**Request for Proposal 5742 Z1**

**Attachment 2**

**Tables**

**Table 1 – Laundered Inventory Specifications**

|  |  |
| --- | --- |
| **Laundry Item** | **Source** |
| Queen fitted and flat sheet, color white, 55% cotton and 45% polyester, minimum of 300 thread count | Mini-lodges, Green cabins, and new 2-bedroom cabins |
| Open Pillow Case, color white, 55% cotton and 45% polyester, minimum 300 thread count | All park lodging units |
| Full fitted and flat sheet, color white, 55% cotton and 45% polyester, minimum of 300 thread count | Rustic Cabins |
| Bath towel (25”x47”), color white, 80% cotton and 20% polyester | All park lodging units |
| Bath mat (21”x28”), color white, 80% cotton and 20% polyester | All park lodging units |
| Hand towel (16”x28”), color white, 80% cotton and 20% polyester | All park lodging units |
| Wash cloth (12”x12”), color white, 80% cotton and 20% polyester | All park lodging units |
| Kitchen towels (25”x 34”), color white, 100% cotton | All park lodging units, Resource and Ed. Center, and housekeeping operation |
| Micro-fiber cleaning cloth (15”x15”) color blue | All park lodging units, Resource and Ed. Center, and housekeeping operation |
| NGPC and Ponca SP Logo Rugs (See Table 5) | All park lodging units and Resource and Ed. Center |
| Black Rugs (See Table 5) | All park lodging units, Resource and Ed. Center, and Aquatic Center |
| Outdoor rubber mats (2’x3’) | All park lodging units, Resource and Ed. Center, and Aquatic Center |

**Table 2 – Cleaning Method and Packaging**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Cleaning Method** | **Packaging** | **Bundle Size** |
| Fitted and flat sheets (queen and full) | Machine washed and dried | Folded and shrink wrapped | 12/bundle |
| Pillow Case | Machine washed and dried | Folded and shrink wrapped | 60/bundle |
| Bath Towels | Machine washed and dried | String tied in bundles | 20/bundle, 60/cloth laundry bag |
| Hand Towel | Machine washed and dried | String tied in bundles | 20/bundle, 60/cloth laundry bag |
| Kitchen Towel | Machine washed and dried | String tied in bundles | 25/bundle |
| Wash Cloth | Machine washed and dried | String tied in bundles | 50/bundle |
| Bath Mat | Machine washed and dried | String tied in bundles | 12/bundle |
| Micro-fiber cleaning cloth | Machine washed and dried | String tied in bundles | 50/bundle |
| Rugs (logo and black rugs) | Machine washed and dried | Rolled individually | N/A |
| Rubber Outdoor Mats | Machine washed | Rolled Individually | N/A |

**Table 3 – Delivery/Pickup Schedule**

|  |  |  |
| --- | --- | --- |
| **Time Period** | **Item** | **Frequency** |
| November - March | Linens and towels for all lodging units except Rustic cabins | Bi-monthly, Wednesday between 8AM-10AM |
| April – May | All linens and towels for all lodging units | Weekly, Wednesday between 8AM-10AM |
| June-August | All linens and towels for all lodging units | Twice/week, Monday (pickup only) and Wednesday (pickup and delivery) between 8AM and 10AM |
| September - October | All linen and towels for all lodging units | Weekly, Wednesday between 8AM-10AM |
| January - December | Interior Rugs | Biweekly, Wednesday between 8AM -10AM |
| January - December | Outdoor Mats | Bi-annually, April 1 and October 1 |

**Table 4 – Estimated Quantities – Laundry/Inventory**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time Period** | **Item** | **Cabin Setup** | **In-Park Inventory (Storage)** | **Estimated Total Laundry/Month** |
| November - March | Queen Bed Fitted | 84 | 204 | 420 |
| November - March | Queen Bed Flat | 84 | 204 | 420 |
| November - March | Pillow Cases | 252 | 564 | 1260 |
| November - March | Bath Towels | 372 | 864 | 1860 |
| November - March | Hand Towels | 204 | 468 | 1020 |
| November - March | Wash Cloths | 272 | 794 | 1860 |
| November - March | Bath Mats | 72 | 168 | 360 |
| November - March | Kitchen Dish Towel | 262 | 424 | 1310 |
| November - March | Micro Fiber Towel | 400 | 700 | 2000 |
| April - May | Queen Bed Fitted | 84 | 204 | 420 |
| April - May | Queen Bed Flat | 84 | 204 | 420 |
| April - May | Full Bed Fitted | 8 | 28 | 40 |
| April - May | Full Bed Flat | 16 | 44 | 80 |
| April - May | Pillow Cases | 272 | 604 | 1360 |
| April - May | Bath Towels | 396 | 912 | 1980 |
| April - May | Hand Towels | 212 | 484 | 1060 |
| April - May | Wash Cloths | 396 | 842 | 1980 |
| April - May | Bath Mats | 76 | 176 | 380 |
| April - May | Kitchen Dish Towel | 278 | 456 | 1390 |
| April - May | Micro Fiber Towel | 532 | 864 | 2260 |
| June-August | Queen Bed Fitted | 84 | 302 | 1260 |
| June-August | Queen Bed Flat | 84 | 302 | 1260 |
| June-August | Full Bed Fitted | 8 | 48 | 120 |
| June-August | Full Bed Flat | 16 | 72 | 240 |
| June-August | Pillow Cases | 272 | 876 | 4080 |
| June-August | Bath Towels | 396 | 1368 | 5940 |
| June-August | Hand Towels | 212 | 716 | 3180 |
| June-August | Wash Cloths | 396 | 1288 | 5940 |
| June-August | Bath Mats | 76 | 264 | 1140 |
| June-August | Kitchen Dish Towel | 278 | 734 | 4170 |
| June-August | Micro Fiber Towel | 532 | 1176 | 7980 |
| September-October | Queen Bed Fitted | 84 | 204 | 420 |
| **Time Period** | **Item** | **Cabin Setup** | **In-Park Inventory/Month** | **Estimated Total Laundry/Month** |
| September-October | Queen Bed Flat | 84 | 204 | 420 |
| September-October | Full Bed Fitted | 8 | 28 | 40 |
| September-October | Full Bed Flat | 16 | 44 | 80 |
| September-October | Pillow Cases | 272 | 604 | 1360 |
| September-October | Bath Towels | 396 | 912 | 1980 |
| September-October | Hand Towels | 212 | 484 | 1060 |
| September-October | Wash Cloths | 396 | 842 | 1980 |
| September-October | Bath Mats | 76 | 176 | 380 |
| September-October | Kitchen Dish Towel | 278 | 456 | 1390 |
| September-October | Micro Fiber Towel | 532 | 864 | 2660 |

**Table 5 – Estimated Quantities – Rugs and Outdoor Mats**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Location** | **Size** | **Quantity** | **Total Deliveries/Month (w/bi-weekly pickup)** | **Total Deliveries/Year (bi-annual pickup)** |
| \*Logo rug | Visitor Center | 6’x6’ | 2 | 4 | N/A |
| Logo rug | Visitor Center | 4’x6’ | 3 | 6 | N/A |
| Logo rug | Mini-lodge and Green | 3’x5’ | 32 | 64 | N/A |
| Shadow Gray | Mini—lodge basement | 2’x3’ | 15 | 30 | N/A |
| Shadow Gray | Visitor Center | 2’x3’ | 2 | 4 | N/A |
| Shadow Gray | Visitor Center | 3’x5’ | 9 | 18 | N/A |
| Shadow Gray | Visitor Center | 4’x6’ | 12 | 24 | N/A |
| Shadow Gray | Visitor Center | 3’x10’ | 2 | 4 | N/A |
| Outdoor mat | Mini-lodge, Green | 2’x3’ | 17 | N/A | 34 (April 1, Oct. 1) |
| Outdoor mat | Rustic | 2’x3’ | 14 | N/A | 28 (April 1, Oct. 1) |
| Outdoor mat | Center | 3’x5’ | 12 | N/A | 24 (April 1, Oct. 1) |

**Table 6 – Cabin Occupancy 2015 and 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month/Year** | **Mini-Lodge Occupancy** | **\*Green Cabin Occupancy (2-bedroom year-round)** | **Rustic Cabin Occupancy (2-bedroom April-Nov)** |
| January 2015 | 30% | 31% | Closed |
| January 2016 | 37% | 36% | Closed |
| February 2015 | 19% | 25% | Closed |
| February 2016 | 29% | 31% | Closed |
| March 2015 | 31% | 37% | Closed |
| March 2016 | 23% | 37% | Closed |
| April 2015 | 34% | 56% | 23% |
| April 2016 | 38% | 59% | 43% |
| May 2015 | 44% | 43% | 58% |
| May 2016 | 41% | 44% | 51% |
| June 2015 | 79% | 81% | 81% |
| June 2016 | 82% | 76% | 86% |
| July 2015 | 94% | 98% | 90% |
| July 2016 | 96% | 87% | 93% |
| August 2015 | 54% | 80% | 66% |
| August 2016 | 54% | 74% | 60% |
| September 2015 | 51% | 66% | 51% |
| September 2016 | 53% | 45% | 53% |
| October 2015 | 52% | 56% | 50% |
| October 2016 | 54% | 69% | 51% |
| November 2015 | 36% | 47% | 28% |
| November 2016 | 31% | 45% | 40% |
| December 2015 | 42% | 47% | Closed |
| December 2016 | 41% | 47% | Closed |

\*Green cabin occupancy can be used to estimate new 2-bedroom cabin occupancy