

**CLEVELAND PUBLIC LIBRARY**

**Board Meeting**

January 17, 2017

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH CINTAS CORPORATION FOR UNIFORM RENTAL SERVICES**

WHEREAS, On April 18, 2013, this Board authorized the Executive Director, CEO or his designee to enter into a three year agreement with Cintas Corporation No. 2, dba Cintas Corporation, for uniform rental services beginning on May 1, 2013; and

WHEREAS, The agreement with Cintas Corporation expired on April 30, 2016, and the Library has continued working with Cintas on a month-to-month basis;

WHEREAS, The Library sought proposals for Uniform Rental Services from five (5) vendors and received two (2) proposals for the period February 1, 2017 through December, 31, 2019 that were received as requested by 4:00 PM (Local Time) December 8, 2016:

<b><u>Vendor</u></b>	<b><u>Estimated Thirty-Five Month Contract Total</u></b>
Cintas Corporation	<u>\$52,641.25</u>
Unifirst Corporation	<u>\$60,474.54</u>

WHEREAS, The proposal from Cintas Corporation, offers the best price and has been evaluated as to technical compliance with the proposal specifications; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an up to thirty-five (35) month agreement with Cintas Corporation No. 2 dba Cintas Corporation, subject to the approval of the Chief Legal Officer, for Uniform Rental Services at an estimated thirty-five (35) month total cost of \$52,641.25 with the expenditure being charged to the General Fund Account 12100053-53340 Building Maintenance.

	Cintas	Unifirst
<b>Year One</b>		
Standard Plan - Prop. Mgmt.	\$ 7,489.15	\$ 8,532.48
Standard Plan - SPS	\$ 5,702.40	\$ 5,385.60
Alternate Plan - Prop. Mgmt.	\$ 2,813.18	\$ 3,231.36
Total Weekly Cost	\$ 285.60	\$ 98.40
<u>Total Year One Cost</u>	<b>\$ 16,290.34</b>	<b>\$ 17,247.84</b>
<b>Year Two</b>		
Standard Plan - Prop. Mgmt.	\$ 8,276.84	\$ 9,769.76
Standard Plan - SPS	\$ 6,297.72	\$ 6,177.60
Alternate Plan - Prop. Mgmt.	\$ 3,109.39	\$ 3,706.56
Total Weekly Cost	\$ 315.64	\$ 111.93
<u>Total Year Two Cost</u>	<b>\$ 17,999.59</b>	<b>\$ 19,765.85</b>
<b>Year Three</b>		
Standard Plan - Prop. Mgmt.	\$ 8,440.44	\$ 10,307.44
Standard Plan - SPS	\$ 6,417.84	\$ 6,520.80
Alternate Plan - Prop. Mgmt.	\$ 3,171.17	\$ 3,912.48
Total Weekly Cost	\$ 321.88	\$ 117.53
<u>Total Year Two Cost</u>	<b>\$ 18,351.33</b>	<b>\$ 20,858.25</b>
<b>Total Three-Year Price</b>	<b>\$ 52,641.25</b>	<b>\$ 57,871.94</b>
<b>Start-Up Costs (Based on Year One Only, Not Included in Above Price)</b>		
Total Per Garment	\$ -	\$ 2.10
Total Start-Up Costs	\$ -	\$ 2,602.60
<b>Total Cost (with start-up)</b>	<b>\$ 52,641.25</b>	<b>\$ 60,474.54</b>
 <b>Alternate Plan - SPS</b>		
Year One (annual per employee)		
Pants	\$ 46.08	\$ 54.72
Shirts	\$ 69.60	\$ 43.20
<u>Total Year One Per Employee</u>	<b>\$ 115.68</b>	<b>\$ 97.92</b>
Year Two (annual per employee)		
Pants	\$ 50.86	\$ 62.40
Shirts	\$ 63.65	\$ 49.92
<u>Total Year Two Per Employee</u>	<b>\$ 114.50</b>	<b>\$ 112.32</b>
Year Three (annual per employee)		
Pants	\$ 51.80	\$ 65.52
Shirts	\$ 64.90	\$ 53.04
<u>Total Year Three Per Employee</u>	<b>\$ 116.70</b>	<b>\$ 118.56</b>
 <b>Replacement Costs</b>		
Poly/Cotton Shirt	\$ 14.00	\$ 10.45
Poly/Cotton Pant	\$ 16.00	\$ 14.05
Fire Resistent Shirt	\$ 35.00	\$ 38.30
Fire Resistent Pant	\$ 35.00	\$ 41.30
Security Shirt	\$ 18.00	\$ -
Security Pant	\$ 16.00	\$ 18.00

**Year 1**

Feb. 1, 2017 – Dec. 31, 2017

**Standard Rental Plan – Property Management and Shipping** (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.76	39	48	\$ 3,294.72
Shirts	\$ 1.496	39	48	\$ 2,800.51
Fire Resistant Pants	\$ 3.96	4	48	\$ 760.32
Fire Resistant Shirts	\$ 3.30	4	48	\$ 633.60
<b>Total Annual Estimated Cost</b>				\$ 7,489.15

**Standard Rental Plan – Safety and Protective Services** (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.760	30	48	\$ 2,534.40
Shirts	\$ 2.200	30	48	\$ 3,168.00
<b>Total Annual Estimated Cost</b>				\$ 5,702.40

**Alternate Lease Plan – Property Management and Shipping** (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 0.96	33	48	\$ 1,520.64
Shirts	\$ 0.816	33	48	\$ 1,292.54
<b>Total Annual Estimated Cost</b>				\$ 2,813.18

**Year 2**

Jan. 1, 2018 – Dec. 31, 2018

**Standard Rental Plan – Property Management and Shipping** (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.793	39	52	\$ 3,636.20
Shirts	\$ 1.529	39	52	\$ 3,100.81
Fire Resistant Pants	\$ 4.037	4	52	\$ 839.70
Fire Resistant Shirts	\$ 3.366	4	52	\$ 700.13
<b>Total Annual Estimated Cost</b>				\$ 8,276.84

**Standard Rental Plan – Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.793	30	52	\$ 2,797.08
Shirts	\$ 2.244	30	52	\$ 3,500.64
<b>Total Annual Estimated Cost</b>				<b>\$ 6,297.72</b>

**Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 0.978	33	52	\$ 1,678.25
Shirts	\$ 0.834	33	52	\$ 1,431.14
<b>Total Annual Estimated Cost</b>				<b>\$ 3,109.39</b>

**Year 3  
Jan. 1, 2019 – Dec. 31, 2019**

**Standard Rental Plan – Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.826	39	52	\$ 3,703.13
Shirts	\$ 1.562	39	52	\$ 3,167.74
Fire Resistant Pants	\$ 4.114	4	52	\$ 855.71
Fire Resistant Shirts	\$ 3.432	4	52	\$ 713.86
<b>Total Annual Estimated Cost</b>				<b>\$ 8,440.44</b>

**Standard Rental Plan – Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.826	30	52	\$ 2,848.56
Shirts	\$ 2.288	30	52	\$ 3,569.28
<b>Total Annual Estimated Cost</b>				<b>\$ 6,417.84</b>

**Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 0.996	33	52	\$ 1,709.14
Shirts	\$ 0.852	33	52	\$ 1,462.03
<b>Total Annual Estimated Cost</b>				<b>\$ 3,171.17</b>

**Year 1**  
**Feb. 1, 2017 – Dec. 31, 2017**

**Standard Rental Plan – Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 2.09	39	48	\$ 3,912.48
Shirts	\$ 1.65	39	48	\$ 3,088.80
Fire Resistant Pants	\$ 4.19	4	48	\$ 804.67
Fire Resistant Shirts	\$ 3.78	4	48	\$ 726.53
<b>Total Annual Estimated Cost</b>				<b>\$ 8,532.48</b>

**Standard Rental Plan – Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 2.09	30	48	\$ 3,009.60
Shirts	\$ 1.65	30	48	\$ 2,376.00
<b>Total Annual Estimated Cost</b>				<b>\$ 5,385.60</b>

**Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.14	33	48	\$ 1,805.76
Shirts	\$ 0.90	33	48	\$ 1,425.60
<b>Total Annual Estimated Cost</b>				<b>\$ 3,231.36</b>

**Year 2**  
**Jan. 1, 2018 – Dec. 31, 2018**

**Standard Rental Plan – Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 2.20	39	52	\$ 4,461.60
Shirts	\$ 1.76	39	52	\$ 3,569.28
Fire Resistant Pants	\$ 4.40	4	52	\$ 915.20
Fire Resistant Shirts	\$ 3.96	4	52	\$ 823.68
<b>Total Annual Estimated Cost</b>				<b>\$ 9,769.76</b>

**Standard Rental Plan – Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 2.20	30	52	\$ 3,432.00
Shirts	\$ 1.76	30	52	\$ 2,745.60
<b>Total Annual Estimated Cost</b>				<b>\$ 6,177.60</b>

**Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.20	33	52	\$ 2,059.20
Shirts	\$ 0.96	33	52	\$ 1,647.36
<b>Total Annual Estimated Cost</b>				<b>\$ 3,706.56</b>

**Year 3**  
**Jan. 1, 2019 – Dec. 31, 2019**

**Standard Rental Plan – Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 2.31	39	52	\$ 4,684.68
Shirts	\$ 1.87	39	52	\$ 3,792.36
Fire Resistant Pants	\$ 4.62	4	52	\$ 960.96
Fire Resistant Shirts	\$ 4.18	4	52	\$ 869.44
<b>Total Annual Estimated Cost</b>				<b>\$ 10,307.44</b>

**Standard Rental Plan – Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 2.31	30	52	\$ 3,603.60
Shirts	\$ 1.87	30	52	\$ 2,917.20
<b>Total Annual Estimated Cost</b>				<b>\$ 6,520.80</b>

**Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.26	33	52	\$ 2,162.16
Shirts	\$ 1.02	33	52	\$ 1,750.32
<b>Total Annual Estimated Cost</b>				<b>\$ 3,912.48</b>



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BID FORM 1 OF 5

Year 1  
Feb. 1, 2017 – Dec. 31, 2017

Standard Rental Plan – Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$1.76 or \$0.16	39	48	\$3294.72
Shirts	\$1.496 or \$0.136	39	48	\$2800.51
Fire Resistant Pants	\$3.96 or \$0.36	4	48	\$760.32
Fire Resistant Shirts	\$3.30 or \$0.80	4	48	\$633.60
Total Annual Estimated Cost				\$7489.15

Standard Rental Plan – Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$1.76 or \$0.16	30	48	\$2534.40
Shirts	\$2.20 or \$0.20	30	48	\$3168.00
Total Annual Estimated Cost				\$5702.40

Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$0.96 or \$0.16	33	48	\$1520.64
Shirts	\$0.816 or \$0.136	33	48	\$1292.54
Total Annual Estimated Cost				\$2813.18

Alternate Lease Plan – Safety and Protective Services

No Safety and Protective Services employees utilize the alternate lease plan offered by the current vendor. However, as this option will be offered to employees, please quote your weekly rental price for 6 pants and 6 shirts per employee for 2017 on the space provided below:

SECURITY SHIRTS - QTY 6.  $\$0.20 \times 6 = \$1.20 \times 48 \text{ WEEKS} = \$57.60 \times 30 \text{ EES} = \$1728.00$

COMFORT PANTS - QTY 6.  $\$0.16 \times 6 = \$0.96 \times 48 \text{ WEEKS} = \$46.08 \times 30 \text{ EES} = \$1382.40$



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**BID FORM 2 OF 5**

Year 2  
Jan. 1, 2018 – Dec. 31, 2018

2% API

Standard Rental Plan – Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$1.793 or \$0.163	39	52	\$3636.20
Shirts	\$1.529 or \$0.139	39	52	\$3100.81
Fire Resistant Pants	\$4.037 or \$0.367	4	52	\$839.70
Fire Resistant Shirts	\$3.366 or \$0.306	4	52	\$700.13
<b>Total Annual Estimated Cost</b>				<b>\$ 8276.84</b>

Standard Rental Plan – Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$1.793 or \$0.163	30	52	\$2797.08
Shirts	\$2.244 or \$0.204	30	52	\$3500.64
<b>Total Annual Estimated Cost</b>				<b>\$ 6297.72</b>

Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$0.978 or \$0.163	33	52	\$1678.25
Shirts	\$0.834 or \$0.139	33	52	\$1431.14
<b>Total Annual Estimated Cost</b>				<b>\$ 3109.39</b>

**Alternate Lease Plan – Safety and Protective Services**

No Safety and Protective Services employees utilize the alternate lease plan offered by the current vendor. However, as this option will be offered to employees, please quote your weekly rental price for 6 pants and 6 shirts per employee for 2018 on the space provided below:

SECURITY SHIRTS - QTY 6 X \$0.204 = \$1.224 X 52 WEEKS = \$63.65 X 30 EES = \$1909.50

SECURITY PANTS - QTY 6 X \$0.163 = \$0.978 X 52 WEEKS = \$50.86 X 30 EES = \$1525.80





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BID FORM 3 OF 5

Year 3

Jan. 1, 2019 – Dec. 31, 2019

2% API

Standard Rental Plan – Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$1.826 or \$0.166	39	52	\$ 3703.13
Shirts	\$1.562 or \$0.142	39	52	\$ 3167.74
Fire Resistant Pants	\$4.114 or \$0.374	4	52	\$ 855.71
Fire Resistant Shirts	\$3.432 or \$0.312	4	52	\$ 713.86
Total Annual Estimated Cost				\$ 8440.44

Standard Rental Plan – Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$1.826 or \$0.166	30	52	\$ 2848.56
Shirts	\$2.288 or \$0.208	30	52	\$ 3569.28
Total Annual Estimated Cost				\$ 6417.84

Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$0.996 or \$0.166	33	52	\$ 1709.14
Shirts	\$0.852 or \$0.142	33	52	\$ 1462.03
Total Annual Estimated Cost				\$ 3171.17

Alternate Lease Plan – Safety and Protective Services

No Safety and Protective Services employees utilize the alternate lease plan offered by the current vendor. However, as this option will be offered to employees, please quote your weekly rental price for 6 pants and 6 shirts per employee for 2019 on the space provided below:

SECURITY SHIRTS - QTY 6 x \$0.208 = \$1.248 x 52 WEEKS = \$64.90 x 30 EE'S = \$ 1947.00

SECURITY PANTS - QTY 6 x \$0.166 = \$0.996 x 52 WEEKS = \$51.80 x 30 EE'S = \$ 1554.00



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BID FORM 4 OF 5

Description	Cost	Fixed	% of Invoice
Make Up Charge (per garment)	\$0.50	✓	- WAIVED ONLY AT INSTALL
Name Emblem Charge (per garment)	\$0.75	✓	- WAIVED ONLY AT INSTALL
Company Emblem Charge (per garment)	\$1.50	✓	- WAIVED ONLY AT INSTALL
Locker Charge -- Clean Garments (weekly)	Ø	✓	
Locker Charge -- Soiled Garments (weekly)	Ø	✓	
Service Charge (weekly)	\$5.95	✓	
Environmental Charge (weekly)	N/A		
DEFE Charge (weekly)	N/A		
Fuel Charge (weekly)	N/A		
Size Premium Charge (per garment)	Ø	✓	
Damage Charge (per garment)	Ø	✓	
Loss/Replacement Charge -- Poly/Cotton Shirt	\$14.00	✓	
Loss/Replacement Charge -- Poly/Cotton Pant	\$16.00	✓	
Loss/Replacement Charge -- Fire Resistant Shirt	\$35.00	✓	
Loss/Replacement Charge -- Fire Resistant Pant	\$35.00	✓	
Loss/Replacement Charge -- Security Shirt	\$18.00	✓	
Loss/Replacement Charge -- Cargo Pant	\$16.00	✓	

Please list below any additional fees that may apply:

\*\*\*Please Note: Cleveland Public Library is not held responsible for any charges that are not listed below.

Description	Cost	Fixed	% of Invoice
* SEE ADDENDUM IN REGARDS TO BUYBACK OF SECURITY SHIRTS AND FLAME RESISTANT GARMENTS SIGNED IN 2015 IF CPL DOES NOT RENEW AGREEMENT WITH LINTAS FOR 35 MONTHS:			
① SECURITY SHIRTS - QTY 330 X \$14.75 EACH			= \$ 4867.50
② FR SHIRTS - QTY 44 X \$65.00 EACH			= \$ 2860.00
③ FR PANTS - QTY 44 X \$55.00 EACH			= \$ 2420.00

\$10,147.50



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**BID FORM 5 OF 5**

**ESTIMATED ANNUAL EXPENDITURES**

<b>First Year Estimated Costs - 2017</b>	
Cost of Standard Rental Plan – Property Management and Shipping	\$ 7489.15
Cost of Alternate Lease Plan – Property Management and Shipping	\$ 2813.18
Cost of Standard Rental Plan – Safety and Protective Services	\$ 5702.40
Total Weekly Additional Fees (for 48 weeks)	\$ 285.60
<b>Total Estimated Cost</b>	<b>\$ 16,290.33</b>

SERVICE CHARGE \$5.95

<b>Second Year Estimated Costs - 2018</b>	
Cost of Standard Rental Plan – Property Management and Shipping	\$ 8276.84
Cost of Alternate Lease Plan – Property Management and Shipping	\$ 3109.39
Cost of Standard Rental Plan – Safety and Protective Services	\$ 6297.72
Total Weekly Additional Fees (for 52 weeks)	\$ 315.64
<b>Total Estimated Cost</b>	<b>\$ 17,999.59</b>

SERVICE CHARGE \$6.07

<b>Third Year Estimated Costs - 2019</b>	
Cost of Standard Rental Plan – Property Management and Shipping	\$ 8440.44
Cost of Alternate Lease Plan – Property Management and Shipping	\$ 3171.17
Cost of Standard Rental Plan – Safety and Protective Services	\$ 6417.84
Total Weekly Additional Fees (for 52 weeks)	\$ 321.88
<b>Total Estimated Cost</b>	<b>\$ 18,351.33</b>

SERVICE CHARGE \$6.19

<b>ESTIMATED TOTAL COST OF BID</b>	<b>\$ 52,641.25</b>
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Addendum to Service Agreement #3371 between Cleveland Public Library and Cintas Corp

Customer is adding a garment that is flame resistant and security shirts with emblems on sleeves.

**Flame Resistant Garments-** Customer bears full responsibility for selecting the fabrics under this agreement. Customer acknowledges that Company has made no warranty, or covenant with respect to the flame-resistant qualities of the fabrics or garments with respect to the fitness or suitability of the fabrics or garments for this purpose. Customer acknowledges that numerous manufacturers market fabrics represented to be flame-resistant. Company makes no independent representation as to the flame-resistant qualities of the fabric selected by Customer as compared to other available fabrics or fabrics which may become available in the future. Customer agrees to notify all employees of Customer who will be wearing the flame-resistant garments that the garments are not designed for long term high heat exposure or for use around open flames and that no representation is made as to the garment's ability to protect users from injury or death.

Garments to be added:

Garment	Weekly Rental	Loss Replacement Charge/Buyback Rate
Carhartt FR Shirt	\$.35 per garment	\$65.00 per garment
Carhartt FR Pant	\$.35 per garment	\$55.00 per garment
Security Shirt	\$.20 per garment	\$14.75 per garment
Application fee for emblems sewn onto sleeves	\$2.00 per emblem paid one-time each, not a weekly fee	n/a

If current Service Agreement is not renewed before or after May 2016 for a minimum extension of thirty-six (36) months, or these flame-resistant garments and/or security shirts are stopped from service for any reason before current Service Agreement expires in May 2016, Customer will buy back each garment at the Replacement Rate listed above. If Service Agreement is renewed before May 2016 with an extension of at least thirty-six (36) months, there will be no penalty to stop the flame-resistant garments from rental program as long as they are returned in reusable condition. The Security Shirt will be considered non-standard at all times & will always be bought back by Customer at said rate if ever stopped from the program for any reason.

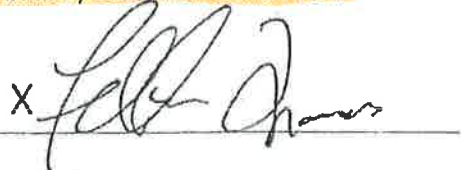
Accepted By:



Cintas Location #

011

By:

X 

Name: Felton Thomas

Title: Director

Company: Cleveland Public Library



Addendum B to Service Agreement #3371 between Cleveland Public Library and Cintas Corp

Customer is adding a garment that is flame resistant and security shirts with emblems on sleeves in August 2015. When the contract is possibly renewed in 2016, these garments that were added in August 2015 will not be re-ordered at the time of contract renewal. If the contract is not renewed in 2016, the garments added in August 2015 will all be bought back per the terms in the addendum signed on July 2015.

Accepted By:

Danielle Strauss

Cintas Location #

011

By:

[Signature]

Name:

Felton Thomas

Title:

Director

Company:

Cleveland Public Library

**IMMEDIATE BUY BACK AGREEMENT**  
**Non-Standard Product / Special Size Garments**

Cleveland Public Library (Customer) orders from CINTAS CORPORATION ("Company") or any of its subsidiaries a garment rental service requiring garments that are not standard to Company's normal rental product line.

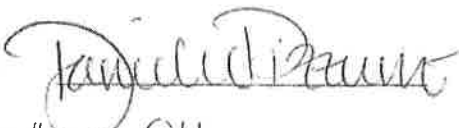

In the event non-standard products are returned to Cintas for reasons other than normal wear, the Customer agrees to buy back all non-standard products assigned to that employee at the rate listed below as the buy back rate. In the event an employee requiring a special size garment discontinues the service for any reason, the Customer agrees to buy back the garment at the rates listed as buy back rate below. The customer will be billed on the following week's invoice.

These garments taken out of service and purchased by the Customer will remain with the Customer.

In the event the Customer deletes the non-standard product, alters the design of the non-standard product, below terminates the rental agreement or fails to renew the rental agreement, the Customer agrees to buy back all the remaining non-standard products that Company has in inventory in-service and out-of-service at the rate listed as buy back rate. When an employee is terminated from the rental program, or does a size change, the Company will be invoiced for all the shirts allocated to that employee on the following week's invoice. Company may in its sole discretion elect to waive the buy back, in which case, customer is obligated to return all garments to company in good and usable condition.

**Example 1:** John Smith of ABC Rentco rents standard pants and non standard/exception shirts. John Smith leaves the employment of ABC Rentco. If all pants are returned in rentable condition, the company is not charged. The company is charged for all shirts at the agreed buy back rate and customer retains possession of the shirts.

**Example 2:** Mary Jones of AMD Steelfab rents non standard/exception shirts and pants. Mary requires a smaller size of both shirts and pants. The new sized shirts and pants are secured for rental and the company is charged for all old shirts and pants at the agreed buy back rate. These garments are retained in the customer's possession.

<b>Non-Standard and/or Special Size Product</b>	<b>Buy Back Rate</b>
<u>838- Security Shirt</u>	<u>\$14.75 per garment</u>
Accepted By: <u></u>	By: <u></u>
Cintas Location # <u>011</u>	Name: <u>Felton Thomas</u>
	Title: <u>Director</u>
	Company: <u>Cleveland Public Library</u>



SPECIALTY APPAREL RENTAL SERVICE AGREEMENT

Location No. 011, STRONGSVILLE

Contract No. 3371

Customer No. 6062, 3371

Date  2/1/2017

Customer CLEVELAND PUBLIC LIBRARY

Phone (216) 623-2800

Address 325 SUPERIOR AVENUE

City CLEVELAND

State OH Zip 44114

SPECIALTY PRODUCT RENTAL PRICING:

Item #	Description	Non-Standard (Buy Back) item		Unit Price	LR RAT
935	COMFORT SHIRT	Yes	(NO)	0.136	14.00
90/945/395	COMFORT PANT (MENS / WOMENS)		✓	0.16	16.00
838	COMFORT SECURITY SHIRT		✓	0.20	18.00
270/388	COMFORT CARGO PANT (MENS / WOMENS)		✓	0.16	16.00
294	CARHART FR WORK SHIRT		✓	0.30	35.00
371	CARHART FR WORK PANT		✓	0.36	35.00

- This agreement is effective as of the date of execution for a term of 35 months from date of installation.
- The additional charges listed below are subject to adjustment by Company effective upon notice to Customer, which notice may be in the form of an invoice.
- Name Emblem \$ 0.75 ea      • Company Emblem \$ 1.50 ea
- Custom Emblem \$ 1.50 ea      • Embroidery \$ QUOTE ea
- COD Terms \$ N/A per week charge for prior service (if Amount Due is Carried to Following Week)
- Credit Terms – Charge Payments due 10 Days After End of Month
- Automatic Lost Replacement Charge: Item \_\_\_\_\_ % of Inventory \_\_\_\_\_ \$ \_\_\_\_\_ Ea.
- Automatic Lost Replacement Charge: Item \_\_\_\_\_ % of Inventory \_\_\_\_\_ \$ \_\_\_\_\_ Ea.
- Minimum Charge \$ 25.00 per delivery. (75% of the greater of the average of the first 4 weeks of invoicing or most recent 4 weeks of invoicing)
- Make-Up charge \$ 0.50 per garment.
- Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$ 0 per garment for coveralls/jackets per week and premium \$ \_\_\_\_\_ per garment for shirts/pants per week.
- Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.  
Shop towel container \$ N/A per week.
- Artwork Charge for LogoMat \$ NIL
- Uniform Storage Lockers: \$ 0 ea/week, Laundry Lock-up: \$ 0 ea/week      Shipping: \$ \_\_\_\_\_
- Service Charge \$ 5.95 per delivery.  
This Service Charge is used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred or that may be incurred in the future by Company.
- Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ \_\_\_\_\_ per garment will be assessed for employees size changed within 4 weeks of installation.
- Other \_\_\_\_\_

FACILITY SERVICES PRODUCTS PRICING:

Bundle*	Item #	Description	Rental Freq.	Unit Price	Discount
	2570	24' OUST MOP	WEEKLY	0.75	✓

- 2/1/17 Initial and check box if receiving Flame Resistant Garments  
Date
- \_\_\_\_\_ Initial and check box if receiving Hi-Vis Garments  
Date
- \_\_\_\_\_ Initial and check box if Unilease. All garments will be cleaned by Customer.  
Date
- \_\_\_\_\_ Initial and check box if receiving Linen Service. Company may take periodic physical inventories of items in possession or under control of Customer  
Date
- \_\_\_\_\_ Initial and check box if receiving direct embroidery. If service is discontinued for any employee, or Customer deletes any of the garments with direct embroidery for any reason, or terminates this agreement for any reason or fails to renew this agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.  
Date

Cintas Loc. No. 011, STRONGSVILLE

CUSTOMER:  
Please Sign Name [Signature]

By \_\_\_\_\_ Please Print Name [Name]

Title \_\_\_\_\_ Please Print Title [Title]

Email: [Email]

Accepted-GM: \_\_\_\_\_

Form Distribution: (1) White-Office

(2) Canary-Customer

(3) Pink-Corporate Office



SPECIALTY APPAREL RENTAL SERVICE AGREEMENT

2% APY  
EACH YEAR  
BH

1. The customer, its successors and assigns ("Customer") orders from CINTAS CORPORATION or any of its subsidiaries, successors and assigns ("Company") all of the Customer's requirements of garment rental services and other items covered by this agreement during the term of this agreement all in accordance with the pricing, terms and conditions contained herein. Pricing is based on 52 weeks billing per rental item per year.
2. All garments and other rented items will be cleaned and maintained by Company and remain the property of the Company. Any garments that require replacement due to normal wear will be replaced by Company at no charge to Customer. If garment needs to be replaced outside of normal wear and tear, the customer will be charged the then current replacement value.
3. Customer agrees to notify Company, in writing of any hazardous materials that may be picked up by Company in the soiled garments or other textiles serviced under this agreement. In no case will hazardous materials be present to the extent that they may be harmful to Company's employees.
4. The weekly rental charge for any individual leaving the employ of Customer can be terminated, but only after all garments issued to that individual, or the current replacement value of same, have been returned or paid to Company. Any special products (i.e., logo mats, non-standard garments, non-standard facility services products, etc.) must be purchased by the customer if service is stopped for any reason. If items are lost or damaged by any means other than normal wear and tear, Customer will pay the then current replacement values for said items. Should Customer require garment sizes that are outside the standard size range, Customer agrees to pay the specific premium price for those items and sizes designated on page 1 of this agreement.
5. This agreement is effective as of the date of execution. The initial term of this agreement shall be as set forth on the front of this agreement and shall automatically renew for the same period of time unless Company is notified, to the contrary, in writing, 60 days in advance of the expiration of the then current term. Company has the right to increase prices. The Customer has the right to reject the price increase within ten (10) days of the notice. If Customer rejects the price increase, Company may terminate this agreement. If the customer receives discount pricing due to bundling of products/services, Customer acknowledges that discount is subject to Customer continuing the bundling of the product/services. Should customer discontinue bundling, pricing may be increased to the non-discounted price. All invoices must be paid within ten days after the end of the month. Interest will accrue on any amounts which are not paid when due from the date due to the date of payment in full at an annual percentage rate equal to the lesser of (a) either percent 18% or (b) the maximum rate permitted by applicable law.
6. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this agreement or resulting from Customer's or its employee's use of the garments. Further, customer releases Company from any and all liability that results or may result from the use of the garments.
7. **Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or returned to Company in good and usable condition.**
8. Any dispute or matter arising in connection with or relating to this agreement shall be resolved by binding and final arbitration under both the laws of the state where Customer is located and applicable federal laws providing for the enforcement of agreements to arbitrate disputes. Arbitration shall be administered by a single arbitrator selected by agreement of the parties. Any such dispute shall be determined on an individual basis, shall be considered unique as to its facts, and shall not be consolidated in any arbitration or other proceeding with any claim or controversy of any other party. The exclusive jurisdiction and forum for resolution of any such dispute shall lie in the state where the Customer is located.
9. Customer certifies that Company is in no way infringing upon any existing contract between Customer and any other service provider.
10. This agreement contains the entire agreement of the parties with respect to the subject matter of this agreement and supersedes all prior negotiations, agreements and understandings with respect thereto. This agreement may only be amended by a written document executed by all parties.
11. Company is a licensee and not the owner of the Carhartt trademarked products. If Company should no longer have such license, then Company will substitute the Carhartt trademarked garments with garments of similar material and quality.
12. For flame resistant garments, Customer bears full responsibility for selecting the fabrics under this agreement. Customer acknowledges that Company has made no warranty, or covenant with respect to the flame-resistant qualities of the fabrics or garments or with respect to the fitness or suitability of the fabrics or garments for this purpose. Customer acknowledges that numerous manufacturers market fabrics represented to be flame-resistant. Company makes no independent representation as to the flame-resistant qualities of the fabric selected by Customer as compared to other available fabrics or fabrics which may become available in the future. Customer agrees to notify all employees of Customer who will be wearing the flame-resistant garments that the garments are not designed for long term high heat exposure or for use around open flames and that no representation is made as to the garment's ability to protect users from injury or death.
13. For high visibility garments, Customer bears sole responsibility for: (a) determining the level of visibility needed by wearers of the garments for their specific work conditions or uses; (b) identifying and selecting which garments meet the required level of visibility for any particular work conditions or uses; and (c) determining when garments require repair or replacement to meet the required level of visibility. If garment needs to be replaced outside of normal wear and tear, the customer will be charged the then current replacement value. Customer acknowledges and understands that the garments alone do not ensure visibility of the wearer. Customer further acknowledges that Company is relying upon Customer to determine whether any garments need repair or replacement to maintain the required level of visibility. Company represents only that the garments supplied satisfy certain ANSI/ISEA standards to the extent the garments are so labeled. Customer acknowledges that Company has made no other representations, covenants or warranties whether express or implied, related to the garments.
14. Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof this agreement, and subject to all of its provisions. If this agreement is terminated early, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reasons other than documented quality of service reasons which are not cured as set forth above, or terminated by Company for cause at any time, Customer will pay to Company, as liquidated damages and not as a penalty, the greater of 50% of the average weekly invoice total multiplied by the number of weeks remaining in the unexpired term, or buy back all garments and other products allocated to Customer at the then current replacement values. Customer shall also be responsible for any unpaid charges on Customer's account prior to termination.
15. This Agreement may not be modified, amended or supplemented except in writing signed by an authorized representative of Cintas, provided, however, if a Federal, state or local governmental body or its representative is a party to this Agreement, the proposed modification, amendment or supplement must be in a writing signed by a President or Senior Vice President of Cintas.





**Liberty Mutual Surety**

10 South Riverside Plaza  
Suite 300  
Chicago, IL 60606

December 6, 2016

Carol A. Hubler  
Procurement & Contract Coordinator  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114-1271

RE: Cintas Corporation  
Cincinnati, OH  
Project: Uniform Rental Services

Dear Ms. Hubler:

As the exclusive surety broker for CINTAS CORPORATION, Aon Risk Services is pleased to confirm the excellent relationship between Cintas Corporation and Liberty Mutual Insurance Company. Liberty has a Best Rating of "A" (Excellent), Financial Size Category of Class XV (\$2 Billion or more).

Cintas Corporation has a bonding capacity established with \$500,000 single limit with a \$20,000,000 aggregate program. Projects over these amounts will be considered on a project specific basis by Liberty. Please note that the decision to issue performance and payment bonds is a matter between Cintas and Liberty, and will be subject to our standard underwriting at the time of the final bond request, which will include but not be limited to the acceptability of the contract documents, bond forms and financing. This is a surety reference letter and we assume no liability to any third party if for any reason we do not execute such bonds.

Aon and Liberty are proud of their association with Cintas Corporation and we can provide whatever additional information you may require in regard to their surety relationship. Please contact us at phone number of 312-381-4478.

Sincerely,

LIBERTY MUTUAL INSURANCE COMPANY

A handwritten signature in cursive script that reads "Michelle D. Krebs".

Michelle D. Krebs,  
Attorney-In-Fact  
Aon Construction Services

## **Cintas Reference List for Cleveland Public Library Bid**

1. Cleveland Tank and Supply – customer since 1998  
Contact: Rich Ferris – 216-771-8265
  
2. Cleveland Hilton (brand new site) – customer since 2016  
Contact: Michael Hammer – 216-413-5000
  
3. City of Cleveland (brand new customer) – customer since 2015  
Contact: Many
  
4. Steel Improvement and Forge – customer since 1984  
Contact: Pat – 216-432-6291
  
5. Horsburgh and Scott – customer since 1984  
Contact: Dean McClelland – 216-431-3900
  
6. Central Cadillac – customer since 1998  
Contact: Mike Wonder – 216-861-5800
  
7. Hanna CRE – customer since 2008  
Paula Koenig – 216-861-5388

**\*\*more references upon request. Service many customers in Downtown Cleveland.**



**A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS**

**John Miller, General Manager, Cintas Corporation**

**AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**STATEMENT**

Cintas has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to assure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, religion, color, citizenship, sex, sexual orientation, gender identity, national origin veteran's status, age or disability.
- b. All other personnel actions, such as compensation, benefits, transfers, and access to training, are administered without regard to race, religion, color, veteran's status, citizenship, sex, sexual orientation, gender identity, national origin age or disability.
- c. Partners and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

The HR Manager has been assigned the responsibilities of EEO Coordinator. As EEO Coordinator, the HR Manager is responsible for the day to day implementation and monitoring of this Affirmative Action Plan. As part of that responsibility, the HR Manager will periodically analyze the Company's personnel actions and their effects to ensure compliance with our equal employment policy.

If you, as one of our partners or as an applicant for employment, have any questions about this policy, please contact the HR Manager during regular business hours.

Scott Farmer, CEO of Cintas, has reviewed and fully endorses our Affirmative Action and Equal Employment Opportunity program.



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**REQUEST FOR PROPOSALS FOR UNIFORM RENTAL SERVICES**

**November 28, 2016**

The purpose of this Request for Proposals (“RFP”) is to identify a vendor to provide uniform rental services for the Cleveland Public Library (the “Library”). The successful vendor must be capable of providing laundry, alteration, and repair services for the uniforms, and must be able to provide the services for an initial contract period of up to thirty-five (35) months beginning on February 1, 2017 and ending as late as December 31, 2019.

**I. SCOPE OF SERVICES**

**A. Garments**

The selected vendor must provide uniforms for the employees in the Library’s Safety and Protective Services, Property Management, and Shipping Departments. There are approximately 30 employees in the Safety and Protective Services Department, 57 in the Property Management Department, and 10 in the Shipping Department. The number of employees in each department is subject to increase and decrease periodically, and the selected vendor must be able to meet the Library’s changing demand for uniform services.

The garments provided for the Safety and Protective Services Department must be new (never used) consist of tactical or utility cargo pants (painter’s pants are unacceptable), short sleeve button-down security uniform shirts, and long sleeve button-down security uniform shirts. The shirts must be permanent press, comprised of a fabric or blend suitable for performing security duties, and must have the Library’s logo on their sleeves. The size, color, shape, and placement of the logos are subject to the Library’s approval, if the embroidered logos are not provided by the Library.

The garments supplied for the Property Management and Shipping Departments must also be new (never used), permanent press, and composed of sixty-five percent (65%) polyester and thirty-five percent (35%) cotton. Substitute permanent press fabrics may be quoted provided that their durability and appearance are equal to or better than the stated fabric blend. All garments provided for Property Management and Shipping employees must have a lined collar, two (2) buttoning breast pockets, bar tacks at stress points, seven (7) matching buttons, sewn-in collar, and a neck button (not a snap or gripper). Additionally, the garments provided for the three maintenance mechanics and their foreman must be fire resistant.

The shirts provided for the Property Management and Shipping Departments must have affixed name plates and Library logos. Each name plate must contain the employee’s first name, and must be sewn onto the shirt above the right breast pocket. The Library logo must be sewn onto the shirt above the left breast pocket. The name plates and logos must be thread embroidered, and the name plates must contain the employees’ names in script lettering. The Library must approve the size, color, shape, and placement of the name plates and logos, if the



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embroidered logos are not provided by the Library. Used name plates and logos that can be reused will be put back into service at no cost to the Library.

All garments provided by the vendor must be marked with individual identification numbers and the employee's last name.

The prospective vendor is responsible for proving that the garments comply with the requirements stated herein. Approval or disapproval of the garments will be determined by the Director of Property Management and the Safety and Protective Services Manager.

### **B. Delivery, Laundry, Repairs, and Replacements**

The selected vendor will be responsible for pickup and delivery of garments. All garments are to be delivered to 325 Superior Avenue in wrinkle-free condition and on hangers. The delivery schedule will be agreed upon between the selected vendor and the Director of Property Management. All deliveries must be inventoried, and the delivery receipt must be signed by the Director of Property Management or his designee.

The vendor will also be responsible for laundering the garments on a weekly basis. All garments must be cleaned in a water wash with a detergent. No dry cleaning solvents or methods are acceptable. The garments should be starched if needed in order to reduce wrinkles.

Garments must be repaired and alterations performed as needed on a weekly basis. The selected vendor must provide the Library with "Service Needed" forms which will serve as a notification to the vendor of necessary repairs or service and delivery problems.

Garments are to be replaced on an as-needed basis as determined by the Director of Property Management or his designated representatives. All replacement garments must be new (never used) or must be individually approved by the Director of Property Management or his designated representatives.

### **C. Lockers**

The selected vendor will provide uniform exchange lockers ("Change-O-Matic" type) to be located at the Main Library of the Cleveland Public Library. The lockers should be new, but with the approval of the Director of Property Management, may be in "like new" condition. The vendor will be responsible for maintaining and cleaning the lockers.

### **D. Rent/Lease Option**

The selected vendor must offer two service options that Library employees may choose from. The first service option will be a standard rental service option and will be designated as the "Standard Rental Plan" on the bid form located at the end of this RFP. Under the Standard Rental Plan, the vendor will pick up dirty uniforms at the Main Library, wash them, make necessary repairs or replacements, and return the uniforms on hangers to the lockers described



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above on a weekly basis. Employees choosing this option must be provided with eleven (11) shirts and eleven (11) pairs of pants.

The second option will be a lease service and will be designated as the "Alternate Lease Plan" on the attached bid form. Under the Alternate Lease Plan, Library employees are responsible for storing and washing their uniforms. The vendor will remain responsible for repair and replacement services. Employees choosing this option must be provided with six (6) shirts and six (6) pairs of pants.

A detailed listing of the distribution of uniforms based on the most recent invoice received by the Library is attached to this Request for Proposals. The total number of uniforms needed and employees are subject to change during the term of the contract awarded.

### **E. Issuing and Decommissioning Uniforms**

Prior to issuing uniforms, the successful bidder will be responsible for measuring Library staff during the Library's normal operating hours. Branch staff are to be measured at the branch where they report to work. All other staff are to be measured at the Main Library. Night custodians may be measured between 6:30 p.m. and 7:00 p.m. Uniforms must be provided beginning on February 1, 2017, and measurements may be completed at any time after Library selects a vendor.

When a new staff member is hired, the Library will notify the vendor to arrange a time for the vendor to measure the new employee for his or her uniform. The vendor must provide uniforms for the new employee within ten (10) business days after receiving notice from the Library.

When a staff member leaves a position, the Library will notify the vendor and will arrange with the employee to have his or her uniforms ready for the next scheduled pick up by the vendor. The vendor may not reuse the uniforms for other Library employees unless approved to do so by the Director of Property Management.

### **F. Customer Service**

The selected vendor must provide a single point of contact for all of the Library's customer service needs. The customer service contact must check the status of the Library's account with designated Library representatives at least once per month and must be reachable during normal business hours to resolve any service issues encountered by the Library. Ideally, the customer service contact will be located at the vendor's local offices, but in any event, must be an individual other than the delivery driver.



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**II. PROPOSAL REQUIREMENTS**

In order to be considered for award of the contract under this RFP, the successful proposer's proposal must meet each of the below-enumerated requirements. The proposal, at a minimum, must contain:

- All three completed bid forms
- Samples of all quoted garments;
- A sample rental agreement;
- A list of no fewer than three (3) references for whom proposer has completed similar services in the past five (5) years;
- Evidence of capability to provide a performance bond drawn in favor of the Cleveland Public Library in the amount of the first year contract cost; and
- Proposer's policies and practices with regard to equal opportunity employment.

**III. FORM OF PROPOSAL**

Two paper copies of the Proposal shall be submitted to Carol Hubler, Procurement and Contract Coordinator, Cleveland Public Library, 325 Superior Avenue, Cleveland, Ohio 44114, and one digital copy to Ms. Hubler at [carol.hubler@cpl.org](mailto:carol.hubler@cpl.org) or on a digital media device submitted with the hard copy of the proposal and capable of being opened on a standard Windows PC.

**IV. SUBMISSION OF PROPOSALS**

Proposal submissions must be received by Ms. Hubler no later than 4:00 P.M. on Thursday, December 8, 2016. CPL reserves the right to, at its sole discretion, to disregard and treat as invalid any Proposal not received by the designated person by the time and date specified above.

**V. COMMUNICATIONS**

All questions should be submitted to Ms. Hubler at (216) 623-2843 or in writing to [carol.hubler@cpl.org](mailto:carol.hubler@cpl.org) no later than 5:00 P.M. on Wednesday, December 7, 2016. Please be aware that contact with any other personnel within the Cleveland Public Library, or any other organization with which the Cleveland Public Library is associated regarding this Request for Proposal, may disqualify your proposal from further consideration.

**VI. EVALUATION CRITERIA**

Evaluation criteria shall include, but not be limited to, responsiveness of the Proposal to the requirements of the RFP, perceived quality of garments, service history, experience, and cost. The Library reserves the right to determine the weight to be given to each individual factor, and may select a proposal it deems best suited to its needs and requirements.



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The Library participates in cooperative purchasing programs as a member of both US Communities and State of Ohio Purchasing Communities. Vendors should indicate in their proposals whether program pricing is available, and if so, the available rate.

The Library may request additional information, samples, interviews, or presentations in support of proposals. Additionally, the Library may conduct an interview with any Proposer under consideration to confirm or clarify any information provided, or to collect more evidence of managerial, financial, and technical abilities.

### **VII. CANCELLATION/REJECTION**

The Library reserves the right to reject all proposals and cancel at any time for any reason this RFP, any portion of this RFP or any phase of the Project. The Library shall have no liability to any proposer arising out of such cancellation or rejection, and is not obligated to enter into an agreement with the lowest proposal. The Library reserves the right to waive minor variations from the RFP in the selection process. The Library assumes no responsibility for costs incurred in the preparation, presentation or submission of the proposals.

### **VIII. AMENDMENTS TO RFP**

At its discretion, the Library may amend this RFP, including any attachments hereto, at any time prior to the deadline for receipt of Proposals, and distribute the amendments to all firms who are on record as having been furnished a copy of this RFP.

### **IX. NOTICE OF AWARD**

The Library will notify all proposers if and when a proposal is selected under this RFP. The Library reserves the right to indicate in its notice to the successful proposer, if one is selected, which services under this RFP the Library will contract with the proposer for.





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DEPARTMENT / UNIT	GARMENT STYLE	COLOR	ESTIMATED CHANGES/WEEK	TOTAL UNIFORMS ISSUED	TOTAL STAFF
Supervisors	Pants	Navy Blue	5	11	4
	Shirts	White	5	11	
Drivers	Pants	Navy Blue	5	11	3
	Shirts	Blue w/ Navy Stripes	5	11	
Carpenters	Pants	Navy Blue	5	11	2
	Shirts	Blue w/ Navy Stripes	5	11	
Painters	Pants	Navy Blue	5	11	3
	Shirts	Blue w/ Navy Stripes	5	11	
Garage	Pants	Navy Blue	5	11	1
	Shirts	Blue w/ Navy Stripes	5	11	
Maintenance	Pants	Navy Blue	5	11	4
	Shirts	Blue w/ Navy Stripes	5	11	
Shipping & Receiving	Pants	Navy Blue	5	11	10
	Shirts	Blue w/ Navy Stripes	5	11	
Main Custodial	Pants	Navy Blue	5	11	14
	Shirts	Blue w/ Navy Stripes	5	11	
Branch Custodial	Pants	Navy Blue	5	11	23
	Shirts	Blue w/ Navy Stripes	5	11	
Lakeshore Custodial	Pants	Navy Blue	5	11	4
	Shirts	Blue w/ Navy Stripes	5	11	
Safety & Protective Services	Pants	Navy Blue	5	11	30
	Pants	Navy Blue	5	11	



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## BID FORM 1 OF 5

Year 1  
Feb. 1, 2017 - Dec. 31, 2017

**Standard Rental Plan – Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	$.19 \times 11 = 2.09$	39	48	3,912.48
Shirts	$.15 \times 11 = 1.65$	39	48	3,088.80
Fire Resistant Pants	$.381 \times 11 = 4.191$	4	48	804.672
Fire Resistant Shirts	$.344 \times 11 = 3.784$	4	48	726.528
<b>Total Annual Estimated Cost</b>				<b>8,532.48</b>

**Standard Rental Plan – Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	$.19 \times 11 = 2.09$	30	48	3,009.60
Shirts	$.15 \times 11 = 1.65$	30	48	2,537.60
<b>Total Annual Estimated Cost</b>				<b>5,385.60</b>

**Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)**

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	$.19 \times 6 = 1.14$	33	48	1,805.76
Shirts	$.15 \times 6 = .90$	33	48	1,425.60
<b>Total Annual Estimated Cost</b>				<b>3,231.36</b>

### Alternate Lease Plan – Safety and Protective Services

No Safety and Protective Services employees utilize the alternate lease plan offered by the current vendor. However, as this option will be offered to employees, please quote your weekly rental price for 6 pants and 6 shirts per employee for 2017 on the space provided below:

poly-blend Shirt @  $.15 \times 6 = .90$  a week

poly-blend Pant @  $.19 \times 6 = 1.14$  a week



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BID FORM 2 OF 5

Year 2  
Jan. 1, 2018 - Dec. 31, 2018

Standard Rental Plan – Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	$.20 \times 11 = 2.20$	39	52	4,461.60
Shirts	$.16 \times 11 = 1.76$	39	52	3,569.80
Fire Resistant Pants	$.40 \times 11 = 4.40$	4	52	915.20
Fire Resistant Shirts	$.36 \times 11 = 3.96$	4	52	823.68
Total Annual Estimated Cost				9,770.28

Standard Rental Plan – Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	$.20 \times 11 = 2.20$	30	52	3,432.00
Shirts	$.16 \times 11 = 1.76$	30	52	2,745.00
Total Annual Estimated Cost				6,177.00

Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	$.20 \times 6 = 1.20$	33	52	2,059.20
Shirts	$.16 \times 6 = .96$	33	52	1,647.36
Total Annual Estimated Cost				3,706.56

Alternate Lease Plan – Safety and Protective Services

No Safety and Protective Services employees utilize the alternate lease plan offered by the current vendor. However, as this option will be offered to employees, please quote your weekly rental price for 6 pants and 6 shirts per employee for 2018 on the space provided below:

poly-blend pant @  $.20 \times 6 = 1.20$  per week  
poly-blend shirt @  $.16 \times 6 = .96$  per week



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**BID FORM 4 OF 5**

Description	Cost	Fixed	% of Invoice
Make Up Charge (per garment) / <i>Garment Prep</i>		.50	
Name Emblem Charge (per garment)		.35	
Company Emblem Charge (per garment)		1.25	
Locker Charge – Clean Garments (weekly)		Ø	
Locker Charge – Soiled Garments (weekly)		Ø	
Service Charge (weekly)	na	na	na
Environmental Charge (weekly)	na	na	na
DEFE Charge (weekly)		\$2.05	
Fuel Charge (weekly)	na	na	na
Size Premium Charge (per garment)	na	na	na
Damage Charge (per garment)	na	na	na
Loss/Replacement Charge – Poly/Cotton Shirt		10.45	
Loss/Replacement Charge – Poly/Cotton Pant		14.05	
Loss/Replacement Charge – Fire Resistant Shirt		38.30	
Loss/Replacement Charge – Fire Resistant Pant		41.30	
Loss/Replacement Charge – Security Shirt			
Loss/Replacement Charge – Cargo Pant		18.00	

**Please list below any additional fees that may apply:**

*\*\*\*Please Note: Cleveland Public Library is not held responsible for any charges that are not listed below.*

Description	Cost	Fixed	% of Invoice



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**BID FORM 5 OF 5**

**ESTIMATED ANNUAL EXPENDITURES**

<b>First Year Estimated Costs - 2017</b>	
Cost of Standard Rental Plan – Property Management and Shipping	\$ 8,532.48
Cost of Alternate Lease Plan – Property Management and Shipping	\$ 3,231.36
Cost of Standard Rental Plan – Safety and Protective Services	\$ 5,385.60
Total Weekly Additional Fees (for 48 weeks)	\$ 98.40
<b>Total Estimated Cost</b>	<b>\$ 17,247.84</b>

<b>Second Year Estimated Costs - 2018</b>	
Cost of Standard Rental Plan – Property Management and Shipping	\$ 9,770.28
Cost of Alternate Lease Plan – Property Management and Shipping	\$ 3,706.56
Cost of Standard Rental Plan – Safety and Protective Services	\$ 6,177.60
Total Weekly Additional Fees (for 52 weeks)	\$ 111.93
<b>Total Estimated Cost</b>	<b>\$ 19,766.37</b>

<b>Third Year Estimated Costs - 2019</b>	
Cost of Standard Rental Plan – Property Management and Shipping	\$ 10,307.44
Cost of Alternate Lease Plan – Property Management and Shipping	\$ 3,912.48
Cost of Standard Rental Plan – Safety and Protective Services	\$ 6,520.80
Total Weekly Additional Fees (for 52 weeks)	\$ 117.53
<b>Total Estimated Cost</b>	<b>\$ 20,858.25</b>

<b>ESTIMATED TOTAL COST OF BID</b>	<b>\$ 57,872.46</b>
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