

From: Hippchen, Thomas [mailto:Thomas.Hippchen@suny.edu]
Sent: Tuesday, July 12, 2016 12:28 PM
To: Paul, Jessica J (OGS) <Jessica.Paul@ogs.ny.gov>
Cc: Irvine, Christine (OGS) <Christine.Irvine@ogs.ny.gov>; VanDoren, Noreen (OGS) <Noreen.VanDoren@ogs.ny.gov>
Subject: RE: Preferred Source Definitions
Importance: High

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Jessica, Christine and Noreen,

I have been out of the office since the afternoon of July 1. I see in an email dated July 5, the Final Proposed Preferred Sources List Definitions under “Laundry Services (Industrial)” indicates that “OSC **and SUNY** were concerned that the definition failed to separate out the direct disabled labor hours of services provided for actual handling of the laundry as opposed to tasks typically performed by janitorial or cleaning staff.”

I would like to clarify that it is **not** SUNY’s position. As noted below, I simply asked the question “Does this (disinfecting of linen transport carts and decontaminating any surfaces or equipment that may be contaminated with blood or other potentially infectious materials and fluids to be in compliance with HLAC requirements) now become included in direct labor cost for a contract?”

SUNY supports the inclusion of these services in the definition for “Laundry Services (Industrial).” I apologize if somehow I gave the Procurement Council Staff a different impression.

Thank you,
Tom



Tom Hippchen
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From: Hippchen, Thomas
Sent: Thursday, June 16, 2016 9:34 AM
To: 'Paul, Jessica J (OGS)' <Jessica.Paul@ogs.ny.gov>
Cc: Irvine, Christine (OGS) <Christine.Irvine@ogs.ny.gov>; VanDoren, Noreen (OGS) <Noreen.VanDoren@ogs.ny.gov>
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SECTION D: Approved Services

† **Laundry Service (Industrial)** is the handling and collection of soiled linen and apparel including, but not limited to, patient or surgical gowns, lab coats, table linens, pillow cases, sheets, blankets, towels, adult bibs,

baby shirts, underpads, medical apparel, bedding, washcloths, diapers, patient clothing, and treated mops. This service includes the sorting, washing, extraction, drying, finishing, folding, mending and storage of said products. This service includes the stocking, picking, and wrapping of clean laundry as well as the delivery of hygienically clean, reusable linen and apparel which can be either customer owned or on a rental basis. Industrial laundry service should meet or exceed accreditation standards for processing reusable linen and apparel for use in healthcare facilities as determined by the Healthcare Laundry Accreditation Council (HLAC). **This service may include the disinfecting of linen transport carts and decontaminating any surfaces or equipment that may be contaminated with blood or other potentially infectious materials and fluids to be in compliance with HLAC requirements.**

Does this now become included in direct labor cost for a contract?



Tom Hippchen

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From: Paul, Jessica J (OGS) [<mailto:Jessica.Paul@ogs.ny.gov>]

Sent: Friday, June 03, 2016 12:29 PM

To: Hippchen, Thomas <Thomas.Hippchen@suny.edu>

Cc: Irvine, Christine (OGS) <Christine.Irvine@ogs.ny.gov>; VanDoren, Noreen (OGS) <Noreen.VanDoren@ogs.ny.gov>

Subject: Preferred Source Definitions

Dear Tom:

We are writing to seek your comments regarding the definitions of service titles on Sections D and E of the List of Approved Preferred Source Service Offerings that were either tabled during the May 25th Procurement Council meeting for further comment or were not considered during the meeting. The definitions as proposed on May 25th (with all track changes accepted) are attached for your review and comment. Also included in the document for your comments are the removal of certain service titles and recommending the removal of Sections C and E.

Please provide us with your comments no later than June 14, 2016.

Section D: tabled

Electronics Recycling

Data Imaging Services

Microfilm

Microfiche

Kit Assembly & Maintenance

Section D: not considered

Temporary Personnel: Office

Temporary Personnel: Warehouse

Laundry Service (Industrial)

Mail Fulfillment Services:

Collating

Folding & Inserting

Inkjet Labeling

Packaging

Presort, All Classes

Offsite Mailroom Services

Onsite Mailroom Services

Photocopying

Reproduction

Section E: not considered

Building and Ground Maintenance

Binding

Packaging Services

Food Cafeteria Services

Horticulture Services

Information & Records Conversion Management

Teleresponse/Telemarketing

Work Crews

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Sorry for the delay. My travel was extended. Comments below

SECTION D: Approved Services

† **Electronics Recycling** is the gathering and collection of defective and obsolete electronics, including, but not limited to, computers, televisions, telephones, or other electronic office equipment **after** all data has been removed. Once collected the electronics will first be examined and any remaining data **will be removed and destroyed (by whom?)** and then the remaining physical components are properly separated, processed, and either safely disposed of or converted into reusable parts.

SECTION D: Approved Services

Mail Fulfillment Services (recommend changing title to Mail Services):

*† **Collating (recommend changing title to Mail Collating)** is the collecting and combining of documents in the proper order for mailing.

May be picky but couldn't collating involve separating documents also?

*† **Packaging (recommend changing title to Mail Packaging)** is enclosing or protecting documents for mailing and shipping.

Do we need to include what the documents are being enclosed or protected in, is it restricted to envelopes?

SECTION D: Approved Services

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Does this now become included in direct labor cost for a contract?



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