

# RESOLUTION NO. 110-2021

*Agreement with Cintas*

**Cuyahoga** County, Ohio

**Be it Resolved** by the Township Trustees of Olmsted Township, that

**WHEREAS**, the Olmsted Township Board of Trustees deems it necessary to contract with Cintas to provide uniform and mat services for Olmsted Township and its various departments.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Olmsted Township, State of Ohio, elects to participate in the rental program governed by State of Ohio DAS Contract (MLA #28468) by and between Cintas Corporation and The State of Ohio. This agreement is a sixty-month term with a minimum participation term of twenty-four months for garments and facilities supplies and thirty-six months for flame resistant garments. all terms and conditions, (Exhibit A attached and herein noted as though fully written within this resolution), and;

**BE IT FURTHER RESOLVED**; that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 13<sup>th</sup> day of October, 2021

Attest: Brian M. Luttrell  
Township Fiscal Officer

J. S. J.  
James M. Kew  
J. S. K.  
Township Trustees

STATE OF OHIO PARTICIPATION AGREEMENT  
ACCEPTANCE OF STATE OF OHIO DAS CONTRACT

DATE 10-13-21

The undersigned Co-op agency / State entity elects to participate in the rental program governed by State of Ohio DAS Contract (MLA #28468) by and between Cintas Corporation and The State of Ohio. This agreement is a sixty-month term with a minimum participation term of twenty-four months for garments and facilities supplies and thirty-six months for flame resistant garments.

Term: 24 Months

Customer Name: Olmsted Township

Customer Address: 7900 Fitch Road Olmsted Township, OH 44138

Cintas Loc # 11

Olmsted Township

Cintas Sign: \_\_\_\_\_

Sign: Jeanene Kress, Lisa J. Zwick

Print: Alex Crewdson

Print: JEANENE KRESS, Lisa J. Zwick

Title: Sales

Title: TRUSTEE, Trustee



STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: RENTAL AND LAUNDRY SERVICES FOR APPAREL, GARMENTS AND FACILITIES SUPPLIES

CONTRACT No.: RS900118

EFFECTIVE DATES: 08/01/17 to 07/31/22

\* Renewal through 07/31/25

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. RS900118 that opened on 04/24/17. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions (Revised 10/2013), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the various institutions as contained herein, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

**SPECIAL NOTE:** State agencies may make purchases under this Requirements Contract up to \$2500.00 using the State of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official State of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Signed: \_\_\_\_\_  
Matthew M. Damschroder, Director \_\_\_\_\_ Date \_\_\_\_\_

\* Indicates renewal through 07/31/25, per Amendment 13.

TABLE OF CONTENTS

<u>CLAUSES</u>	<u>PAGE NO.</u>
Amendments to Contract Terms and Conditions	3
Contract Award	3
Contract Items and Prices	14 - 24
Contractor's Index	26
Contractor Quarterly Sales Report	5
Contract Renewal	4
Contractor Revenue Share	6
Cooperative Purchasing Contract	5
Delivery and Acceptance and Delivery	3
Evaluation	3
Fixed Price with Economic Adjustment	4
Minimum Orders	3
Open Trade Affirmation	6
Pro-Rata Price Calculation for Certain Items	13 *
Special Charges Not Authorized	4
Special Contract Terms and Conditions	3 - 6
Specifications	7 - 13
Submission of Invoices	4
Substitution of Items	6
Summary of Amendments	27
Usage Reports	6
Appendix I – Cintas Corporation #2 Ohio Service Locations and Contact Information by Ohio County	28
Appendix II - Procedures for Customer Service Issues and Payment of Invoices by State Purchasing Card (Pcard)	29

\* Added per amendment #8, effective 03/28/18.

## SPECIAL CONTRACT TERMS AND CONDITIONS

**AMENDMENTS TO CONTRACT TERMS AND CONDITIONS:** The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

**DELIVERY AND ACCEPTANCE:** Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order/request issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

**DELIVERY:** All items listed in this Bid/Contract shall be delivered on the schedule and at intervals required by each location using the services provided under this contract. Some contract users do not require mat and/or dust control services during some months of the year. These locations must notify the contractor in writing of the months such services are and are not required. There will be no charge to the using location during periods of non-use.

**EVALUATION:** Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". Additionally, DAS will multiply the estimated number of user's times the weekly bid price per set of eleven (11) garments for each item in Category A. and the number of estimated changes for garments in Category B and items in category C. to obtain a total weekly cost for all items. DAS will then multiply the total weekly cost for each garment and item by 52 weeks to obtain the annual estimated rental and laundering cost for all items. DAS will then multiply the annual estimated loss for each time the replacement cost per item and total it for an estimated annual replacement cost and then add the total estimated annual cost of loss to the annual rental cost for all items to obtain an estimated total annual cost for each Bidder. Failure to bid all items in this solicitation may result in a Bidder being deemed not responsive.

**CONTRACT AWARD:** A Contract will be awarded to the single lowest cost responsive and responsible bidder by Low Lot Total Cost. Failure to bid all items in this Bid may result in a Bidder being deemed not responsive.

**MINIMUM ORDER:** Pursuant to section S-10 of the Contract Supplemental Terms and Conditions there is no contract minimum order.

**DESCRIPTIVE LITERATURE:** The Bidder should submit descriptive literature for the supplies or services being offered as part of their Bid Response. The literature will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not provided as part of the Bid Response, the Bidder shall provide said literature within seven (7) calendar days after request/notification by the Office of Procurement Services to do so. Failure of the Bidder to furnish descriptive literature either as part of their Bid Response or within the time specified herein may result in the Bidder being found not responsive.

**PRODUCT SAMPLES:** The Bidder may submit samples of the supplies being offered as part of their Bid Response. Samples may include examples of name or other custom patches and/or embroidery as applicable. The samples will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not included as part of their Bid Response, the Bidder shall provide the samples within seven (7) calendar days after notification. Failure to provide the samples within the stated time-period will result in the Bidder being deemed not responsive and the Bid rejected. After award of the Contract, the samples will be retained by the State and used as a basis of comparison with actual product delivered under Contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variation between the samples and actual product being delivered that are due to manufacturer changes may be acceptable but shall require prior written approval from DAS.

**BIDDER QUALIFICATIONS:** In order to qualify for bidding, Bidders shall have been in the apparel, garment, laundering service/building maintenance supply rental industry, providing the type of garment, clothing and other services as specified in this Bid, for a minimum of five (5) years. Bidders must be able to provide statewide service to all State of Ohio Facilities which require service under this contract. A partial list of State of Ohio using locations is listed in Appendix A on page 24. Bidders should submit documentation of their company background and supportive documentation for this requirement with their bid. If not included with the Bid Response, the Bidder must provide such supporting documentation within seven (7) calendar days after request/notification by the Office of Procurement Services. Failure to provide this required information may after request may result the Bidder being found not responsive.

**BIDDER REFERENCES:** The Bidder should supply a minimum of three (3) references for organizations where the Bidder has supplied similar services as those required by this Bid. References provided by the Bidder must agree to be interviewed by DAS concerning the Bidder's services. The list of references shall include company name, address, telephone number, contact person, number of years providing service, and description of the services provided. If not included with the Bid Response, the Bidder must provide references as required within seven (7) calendar days after request/notification by the Office of Procurement Services. Failure to submit references as requested may result in the Bidder being deemed not responsive.

#### SPECIAL CONTRACT TERMS AND CONDITIONS

**CONTRACT RENEWAL:** This contract may be renewed for one (1) month, at the state's option. Additionally, this contract may be renewed, by agreement, any number of times for any period of time under the same prices, terms and conditions stated herein. The cumulative total of all renewals by agreement may not exceed three (3) years.

**EXCEPTIONS:** Bidders may present exceptions to the Bid terms and conditions or specifications. Any exceptions presented must be explicitly detailed in the bidder's response. Exceptions will not disqualify a bidder's response, except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal bid responses that meet the overall requirements of the bid. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the intent of the terms or specifications or would give the bidder an unfair advantage. However, exceptions to any stated level of performance, reliability, and timeliness would represent such a violation of the intent that would necessitate rejection of the bid response.

**REFERENCES TO ALTERNATE TERMS:** Any reference, which may appear on any price list or descriptive literature or any other document furnished by a Bidder/Contractor, to any terms and conditions, such as F.O.B. Shipping Point or Prices Subject to Change, or any other Charge(s) not specifically authorized in this bid or subsequent Contract awarded pursuant to this Bid will be disregarded by the State of Ohio.

**SPECIAL CHARGES ARE NOT AUTHORIZED:** There shall be no assessment, surcharge, small order charge, minimum order charge, single item charge, make up charge, minimum delivery or re-delivery charge or any other unspecified additional charge that is not specifically authorized by this Bid or authorized by a subsequent Contract awarded pursuant to this Bid. The Contractor must provide merchandise/service in unit quantity(s) as indicated in this Bid and resulting Contract. State of Ohio government agencies using this contract are exempt from State of Ohio Sales Tax.

**TRANSPORTATION CHARGES:** The Contractor will be responsible for all transportation charges incurred in the delivery of materials and/or services specified in this Bid and resulting Contract.

**SUBMISSION OF INVOICES:** Invoices shall be submitted to the location serviced or as required by the serviced location using agency designated authority or using State agency. If the agency location requires consolidated invoices for multiple agency locations or extended date periods, the Contractor shall provide them as required. The Contractor shall submit a "proper invoice", in triplicate unless otherwise requested by the ordering agency, directly to the ordering agency indicated on the purchase order/request. A "proper invoice" is defined as being free from defects, discrepancies, errors, or other improprieties and shall include, but may not be limited subject to individual agency requirements to:

- 1) exact Contractor's name and address as listed on the Contract
- 2) exact remittance address as listed on the Contract
- 3) invoice number and date of invoice
- 3) exact purchase order or purchase request number assigned by the agency
- 4) exact description, quantity, unit price, total price, etc. as appears on the purchase order or purchase request and in this Contract

In accordance with Section 126.30, Revised code, and any applicable rules thereto, all agencies shall make prompt payment for any supplies or services acquired from the Contractor. Upon receipt of a "proper invoice", payment, subject to the foregoing provision and, unless otherwise stated in the Bid/Contract, payment shall be made in accordance with the payment terms of this Contract. "Improper invoices" shall be returned to the Contractor noting areas of discrepancy. A State agency location will make payment only after receipt of a "proper invoice" as defined herein. When an invoice is returned, the required payment date will be thirty (30) days from the date of receipt of the corrected "proper invoice".

Bidders should provide an exact sample invoice and consolidated invoice (mock-up) including garments, mats and other facilities supplies for a State of Ohio location which may be served upon award of a contract. If not provided with the Bid submission. Bidder will have seven (7) calendar days after request to provide a sample invoice. Failure to supply a sample invoice in accordance with the above after request may result in rejection of the Bidder's bid as not responsive. Invoice examples which DAS determines do not meet the requirement of a "proper invoice" as stated may be deemed not responsive.

**FIXED-PRICE WITH ECONOMIC ADJUSTMENT:** The Contract price(s) will remain firm for the first twelve (12) months duration of the Contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

#### SPECIAL CONTRACT TERMS AND CONDITIONS

All price increase requests must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the Contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explain the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

**COOPERATIVE PURCHASING CONTRACT:** This Contract may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State's Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State's Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision's competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education "steps into the shoes" of the State under this Contract. The political division's or institution of higher education's order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to political subdivisions and institution of higher education's orders and political subdivision's and institution of higher education's performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

**CONTRACTOR QUARTERLY SALES REPORT:** The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions, under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

The Contractor will receive an email with a User ID and password and must report the quarterly dollar value of sales to the Department of Administrative Services (DAS) via the Internet using the web form at the Ohio DAS Contract Management Contractor Portal, <https://cm.ohio.gov/>. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period. The Contractor is responsible for emailing the Analyst listed on page one of the contract with any company contact changes.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

The Contractor must forward the Quarterly Sales Report to one of the following addresses,

For same day or overnight deliveries: All other deliveries may be sent to the following address:

Huntington National Bank \*  
ATTN: L-3686  
7 Easton Oval  
Columbus, OH 43219

Department of Administrative Services \*  
L-3686  
Columbus, OH 43260-3686

\* Changed by amendment # 11, effective 07/23/18.

SPECIAL CONTRACT TERMS AND CONDITIONS

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may suspend, terminate or cancel this Contract.

**CONTRACTOR REVENUE SHARE:** The Contractor must pay the Department of Administrative Services (DAS) a revenue share of the sales transacted under this contract. The Contractor must remit the revenue share in U.S. dollars within thirty (30) days after the end of the quarterly sales reporting period. The revenue share equals 0.75% of the total quarterly sales reported. Contractors must include the revenue share in their prices. The revenue share is included in the award price(s) and reflected in the total amount charged to ordering agencies which includes both state agencies and political subdivisions using this Contract.

The contractor must remit any monies due as the result of the close-out report at the time the close-out report is submitted to DAS. The Contractor must pay the revenue share amount due by check. To ensure the payment is credited properly, the Contractor must identify the check as a "Revenue Share" and include the Ohio Contract Management Remittance Report

The Contractor should make the check payable to: Treasurer, State of Ohio.

For same day or overnight deliveries: All other deliveries may be sent to the following address:

Huntington National Bank *	Department of Administrative Services *
ATTN: L-3686	L-3686
7 Easton Oval	Columbus, OH 43260-3686
Columbus, OH 43219	

If the full amount of the revenue share is not paid within thirty (30) calendar days after the end of the applicable reporting period, the non-payment constitutes a contract debt to the State. The State may either initiate with holding or setting off payments or employ the remedies available under Ohio law for the non-payment of the revenue share.

If the Contractor fails to pay the revenue share in a timely manner, DAS may suspend, terminate or cancel this Contract.

**SUBSTITUTION OF ITEMS:** During the term of any ensuing contract in the event of the discontinuance of an item offered in this Bid/Contract, the awarded Bidder/Contractor may provide alternate Manufacturer Brand/Style/Items other than those indicated in the Contract Item Specifications or on the Bid/Contract Price page. Prior to the provision of any alternate however, the Contractor must notify and obtain written permission for the substitution from the state of Ohio DAS Office of Procurement Services. DAS may require samples prior to the approval of any alternate or substitute item(s). Unauthorized substitutions shall be considered a default of the Contract and may result in suspension or termination of the contract. Requests for item substitutions shall be made to: the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Walt Schneider, [walter.schneider@das.state.oh.us](mailto:walter.schneider@das.state.oh.us)

**SWEATSHOP FREE:** By the signature affixed to this ITB, Bidder certifies that all facilities used for the production of the supplies or performance of services offered in the bid are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the Bidder in furnishing the supplies or services described in the bid and awarded to the Bidder. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

**OPEN TRADE AFFIRMATION:** Pursuant to Ohio Revised Code 9.76 (B) Contractor warrants that Contractor is not boycotting any jurisdiction with whom the State of Ohio can enjoy open trade, including Israel, and will not do so during the contract period.

**USAGE REPORTS:** In addition to the Contractor Quarterly Sales Report above, every six (6) months the Contractor must submit a report (written or on disk or electronically in Excel format) indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Walt Schneider, CPPB, at [walter.schneider@das.state.oh.us](mailto:walter.schneider@das.state.oh.us)

\* Changed by amendment # 11, effective 07/23/18

## SPECIFICATIONS

### I. Scope:

These specifications cover the rental of apparel and garments, various floor mat(s) and dust control and accessory items as specified herein for all State of Ohio Agencies, state institutions of higher education and properly registered members in good standing of DAS Cooperative Purchasing Program which elect to use this contract.

### II. General Requirements:

- A. **Requirement:** The successful Contractor shall furnish First Quality apparel and garments including laundry and cleaning service, floor mat and dust control and other services as specified herein, weekly or on a schedule specified by the individual agency/using location. First Quality means the items provided will be sufficient in all aspects for the purpose intended, of exact fit, superior quality, without defect, cleaned, laundered, dried, pressed and delivered on time and in the quantity ordered/requested. The Bidder/Contractor agrees to provide the State of Ohio with garment, apparel, and building/facility maintenance rental and laundry services equal to the highest industry standards. Termination or suspension of this Contract may be exercised by DAS if the Contractor is unable to resolve any service deficiency, reported in writing by a State contract user, within thirty (30) days after receipt of written notification.
- B. **Contract Start Up:** Within thirty (30) calendar days of notification of award of this contract, the Contractor must contact the using agency locations listed in Appendix A to this Bid to arrange meetings concerning the agency requirements and use of the Contract. Upon notification or contact from an authorized using agency/location not named in Appendix A, the Contractor shall meet with such location within seven (7) calendar days of contact. Each individual at each using location shall be measured and fitted for new garments and/or apparel items as designated by the agency/using location within seven (7) calendar days of first meeting. The Contractor shall deliver all required garments or items to the using agency within thirty (30) calendar days after measurements have been taken. Each agency location using this contract shall designate an individual hereafter referred to as the Using Location Designated Authority who shall be responsible for the functions indicated in this contract on behalf of the contract user. All uniform and clothing items delivered must conform to the requirements of this Bid/Contract and be acceptable to the using location designated authority.
- C. **Signatures:** The Contractor shall furnish control documents with each delivery, showing the number of garments or other items picked delivered and picked up for each employee and using location. The using agency designated authority shall review, approve and sign each control document prior to any picked up item(s) leaving the agency location and prior to payment for any services provided by the Contractor. A copy of the control document is to be retained by the using location designated authority. All items are to be checked in and out and count is to be verified in writing by the using location designated authority for each delivery. Any shortage, overage, damage loss, need for replacement or repair shall be noted on the control document. Invoices without a using agency designated authority signature will not be paid and the using agency will not be responsible for charges for shortage, loss, damage, replacement or other issues not covered by this Contract and not noted and approved on control documents. Items/garments will not be replaced and the using agency will not be responsible for the cost of items replaced without a control document record and the approval of the using agency designated authority.
- D. **Contractor Visits:** The Contractor may assign representatives to make scheduled visits to each using location purchasing the services provided by this contract, at least once every one-hundred eighty (180) days to resolve any issues and to review all garments or items in service. Review means checking condition of apparel, garments and other items, checking quantity on hand and soliciting feedback on the service being provided.
- E. **Repair Policy:** Each Bidder should submit with their Invitation to Bid a letter delineating their process/procedure regarding repair and upkeep of uniforms. Uniforms or garments designated for repair or replacement are to be returned repaired on the next regular delivery. If not submitted with the Bid, repair process/procedure documents shall be provided within seven (7) calendar days after requested by DAS. Failure to submit repair process/procedure documents within the time specified may result in the Bidder being determined not responsive.
- F. **Repair Tags:** The Contractor shall provide repair tags. It is the responsibility of the individual wearing the rental garment(s) to report any damage or repair needed to garment(s) to the using location designated authority. It is the responsibility of the using location designated authority to furnish completed repair tags to the contractor.

SPECIFICATIONS (Continued)

- G. **Repairs/Replacement:** Acceptance of repaired garments by the agency/using location shall be approved by the using location designated authority. Garments or repaired garments and items will be replaced within seven (7) calendar days when, in the opinion of the using location designated authority, the garment or item is not acceptable for its intended use. Failure to replace garments or items in accordance with this clause may be cause for the using agency designated authority to invoke the penalty described in II. B. above.
- H. **Responsibility for Repair and Replacement:** There will be no charge to the State for repair of items or garments. The State will not be responsible for replacement of items or garments damaged or lost by the Contractor. The State will be responsible for garments lost or damaged beyond repair due to actions of the State or State employee. Replacement cost charge are delineated in the "Charges for Damaged, Lost or Missing Garments/Items section of the Contract/Bid price pages. The using agency designated authority must approve all charges for garment or item replacement.
- I. **Garments for New Employees:** Contractor will provide garments for new employees when notified by the using location designated authority. Sizing/measurement for and delivery of new garments as indicated herein shall be accomplished within 30 days of notification by the agency/using location.
- J. **Long/Short Sleeves and Short Trousers:** The awarded Contractor shall switch out long and short sleeve shirts and long or short trousers as required by each agency location. Where applicable the Director of each using agency will determine if and when long sleeve or short sleeve shirts and short trousers are to be provided. The agency director or his/her designee (using agency designated authority) shall provide the Contractor thirty (30) calendar days' advance written notice to allow for proper changeover.
- K. **Garment or Apparel Drying and Pressing:** All apparel and garment items are to be dried, properly pressed and delivered on hangers. Improperly pressed or wet/improperly dried garments will be refused and payment withheld.
- L. **Emergency Service:** The Contractor(s) shall have the capability to furnish twenty-four (24) hour emergency garment service, when requested.
- M. **Emblems:** Emblems where required shall be provided by the Contractor in accordance with the individual using agency's specifications and shall be highest commercial quality. Emblems shall be provided and affixed to the rental garment by the Contractor in accordance with the individual using agency's specifications at no additional charge to the agency.
- N. **Name Patches:** Name patches where required shall be provided by the Contractor in accordance with the individual using agency's specifications. Name patches shall be provided and affixed to the garment by the Contractor in accordance with the individual using agency's specifications at no additional charge to the agency. The using agency will advise the Contractor of the name to appear on each patch.
- O. **Direct Embroidery:** Direct embroidery on shirts shall be provided by the Contractor in accordance with the individual ordering agency's specifications at no additional charge to the agency. The ordering agency will advise the Contractor of the information that is to appear on the shirt. Upon termination of employment of any person or the garment's life expectancy has elapsed, the using agency will purchase the garment at the stipulated depreciation value. Depreciation value formulas are listed on the Bid/Contract Price Pages for garments eligible for such.
- P. **Hanger Lockers, Repair Bin and Garment Return or Laundry Bags or Bins:** If required by the using agency, at the request of the using agency designated authority, the Contractor shall furnish, at no cost to the State of Ohio, "Steiner" or "O'Day" type hanger lockers (or hanger lockers whose specifications meet or exceed "Steiner" or "O-Day" hanger lockers) in sufficient number, one (1) per employee and one (1) repair bin per location and garment return bags or bins for soiled/used garments.
- Q. **Locations to Be Serviced Under This Contract:** Authorized users of this contract are, all State of Ohio Government Agencies, and Facilities and other contract users authorized on page 1 of this Bid/Contract and in the COOPERATIVE PURCHASING CONTRACT clause on page four (4) of this Bid/Contract. All using locations shall be within the State of Ohio. A partial listing of State of Ohio government agency using locations is listed in Appendix A. to this Bid.
- R. **Required Colors:** Bidders/Contractors shall provide all colors offered in the bidder's standard catalog.

SPECIFICATIONS (Continued)

- S. Required Sizes: Unless otherwise provided herein, Bidders shall offer Men's and Women's sizes Regular: Extra Small (XS) through 6 Extra Large (6XL), Tall: Medium (Med) through 3 Extra Large (3XL) and/or corresponding numeric sizes. Men's neck and long sleeve size required combinations are neck 14 1/2" through 22" and sleeve length 32" through 36" for long sleeved garments, for trousers, men's hemmed inseams 28" to 37" and women's sizes 4 through 22.
- T. Fire Resistant Garments: Fire resistant garments offered must meet the performance requirements of NFPA 70E and ASTM 1506, as well as arc ratings as specified in the garment specifications.
- U. Employee Time Off Work: Contractor(s) will not charge rental service and laundry charges for garments for periods of vacation, sick leave, military leave, short or long-term disability or similar circumstances exceeding two successive weeks of employee absence. It is the responsibility of the using location designated authority at each participating state location to notify the Contractor in writing a minimum of seven days in advance, of employees who will be away from the job under the above circumstances. Said notification should take place prior to the first week of employee absence for waiver of rental charges for successive weeks. If not notified as specified above rental charges will cease the second week after written notification of absence by the using location designated authority and will resume upon notification from the using location designated authority that the employee has returned to work.
- V. Stipulated Weights and Blends: Where a weight is referenced in the specifications on a per square or linear yard of material or per piece or package on an item basis, the weight shall be considered the minimum acceptable weight. Where blends of material are referenced, such as "50/50 Polyester/Cotton" or "88/12 Nylon/Lycra" such blend shall be a reference point. Minor variations from the stated blend will be considered. (A minor variation will generally be within 15% of the stated blend.) If multiple blends are referenced for a product, these shall constitute the minimum and maximum acceptable range, with no variation above or below the range.
- W. Floor Mats and Shop Towels: All floor mats shall be delivered clean and dry and shall be placed by the Contractor's delivery driver or service representative at the location within using facility designated by the using agency designated authority. All shop towels delivered shall be laundered, clean and free of all foreign material, including but not limited to metal shavings, glass, wood chips or shavings or other debris. In all instances of unsuitable delivery of mats or shop towels, the using location shall reject the substandard delivery and refuse payment for the delivery. Repeated instances of sub-standard, non-specification deliveries of floor mats or shop towels may result in termination of the Contract for default.
- X. Cessation of Service: If an item or service provided by this Contract ceases to be needed by the agency or entity using the Contract due to retirement, quit, transfer or other similar circumstance, such item or service may be terminated upon thirty (30) days written notice to the contractor from the agency using location or using location designated authority. The using agency will cease payment thirty (30) days after written notification of cessation of service as described above.
- Y. Depreciation of Items: Items provided in this contract begin to depreciate upon delivery of the item or garment to a using location. Depreciation timeframes are designated in the Bid/Contract price pages for each category of items on this contract. The method of calculating and paying for depreciated items under this contract which have been lost or damaged due to actions by State agencies or State users of this contract is indicated in the Bid/Contract price pages on pages 24 for general clothing and garments, page 19, for flame resistant garments on page 21 and for mats and facilities supplies and page 23. For embroidered garments or garments containing permanently affixed embroidery or patches as required by the using agency, if due to cessation of the service or a change in employee for a period less than the depreciation period specified, the agency will buy back the garment(s) at the depreciated value as specified.
- Z. Minimum Rental Service Commitment: With the exception of circumstances covered by the Standard Contract Terms and Conditions, Section I. C. I. a. through j. on pages 5 and 6 or in Supplemental Terms and Conditions or Contract Special Terms and Conditions, each using agency location which commences service under this contract shall participate in the Contract for a minimum term of no less than twenty-four (24) months for items listed in categories A. (Men's and Women's Garments and Apparel) and C. (Mats, Dust and Dirt Control Items, Towels and other Supplies) and thirty-six (36) months for items in category B. (Flame Resistant Garments).

SPECIFICATIONS (Continued)

AA. Refusal of Service: During the last twelve (12) months prior to the expiration of the contract term or contract renewal term, the Contractor shall have the right to refuse new service requests if such presents a demonstrated negative rate of return for the Contractor. In instances where service is refused, the Contractor if requested shall provide ROI analysis calculations to the State or contract user.

III. CLASSIFICATION OF ITEMS

- A. Category A. Men's and Women's Garments and Apparel
- B. Category B. Flame Resistant Garments
- C. Category C. Mats, Dust and Dirt Control Items, Towels and Other Supplies

IV. SPECIFIC REQUIREMENTS:

A. Category A. Men's and Women's Garments and Apparel

All garments apparel furnished shall be from a reputable, high quality manufacturer such as Red Kap, Edwards, Workman, Dickies, Wrangler, Hartwell, Carhartt, Universal or other manufacturer whose specifications meet or exceed the specifications for the items listed herein. Using agency shall specify on individual purchase orders/purchase documents; gender, long/short sleeve, size and color(s) as available/offered by the awarded contractor. Items offered must meet or exceed the following specifications. Bidders shall specify the garment manufacturer, manufacturer item/style# and Bidder item # for each item bid on the Bid Price Pages. Bidder shall note all catalog colors available for each item bid on the Bid Price Pages.

1. Unisex Solid Color Work Shirt: Polyester/Cotton blend, 4.0 oz. broadcloth or poplin weave fabric with durable press and soil release finish, long and/or short sleeve as required, 2 chest pockets, fully lined cuffs and collar with stays. Additional features include six buttons, gripper at the neck, pencil slot in a breast pocket and stitched-down front facing.
2. Unisex Striped Work Shirt: Polyester/Cotton blend, 4.25 Oz. Ln Yd. poplin or broadcloth weave fabric with durable press and soil release finish, long and/or short sleeve as required, 2 chest pockets, fully lined cuffs and collar with stays. Additional features include six buttons, gripper at the neck, pencil slot in a breast pocket and stitched-down front facing. Similar to VF Imagewear Horace Small: The Force- New Dimensions or similar.
3. Unisex Polo Shirt: Polyester or Polyester/cotton blend, pique or jersey with a knit collar, with color coordinated two or three-button clean finished placket with reinforced box, extended tail with side vents. With and without pocket as required short sleeve. Contractor shall offer embroidery as required by the using agency. If shirt is embroidered the using agency will buy back at the stipulated depreciated value. See depreciation formula in price schedule.
4. Men's Executive Button-Down Shirt: 65/35 or 60/40 cotton/polyester, yarn dyed long sleeve oxford shirt with lined topstitched button-down collar, lined cuffs and topstitched with two pleats. Additional required features include tailored sleeve placket, box pleat back, left chest pocket, seven buttons, and center pleat placket front.
5. Men's Safety Shirt: 100% cotton safety shirt. Long and/or short sleeve as required.
6. Men's & Women's Work Trouser: Men's - Polyester/cotton blend, 5.5 to 7.0 oz. twill with CRF finish; Women's- Poly/cotton blend, 5.5 to 7.0 oz. twill with durable press finish and front darts. Brass zipper, button or hook and eye closure, two slack fronts and two set-in hip pockets, Rocap or other suitable waistband construction and/or side elastic waist.

SPECIFICATIONS (Continued)

7. Safety Trouser: 100% cotton safety trouser.
8. Men's and Women's Side Elastic Trouser: polyester/cotton blend twill with side elastic waist inserts, pleated front, two slack style front pockets, two hip pockets.
9. Men's Pleated Twill Trouser: polyester/cotton brushed twill with double pleated front, hook and eye closure, two front pockets, two hip pockets.
10. Men's Prewashed Jeans: 11 oz. to 13 oz. 100% cotton denim prewashed, regular fit and relaxed fit blue jeans, 5 pockets
11. Men's Shorts: 65/35 polyester/combed cotton twill with button or hook and eye closure. Two slack style front pockets, two hip pockets, 6" seam.
12. Unisex Coveralls: polyester/cotton blend, 4.0 to 7.0 oz. twill with durable press finish and topstitched collar. Additional required features include 2-way brass zipper, hemmed sleeves, 2 front pockets, 2 breast and patch hip pockets, rule pocket, action back, side vent openings and gripper at top of zipper and at neck.
13. Cotton Coverall: 100% Cotton, button or snap closure, button or snap cuffs, side vents, 2 patch hip, two chest, tool and side slash pockets, Sizes: Regular 36 – 56, Long 42 – 48.
14. Women's Fitted Smock: 3/4 sleeve, polyester/cotton blend, poplin with durable press w/soil release, princess seams and sewn on back belt. 6 front buttons, 2 lower patch pockets, adjustable 3/4 length sleeves with button.
15. Men's and Women's Lab Coat: Polyester/Cotton blend, Full Length, five Button Closure, Three Patch Pockets, Two front and One Chest, Side Vents, Notched Lapel.
16. Men's and Women's Short Lab Coat (Lapel/counter): Women's to be long sleeve, polyester/cotton blend, 3 or 4 buttons, blazer styling, 2 lower pockets and left breast pocket with pencil stall, lined collar. Men's to be the same as the ladies except 3 buttons and plain back.
17. Unisex Lab Coat: polyester/cotton blend, two lower pockets and one breast pocket, stain resistant, durable press with button front. Knee length, long or short sleeves as ordered. Lab coat to be embroidered with agency logo as ordered. If embroidered the using agency will buy back at the stipulated depreciated value. See depreciation formula in price schedule.
18. Shop Coat: polyester/cotton blend, full length, durable press w/soil release finish, 2 lower pockets and 2 breast pockets with pencil stall in left one, 5 concealed grippers, 2-piece collar, side and back vent openings 44" length.
19. Denim Carpenter Jean – 100% Garment Washed Cotton Denim 11.75 Oz. full cut with two front and two rear pockets and multiple tool pockets, 19" leg openings to accommodate work boots. Waist Sizes 29" to -56" in various hemmed lengths.
20. T-Shirt- Polyester/Cotton Blend, short sleeve, pocket on left breast fade, shrink and wrinkle resistant. Embroidered if specified with logo specified by agency. If shirt is embroidered the using agency will buy back at the stipulated depreciated value. See depreciation formula in price schedule.
21. Unisex Solid Color Scrub Top - Cotton/Polyester blend or all polyester, V-Neck, Chest Pocket, Cap Sleeves
22. Unisex Solid Color Scrub Pant – Cotton/Polyester blend or all polyester, Reversible, Drawstring Waistband.
23. Unisex Knit Cuff Butcher's Coat: 100% Polyester, 5.0 Oz Sq. Yd. Full Length, Five or Six Stainless Steel Button Closure, Knit Cuffs, Inside Chest Pocket.

SPECIFICATIONS (Continued)

24. Slash Pocket Jacket: Polyester/cotton blend, twill, waist length, durable press w/soil release finish, 2 inset slash pockets and patch pocket on left sleeve, brass zipper, lined collar with stays, adjustable 2 button cuffs, adjustable waistband tabs, permanently lined. Bid unit of measure is price per change.
25. Eisenhower Style Jacket: Polyester/cotton, durable press w/soil release finish, Zip-in/zip-out lining or permanently lined, 2 button-through breast pockets with flaps and sewn in pencil stall, brass zipper, lined collar, adjustable cuffs, waist length. Bid unit of measure is price per change.
26. Warm-Up Jacket: Polyester/cotton blend or nylon, lined two lower pockets, raglan sleeves, gripper closure, stain resistant, mid-thigh length, long or short sleeves as ordered. Warm-up Jacket to be embroidered with agency logo if required. If embroidered the using agency will buy back at the stipulated depreciated value. See depreciation formula in price schedule. Bid unit of measure is price per change.

**B. Category B – Flame Resistant Garments – Bid Unit of Measure is Price Per Change**

1. Men's Long Sleeve Shirt, Flame Resistant, 88/12 Cotton/Nylon 6.5 Oz Woven Twill, constructed of fabric equal to Indura Ultra Soft flame-resistant fabric by Westex, Inc. Seven button front, adjustable button cuffs. Collar: spread with sewn-in stays or button down. Two breast pockets with flaps with button or hook & loop fasteners. Must meet performance requirements of NFPA 70E and ASTM 1506, minimum arc rating ATPV 8.7 HRC 2, Sizes SM – 6XL, All Catalog Colors
2. Men's Trouser, Flame Resistant, 88/12 Cotton/Nylon 9.0 Oz Woven Twill, constructed of fabric equal to Indura Ultra Soft flame-resistant fabric by Westex, Inc. Brass zipper, button closure, Two Front and two rear pockets. Must meet performance requirements of NFPA 70E and ASTM 1506, minimum arc rating ATPV 12.0 HRC2, Sizes 28 – 54 (waist), inseam 28" – 36" All Catalog Colors
3. Men's Denim Jeans, Flame Resistant, 100% Cotton, Brass Zipper, Button closure, two front and two rear pockets. Must meet performance requirements of NFPA 70E and ASTM 1506, arc rating ATPV 12.4 HRC2, Waist Sizes 28" – 50" and inseam to 37", All Catalog Colors
4. Men's Jacket, Flame Resistant, Bomber Style, 100% Nomex IIIA or equivalent (jacket and lining), Brass zipper and snap closure, two pockets with flaps and snap closure, waist length, elasticized waist, snap closure on sleeves. Must meet performance requirements of NFPA 70E and ASTM 1506, minimum arc rating ATPV14.9, HRC2, Sizes Sm – 3XL, Long M – 2XL All Catalog Colors
5. Coverall, Flame Resistant, 88/12 Cotton/Nylon 7.0 to 9.5 Oz Woven Twill, constructed of fabric equal to Indura Ultra Soft flame-resistant fabric by Westex, Inc. Must meet performance requirements of NFPA 70E and ASTM1506, minimum arc rating ATPV 8.6, HRC2; Sizes SM – 6XL, All Catalog Colors

**C. Category C. Mats, Dust and Dirt Control Items, Towels and Other Supplies – Bid Unit of Measure is Price Per Change**

1. Dust Mop in Frame
  - a. 22" to 24" wide (Bidder to Specify Width Offered)
  - b. 30" to 36" wide (Bidder to Specify Width Offered)
  - c. 38" to 42" wide (Bidder to Specify Width Offered)
  - d. 44" to 48" wide (Bidder to Specify Width Offered)

For Dust Mop in Frame, Bidder shall specify width offered for each item on the Bid Price Page. Dust mops are to be delivered complete on frame ready for attachment to handles.

2. Dust Mop Handle (Must be at least 60" in length)
3. Floor Mat (Bidder must offer all catalog colors)
  - a. 3' x 10'
  - b. 3' x 4' or 3' x 5'
  - c. 4' x 6'

SPECIFICATIONS (Continued)

4. Logo Floor Mat (Bidder must offer all catalog colors)
  - a. 3' x 10'
  - b. 3' x 4' or 3' x 5'
  - c. 4' x 6'
5. Safety Mat: 3' x 4' or 3' x 5' (Bidder must offer all catalog colors)
6. Greeting Mat: 3' x 4' or 3' x 5' (Bidder must offer all catalog colors)
- 7a. Scraper/Active Scraper Mat: 3' x 4' or 3' x 5' (Bidder must offer all catalog colors) \*\*
- 7b. Scraper/Active Scraper Mat: 4' x 6' (Bidder must offer all catalog colors) \*\*
- 8a. Anti-Fatigue Mat/Spring Step Mat 3' x 4' or 3' x 5' (Bidder must offer all catalog colors) \*\*
- 8b. Air Flex Mat 3' x 4' or 3' x 5' (Bidder must offer all catalog colors)
9. Bath/Shower Towel (White): 22" x 44"
10. Kitchen Towel (White): 15" x 28"
11. Shop Towel (Red or Orange, Debris-Free): 18" x 18", in bundles of 50, 100 and 200 (price per bundle) \*
12. Air Freshener/Deodorant Canister
13. Air Freshener Deodorant Dispenser
14. Batteries for Air Freshener Dispenser

CONTRACT PRICES

(1) PRO-RATA PRICE CALCULATION FOR CERTAIN GARMENTS: The contractor shall provide weekly garment laundry and delivery service. The base contract pricing for items in Category A. Men's and Women's Garments and Apparel on pages 14 through 18 below is the weekly rental price for eleven (11) garments per employee/participant. Some using agencies may require between one (1) to ten (10) of each of these garments per employee/participant depending upon individual agency or location requirements. Upon agreement by the Contractor, the Contractor may furnish less than eleven (11) of each garment at a pro-rata cost depending upon the number of garments per employee/participant required by the agency. The pro-rata weekly cost will be the weekly cost for eleven (11) garments divided by eleven (11) to arrive at the weekly cost per garment, times the number of garments required. The above will be subject to a minimum of three (3) garments.

For example: For OAKS item 32806, Cintas style and item number 935; Unisex Solid Color Work Shirt. Instead of eleven (11), agency location requires six (6). The weekly price for rental and laundering of six (6) of this item shall be \$ 1.76 divided by 11 = \$ .16 per shirt per week times 6 = \$ .96 per week for six (6) shirts.

(1) Added by Amendment #8, effective 03/28/18.

\* Clarified per Amendment #3, effective, 08/23/17.

\*\* Clarified by Amendment #10, effective 7/02/18

CONTRACT PRICES (Continued)

CATEGORY A. MEN'S AND WOMEN'S GARMENTS AND APPAREL – Contractor: Cintas Corporation#2 - 00000069737

OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32306	91101800	Unisex Solid Color Work Shirt, as specified	CINTAS	935	935	* \$1.634
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32307	91101800	Unisex Striped Work Shirt, as specified	CINTAS	935	935	* \$1.634
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32308	91101800	Unisex Polo Shirt, as specified	CINTAS	275	275	* \$2.758
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32309	91101800	Men's Executive Button-n-Down Shirt, as specified	CINTAS	374	374	* \$2.553
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32310	91101800	Men's Safety Shirt, as specified	CINTAS	330	330	* \$2.247

\* Denotes negotiated price reduction of 7.15%, per Amendment 13.

CONTRACT PRICES

CATEGORY A. MEN'S AND WOMEN'S GARMENTS AND APPAREL – Contractor: Cintas Corporation#2 - 00000069737

OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32311	91101800	Men and Women's Work Trouser, as specified	CINTAS	Men's 945 Women's 390 & 395	Men's 945 Women's 390 & 395	* \$2.135
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32312	91101800	Safety Trousers, as Specified	CINTAS	340	340	* \$3.370
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32313	Men	Men and Women's Side Elastic Trouser, as specified	RED KAP	PT60 Men's PT61	Women's 64141	* \$2.135
32314	Women	Men and Women's Side Elastic Trouser, as specified	RED KAP	PT60 Men's PT61	Women's 64141	* \$2.135
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32315	91101800	Men's Pleated Twill Trouser, as specified	CINTAS	865	865	* \$2.451
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32316	91101800	Men's Prewashed Jeans, as specified	CINTAS	394	394	* \$2.656

\* Denotes negotiated price reduction of 7.15%, per Amendment 13.

CONTRACT PRICES

CATEGORY A. MEN'S AND WOMEN'S GARMENTS AND APPAREL - Cintas Corporation #2 - 00000069737

OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32598	91101800	Men's Cargo Pocket Work Trousers, as specified	CINTAS	270	270	* \$2,962
32599	91101800	Women's Cargo Pocket Work Trouser, as specified	CINTAS	388 & 380	388 & 389	* \$2,962
32317	91101800	Men's Shorts, as specified	CINTAS	370	370	* \$2,553
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32318	91101800	Unisex Coveralls, as specified	CINTAS	912	912	* \$3,166
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32319	91101800	100% Cotton Coverall, as specified	CINTAS	910	910	* \$4,596
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32320	91101800	Women's Fitted Smock, as specified	CINTAS	205	205	* \$2,145
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32321	91101800	Men and Women's Lab Coat, as specified	CINTAS	59925	59925	* \$2,502

\* Denotes negotiated price reduction of 7.15%, per Amendment 13.

CONTRACT PRICES

CATEGORY A. MEN'S AND WOMEN'S GARMENTS AND APPAREL – Cintas Corporation #2 - 0000069737

OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32322	91101800	Men and Women's Short Lab Coat, as specified	CINTAS	59926	59926	* \$2,502
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32323	91101800	Unisex Lab Coat, as specified	CINTAS	59926	59926	* \$2,502
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32325	91101800	Shop Coat, as Specified	RED KAP	KT30	61342	* \$2,502
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32326	91101800	Denim Carpenter Jean, as specified	CARHARTT	382	382	* \$4,085
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32327	91101800	T-Shirt, as specified	CINTAS	268	268	* \$1,838

\* Denotes negotiated price reduction of 7.15%, per Amendment 13.

CONTRACT PRICES

CATEGORY A. MEN'S AND WOMEN'S GARMENTS AND APPAREL – Contractor: Cintas Corporation #2 - 00000069737

OAKs Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32328	91101800	Unisex Solid Color Scrub Top, as specified	LANDAU	71221	63170	* \$1.634
OAKs Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32329	91101800	Unisex Solid Color Scrub Pant, as specified	LANDAU	85221	63181	* \$2.553
OAKs Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Weekly Bid Price for 11 Garments (\$USD)
32330	91101800	Unisex Knit Cuff Butcher's Coat, as specified	CINTAS	82517	82517	* \$2.758

\* Denotes negotiated price reduction of 7.15%, per Amendment 13.

CONTRACT PRICES

CATEGORY A. MEN'S AND WOMEN'S GARMENTS AND APPAREL – Contractor: Cintas Corporation #2 – 0000069737

The contractor shall provide weekly delivery service. Using agencies may require from one (1) to eleven (11) of each garment. The Unit of Measure shall be the number of changes per week for each garment required by the using agency. The Bid price shall be the price per change in U.S. dollars (\$USD) for each garment required by the using agency.

OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Bid Price Per Garment Change (\$USD)
32331	91101800	Slash Pocket Jacket, as specified	CINTAS	677	677	* \$0.409
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Bid Price Per Garment Change (\$USD)
32332	91101800	Eisenhower Style Jacket, as specified	CINTAS	970	970	* \$0.395
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Bid Price Per Garment Change (\$USD)
32333	91101800	Warm-Up Jacket, as specified	CINTAS	360	360	* \$0.409

\* Denotes negotiated price reduction of 7.15%, per Amendment 13.

CONTRACT PRICES

CATEGORY A. MEN'S AND WOMEN'S GARMENTS AND APPAREL – Contractor: Cintas Corporation #2 - 0000069737

All garments are the property of the Contractor. Garments which are lost or damaged beyond repair due to actions of the State or a State employee shall be paid for by the using agency at the (depreciated) price as indicated below:

	Description	Base Price \$USD	Description	Base Price \$USD
	Unisex Solid Color Work Shirt	*\$13.928	Women's Fitted Smock	*\$22.484
	Unisex Striped Work Shirt	*\$13.928	Men and Women's Lab Coat	*\$27.855
	Unisex Polo Shirt	*\$13.928	Men and Women's Short Lab Coat	*\$24.141
	Men's Executive Button-Down Shirt	*\$15.785	Unisex Lab Coat	*\$27.855
	Men's Safety Shirt	*\$13.928	Shop Coat, as Specified	*\$27.855
	Men and Women's Work Trouser	*\$12.999	Denim Carpenter Jean	*\$23.213
	Safety Trouser	*\$18.570	T-Shirt	*\$14.856
	Men & Women's Side Elastic Trouser	*\$12.999	Unisex Solid Color Scrub Top	*\$10.214
	Men's Pleated Twill Trouser	*\$20.427	Unisex Solid Color Scrub Pant	*\$9.285
	Men's Prewashed Jeans	*\$17.642	Unisex Knit Cuff Butcher's Coat	*\$27.855
	Men's Shorts	*\$13.928	Slash Pocket Jacket	*\$23.213
	Unisex Coveralls	*\$25.998	Eisenhower Style Jacket	*\$23.213
	100% Cotton Coverall	*\$37.140	Warm Up Jacket	*\$46.425
	Men's Cargo Pocket Trouser	*\$18.570	Women's Cargo Pocket Trouser	*\$18.570

Garments in Category A. Men's and Women's Garments and Apparel which are lost or damaged beyond repair due to actions of the using agency will be paid for by the using agency based upon a thirty-six (36) month depreciation schedule.

The new cost price of the garment above will be divided by thirty-six (36) and the result multiplied by the number of months the garment has been in service. This result will be deducted from the garment new cost price and an invoice presented to the state for the depreciated price. After thirty-six months, the replacement price will be \$0. Garments which are deemed suitable for use by the using agency designated authority may remain in service longer than 36 months.

The following method shall be used to calculate depreciation and replacement cost for garments lost or damaged beyond repair by a using agency. Below is an example of a garment with an original replacement cost of \$36.00 used for twelve (12) months then lost by the using agency.

Depreciation per month of Use \$ 36.00 / 36 = \$ 1.00 per month

Total Depreciation: \$ 1.00 x 12 Months = \$ 12.00

Depreciated price due the Contractor: \$36.00 – \$ 12.00 = \$ \$ 24.00 Due to the Contractor.

OAKS ITEM NUMBER, CHARGES FOR ALL LOST OR DAMAGED MENS OR WOMENS GARMENTS AND APPAREL  
CATEGORY A. CONTRACT RS900118-1: OAKS ITEM 21420.

Bidders shall complete the following cost allocation categories. This will not be a part of the bid evaluation, however failure to complete them may deem your bid not responsive and result in disqualification of the bid.

BIDDER COST ALLOCATION CATEOGORIES GARMENTS AND APPAREL					
As a baseline for evaluation of price adjustment requests for this category, Bidders shall indicate the percentage of total costs for the following cost elements. The sum of all percentages must equal one hundred percent. Bidders may add additional cost categories if necessary.					
Cost of Goods	Labor Cost	Utilities	Transportation	Other	Overhead
30 %	35 %	8 %	7 %	5 %	15%

\* Denotes negotiated price reduction of 7.15%, per Amendment 13.

CONTRACT PRICES

B. CATEGORY B. - FLAME RESISTANT GARMENTS – Contractor: Cintas Corporation#2 - 0000069737

The contractor shall provide weekly delivery service. Using agencies may require from one (2) to eleven (11) of each garment. The Unit of Measure shall be the number of changes per week for each garment required by the using agency. The Bid price shall be the price per change in U.S. dollars (\$USD) for each garment required by the using agency.

OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Bid Price Per Garment Change (\$USD)
32334	91101800	Men's Long Sleeve Shirt, Flame Resistant, as specified	CARHARTT	294	294	* \$0.325
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Bid Price Per Garment Change (\$USD)
32335	91101800	Men's Trouser, Flame Resistant, as specified	CARHARTT	371	371	* \$0.325
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Bid Price Per Garment Change (\$USD)
32336	91101800	Men's Denim Jean, Flame Resistant, as specified	CARHARTT	280	280	* \$0.511
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Bid Price Per Garment Change (\$USD)
32337	91101800	Men's Jacket and Liner, Bomber Style, Flame Resistant, as specified	WORKRITE	65777 & 65858	65777 & 65858 Jacket & Liner	* \$2.089
OAKS Item #	UNSPSC	Description	Garment Brand/Manufacturer	Mfg Style/Item Number	Bidder item Number	Bid Price Per Garment Change (\$USD)
32338	91101800	Coverall, Flame Resistant, as specified	CARHARTT	391	391	* \$0.690

\* Denotes negotiated price reduction of 7.15%, per Amendment 13.

#### CONTRACT PRICES

##### CATEGORY B. FLAME RESISTANT GARMENTS – Contractor: Cintas Corporation #2 - 0000069737

All garments are the property of the Contractor. Garments which are lost or damaged beyond repair due to actions of the State or a State employee shall be paid for by the using agency at the (depreciated) price as indicated below:

	Description	Base Price \$USD		Description	Base Price \$USD
	Men's Long Sleeve Shirt, Flame Resistant	*\$50.603		Men's Jacket, Bomber Style, Flame Resistant	*\$116.991
	Men's Trouser, Flame Resistant	*\$40.854		Coverall, Flame Resistant	*\$90.993
	Men's Denim Jean Flame Resistant	*\$40.854			

Items in Category B. Flame Resistant Garments which are lost or damaged beyond repair due to actions by members of the using agency shall be paid for by the using agency based upon a forty-eight (48) month depreciation schedule.

The new cost price of the garment listed above will be divided by forty-eight (48) and the result multiplied by the number of months the garment has been in service. This result will be deducted from the garment price listed above and an invoice presented to the using agency for the depreciated amount. After forty-six months, the replacement price will be \$0. Garments which are deemed suitable for use by the using agency designated authority may remain in service longer than 48 months.

The following method shall be used to calculate depreciation and replacement cost for garments lost or damaged beyond repair by a using agency. Below is an example of a garment with an original replacement cost of \$48.00 which was used for eighteen (18) months then lost by the using agency.

Depreciation per month of Use:  $\$48.00/48 = \$1.00$  per month

Total Depreciation:  $\$1.00 \times 18 \text{ Months} = \$18.00$

Garment price, less depreciated amount  $\$48.00 - \$18.00 = \$30.00$  due the Contractor

OAKS ITEM NUMBER FOR CHARGES FOR ALL LOST OR DAMAGED FLAME-RESISTANT GARMENTS CATEGORY B.  
CONTRACT RS900118-1: OAKS ITEM 21448

Bidders shall complete the following cost allocation categories. This will not be a part of the bid evaluation, however failure to complete them may deem your bid not responsive and result in disqualification of the bid.

BIDDER COST ALLOCATION CATEOGORIES FLAME RESISTANT GARMENTS					
As a baseline for evaluation of price adjustment requests for this category, Bidders shall indicate the percentage of total costs for the following cost elements. The sum of all percentages must equal one hundred percent. Bidders may add additional cost categories if necessary.					
Cost of Goods	Labor Cost	Utilities	Transportation	Other	Overhead
30 %	35 %	8 %	7 %	5 %	15 %

\* Denotes negotiated price reduction of 7.15%, per Amendment 13.

CONTRACT PRICES

Category C. Mats, Dust and Dirt Control Items and Other Supplies – Contractor: – Cintas Corporation #2 - 0000069737

The Bid Price Unit of Measure shall be the Price Per Change (Service Schedule shall be determined by the using agency location) in U.S. Dollars (\$USD).

OAKS Item #	UNSPSC #	Description	Bid Price Per Change (\$USD)
32339	911018	Dust Mop in Frame, 22" to 24"	* \$0.371
		Dust Mop in Frame, 30" to 36"	
32340	911018		* \$0.464
		Dust Mop in Frame, 38" to 42"	
32341	911018	Dust Mop in Frame, 44" to 48"	* \$0.557
32342	911018		* \$0.557
32360	911018	Dust Mop Handle, 60" or greater length	No Charge
32600	911818	Wet Mop Head	* \$0.910
32601	911818	Wet Mop Handle	No Charge
32343	911018	Floor Mat 3' x 10'	* \$2.321
32344	911018	Floor Mat 3 x 5 or 3' x 4'	* \$1.393
32345	911018	Floor Mat 4' x 6'	* \$1.857
32346	911018	Logo Floor Mat 3' x 10'	* \$4.689
32347	911018	Logo Floor Mat 3' x 5' or 4'	* \$2.786
32348	911018	Logo Floor Mat 4' x 6'	* \$3.807
32349	911018	Safety Mat 3' x 5' or 4'	* \$1.950
32350	911018	Greeting Mat 3' x 5' or 4'	* \$1.950
		Scraper Mat or Active Scraper Mat 3' x 5' or 3' x 4'	* \$1.393
32351	911018	Scraper Mat or Active Scraper Mat 4' x 6'	* \$1.625
		Anti-Fatigue Mat or Spring Step Mat 3' x 5' or 3' x 4'	* \$1.393
32353	911018	Air Flex Mat 3' x 5' or 3' x 4'	* \$1.393
32354	911018	Bath/Shower Towel, White 22" x 44"	* \$0.376
32355	911018	Kitchen Towel, White 15" x 28"	* \$0.111
		Shop Towel, Red or Orange Debris-Free 18"x18" Bundle of 50 Towels	* \$2.786
32357	911018	Shop Towel, Red or Orange, Debris-Free 18"x18" Bundle of 100 Towels	* \$5.571
		Shop Towel, Red or Orange Debris-Free 18"x18" Bundle of 200 Towels	* \$11.142
32359	911018	Air Freshener Deodorant Canister	No Charge
32361	911018	Air Freshener Deodorant Dispenser	* \$1.857
32362	911018	Batteries for Air Freshener Dispenser	No Charge
32363	911018		

\* Denotes negotiated price reduction of 7.15%, per Amendment 13.

CONTRACT PRICES

**Category C. Mats, Dust and Dirt Control Items and Other Supplies – Contractor: Cintas Corporation #2 - 0000069737**

All items are the property of the Contractor. Items are lost or damaged beyond repair due to actions of the State or a State employee shall be paid for by the using agency at the (depreciated) price as indicated below:

	Description	Base Price \$USD	Description	Base Price \$USD
	Dust Mop in Frame 22" to 24"	*\$9.285	Scraper/Active Scraper Mat 3' x 5' or 3' x 4'	*\$41.783
	Dust Mop in Frame 30" to 36"	*\$9.285	Scraper/Active Scraper Mat 4' x 6'	*\$64.995
	Dust Mop in Frame 38" to 42"	*\$9.285	Anti-Fatigue//Spring Step Mat 3' x 5' or 3" x 4'	*\$41.783
	Dust Mop in Frame 44" to 48"	*\$9.285	Air Flex Mat 3' x 5' or 3' x 4'	*\$41.783
	Dust Mop Handle	*\$9.285	Bath/Shower Towel, 22" x 44"	*\$1.811
	Floor Mat 3' x 10'	*\$83.565	Kitchen Towel, 15" x 28"	*\$0.464
	Floor Mat 3' x 5' or 3' x 4	*\$41.783	Shop Towel Red or Orange (per towel)	*\$0.371
	Floor Mat 4' x 6'	*\$64.995	Shop Towel Red or Orange (per towel)	*\$0.371
	Logo Floor Mat 3' x 10'	*\$213.555	Shop Towel Red or Orange (per towel)	*\$0.371
	Logo Floor Mat 3' X 5' or 4'	*\$74.280	Air Freshener Deodorant Canister	\$0.00
	Logo Floor Mat 4' x 6'	*\$167.130	Air Freshener Dispenser	*\$13.928
	Safety Mat 3' x 5' or 4'	*\$41.783	Batteries for Air Freshener Disp.	\$0.00
	Greeting Mat 3' x 5' or 4'	*\$41.783	Wet Mop Head	*\$9.285
	Wet Mop Handle	*\$9.285		

Items in Category C. Mats, Dust, Dirt Control Items and Other Supplies which are lost or damaged beyond repair due to actions by members of the using agency will be paid for by said using agency based upon a forty-eight (48) month depreciation schedule based on the prices above.

The price of the item listed above will be divided by forty-eight (48) and the result multiplied by the number of months the garment has been in service. This result will be deducted from the garment price listed above and an invoice presented to the state for the undepreciated amount. After forty-eight months, the replacement price will be \$0. The following method shall be used to calculate depreciation and replacement cost for garments lost or damaged beyond repair by a using agency:

Below is an example of an item with an original replacement cost of \$ 96.00 which was used for twenty-five (25) months then lost by the using agency.

Depreciation per month of Use  $\$ 96.00/48 = \$ 2.00$  Per month

Total Depreciation:  $\$ 2.00 \times 25$  Months =  $\$ 50.00$

Item Price/Cost, less depreciated amount  $\$ 96.00 - \$ 50.00 = \$ 46.00$  Due the Contractor

**OAKS ITEM NUMBER, CHARGES FOR ALL LOST OR DAMAGED MATS DIRT, DUST CONTROL ITEMS AND OTHER SUPPLIES CATEGORY C. CONTRACT RS900118-1: OAKS ITEM 21444**

Bidders shall complete the following cost allocation categories. This will not be a part of the bid evaluation, however failure to complete them may deem your bid not responsive and result in disqualification of the bid.

BIDDER COST ALLOCATION CATEOGORIES FACILITIES SUPPLIES					
As a baseline for evaluation of price adjustment requests for this category, Bidders shall indicate the percentage of total costs for the following cost elements. The sum of all percentages must equal one hundred percent. Bidders may add additional cost categories if necessary.					
Cost of Goods	Labor Cost	Utilities	Transportation	Other	Overhead
30 %	35 %	8 %	7 %	5 %	15 %

\* Denotes negotiated price reduction of 7.15%, per Amendment 13.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Standard Contract Terms and Conditions, Section (roman numeral) V. General Provisions: Paragraph Q.)

List names of subcontractors who will be performing work under the Contract below:

NONE

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed, or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

BID AUTOMOBILE LIABILITY CHECKLIST:

Bidder/Contractor shall indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

BIDDERS SHALL COMPLETE THE FOLLOWING, WHICH WILL NOT BE PART OF THE BID EVALUATION:

ITEMS IN THIS BID CONTAIN RECYCLED MATERIALS - Y/N: N. IF SO       %.

## CONTRACTOR INDEX

### CONTRACTOR AND TERMS:



BID CONTRACT NO.: RS900118-1

0000069737

Cintas Corporation #2  
6800 Cintas Boulevard  
Mason, OH 45040-9151

DELIVERY: See DELIVERY clause, page 3

TERMS: Net 30 Days

### CONTRACTOR'S CONTACTS:

#### Primary Contractor Contact:

Mr. Chris Sherman \*  
Major Account Manager-Government-OH/MI/IN \*  
Cintas Corporation \*  
28140 Cedar Park Blvd. \*  
Perrysburg, OH 43551 \*

Telephone: (419) 662-4720 (Office)\*  
Mobile: (419) 261-2138 \*  
FAX: (419) 662-4721 \*  
E-Mail: [shermanc@cintas.com](mailto:shermanc@cintas.com) \*

#### Contractor Contact for New Location Setup, All Billing Issues:

Mr. Aiman Barakat, Government Strategic Markets  
Cintas Corporation #2  
5600 W. 73<sup>rd</sup> Street  
Chicago, IL 60638

Telephone: (708) 910-6357  
FAX:  
E-Mail: [barakata@cintas.com](mailto:barakata@cintas.com)

All Purchase Orders for services provided by this contract must be submitted by E-Mail to:

Mr. Aiman Barakat, Government Strategic Markets  
Cintas Corporation #2  
5600 W. 73<sup>rd</sup> Street  
Chicago, IL 60638

E-Mail: [barakata@cintas.com](mailto:barakata@cintas.com)

### REMITTANCE BY STATE PURCHASING CARD

Pcard payment for individual invoices or monthly statement summaries may be made to Cintas local service locations, addresses and contact information for which appears on invoice and monthly statement documents. Review Contract Appendix II for more detail.

### CUSTOMER SERVICE ISSUES

Contact the Cintas Corporation #2 local service facility to mitigate or resolve customer service issues. Local service facility contact information is listed in Appendix A on page # 27 of the contract and is also listed on each weekly invoice and monthly customer service summary. Please review Contract Appendix II for more detailed information on addressing service issues.

\* Denotes change to primary contractor contact information, per amendment 12.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
13	10/14/20	This amendment is issued to notify that as a result of mutual agreement between the State and the Contractor, this contract will be renewed for an additional thirty-six (36) months. Additionally, this amendment is issued to implement a negotiated cost reduction of 7.15% upon every contract item, effective with all orders placed on or after 08/21/20.
12	03/13/20	This amendment is issued to update primary contractor contact information on the Contractor Index page, effective 03/13/20.
11	07/23/18	This amendment is issued to update the remittance address for quarterly sales reports and revenue share remittances on pages 5 and 6 of the contract.
10	07/02/18	This amendment is issued to clarify descriptions on three types of floor mats, effective 07/02/18.
9	05/21/18	This amendment is issued to update the Contractor Index page #26 with the substitution of Mr. Aiman Barakat for Ms. Teresa Denier, effective 05/21/18.
8	03/28/18	This amendment is issued to add a new clause based upon agreement between the parties titled <u>PRO-RATA PRICE CALCULATION FOR CERTAIN GARMENTS</u> to page 13 of the contract effective 03/28/18.
7	02/16/18	This amendment is issued to change the Cintas item number for the Workrite Flame Resistant Jacket and Liner on page 21 of the Contract, effective 02/16/18.
6	01/19/18	This amendment is issued to correct a typographical error in the email address of Contractor Contact Eric Palmer in the Contractor Index on page 26 of the contract.
5	12/11/17	This amendment is issued to add a requirement and information for the submission of purchase orders to the contractor effective with all orders placed on or after 12/11/17.
4	11/29/17	This amendment is issued to update Contractor contact information in the Contractor's Index on page #26 of the contract, effective 11/29/17.
3	08/23/17	This amendment is issued to clarify that the Debris-Free shop towels listed on pages 23 and 24 of this contract may be Red or Orange in color.
2	08/01/17	This amendment is issued to add the results of Supplemental Bid RS900518 which opened on 07/14/17, to this contract effective with all orders placed on or after 08/01/17.
1	08/01/17	This amendment is issued to update the Table of Contents and Contractor Index page, add a Summary of Amendments Page, repaginate Appendix I add Contract Appendix II and correct Cintas Item numbers for two items.

**Appendix I – Cintas Corporation #2 Service Locations by Ohio County and Local Contact Information**

Cintas Corporation #2 Service Locations by Ohio County							
Ohio County	Cintas Service Location	Ohio County	Cintas Service Location	Ohio County	Cintas Service Location	Ohio County	Cintas Service Location
Adams	Dayton, OH	Fairfield	Lancaster, OH	Licking	Columbus, OH	Portage	North Jackson, OH
Allen	Lima, OH	Fayette	Columbus, OH	Logan	Lima, OH	Preble	Vandalia, OH
Ashland	Strongsville, OH	Franklin	Columbus, OH	Lorain	Strongsville, OH	Putnam	Lima, OH
Ashtabula	North Jackson, OH	Fulton	Perrysburg, OH	Lucas	Perrysburg, OH	Richland	Perrysburg, OH
Athens	Lancaster, OH	Gallia	Ashland, KY	Madison	Columbus, OH	Ross	Lancaster, OH
Auglaize	Lima, OH	Geauga	Painesville, OH	Mahoning	North Jackson, OH	Sandusky	Perrysburg, OH
Belmont	Mineral Wells, WV	Greene	Dayton, OH	Marion	Columbus, OH	Scioto	Ashland, KY
Brown	Dayton, OH	Guernsey	Lancaster, OH	Medina	Strongsville, OH	Seneca	Lima, OH
Butler	Milford, OH	Hamilton	Cincinnati, OH	Meigs	Mineral Wells, WV	Shelby	Vandalia, OH
Carroll	Bridgeville, PA	Hancock	Perrysburg, OH	Mercer	Vandalia, OH	Stark	North Canton, OH
Champaign	Columbus, OH	Hardin	Lima, OH	Miami	Vandalia, OH	Summit	Strongsville, OH
Clark	Vandalia, OH	Harrison	Bridgeville, PA	Monroe	Lancaster, OH	Trumbull	North Jackson, OH
Clermont	Dayton, OH	Henry	Perrysburg, OH	Montgomery	Vandalia, OH	Tuscarawas	North Canton, OH
Clinton	Dayton, OH	Highland	Dayton, OH	Morgan	Lancaster, OH	Union	Columbus, OH
Columbiana	North Jackson, OH	Hocking	Lancaster, OH	Morrow	Columbus, OH	Van Wert	Lima, OH
Coshocton	Lancaster, OH	Holmes	North Canton, OH	Muskingum	Lancaster, OH	Vinton	Lancaster, OH
Crawford	Perrysburg, OH	Huron	Perrysburg, OH	Noble	Lancaster, OH	Warren	Milford, OH
Cuyahoga	Painesville, OH	Jackson	Lancaster, OH	Ottawa	Perrysburg, OH	Washington	Mineral Wells, WV
Darke	Vandalia, OH	Jefferson	Bridgeville, PA	Paulding	Lima, OH	Wayne	Strongsville, OH
Defiance	Perrysburg, OH	Knox	Columbus, OH	Perry	Lancaster, OH	Williams	Perrysburg, OH
Delaware	Columbus, OH	Lake	Painesville, OH	Pickaway	Lancaster, OH	Wood	Perrysburg, OH
Erie	Perrysburg, OH	Lawrence	Ashland, KY	Pike	Ashland, KY	Wyandot	Lima, OH

Cintas Corporation #2 - Service Locations Local Contact Information				
City	ST	Address	Zip	Phone
Ashland	KY	4125 Winchester Ave	41101	(606)325-3777
Cincinnati	OH	5570 Ridge Ave	45213-2516	(513)631-5750
Columbus	OH	1300 Boltonfield Street	43228	(614)878-7313
Dayton	OH	903 Brandt Street	45404	(937)236-1506
Lancaster	OH	2250 Commerce St	43130	(740)687-6230
Lima	OH	810 East Hanthorn Rd	45804	(419)222-8080
Milford	OH	27 Whitney Dr.	45150	(513)831-4300
North Canton	OH	3865 Highland Park St. NW	44720	(330)966-7800
North Jackson	OH	12601 DeBartolo Drive	44451	(330)538-6911
Painesville	OH	800 Renaissance Pkwy	44077	(440)352-4003
Perrysburg	OH	28140 Cedar Park Blvd	43551-4872	(419)662-4720
Strongsville	OH	8221 Dow Circle	44136	(440)238-5565
Vandalia	OH	850 Center Dr.	45377	(937)890-8585
Bridgeville	PA	40 Abele Rd	15107	(412)221-8870
Mineral Wells	WV	40 Broadhead Ln	26150-3161	(304)489-9058

\* Page number changed by Amendment #1, effective 08/01/17.

Appendix II\*

Procedures for Customer Service Issues and Payment of Invoices by State Purchasing Card (Pcard)

Process for Handling Customer Service Issues

All issues related to local service such as:

1. Unsatisfactory or Improper laundering or pressing of garments
2. Missing garments
3. Wet or unsafe floor mats
4. New employee service
5. Employee transfers
6. Temporary or permanent cessation of service due to quits, extended leaves or other contractually authorized reasons.
7. Other local issues

Contact the Cintas local facility which services your facility. Cintas local facility contact information by Ohio County is listed in Appendix I on page 28 of this contract. Cintas location contact information is also listed on each weekly invoice or on the monthly invoice summary.

For new location set-ups and all billing issues including incorrect invoices, incorrect prices, unauthorized charges, wrong product or service delivered, contact Ms. Teresa Denier, Account Manager, 6800 Cintas Blvd. Mason, OH 45040 [deniert@cintas.com](mailto:deniert@cintas.com), Office Phone: (513) 573-4888, FAX: (513) 701-2698.

Using locations are responsible under this Contract for initial mitigation and resolution of service issues. If an issue cannot be resolved at the local level, the agency using location should use the DAS Complaint to Vendor (CTV) process to involve the assigned DAS Contract manager in the process.

The online form for filing a CTV is available at: <https://procure.ohio.gov/ctv/vendorperformance.asp>

Invoice Payment by Pcard

The Cintas service representative/delivery driver will leave an invoice for services provided with each delivery. If your agency location determines to make payments by State of Ohio Pcard you should make payment to the local Cintas Service location listed on each invoice. Cintas will also issue a monthly invoice summary for each serviced location. If an agency location determines to pay by Pcard, the location may pay each invoice individually by contacting the Cintas local service location, providing the Cintas invoice number, dollar amount, Pcard information and verbal authorization to pay or upon receipt of the monthly invoice summary, pay on that document by the same process as individual invoices. Please insure you follow the prescribed OBM process for making payment by State Purchasing Card (Pcard).

Payment by State Warrant

If your agency elects to issue purchase orders for the services provided by the Contract and pay by state warrant, Cintas has the capability and the Contract provides for consolidated invoices across multiple locations or date ranges. Please remember that the contract payment terms are NET 30. Cintas consolidated invoices will be in the form of an Excel workbook. If you have a question or desire to request consolidated invoices, contact Ms. Teresa Denier at Cintas Corporation 6800 Cintas Blvd. Mason, OH 45040 (513) 573-4888 or [deniert@cintas.com](mailto:deniert@cintas.com). All requests for consolidated invoices should be made in writing detailing the specifics of your request and be in accordance with the SUBMISSION OF INVOICES clause on page 4 of this contract.

\* Added by amendment #1, effective 08/01/17.





## Olmsted Township

### Quote

Item #	Rental Item	Weekly Price	Quantity	Weekly Cost per Employee	# of Employees Using	Total Weekly Cost
9585	Enhanced Vis Jacket	\$1.20	1	\$1.20	7	\$8.40
69526	Hi Vis T Shirt (Short Sleeve)	\$0.23	11	\$2.53	7	\$17.71
59945	Enhanced Vis Pants	\$0.45	11	\$4.95	7	\$34.65

84035	3x10 Floor Mat	\$2.375	6			\$14.250
84435	4x6 Floor Mat	\$1.857	1			\$1.857
84335	3x5 Floor Mat	\$1.393	1			\$1.393

Total Weekly Invoice: **\$84.70**

Alex Crewdson

[crewdsona@cintas.com](mailto:crewdsona@cintas.com)

440-829-2649

