

# THE ANNUAL LINEN BID PROCESS

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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





**Describe the linen  
specification for your regular  
white flat sheet**

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

# 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 Description	Price per Dozen	Number Pieces per package	Package Type: Bale or Box	UHS Monthly Amount in Dozens	Vendor Comments
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 cuffs, sweep 59", sleeve inseam 21", neck circumference 25", <b>no QC grid</b> , sewn in RFID chip in left rear bottom hem, size: Large				1,200	
102	Patient Gown	Silk screen blue snowflake and stripe pattern on white fabric, <b>100% poly</b> , 80" sweep, 49" length, 12" back overlaped and <b>tapered</b> 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.				400	
103	IV Gown	<b>100% poly</b> , 80" sweep, 49" length, with blue snowflake and green stripe pattern on white fabric <b>w/tapered</b> 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.				850	

# 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 Description	Price per Dozen	Number Pieces per package	Package Type: Bale or Box	UHS Monthly Amount in Dozens	Vendor Comments
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 cuffs, sweep 59", sleeve inseam 21", neck circumference 25", <b>no QC grid</b> , sewn in RFID chip in left rear bottom hem, size: Large	\$154.00	72	Box	408	Has QC grid and RFID chip, laundry specifies the RFID chip
102	Patient Gown	Silk screen blue snowflake and stripe pattern on white fabric, <b>100% poly</b> , 80" sweep, 49" length, 12" back overlaped and <b>tapered</b> 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.	\$95.00	12	Box	236	Neck tie 12"
103	IV Gown	<b>100% poly</b> , 80" sweep, 49" length, with blue snowflake and green stripe pattern on white fabric <b>w/tapered</b> 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.	\$107.00	12	Box	630	Neck tie 12", utilize 5 snaps on each sleeve

# 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

### UNITED HOSITAL SERVICES LINEN BID 2024-25 SUMMARY

Item #	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 resistant, 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, <b>yellow</b>	\$48.50	\$0.00	\$0.00	\$0.00	<b>\$43.75</b>
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, <b>80" sweep</b> , 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	<b>\$21.00</b>	\$41.29	\$85.69	<b>\$24.00</b>
103	TIV Gown	55/45 cot/poly, 4.2 oz plain weave fabric, <b>80" sweep</b> , 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.	<b>\$90.50</b>	<b>\$89.75</b>	\$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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