

Event Details

Event ID	Format	Type	Page
G0210-2000017698	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
Linens: Purchase Not Rental			
Start Time		Finish Time	
11/24/2025 15:00:00		01/07/2026 15:00:00	

PUBLIC EVENT DETAILS

Submit To: Admin/State Procurement
Contact: Bartle,Jennifer Alexandra
Phone:

Email: Jennifer.Bartle@state.mn.us

Event Currency: US Dollar
Bids allowed in other currency: No

In order to participate in this event YOU MUST BE REGISTERED as either a bidder or a supplier.

Event Description

THIS IS A FORMAL REQUEST FOR PROPOSAL (RFP). Non-electronic and e-mail responses WILL NOT BE ACCEPTED. The response must be submitted in the Supplier Portal no later than the date and time called for in the Finish Time in the Event Details.

The State of Minnesota (State) is seeking to establish an ongoing contract with a Contractor(s) to provide Linens: Purchase Not Rental to State Agencies and Cooperative Purchasing Venture (CPV) members on an as needed basis.

The Contractor(s) must be able to provide linen products to locations throughout the entire state of Minnesota. The Contractor(s) must also provide adequate staff for customer service, order execution, order support and overall contract management. The State reserves the right to award multiple Contractors if the State believes that is in the State's best interest. The State also reserves the right to review National Association of Procurement Officers Contracts (NASPO), or other contracts available to the State of Minnesota to determine if it is in the best interest of the State to participate in those contracts in lieu of or in addition to this contract.

The State reserves the right to use any Contract that may result from this Solicitation.

SUBMITTING QUESTIONS. Questions from prospective Responders regarding this solicitation Must be submitted in writing to jennifer.bartle@state.mn.us no later than December 16, 2025. All questions received by the cutoff date and time will be responded to via an addendum.

Contact regarding this solicitation with any State personnel other than the Buyer listed above may result in rejection of the response.

IF YOU ENCOUNTER ISSUES UPLOADING YOUR RESPONSE, YOU MAY CALL THE SWIFT VENDOR HELPLINE AT 651.201.8100, OPTION 1 FOR ASSISTANCE.

Event comments and ATTACHMENTS:
REVIEW THE FOLLOWING DOCUMENTS PRIOR TO SUBMITTING YOUR RESPONSE:

1. RFP Content
 2. RFP Attachments
 3. RFP Sample Contract and Exhibits
- Responders must complete and submit all attachments.

General Comments

- REVIEW THE FOLLOWING DOCUMENTS PRIOR TO SUBMITTING YOUR RESPONSE:
 1. RFP Content
 2. RFP Attachments
 3. RFP Sample Contract and Exhibits

Responders must complete and submit all attachments. For Attachment C: Cost Proposal, responders must complete the Exhibit D: Price Schedule and upload it with the response. If a Responder needs assistance with entering their proposal, they may contact the Vendor Assistance Help Desk at (651) 201-8100, option #1, and then option #1 again.

Event Details (cont.)

Event ID	Format	Type	Page
G0210-2000017698	Sell	RFx	2
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1	1		
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General Questions

Question	Response
Upload all required or requested attachments here.	

A file attachment is required to satisfy this question.

Response Comments

A Price Schedule in Excel® 97-2003 WORKSHEET (.xls), or Microsoft Excel® 2010 Worksheet (.xlsx) is attached to this Event. You must 'download' and save the Excel® Price Schedule to your desktop before you can begin filling in your offer and complete the Price Schedule. You must 'upload/attach' the completed Price Schedule to the Event.

Enter a quantity of 1, and a unit price of .01 for the event line(s) where a price schedule is used as the response.

DO NOT SELECT: 'I DECLINE TO BID ON THIS LINE'!

Selecting this box may cause your response to be rejected.

Responses will only be accepted on the Price Schedule included with the Event. The completed Price Schedule should be uploaded in either a Microsoft Excel® 97-2003 Worksheet (.xls), or Microsoft Excel® 2010 Worksheet (.xlsx). The State reserves the right to reject Price Schedules submitted in any other format. Other Excel® file extensions that MAY be compatible are: .xlsm, .xlt, .xltm, and .xlw.

Once you have completed and submitted your response, you will receive a system confirmation message that your response has been 'accepted'. Lines with a Price Schedule attached to them will show as \$0.01. Print and save the confirmation for your file. If you're having trouble submitting your response or attaching your Price Schedule, call the Help Desk at 651-201-8100 – Option No. 1.

A file attachment is required to satisfy this question.

Response Comments

DIVERSITY AND INCLUSION

Is your business based in Minnesota and considered small according to the OSP small business size standards? The link below provides size standard requirements. Please note (all web addresses can be

Event Details (cont.)

Event ID	Format	Type	Page
G0210-2000017698	Sell	RFx	3
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1	1		
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copied and pasted into a web browser for further review)
<https://mn.gov/admin/business/vendor-info/oep/sbcp/size/>

And:

Is your business a for-profit business that is majority owned, operated and controlled by:

- a racial minority,
 - a woman,
 - a person with a substantial physical disability,
 - a veteran or service-disabled veteran, or is your business
 - located in, or the owner lives in, an economically disadvantaged county?
- (
<http://mn.gov/admin/business/vendor-info/oep/sbcp/ed/co>
 unties)

If your company meets these basic criteria, it may be eligible for certification in the state's Small Business Procurement Program. For more information on eligibility requirements please visit <https://sbcp.mn.gov/>. You can also contact the Office of Equity in Procurement at Procurement.Equity@state.mn.us or 651-201-2402 for further information.

- Do you believe your company meets the criteria listed above?
- Your response to this question is for informational purposes only. If you select YES, and are not certified, a member of the Office of Equity in Procurement will contact you to provide additional information regarding the State's Small Business Procurement Program. (Responders must select Yes or No to continue submitting their response.)

Yes

Response Comments

If you fail to upload attachments requested in the solicitation, your response may be disqualified. Have you uploaded the required or requested attachments? (Yes / No)

Event Details (cont.)

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Question	Response
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Yes

Response Comments

Event Details (cont.)

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G0210-2000017698	Sell	RFx	5
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Line Details

				<input type="text"/>
Line: 1	Item ID:	Line Qty: 1	UOM: EACH	Bid Qty: <input type="text" value="1"/>

Reserve Price: No

Description: Complete Exhibit D: Price Schedule
Comments: - Complete Exhibit D: Price Schedule

Question

What is the price per unit?

Response

Response Comments

Event Details (cont.)

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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Event Details (cont.)

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Appendix A - Line Specifications

Line: 1 Item ID: Line Qty: 1 UOM: EACH
 Description: Complete Exhibit D: Price Schedule

Item Specifications

Manufacturer:		Item Height:	0
Mfg Item ID:		Dimension UOM:	
Item Length:	0	Volume UOM:	
Item Width:	0	Weight UOM:	
Item Volume:	0	Item Color:	
Item Weight:	0		
Item Size:			

Shipping Information

Schedule:	1	Ship To:	ADMIN/STATE PROCUREMENT
Quantity:	1		112 ADMINISTRATION BLDG
Due Date:	01/18/2025		50 SHERBURNE AVE
Freight Terms:			ST PAUL MN 55155-1402
Ship Via:			United States

Event Details (cont.)

Event ID	Format	Type	Page
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1	1		
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Appendix B - Terms & Conditions

1. Please review the attached Terms and Conditions attached to the event.

Last Updated: 12/24/2018