

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

April 14, 2015

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

- WHEREAS, On April 18, 2013, the Board of Trustees of the Cleveland Public Library approved a three (3) year agreement with Cintas Corporation (“Cintas”) in the estimated amount of \$24,506.61 for uniform rental for certain Cleveland Public Library employees, excluding employees in the Safety and Protective Services Department. This agreement expires on April 30, 2016; and
- WHEREAS, The Library desires to amend the agreement with Cintas to add uniforms for employees of the Safety and Protective Services Department, and to provide fire resistant uniforms for Maintenance Mechanics; and
- WHEREAS, Cintas has proposed monthly rental charges of \$.35 for each fire resistant shirt and pant, \$.20 for security shirts, and \$.139 for cargo pants. The Library estimates that the total cost of the additional uniforms shall be approximately \$9,000.00; and
- WHEREAS, Cintas has also proposed that the Library amend the agreement to require that at the end of the agreement, the Library buy back uniforms that are damaged beyond normal wear and tear or which have been altered. The Library will be required to buy back security shirts which have been altered by affixing a security patch to the sleeve. The buyback rate for security shirts is \$12.00 per garment, \$28.00 per garment for cargo pants, \$55.00 per garment for fire resistant pants, and \$65.00 per garment for fire resistant shirts; and
- WHEREAS, The Library also needs to add additional funds to the original contract to cover unanticipated uniform replacement and rental costs through the end of the three-year term; now therefore be it

### **EXHIBIT 3**

RESOLVED,

That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the three (3) year agreement with Cintas Corporation (officially known as Cintas Sales Corporation) effective April 30, 2015, for uniform rental services for Safety and Protective Services and Maintenance Mechanic employees at an estimated cost of \$9,000.00 plus an additional amount of \$4,000.00 for buyback costs and unanticipated uniform replacement and rental costs through the end of the agreement, increasing the agreement by \$13,000.00 for a total agreement amount of \$37,506.61, with the expenditure being charged to the General Fund Account 12100053/12930053-53340 Building Maintenance.



**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:**

<b>Garment</b>	<b>Weekly Rental</b>	<b>Loss Replacement Charge/Buyback Rate</b>
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	\$12.00 per garment
Cargo Pant	\$.139 per garment	\$28.00 per garment

If current Service Agreement is not renewed before May 2016, or these flame-resistant garments and/or security shirts are stopped from service for any reason before current Service Agreement expires, Customer will buy back each garment at the Replacement Rate listed above. If Service Agreement is renewed before May 2016, there will be no penalty to stop these garments from rental program as long as they are returned in reusable condition.

Accepted By: \_\_\_\_\_

By: \_\_\_\_\_

Cintas Location # \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

## 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. If the item can be reused by the customer, the garment will be placed back in service and a credit will be issued for the value listed below as the buy back rate.

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. 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>270- Cargo Pants (Security Dept)</u>	<u>\$28.00 per garment</u>
<u>838- Security Shirt</u>	<u>\$12.00 per garment</u>
<u>294- FR Carhartt Shirt</u>	<u>\$65.00 per garment</u>
<u>371- FR Carhartt Pant</u>	<u>\$55.00 per garment</u>

Accepted By: \_\_\_\_\_

By: \_\_\_\_\_

Cintas Location # \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_