$ 243,649.12

2. HAS THE BIDDER SUBMITTED REFERENCES DEMONSTRATING THE BIDDER’S
MINIMUM OF TWO (2) YEARS EXPERIENCE IN PROVIDING LAUNDRY SERVICES
WITHIN A CORRECTIONAL OR INSTITUTIONAL FACILITY? YES X NO

3. HAS THE BIDDER SUBMITTED A PROPOSED STAFFING PLAN? YES X NO

4. HAS THE BIDDER SUBMITTED REFERENCES DEMONSTRATING THE BIDDER’S
PROPOSED ON-SITE LAUNDRY MANAGER HAS A MINIMUM OF TWO (2) YEARS
EXPERIENCE IN MANAGEMENT OF CORRECTIONAL SERVICE OPERATIONS?

YES X NO

5. HAS THE BIDDER SUBMITTED REFERENCES DEMONSTRATING THE BIDDER’S OTHER
PROPOSED CONTRACT LAUNDRY SERVICE EMPLOYEES HAVE A MINIMUM OF ONE
(1) YEAR OF LAUNDRY SERVICE EXPERIENCE IN CORRECTIONAL SERVICE
OPERATIONS?

YES X NO

Bidder Name  ARAMARK Correctional Services, LLC
BIDDERS SHALL INCLUDE ANY EXCEPTIONS TO THE CURRENT LAUNDRY SCHEDULE WITH THEIR BID.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (under Virginia Code Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under Article 1.1 of the Virginia Governmental Frauds Act (Va. Code §18.2-4981 et seq.).

THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE Thomas Burns, Senior Vice President

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED): Thomas Burns TEL. NO.: (800) 777-7090

E-MAIL ADDRESS: burns-tom@aramark.com

SUBMITTED BY: (LEGAL NAME OF FIRM) ARAMARK Correctional Services, LLC

ADDRESS: 1101 Market Street

CITY/STATE/ZIP: Philadelphia, Pennsylvania 19107

TELEPHONE NO: (800) 777-7090 FACSIMILE NO.: (630) 271-5758

TAX ID NUMBER (EIN/SSN): 23-2778485

THIS FIRM IS A: ☐ CORPORATION, ☐ GENERAL PARTNERSHIP, ☐ LIMITED PARTNERSHIP, ☐ UNINCORPORATED ASSOCIATION, X LIMITED LIABILITY COMPANY, ☐ SOLE PROPRIETORSHIP

IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA? Yes ☐ ☑

BUSINESS STATUS: ☐ MINORITY/WOMAN OWNED: ☐ SMALL: ☑ NEITHER: ☐

98-10LM
WAGE NOTICE

THE HOURLY RATE FOR EMPLOYEES OF CERTAIN ARLINGTON COUNTY SERVICE CONTRACTORS WORKING ON COUNTY-OWNED OR COUNTY-OCUPIED PROPERTY SHALL NOT BE LOWER THAN

$12.75 PER HOUR

REFERENCE: ARLINGTON COUNTY PURCHASING RESOLUTION SECT. 4-103

FOR INFORMATION CONTACT:

ARLINGTON COUNTY
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VA 22201
703-228-3410
AVISOS de SALARIO MINIMO

EL SALARIO MINIMO POR HORA PARA LOS EMPLEADOS DE ALGUNOS CONTRATISTAS QUE TRABAJAN EN UNA PROPIEDAD O BIEN INMUEBLE del GOBIERNO DEL CONDADO de ARLINGTON O CUALQUIER OTRA PROPIEDAD QUE SEA HABITADA/OCUPADA POR OFICINAS DEL GOBIERNO DEL CONDADO DE ARLINGTON SE HA ESTABLECIDO QUE EL SALARIO MINIMO SERÁ DE:

$12.75 POR HORA

REFERENCIA: SECCION 4-103, DE LA RESOLUCION DE LA OFICINA DEL AGENTE DE COMPRAS DEL CONDADO DE ARLINGTON. (ARLINGTON COUNTY PURCHASING RESOLUTION SECTION 4-103)

PARA MAS INFORMACIÓN SIRVASE LLAMAR A:

LA OFICINA DEL AGENTE DE COMPRAS DEL CONDADO DE ARLINGTON. 703-228-3410.

PARA INFORMACION EN PERSONA DIRIJASE A:

2100 CLARENDON BOULEVARD, OFFICINA No 500
ARLINGTON, VA 22201
(EXHIBIT B)

ARLINGTON COUNTY
CONTRACTOR LIVING WAGE QUARTERLY COMPLIANCE REPORT

Quarter: __________________________ to __________________________

Contract Number: __________________________ Date: ________________

Company Name and Address: ____________________________________________

Authorized Signature: ________________ Printed Name: ________________

In order to audit your firm’s compliance with Service Contract Wage (Living Wage) provisions of the Arlington County Purchasing Resolution, please complete the following report and submit to Arlington County, Office of the Purchasing Agent, 2100 Clarendon Boulevard, Suite #500, Arlington, Virginia 22201. This report shall be submitted every (3) months during the Contract Term. All personnel of the Contractor and any of its subcontractors working on Arlington County property, or Arlington County occupied property, shall be listed.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>TOTAL HOURS THIS QUARTER</th>
<th>HOURLY WAGE</th>
<th>GROSS EARNINGS ON THIS CONTRACT</th>
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<tbody>
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By signing this form, the above-listed company certifies that the information provided is accurate and complete.
I. INTRODUCTION:
It is the intent of the Sheriff of Arlington County Virginia (Sheriff) to provide laundry services for the inmate population of the Arlington County Detention Facility (ACDF), at its premises described below. The Contractor shall provide and deliver laundry services within the ACDF, meeting all requirements prescribed by state, federal and/or local laws and regulations. Additionally, the Contractor shall meet all laundry service related requirements necessary to comply with Virginia Department of Corrections (VADOC) standards and American Correctional Association (ACA) standards. The Contract Term shall be for a period of twenty four (24) months with an option to extend the contract for up to three (3) additional one-year periods upon mutual agreement of the Contractor and the County.

II. LAUNDRY REQUIREMENTS:

A. The Contractor shall provide management staff, furnish all supplies and laundry chemicals necessary to provide and deliver laundry services for the ACDF.

B. The average daily inmate population is expected to range from five hundred (500) to six hundred (600). The current Detention Facility population averages approximately five hundred fifty (550) inmates. It is expected for the weekly combined weight of laundry washed and dried to be approximately eight thousand (8,000) pounds, as shown in the following estimated schedule:

<table>
<thead>
<tr>
<th>ITEM PER INMATE</th>
<th>FREQUENCY</th>
<th>WEIGHT (pounds)</th>
<th>TOTAL WEIGHT (pounds)</th>
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<tbody>
<tr>
<td>Uniforms</td>
<td>Biweekly</td>
<td>1.8</td>
<td>3.6</td>
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<tr>
<td>Blankets</td>
<td>Every 3 weeks</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Sheets &amp; Pillow Cases</td>
<td>Weekly</td>
<td>2.5</td>
<td>2.5</td>
</tr>
<tr>
<td>Towels</td>
<td>Biweekly</td>
<td>.5</td>
<td>1.0</td>
</tr>
<tr>
<td>Personal Laundry</td>
<td>Biweekly</td>
<td>2.5</td>
<td>5.0</td>
</tr>
<tr>
<td>TOTAL FOR 500 INMATES</td>
<td></td>
<td></td>
<td>7550</td>
</tr>
<tr>
<td>Kitchen Uniforms</td>
<td>Daily</td>
<td>2.0</td>
<td>420</td>
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</tbody>
</table>

The total combined weekly average weight of laundry is 8,000 lbs.
The inmates will wash the personal items themselves using the machines described in section E. For inmates who the Sheriff's Office personnel identify as not being able to take responsibility for their own laundering, the Contractor shall take the responsibility for washing these items in the Central Laundry.

C. The Contractor must have previous experience (minimum 2 years) providing laundry services within a correctional facility or institutional facility. The Contractor shall provide a standard of laundry service that conforms to the standards of the ACA covering the provision of laundry services in the ACDF; such standards and policies of the Commonwealth of Virginia as may be currently in effect, or which may be established in the future; and these specifications. If a conflict arises in the application of standards identified herein, the specification requirement that shall prevail is the more stringent of the standards above. Where the specifications appear to permit less stringent standards than either the state or ACA, the more stringent standard shall prevail.

D. Minimum Requirements: At least twice per week special management inmates shall be provided with clean clothing to include laundering of personal inmate clothing and jail-issued clothing. At least once per week inmates shall be provided with clean linen to include two (2) sheets, pillowcase, and towels and wash cloths. Blankets shall be laundered and/or exchanged at least twice per month. In addition all blankets, linens, towels and jail-issued clothing shall be cleaned upon the release of inmates.

In the event that the machines in the housing units are broken, Central Laundry is responsible for completing all laundry. A record shall be kept to show that all of the above requirements are being met. If these minimum standards change during the term of the contract, the Contractor shall adjust the laundry schedule accordingly at no additional cost to Arlington County. Laundry services shall meet VADOC and ACA standards related to cleaning and exchange of clothing, linens, towels and other necessary items. Because inmates are held accountable for proper use and care of all such items, the Contractor shall report any incidents where it is suspected that an inmate has abused or destroyed such items.

The Current Laundry Schedule is provided on page 14. Bidders shall provide any exceptions they may have to the current schedule as specified on the Bid Form. Refer to "Exceptions" in the Instructions to Bidders section. Any proposed changes to the schedule following Contract award shall be provided by the Contractor in writing for approval by the Sheriff or designee at least thirty (30) days in advance of implementation.
E. Procedures: The Contractor shall be responsible for managing the laundry service procedures detailed below and shall manage a delivery schedule which ensures that clean laundry is provided as described in this solicitation. Washing machines and dryers are commercial units.

1. Second Floor: The Contractor shall be responsible for supplying, inventorying, controlling and dispensing laundry chemicals; maintenance, repair, and upkeep of machines; and addressing and taking appropriate corrective action when necessary due to inmate complaints concerning the laundry service. On this level is a medical/infirmary housing unit, which contains two (2) washing machines and two (2) dryers. This unit contains twelve (12) inmates. Sheriff's staff assigned to this unit will be responsible for arranging for one inmate to serve as the laundry work force member who will monitor and/or operate the washer and dryer machines in the housing units. The Contractor shall provide a laundry schedule with approval of the Sheriff or designee for this unit.

2. Fifth Floor: The Contractor shall be responsible for supplying, inventorying, controlling and dispensing laundry chemicals; maintenance, repair, and upkeep of machines; and addressing and taking appropriate corrective action when necessary due to inmate complaints concerning the laundry service. On this level there are three (3) housing units which each contain one (1) washer and one (1) dryer machine. These units are divided into (3) fifty-eight (58) person units. The female unit houses general population and special management populations. Each fifth floor housing unit will be responsible for arranging for a work force inmate from its unit to serve as the laundry work force member who shall monitor and/or operate the washer and dryer machines in the housing units. The Contractor shall provide a laundry schedule with approval of the Sheriff or designee for each unit.

3. Seventh Floor: The Contractor shall be responsible for supplying, inventorying, controlling and dispensing laundry chemicals; maintenance, repair, and upkeep of machines; and addressing and taking appropriate corrective action when necessary due to inmate complaints concerning the laundry service. On this level are three (3) housing units, which each contain one (1) washer and one (1) dryer machine. These units are divided into (3) fifty-eight (58) person units. Sheriff's staff assigned to each seventh floor housing unit will be responsible for arranging for a work force inmate from each housing
unit to serve as the laundry work force member who shall monitor and/or operate the laundry machines in the housing units. The Contractor shall provide a laundry schedule with approval of the Sheriff or designee for each unit.

4. Ninth Floor: The Contractor shall be responsible for supplying, inventorying, controlling and dispensing laundry chemicals; maintenance, repair, and upkeep of machines; and addressing and taking appropriate corrective action when necessary due to inmate complaints concerning the laundry service. On this level are three (3) housing units, which each contain one (1) washer and one (1) dryer machine. These units are divided three (3) fifty-eight (58) person units. Sheriff’s staff assigned to each ninth floor housing unit will be responsible for arranging for a work force inmate from each housing unit to serve as the laundry work force member who shall monitor and/or operate the washer and dryer machines in the housing units. The Contractor shall provide a laundry schedule with approval of the Sheriff or designee for each unit.

5. Eleventh Floor: The Contractor shall be responsible for supplying, inventorying, controlling and dispensing laundry chemicals; maintenance, repair, and upkeep of machines; and addressing and taking appropriate corrective action when necessary due to inmate complaints concerning the laundry service. This level contains a thirty-two (32) bed mental health housing unit, a thirty-four (34) bed segregation housing unit, and an eight (8) bed protective custody unit. There is one (1) washer and one (1) dryer machine for this floor, which is in the female section of the mental health unit. The protective custody, male mental health and segregation units’ laundry shall be sent to the Central Laundry for cleaning. Sheriff’s staff assigned to each eleventh floor housing unit will be responsible for arranging for a work force inmate to serve as the laundry work force member, who shall monitor and/or operate the laundry machines. The Contractor shall provide a laundry schedule with approval of the Sheriff or designee for each unit.

6. Central Laundry (Ground Floor): The Contractor shall be responsible for overseeing and training inmate laundry workers; supplying, inventorying, controlling and dispensing laundry chemicals; maintenance, repair, and upkeep of machines; addressing and taking appropriate corrective action when necessary due to inmate complaints concerning the laundry service; and for maintaining inventory as needed for parts and
tools. This Central Laundry room contains three (3) large washers, one (1) small washer, and three (3) large dryers. This room is the main laundry room and is designed for washing all laundry turned in upon release of inmates, all blankets, and any other items necessary to laundry that are not appropriate to be laundered in the housing unit laundry machines. All laundry from the 11th floor protective custody, mental health and segregation housing units shall be cleaned in the Central Laundry. Laundry from other housing units where the Sheriff’s Office personnel have identified inmates who are not capable of laundering their own items may also be required to be cleaned in the Central Laundry. The Sheriff’s Office will provide inmate work force members to serve as the laundry work force members to operate the laundry machines and other equipment in the Central Laundry (see section VI. D. for detailed description of equipment provided for in this area by the Sheriff). The Contractor shall provide a laundry schedule for approval of the Sheriff or designee.

7. Changes in these procedures may be required during the contract term. There shall be no adjustment in the contract price for any such changes.

8. Any laundry complaints generated by an inmate either verbally or written shall be addressed immediately by the Contractor.

III. Staffing Requirements:

A. At a minimum, one (1) on-site laundry manager, one (1) full-time laundry supervisor, and other laundry staff and relief personnel as necessary, shall be provided by the Contractor to provide laundry operations from 8:30 a.m. until 5:00 p.m. (8 hours with 1/2 hour lunch break), Monday through Friday. The Contractor shall be responsible for overseeing the laundry operations for the entire facility. The Contractor’s staff shall be present in the Central Laundry room whenever inmate workers are present. The complement of staff, beyond the minimum staffing required herein, is at the discretion of the Contractor. However, the Contractor shall ensure that the complete terms of this agreement are satisfied. The Sheriff agrees to provide inmates required for laundry service operation including laundry pick up and delivery. It is expressly agreed that inmate workers provided by the Sheriff are not to be considered agents or employees of the Contractor. The Contractor agrees to train and supervise such inmates subject to the overall control of the Sheriff (refer to V.K in the “SPECIFICATIONS” section).
All employees must be able to effectively communicate, and troubleshoot and request service requests for laundry machines when needed. Bilingual employees are encouraged. A proposed staffing plan, including provision for relief coverage shall be submitted with the bid. The Sheriff or designee must approve the staffing plan. The staffing plan shall be based on the following criteria:

1. Prepare a staffing chart which will identify the total number of employees necessary to operate the laundry facility. In the preparation of the chart, the Contractor shall provide the number of Contractor management and/or supervisor employees that will be scheduled to manage the laundry, including relief staff, as well as the number of inmate workers to be used and in what capacity.

2. In the preparation of the staffing chart, list on the left margin the classification and/or position of Contract employees, daily and weekly hours, and total weekly hours.
   
   • Show Contractor personnel first and the required inmate labor last.
   
   • To the right of the personnel listing, use columns, each column representing one (1) hour.
   
   • After each employee position (contractor staff, as well as inmate labor), note with a short description the duties of every position in the staffing chart.

B. Prior to working in the ACDF all employees of the Contractor must pass the background check and be cleared by the Sheriff or designee. Contractor employees must successfully complete the jail orientation and training program provided by the Sheriff’s Office. This training will comply with all training standards required by ACA, VADOC, and Sheriff’s Office policies.

C. Inmates are not permitted to supervise other inmates or handle facility keys.

D. The on-site laundry manager shall have at least two (2) years of experience in management of correctional service operations and be approved by the Sheriff. All other contract laundry service employees shall have at least one (1) year of laundry service experience in correctional service operations.

E. Selection of inmate work force members will be the responsibility of the Sheriff, conforming to an inmate selection criterion mutually acceptable to both parties.
F. Laundry work force inmates will be under the monitoring of the Contractor's laundry service staff. Laundry work force inmates not cooperating, failing to work properly, or causing a disturbance shall be reported by the Contractor to the Sheriff's Office staff and may be removed from the laundry work force upon request of the Contractor and approval of the Sheriff. Laundry work force inmates may not be in the Central Laundry without supervision of the Contractor's staff.

G. Laundry work force inmates shall be required to wear proper protective clothing or equipment as determined by either the Contractor or Sheriff's Office personnel. The Contractor at no additional cost shall provide such protective clothing or equipment. Laundry work force inmates will be required to bathe daily, be clean shaven, and generally maintain clean personal habits.

H. Laundry services required by other Arlington County agencies may be provided under the terms and conditions of this Contract with advance written authorization to the Sheriff. Such services shall be provided under a separate contract with the agency, and shall comply with small purchase or competitive bidding procedures set forth in the County's Purchasing Manual.

I. The Contractor shall be responsible for routine cleaning and housekeeping in the laundry areas and laundry storage areas and on a continuing basis maintain high standards of sanitation during normal working hours in compliance with all local and State health codes and laundry service requirements.

J. All of the Contractor's employees must comply with the Sheriff's written policy and procedures relating to facility security. A copy of the written policy and procedures may be inspected by contacting the Project Officer.

IV. CONTRACTOR RESPONSIBILITIES:

A. Provide for and supply all laundry related cleaning products and chemicals. Dispensing equipment shall be provided and maintained by the Contractor at no additional cost to the Sheriff's Office. The dispensing equipment will be key-locked for security reasons. Inmates without either the Contractor’s staff or Sheriff’s staff turning on the controls cannot dispense products.

B. Require its employees to adhere to all rules, regulations, policies and procedures pertaining to the operations of the ACDP and the supervision of laundry staff and work force members assigned to the laundry. The Contractor shall
notify the Sheriff's Support Service Administrator of prospective new employees including name, date of birth, social security number and potential hire date. The Sheriff will issue all appropriate material to ensure familiarization and compliance with these rules, regulations, policies and procedures and will establish a formal training/orientation program, which must be completed prior to clearance of a prospective employee of the Contractor. The Sheriff retains the right to thoroughly investigate any current or prospective employee of the Contractor assigned to the contract, which includes the use of a polygraph examination to the extent permitted by law. No employee of the Contractor will be permitted to work without prior clearance through the Sheriff's Office.

C. Document in writing and provide same to the Director of Corrections any deviations of policies or procedures.

D. Purchase and pay for all laundry products used during the term of this contract. The laundry products purchased for use in the laundry service facilities will remain the property of the Contractor. Upon termination of this Agreement, the Sheriff will purchase or have a successor laundry service Contractor purchase any remaining inventory.

E. Taxes/Licenses: Secure and pay all applicable Federal, State, and Local licenses, taxes, permits, and fees required for the operation of the laundry services.

F. Maintenance of Laundry Equipment: Furnish quarterly reports on the condition of all laundry service equipment. Contractor's employees shall supervise the orientation and training of inmate labor in the use of such equipment to ensure its proper care and operation. The Contractor shall be responsible for maintaining all laundry equipment. If negligence by the Contractor in regards to use of equipment results, the Contractor shall pay for any resulting repairs and/or replacement of laundry equipment. All laundry equipment repairs shall be the responsibility of the Contractor. The Contractor shall keep all equipment in good working order at the Contractor's expense.

The Contractor shall provide a telephone number for the Sheriff to call during normal work hours to report laundry equipment that is in need of repair. The Contractor shall also provide weekly inspections of all laundry equipment to ensure that the equipment is in good working order. The Contractor shall complete any required repairs within 24 hours of discovery, or within 24 hours of notice from Sheriff's staff that an equipment item requires repair, unless the repair requires a part that cannot be obtained within that time limit. The Contractor shall notify the
Sheriff's Support Services Administrator of any repair that cannot be completed within the 24 hour time limit.

Equipment owned by the Sheriff which, in the opinion of the Sheriff, has exceeded its useful life will be replaced by the Sheriff at no charge to the Contractor providing that funds are appropriated and allocated for the replacement. The Sheriff shall determine the suitability of any replacement equipment after consultation with the Contractor.

G. At the expiration of this contract, return the laundry service premises and all equipment furnished by the Sheriff to the condition in which received; except for ordinary wear and tear; and except to the extent that said premises and equipment may have been lost or damaged by fire, flood, or unavoidable occurrence; and except to the extent that said equipment may have been stolen by persons other than employees of the Contractor without negligence on the part of the Contractor or its employees; and providing that all damages and losses are reported to the Sheriff on discovery. A quarterly inventory shall be submitted to the Sheriff for all items covered by this paragraph. The Sheriff at no charge to the Contractor will replace equipment that, in the opinion of the Sheriff, has exceeded its useful life. The decision as to the suitability of the replacement shall be as determined by the Sheriff after consultation with the Contractor.

H. Participate in the Sheriff's budget preparation process relating to laundry service equipment as required during each County fiscal year. Submit an annual budget request to the Sheriff or designee.

I. Assure that facilities and equipment used in the contract shall not be used for agencies or persons other than those specified under this contract without the advance written approval of the Sheriff.

J. Keep full and accurate accounts and written records of laundry chemicals purchased, parts purchased for inventory, tools inventory, pounds of laundry cleaned, and documentation laundry services to reflect complying with ACA and Virginia Department of Corrections standards by this Agreement. All such records shall be retained by the Contractor for a period of at least five (5) years and may be inspected by the Sheriff at any time during regular working hours. All records shall be available for inspection by the Sheriff within 72 hours of demand.

K. Inmate Training: Provide formal laundry service training to inmates for the purpose of providing vocational training to be used when seeking employment upon release. The Contractor shall furnish a lesson plan, to be approved by
the Sheriff, including the areas of training, and schedule classes during the training period. Upon testing and successful completion of the training, the Contractor shall issue a certificate to the inmate (student). Training shall include, but not be limited to, the following:

1. Safety in the use of laundry chemicals;
2. Care and use of equipment;
3. Proper sorting of laundry loads;
4. Special clothing laundry needs;
5. Scheduling of laundry services;
6. Job hunting and interviewing techniques;
7. Resume completion.

L. Arrange and coordinate the arrival and receipt of products at the loading dock consistent with the hours of use of the dock, so as not to interfere with the operations of the dock area and so as not to interfere with the delivery of laundry services.

M. The Contractor shall be responsible for maintaining freight handling equipment necessary for loading and unloading laundry service supplies/inventory.

N. The Contractor shall not allow portions of the laundry service to be subcontracted without prior written approval from the County.

V. THE SHERIFF WILL BE RESPONSIBLE FOR AND PROVIDE THE FOLLOWING:

A. Accurate and timely pick up or delivery of laundry as provided for in the laundry schedule.

B. Adequate heat, light, ventilation and all other utilities. The Sheriff will provide only local and intercom business telephone service to the Contractor at no charge. The Contractor shall use this phone only for business-related calls. The Sheriff does not provide a phone for long distance and/or toll calls.

C. General maintenance to the building structure including, but not limited to, the maintenance of gas, water, sewer, ventilation, lighting, air conditioning, refrigeration, duct work, floor coverings and wall and ceiling surfaces; and all laundry service equipment repairs, except when damage is due directly to the Contractor's employee negligence or abuse. The maintenance provided does not include cleaning or housekeeping operations for the Contractor's laundry service operation. The Sheriff at no charge to the Contractor will replace equipment that, in the opinion of the Sheriff, has exceeded its useful life. The decision as to the suitability of the replacement shall be as determined by the Sheriff after consultation with the Contractor.
D. Preparation, storage and holding equipment and maintenance for same. Equipment to be provided in the Central Laundry is scheduled to be the following:

3 - 125 pound washers
3 - 150 pound dryers/tumblers
1 - 50 pound washer
1 - General utility press, air operated, steam heated
1 - Mushroom press, air operated, steam heated, water sprayer
2 - Folding tables
1 - Soiled utility cart - 12 bushel capacity
4 - Clean utility carts - 14 bushel capacity
7 - Steel storage shelving - 4 tiers, 24" x 48" x 84"
1 - Low profile scale - 48" x 48" platform, 2000 pound capacity
1 - Single compartment soak sink
1 - Damp box
1 - Tool Inventory
1 - Parts Inventory

In addition to the equipment in the Central Laundry, 12 washers and dryers are provided in the housing units as specified in section III. E of this document.

* The Sheriff's Office is in the process of replacing the washers and dryers in Central Laundry in the year 2010. The Contractor shall outsource all laundry services while the replacement of the equipment is being completed. The Sheriff will pay the normal monthly cost to the Contractor as agreed in the contract during the interim of this replacement project with no additional costs. Upon completion of the project all equipment listed will be updated.

*NOTE: The Sheriff will reimburse the Contractor for 50% of preapproved repair cost upon receipt of a detailed invoice for equipment to be repaired in the next year. All other equipment is the sole responsibility of the Contractor.

E. Security, control and custody of inmates. Sheriff's deputies will not necessarily be present in the laundry areas when Contractor employees supervise inmates.

F. Laundry facility inspections made by the Sheriff's designee when deemed necessary, with or without advance notice to the Contractor.

G. Orientation and training of Contractor employees with regard to jail operations and procedures.
BID SUBMISSION REQUIREMENTS

In addition to the completed and properly executed Bid Form, Bidders shall provide the following information with their bid:

A. References demonstrating the bidder’s minimum of two (2) years experience in providing laundry services within a correctional or institutional facility.

B. Proposed Staffing Plan

C. References demonstrating the bidder’s proposed on-site laundry manager has a minimum of two (2) years experience in management of correctional service operations.

D. References demonstrating the bidder’s other proposed contract laundry service employees have a minimum of one (1) year of laundry service experience in correctional service operations.

AWARD

The County will make the award for this solicitation to a single bidder.
<table>
<thead>
<tr>
<th>Housing Units/Items</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5th Floor</strong></td>
<td></td>
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<tr>
<td>Blankets</td>
<td></td>
<td></td>
<td>1st Wed of the month</td>
<td></td>
<td>Central Laundry</td>
<td></td>
</tr>
<tr>
<td>Personals &amp; Uniforms</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Central Laundry in case housing laundry machines are out of order</td>
<td></td>
</tr>
<tr>
<td>Linens &amp; Towels</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>Central Laundry in case housing laundry machines are out of order</td>
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<tr>
<td><strong>7th Floor</strong></td>
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<tr>
<td>Blankets</td>
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<td>2nd Wed of the month</td>
<td></td>
<td>Central Laundry</td>
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<tr>
<td>Personals &amp; Uniforms</td>
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<td></td>
<td>Central Laundry in case housing laundry machines are out of order</td>
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<tr>
<td>Kitchen Uniforms</td>
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<td>Central Laundry</td>
<td></td>
</tr>
<tr>
<td>Linens &amp; Towels</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>Central Laundry in case housing laundry machines are out of order</td>
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<tr>
<td><strong>9th Floor</strong></td>
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<td>Blankets</td>
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<td>3rd Wed of the month</td>
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<tr>
<td>Personals &amp; Uniforms</td>
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<td></td>
<td>Central Laundry in case housing laundry machines are out of order</td>
<td></td>
</tr>
<tr>
<td>Linens &amp; Towels</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>Central Laundry in case housing laundry machines are out of order</td>
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<tr>
<td><strong>Medical &amp; 11th Floor</strong></td>
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<tr>
<td>Blankets</td>
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<td>4th Wed of the month</td>
<td></td>
<td>Central Laundry</td>
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</tr>
<tr>
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<td></td>
<td></td>
<td>Central Laundry</td>
<td></td>
</tr>
<tr>
<td>Linens &amp; Towels</td>
<td>X</td>
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<td>X</td>
<td></td>
<td>Central Laundry</td>
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<tr>
<td>Soap Distribution</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Contractor delivers to all housing units on all floors</td>
</tr>
</tbody>
</table>

* Pick up time for all items is 8:00 AM and returned to housing unit by 5:00 PM.
** Any schedule changes must be approved in advance by Support Service Administrator.