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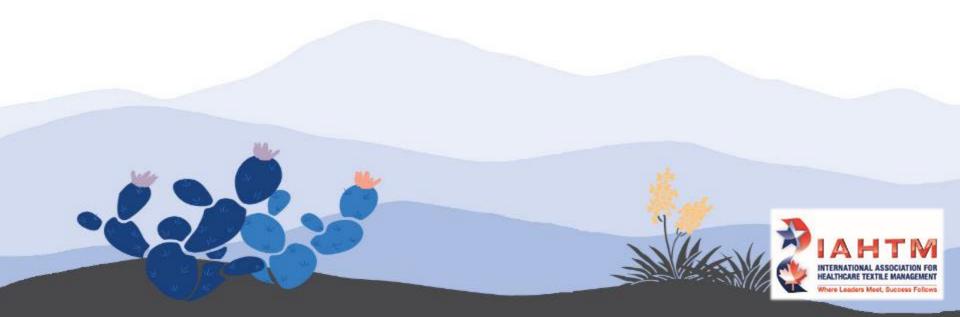
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How do you purchase linen?

① Start presenting to display the poll results on this slide.

WHY CONDUCT LINEN BIDS?



What is an annual linen bid?

- Annually you, as a purchaser of vast amounts of linen, reach out to various linen vendors with your product specifications and have linen vendors bid on your business. The linen bid should have a preset timeframe that the linen vendor is bidding for your business.
- Can have different award options
 - Single award One vendor wins all
 - Multi-award Different items to different vendors
 - Consortium awards Multiple vendors team up

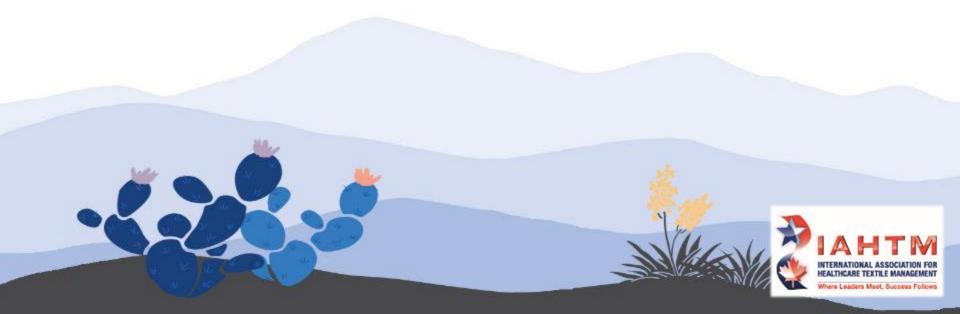


Why conduct the linen bid?

- The linen bid achieves a couple key points
 - Establish a price on linen for a pre-determined amount of time
 - Standardize your linen specifications during the bid cycle
 - Gives the vendor confidence that they have your business during the length of the bid period
 - Linen comes to the laundry in a predetermined and orderly fashion



PREPARING FOR THE ANNUAL LINEN BID



Come to terms with your linen specifications

- The linen specifications that you determine will become one of the most important criteria in the bid process
- Details will be important for each piece of linen, the more specifics you have for an item it could potentially eliminate competition
- Remove any needlessly complex restrictions
- Do any specifications need changed or updated?
- Ultimately you turn your linen products into commodities that are non-distinguishable between vendors

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Describe the linen specification for your regular white flat sheet

Your linen specifications

	Item	Description
Ok	Flat Sheet	White, 66"x114", T180, Cotton rich
Better	Flat Sheet	White, 66"x114", 180, 55 Cotton/45 Poly blend, white hem
Best	Flat Sheet	White, 66"x114" cut size, 3.25 oz/sq yd, ½" hems, T180, 55 Cotton / 45 Poly blend, non-resin finished, white hem thread, accordion folded

- Product weight
- Color
- Cut size
- Weave type
- Hand
- Button/snaps/ties



Collect Samples

- Ideally you should have samples from vendors that you have not validated a specific item before in the past to avoid a delay
 - Avoid surprises during the bid
- Test your samples
 - Thread count
 - Weight
 - Wash/dry test for shrinkage, color fastness, etc
- After the initial bid, encourage vendors to send the samples throughout the year to test



Prepare an estimated annual amount that you will purchase

- While not completely necessary, having an estimated annual purchase quantity will help give potential vendors an idea on your volume
- Take into account current linen stocking levels and adjust your estimated purchase quantity
- Determine the threshold for an item to be on the bid



Sample Bid Sheet

	UNITED HOSITAL SERVICES LINEN BID 2023-4							
Item #	Item Name	Item Desription	Price per	Number	Package	UHS Monthly	Vendor Comments	
			Dozen	Pieces per	Type: Bale	Amount in		
				package	or Box	Dozens		
101	Barrier Isolation Gown	100% coverage, fluid resistant, 99% textured poly/1% carbon fiber, yellow, white						
		bias and tie closures at neck and left side, 47" length, 4" 100% polyester stockinette				1,200		
		cuffs, sweep 59", sleeve inseam 21", neck circumference 25", no QC grid, sewn in				1,200		
		RFID chip in left rear bottom hem, size: Large						
102	Patient Gown	Silk screen blue snowflake and stripe pattern on white fabric, 100% poly, 80" sweep,						
		49" length, 12" back overlaped and tapered with two sets of ties at neck and side.				400		
		Neck tie 11" and side tie 18", Side tie located 28" from left rear panel edge.				400		
103	IV Gown	100% poly, 80" sweep, 49" length, with blue snowflake and green stripe pattern on						
		white fabric w/tapered back, 6"x6" telemetry pocket centered, 12" back overlap						
		with two sets of ties at neck and side, reinforced 4" horizontal slot behind pocket, 4				850		
		snaps on each sleeve, Scoville snaps or equivalent. Neck tie is 11", side tie is 18", side						
		tie located 28" from left rear panel edge.						
	1							



Design your bid rules/criteria

- Design a bid program that you feel will work for your facility
- For example
 - A vendor must win a minimum number to win anything
 - What payment terms do you want?
 - What will the ship frequency be for a winning vendor?
 - What if a vendor is bidding an item that is off spec?
 - Will you, as a laundry be issuing winning item bids to one or multiple vendors?
 - What period of time will be awarded?
- Have vendors specify the item number/SKU that they are using for their bid
- Send the rules with the bid!



Select your vendors

- Issue the bid to multiple vendors, not just the vendors that you currently use
 - Smaller vendors are often times more willing to reduce their price to gain business
- Will you allow vendors to team up for one bid?
- Issue the bid documents with a due date for the bid (lock your spreadsheet)



During the bid process

- Entertain questions
- Give the vendors feedback on their items and if the specification will work



Closing the bid

- When the bid time window ends assemble your information
 - With linen specifications being equal, price is the main determining factor
 - List the linen vendors with all items that they have bid on, take a tally on the number of wins vendors have on a given item
 - Identify the vendors that have reached your minimum threshold to be awarded
 - Tiebreaker considerations



		UNITED HOSITAL SERVICES LINEN BID 2023-4							
Item #	Item Name	Item Desription	Price per	Number	Package	UHS Monthly	Vendor Comments		
			Dozen	Pieces per	Type: Bale	Amount in			
				package	or Box	Dozens			
101	Barrier Isolation Gown	100% coverage, fluid resistant, 99% textured poly/1% carbon fiber, yellow, white					Has QC grid and RFID chip, laundry specifies the RFID		
		bias and tie closures at neck and left side, 47" length, 4" 100% polyester stockinette	\$154.00 72	72	Box	408	chip		
		cuffs, sweep 59", sleeve inseam 21", neck circumference 25", no QC grid, sewn in	\$134.00	/2	ВОХ	406			
		RFID chip in left rear bottom hem, size: Large							
102	Patient Gown	Silk screen blue snowflake and stripe pattern on white fabric, 100% poly, 80" sweep,					Neck tie 12"		
		49" length, 12" back overlaped and tapered with two sets of ties at neck and side.	\$95.00 12	12	Вох	236			
		Neck tie 11" and side tie 18", Side tie located 28" from left rear panel edge.	\$55.00	12	ВОХ	250			
103	IV Gown	100% poly, 80" sweep, 49" length, with blue snowflake and green stripe pattern on					Neck tie 12", utilize 5 snaps on each sleeve		
		white fabric w/tapered back, 6"x6" telemetry pocket centered, 12" back overlap							
		with two sets of ties at neck and side, reinforced 4" horizontal slot behind pocket, 4	\$107.00	12	Box	630			
		snaps on each sleeve, Scoville snaps or equivalent. Neck tie is 11", side tie is 18", side							
		tie located 28" from left rear panel edge.							



When your information is assembled

- Decide on which item(s) will be split between multiple vendors
- Tally the items (and quantity) that will be awarded to each vendor
- Notify all vendors the number of items they won, whether they hit the threshold to be awarded, and what items/quantities they will be providing
- Cut PO's for the linen in the award period window, make sure to allow enough time for vendors to get their shipments from overseas



ltem #	Item Name	Item Desription	Bob's Linen	Medical Linen 1	UniSeconds	Top Quality Imports	Poly Linen Pros
99	25" Yellow Soil Bag	100% Polyester, fluid resistent, 12" pull-over closure, opening has sewn in elastic, 2 polyester handles at top of bag and two at bottom of bag, 38"L x 32"W, yellow	\$48.50	\$0.00	\$0.00	\$0.00	\$43.75
102	Patient Gown	4.2 oz. plain weave fabric, w/silk screen blue snowflake and stripe pattern on white fabric, 55/45 cotton/poly blend, 80" sweep , 49" length, 12" back overlaped and tapered with two sets of ties at neck and side. Neck tie 11" and side tie 18", Side tie located 28" from left rear panel edge.	\$74.99	\$21.00	\$41.29	\$85.69	\$24.00
103	TIV Gown	55/45 cot/poly, 4.2 oz plain weave fabric, 80" sweep , 49" length, with blue snowflake and green stripe pattern on white fabric w/tapered back, 6"x6" telemetry pocket centered, 12" back overlap with two sets of ties at neck and side, reinforced 4" horizontal slot behind pocket, 4 snaps on each sleeve, Scoville snaps or equivalent. Neck tie is 11", side tie is 18", side tie located 28" from left rear panel edge.	\$90.50	\$89.75	\$112.43	\$0.00	\$91.50





Post-bid award

- With the first order, validate the products match the sample/specification
 - Be very detailed in your validation
- Throughout the life of the PO, check incoming products
- Ensure that the deliveries hit the promised timeframe
- If you are changing an item, for example the color of surgery towel, take the time between bid awarding and first products received to notify the customers on upcoming changes



Throughout the award period

- Keep track of all issues by vendor
 - Non-spec products
 - Poor product performance
 - Late deliveries
 - Excessive backorders
- Do you want to have potential consequences for poor performance in future linen bids?



Pros and Cons of Annual Bids

Pros

- Greater stability & availability
- Drive a much lower linen price
- Can diversify your vendor pool
- Can have as much or as little linen on hand

Cons

- Issuing PO's for a long period of time, you may not be able to take as much advantage of "good deals"
- Need to warehouse linen
- Requires planning



QUESTIONS?

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