

CLEVELAND PUBLIC LIBRARY

Board Meeting

April 18, 2013

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

WHEREAS, The effective date of termination of the current rental service agreement with Cintas Corporation is April 30, 2013; and

WHEREAS, The Library sought and received four (4) sealed proposals for Uniform Rental Services for the period May 1, 2013 through April 30, 2016 that were received as requested by 12:00 Noon (Local Time) April 8, 2013 to verify competitive pricing:

<u>Vendor</u>	<u>Estimated Three-Year Contract Total</u>
Cintas Corporation	\$24,506.61
Aramark Uniform Services	\$27,401.40
Coyne Textile Services	\$28,594.38
Unifirst Corporation	\$32,874.92

WHEREAS, The proposal from Cintas Corporation, the Library's current service provider, 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 a three-year agreement with Cintas Corporation, subject to the approval of the Chief Legal Officer, for Uniform Rental Services at an estimated three-year total cost of \$24,506.61 with the expenditure being charged to the General Fund Account 12100053-53340 Building Maintenance.



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INVITATION TO BID

Sealed bids will be received in the Office of the Fiscal Officer, Cleveland Public Library, 525 Superior Avenue 10th Floor, (MAILING ADDRESS 325 Superior Ave), Cleveland, OH 44114 by 12:00 Noon (Local Time) Monday, April 8, 2013 for the purpose of providing:

UNIFORM RENTAL SERVICES FOR THE PERIOD MAY 1, 2013-APRIL 30, 2016

Bidders shall include with bid documents a bid bond or certified check in the amount of 10% of the total 1st year estimated contract cost. The bid bond or certified check shall be drawn in favor of the Cleveland Public Library.

The bid bond or certified check shall be held by the Library until such time as the bid is accepted, a contract entered into, and the performance thereof is secured by a performance bond in the amount of the 1st year contract cost.

Bidders shall submit with bid documents a list of three (3) current customers and a sample rental agreement.

Bidders shall submit with bid documents samples of all quoted garments.

Bidders shall submit bids in duplicate on the attached bid form in an envelope clearly marked: **BID FOR UNIFORM RENTAL SERVICES.**

The Cleveland Public Library Board of Trustees reserves the right to reject any and all bids and to waive any irregularities.

Bid package may be obtained from the Office of Property Management, Cleveland Public Library 325 Superior Avenue, Cleveland, OH 44114. Questions relative to the bid should be directed to Mr. Myron Scruggs, Director of Property Management at (216) 623-2903.

Felton Thomas Jr., Chief Executive Officer
Cleveland Public Library



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All garments are to be cleaned in a water wash with a detergent. No dry cleaning solvents or methods are acceptable.

Garments are to be replaced "as needed" 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.

All garments are to be marked with individual identification numbers and employee's last name.

Name plates are to be provided by the successful bidder and affixed to garments. All garments to have Cleveland Public Library's logo on plates above left pocket. The Library must approve the size, color and shape of name plates.

All name plates provided by successful bidder are to have thread embroidered script lettering and be sewed onto the shirt. Used name plates that can be re-used will be put back in service at no charge to the Cleveland Public Library.

III. LOCKERS

Successful bidder will provide new lockers, or like new with Library approval, (change-o-matic type) to store garments on site. The successful bidder will be responsible for maintenance and cleaning of the lockers.

IV. SERVICE TERMS

Successful bidder shall arrange for uniform measurements of Library staff during normal Library working hours. Branch staff will be measured at their working branch, all other staff at Main; night custodians will be measured at Main between 6:30 p.m. and 7:00 p.m.

New hires will receive new uniforms within ten (10) work days of written notice of their employment to the vendor.

The successful bidder is to provide the Library with a "Service Needed" form which will serve as notification to vendor of necessary repairs or service and delivery problems. A representative other than the driver shall check the status of the account with designated Library representatives at least once per month.

All deliveries must be inventoried and the delivery receipt signed by any Director of Property Management.

V. RENT/LEASE OPTION

Employees that have uniforms picked up and washed by successful bidder on a weekly basis (Standard Rental Service) will be designated "Standard Rental Plan" on bid form. Inventory will include 11 shirts and 11 pants.



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CLEVELAND PUBLIC LIBRARY UNIFORM RENTAL SPECIFICATIONS

I. BIDS

Sealed bids will be received in the Office of the Fiscal Officer, Cleveland Public Library, 525 Superior Avenue, Cleveland, Ohio 44114, Monday, April 8, 2013 before 12:00 Noon (Local Time), for the purpose of providing:

UNIFORM RENTAL SERVICES FOR THE PERIOD MAY 1, 2013 thru APRIL 30, 2016.

Bidders shall include with bid documents a bid bond or certified check in the amount of 10% of the total 1st year estimated contract cost. The bid bond or check shall be drawn in favor of the Cleveland Public Library.

The bid bond or certified check shall be held by the Library until such time as the bid is accepted a contract entered into, and the performance thereof is secured by a performance bond in the amount of the 1st year contract cost.

Bidders shall submit bids in duplicate on the attached bid form and in an envelope clearly marked: **BID FOR UNIFORM RENTAL SERVICES.**

The Cleveland Public Library Board of Trustees reserves the right to reject any and all bids and to waive any irregularities.

Bidders shall submit with bid documents a list of three (3) current customers and a sample rental agreement.

Samples of all quoted garments must be included with bid documents.

II. GARMENTS

Garments supplied are to be new (never used) permanent press composed of the following fabric percentages: 65% polyester/35% cotton. Substitute permanent press fabrics may be quoted providing their durability and appearance are equal to or better than the quoted percentages. All shirts must have a lined collar, 2 chest button pockets, bartacks at stress point, 7 matching buttons, sewn in collar, and a neck button, not snap or gripper. Responsibility to prove compliance rests with the bidder. Approval/disapproval of the substituted garment shall be determined by the Director of Property Management of the Library.

Responsibility for alterations, replacement, cleaning and repair, pickup and delivery shall rest with the vendor; with repairs done weekly.

All garments are to be delivered to 325 Superior Avenue wrinkle-free on hangers to a location and on a schedule agreed to by the Director of Property Management.



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LISTING OF UNIFORM DISTRIBUTION

<u>DEPARTMENT</u>	<u>GARMENT STYLE</u>	<u>COLOR</u>	<u>ESTIMATED CHANGES/WEEK</u>	<u>TOTAL UNIFORMS ISSUED</u>	<u>TOTAL STAFF</u>
Supervisors	Pants	Navy Blue	5	11	8
	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	2
	Shirts	Blue Navy Stripes	5	11	
Garage	Pants	Navy Blue	5	11	1
	Shirts	Blue w Navy Stripes	5	11	
Maint. Mechanics	Pants	Navy Blue	5	11	6
	Shirts	Blue w Navy Stripes	5	11	
Shipping/Receiving	Pants	Navy Blue	5	11	8
	Shirts	Blue w Navy Stripes	5	11	
Day Custodial	Pants	Navy Blue	5	11	20
	Shirts	Blue w Navy Stripes	5	11	
Branch Custodians	Pants	Navy Blue	5	11	21
	Shirts	Blue w Navy Stripe	5	11	
					71

Questions relative to the aforementioned specifications should be addressed to Mr. Myron Scruggs, Director of Property Management at 216-623-2903.



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Employees that choose to store and wash their own uniforms (Lease Service) will be designated "Alternate Lease Plan" on bid form. Inventory will include 6 shirts and 6 pants. Successful bidder will provide complete repair and replacement services for both plans.

VI. BID FORM INSTRUCTIONS

Bidders will refer to "Listing of Uniform Distribution" sheet for number of staff and estimated uniform requirements.

For the purposes of bidding, the number of staff that has their uniforms washed by uniform company will be 31 and the number of staff that wash and store their own uniforms will be 40.

All miscellaneous charges, such as emblem costs, identification labels, etc. will be included under initial preparation charges on bid form preparation charges after initial preparation charges.

Locker charge, if any, will be a one time flat amount for the three-year contract term.

Loss and damage charges will be applied only to garments lost or damaged by CPL staff where replacement is required these charges do not apply to replacement necessitated by normal wear.

COMMENTS

COMMENTS OF BIDDER REGARDING COMPLIANCE TO SECTIONS I-IV OF SPECIFICATIONS AND BID FORM (USE SEPARATE SHEET IF NECESSARY).

IF NONE, SO INDICATE NONE

NAME LINTAS CORPORATION COMPANY

SIGNATURE [Signature] AUTHORIZE

TITLE SERVICE MANAGER

DATE 4/8/2013



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**Cleveland Public Library
Uniform Rental
Bid Form - 1 of 2**

YEAR #1 2013

Standard Uniform Rental - inventory of 11 shirts & 11 pants to be laundered by Uniform Supplier

Garment	Weekly Rental Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$1.50 / \$0.136 EACH	31	52	\$2418.00
Shirts	\$1.32 / \$0.12 EACH	31	52	\$2127.84

Total Annual Cost \$4545.84

Unilease Uniform Rental - inventory of 6 shirts & 6 pants to be laundered by CPL employee's

Garment	Weekly Unilease Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$0.82 / \$0.136 EACH	40	52	\$1705.60
Shirts	\$0.72 / \$0.12 EACH	40	52	\$1497.60

Total Annual Cost \$3203.20

^{2% AP} **Standard Uniform Rental - inventory of 11 shirts & 11 pants to be laundered by Uniform Supplier**

Garment	Weekly Rental Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$1.53	31	52	\$2466.36
Shirts	\$1.346	31	52	\$2169.75

Total Annual Cost \$4636.11

Unilease Uniform Rental - inventory of 6 shirts & 6 pants to be laundered by CPL employee's

Garment	Weekly Unilease Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$0.836	40	52	\$1738.88
Shirts	\$0.734	40	52	\$1526.72

Total Annual Cost \$3265.60

^{2% AP} **YEAR #3** 2015 (Year #3 weekly rental cost should INCLUDE any price increase)

Standard Uniform Rental - inventory of 11 shirts & 11 pants to be laundered by Uniform Supplier

Garment	Weekly Rental Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$1.56	31	52	\$2514.72
Shirts	\$1.373	31	52	\$2213.28

Total Annual Cost \$4728.00

Unilease Uniform Rental - inventory of 6 shirts & 6 pants to be laundered by CPL employee's

Garment	Weekly Unilease Cost	# of Employee's	# of Weeks	Annual Estimated Cost
Pants	\$0.853	40	52	\$1774.24
Shirts	\$0.749	40	52	\$1557.92

Total Annual Cost \$3332.16



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**Cleveland Public Library
Uniform Rental
Bid Form - 2 of 2
Additional Fees**

Description	Cost	Fixed	Percentage of Invoice
Make Up Charge per garment	\$0.50	✓	
Name Emblem Charge per garment	\$0.75	✓	
Company Emblem Charge per garment	\$1.75	✓	
Locker Charge per Locker (weekly)	0	✓	
Soiled Garment Locker per Locker (weekly)	0	✓	
Service Charge (weekly)	\$5.00	✓	
Environmental Charge (weekly)	N/A	✓	
DEFE Charge (weekly)	N/A	✓	
Fuel Charge (weekly)	N/A	✓	
Size Premium Charge per garment	0	✓	
Damage Charge per garment	0	✓	
Loss/Replacement Charge for Poly/Cotton Shirt	16.00	✓	
Loss/Replacement Charge for Poly/Cotton Pant	18.00	✓	

Please list any Additional Fees that may Apply:

***Please note: CPL is not held responsible for any charges that are not listed under Additional fees.

Description	Cost	Fixed	Percentage of Invoice
NONE			

ESTIMATED TOTAL ANNUAL EXPENDITURES

First Year Estimated Costs - 2013

Standard Uniform Rental Cost	\$	\$4545.84
Unilease Uniform Rental Cost	\$	\$3203.20
Weekly Additional Fees	\$	260.00

Second Year Estimated Costs - 2014

Standard Uniform Rental Cost	\$	\$4636.11
Unilease Uniform Rental Cost	\$	\$3265.60
Weekly Additional Fees	\$	265.20

Third Year Estimated Costs - 2015

Standard Uniform Rental Cost	\$	\$4728.00
Unilease Uniform Rental Cost	\$	\$3332.16
Weekly Additional Fees	\$	270.50

ESTIMATED GRAND TOTAL OF 3 YEAR BID	\$	\$24506.61
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Contract No. _____ Customer No. 3371 Location No. 011, STRONGSVILLE

STANDARD RENTAL SERVICE AGREEMENT

Date MAY 1st, 2013

Customer CLEVELAND PUBLIC LIBRARY

Phone (216) 623-2800

Address 325 SUPERIOR AVENUE

City CLEVELAND

State OH Zip 44114

UNIFORM RENTAL PRICING:

Item #	Description	Unit Price
935	COMFORT SHIRT	\$0.12
945	COMFORT PANT	\$0.136
395	WOMENS COMFORT PANT	\$0.136
390	WOMENS COMFORT PANT	\$0.136

- This agreement is effective as of the date of execution for a term of ~~60~~ 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 \$.75 ea • Company Emblem \$ 1.75 ea
- Custom Emblem \$ QUOTE 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 935 SHIRT % of Inventory _____ \$ 16.00 Ea.
- Automatic Lost Replacement Charge: Item 945, 390, 395 PANT % of Inventory _____ \$ 18.00 Ea.
- Minimum Charge \$ 25.00 per delivery.
- Make-Up charge \$ 10.50 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.
- Seasonal Sleeve Change \$ N/A per garment.
- 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 \$ N/C
- Uniform Storage Lockers: \$ 0 ea/week, Laundry Lock-up: \$ 0 ea/week Shipping: \$ _____
- Service Charge \$ 0 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
	<u>2570</u>	<u>24" DUST MOP</u>	<u>Weekly</u>	<u>\$0.75</u>	<input checked="" type="checkbox"/>

*Indicates bundled items/services

- BA / 5/1/13 Initial and check box if Unilease. Some All garments will be cleaned by Customer.
Date _____
- / Initial and check box if receiving Linen Service. Company may make 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

By Bruce Holzinger Please Print Name

Title SERVICE MANAGER Please Print Title

Accepted-GM: _____ E-mail

Form Distribution: (1) White-Office (2) Canary-Customer (3) Pink-Corporate Office