



**CITY OF NOVI CITY COUNCIL
NOVEMBER 22, 2021**

SUBJECT: Approval of unit price contract with Cintas for uniform rentals through the Omnia Partners cooperative purchasing contract #R-BB-19002, in an estimated annual amount of \$24,824.28. The contract term is for three years.

SUBMITTING DEPARTMENT: Department of Public Works
Integrated Solutions

EXPENDITURE REQUIRED	<p>\$ 1,515.28 IS-Facilities Uniforms \$ 3,846.96 IS-Parks Maintenance Uniforms \$ 8,976.24 DPW- Field Operations Uniforms \$ 2,609.50 DPW-Fleet Uniforms \$ 6,524.44 DPW- Water & Sewer Uniforms <u>\$ 1,352.00 DPW- Contractual Services Floor Mats</u> \$ 24,824.28 TOTAL EXPENSES</p>
AMOUNT BUDGETED	<p>\$ 350.00 IS- Facilities Uniforms \$ 2,500.00 IS-Parks Maintenance Uniforms \$ 7,000.00 DPW- Field Operations Uniforms \$ 3,000.00 DPW- Fleet Uniforms \$ 3,100.00 DPW- Water & Sewer Uniforms <u>\$12,000.00 DPW- Contractual Services Floor Mats</u> \$ 27,950.00 TOTAL BUDGET</p>
APPROPRIATION REQUIRED	\$ 0
LINE ITEM NUMBER	<p>101-265.00-741.000 IS-Facilities 101-265.10-741.000 IS-Parks Maintenance 101-442.20-741.000 DPW-Field Operations 101-442.30-741.000 DPW-Fleet 592-592.00-741.000 DPW-Water & Sewer 101-442.00-814.000 DPW-Contractual Services</p>

BACKGROUND INFORMATION:

The request is to enter into a full-service uniform rental program with Cintas for DPW and Integrated Solutions field staff. This service provides uniforms for staff along with laundrying and repairing/ replacing damaged items. Previously, DPW and Integrated Solutions field staff members were provided a jean allowance and the City purchased other apparel needed. In the most recent MAPE contract, the jean allowance was replaced with a provision that the City would provide uniforms. The uniform rental program would provide better services and quality clothing for staff. Cintas would also service DPW for floor mat and shop towels. The start date of this contract would begin in January 2022.

RECOMMENDED ACTION: Approval of unit price contract with Cintas for uniform rentals through the Omnia Partners cooperative purchasing contract #R-BB-19002, in an estimated annual amount of \$24,824.28. The contract term is for three years.



FACILITIES SOLUTIONS AGREEMENT

Location No. 31
 Contract No. _____
 Customer No. _____
 Main Corporate Code → **New CC 13218**

Customer/Participating Agency City of Novi Date 11/10/21
 Address 26300 Lee BeGole Drive City Novi State Mi Zip 48375
 Phone 248.347.0453

UNIFORM PRODUCT RENTAL PRICING:

Item #	Description	Unit Price
	Carhartt T-Shirt	.45
	Performance Polo	.32
	Carhartt Rugged Flex Pant	.45
	Carhartt 5 Pocket Jean	.45
	Carhartt Dungree Pant	.40
	Womens Rugged Flex Jean	.45
	Female Work Pant	.28
	Cargo Short	.45
	Carhartt FR Shirt	.43
	Carhartt FR Pant	.43

- This agreement is effective as of this date from 11/22/2021 to 11/22/2024, with a minimum term of 36 months. The length of this rental agreement will commence with the actual uniform rental, not affiliated with the start date of the Master Agreement. Any negotiations of price, terms or discounts must be approved by Prince William County Public Schools for the Master Agreement. Any such changes shall take effect on the anniversary date of the master agreement. All requests for price changes must be justified and based upon verifiable criteria which may include the Bureau of Labor Statistics Consumer Price Index (CPI-U).
- Name Emblem \$ 1.99 ea • Company Emblem \$ 2.99 ea
- Customer Emblem \$ 2.99 ea • Embroidery \$ NA ea
- COD Terms \$ NA per week charge for prior service (if Amount Due is Carried to Following Week)
- Automatic Lost Replacement Charge: Item _____ % of Inventory _____ \$ _____ Ea.
- Automatic Lost Replacement Charge: Item _____ % of Inventory _____ \$ _____ Ea.
- Minimum Charge \$ 35 per delivery.
- Make-Up charge \$ 2.25 per garment.
- Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$.15 per garment.
- Seasonal Sleeve Change \$ 5.00 per garment.
- Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.
- Artwork Charge for Logo Mat \$ 0
- Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ 5.00 per garment will be assessed for employee's size changed within 4 weeks of installation.
- Other To Include DPW Field Ops, DPW Water & Sewer, DPW Parks, DPW Fleet, Facilities, Civic Center, PD, DPW

FACILITY SERVICES PRODUCTS PRICING:

Bundle*	Item #	Description	Rental Freq.	Inventory	Unit Price
		3x5 Standard Mat	EOW	each	3.75
		4x6 Standard Mat	EOW	each	4.50
		3x10 Standard Mat	EOW	each	6.00
		3x5 Standard Mat	Monthly	each	5.63
		4x6 Standard Mat	Monthly	each	6.75
		3x10 Standard Mat	Monthly	each	9.00
		3x5 Scraper Mat	EOW	each	2.50
		Uniform Advantage/ Premium Advantage	Weekly	each	.06/.14
		Prep Advantage/ Emblem Advantage	Weekly	each	.05/.06

*Indicated bundled items/services

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



Cintas Loc. No: 31 **CUSTOMER:**
 Please Sign Name _____
 By: Mason Ewers Please Print Name _____
 Title: Sales Please Print Title _____
 Accepted-GM: _____ Email _____

Omnia Partners Public Sector Participating Public Agencies Terms

1. Participating Public Agencies: Supplier agrees to extend the same terms, covenants agreed to under the Master Agreement with Lead Public Agency Prince William County Public Schools to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. Any disputes between a Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public Agency exists.
2. Master Agreement available at <https://www.omniapartners.com/publicsector>

Supplier General Service Terms Section

3. Prices Customer agrees to rent from Company, and Company agrees to provide to Customer, the Merchandise, inventory and services described on Exhibit A, "Merchandise & Pricing" at the prices set forth in Exhibit A. There will be a minimum charge of thirty-five dollars (\$35.00) per week for each Customer location required to purchase its rental services from Company as set forth in this Agreement.
4. Buyback of Non-Standard Garments Customer has ordered from Company a garment rental service requiring embroidered garments that may not be standard to Company's normal rental product line. Those non-standard products will be designated as such under-Garment Description in Exhibit C. In the event Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement for any reason other than documented quality of service reasons which are not cured, Customer agrees to buy back all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
5. Service Guarantee: Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or returned to Company in good and usable condition.
6. Garments' Lack of Flame Retardant or Acid Resistant Features Unless specified otherwise in writing by the Company, the garments supplied under this Agreement are not flame retardant or acid resistant and contain no special flame retardant or acid resistant features. They are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Flame resistant and acid resistant garments are available from Company upon request. Customer warrants that none of the employees for whom garments are supplied pursuant to this Agreement require flame retardant or acid resistant clothing.
7. Logo Mats In the event that Customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that the Company has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.

8. Adding Employees Additional employees and Merchandise may be added to this Agreement at any time upon written or oral request by the Customer to the Company. Any such additional employees or Merchandise shall automatically become a part of and subject to the terms of this Agreement. If such employees are employed at a Customer location that is then participating under this Agreement, the Customer shall pay Company the one-time preparation fee indicated on Exhibit A. Customer shall not pay Company any one-time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
9. Emblem Guarantee Customer has requested that Company supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"). Company will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.
10. In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that the Company allocated to Customer at the price indicated on Exhibit A of this Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Company and Customer and noted on Exhibit A.
11. Terminating Employees Subject to the provisions of this Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to the Company but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Company.
12. Replacement In the event any Merchandise is lost, stolen or is not returned to Company, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said Merchandise at the then current Loss/Damage Replacement Values.
13. Indemnification To the fullest extent permitted by law, Company agrees to defend, indemnify, pay on behalf of and save harmless the Participating Public Agency, its elected and appointed officials, agents, employees and authorized volunteers against any and all claims, liability, demands, suits or loss, including reasonable attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Company under this Contract, but only to the extent of Company's negligence.
14. Additional Items: Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof and all of its provisions. If this agreement is terminated early for convenience, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Company for non-payment by Customer at any time Customer will pay to Company, as termination charges and not as a penalty based upon the following schedule:

If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as termination charges equal to 50 weeks of rental service.

If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as termination charges equal to 36 weeks of rental service.

If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as termination charges equal to 23 weeks of rental service.

If this agreement is cancelled for convenience after 24 months of service, Customer shall pay as termination charges of 10 weeks of rental service.

Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.



CINTAS Full Service Rental Program

Service Includes:

- * Personalized Measurement of Employees
- * Convenient Weekly Service
- * Laundered and Professionally Finished Garments
- * Inspection of Garments
- * Replacement of Worn out Garments at **no charge** to customer
- * Repair of garments at **no charge** to customer
- * Size exchanges at **no charge** to customer
- * Inventory management of program, including usage and delivery reports

Advantages of Service

- * Professional cleaning of garments
- * No inventory investment on part of customer
- * One week turnaround on new orders
- * Flexibility to cancel wearers in case of turnover
- * Program **Completely** managed by CINTAS
- * Steady Weekly Billing
- * Pricing Based off of 52 weeks

Custom Emblem	\$2.99
Name Emblem	\$1.99
Prep Charge	\$2.25
Optional	
Uniform Advantage	\$0.06
Premium Uniform Advantage (Carhartt FR Garments)	\$0.14
Prep Advantage	\$0.05
Emblem Advantage	\$0.06

Garment Type (Uniform Rental) Cintas Washes					
DPW Field Ops (14 employees)	Price Per Garment	Total employees	Inventory Per	Price Per Employee	Total
Carhartt T-Shirt	\$0.45	14	6	\$6.30	\$37.80
Performance Polo	\$0.32	14	5	\$4.48	\$22.40
Carhartt Rugged Flex Pant	\$0.45	14	6	\$6.30	\$37.80
Carhartt 5 Pocket Jean	\$0.45	14	5	\$6.30	\$31.50
Uniform Advantage	\$0.06	14	22	\$1.32	\$18.48
Prep Advantage	\$0.05	14	22	\$1.10	\$15.40
Emblem Advantage (Covers all start up emblem and future emblem fees)	\$0.06	14	11	\$0.66	\$9.24
Total Per Week					\$172.62
DPW Water & Sewer (8 Males, 1 Female)	Price Per Garment	Total Employees	Inventory per	Price Per Employee	Total
Performance Polo	\$0.32	8	5	\$1.60	\$8.00
Carhartt T-Shirt	\$0.45	8	6	\$2.70	\$16.20
Carhartt Rugged Flex Pant	\$0.45	8	6	\$2.70	\$16.20
Carhartt Dungaree	\$0.40	8	5	\$2.00	\$10.00
Carhartt T-Shirt (XS)	\$0.45	1	6	\$2.70	\$16.20
Womens Performance Polo	\$0.32	1	5	\$1.60	\$8.00
Womens Rugged Flex Jean	\$0.45	1	6	\$2.70	\$16.20
Cintas Pant (Susan Fit)	\$0.28	1	5	\$1.39	\$6.95
Uniform Advantage	\$0.06	9	22	\$1.32	\$11.88
Prep Advantage	\$0.05	9	22	\$1.10	\$9.90
Emblem Advantage (Covers all start up emblem and future emblem fees)	\$0.06	9	11	\$0.66	\$5.94
Total Per Week					\$125.47
DPW Parks (6 Employees)	Price Per Garment	Total Employees	Inventory Per	Price Per Employee	Total
Carhartt T-Shirt	\$0.45	6	6	\$2.70	\$16.20
Performance Polo	\$0.32	6	5	\$1.60	\$9.60
Carhartt 5 Pocket Jean	\$0.45	6	11	\$4.95	\$29.70
Uniform Advantage	\$0.06	6	22	\$1.32	\$7.92
Prep Advantage	\$0.05	6	22	\$1.10	\$6.60
Emblem Advantage (Covers all start up emblem and future emblem fees)	\$0.06	6	11	\$0.66	\$3.96
Total Per Week					\$73.98
DPW Fleet (3 employees)	Price Per Garment	Total employees	Inventory Per	Price Per Employee	Total
Carhartt FR Shirt	\$0.43	3	7	\$3.01	\$9.03
Carhartt FR Pant	\$0.43	3	11	\$4.73	\$14.19
Carhartt T-Shirt	\$0.45	3	4	\$1.80	\$5.40
Uniform Advantage	\$0.06	3	4	\$0.24	\$0.72
Premium Uniform Advantage	\$0.14	3	18	\$2.52	\$7.56
Prep Advantage	\$0.05	3	22	\$1.10	\$3.30
Emblem Advantage (Covers all start up emblem and future emblem fees)	\$0.06	3	11	\$0.66	\$1.98
Total Per Week					\$42.18
Facilities (2 employees)	Price Per Garment	Total employees	Inventory Per	Price Per Employee	Total
Carhartt Rugged Flex Shirt(396)	\$0.39	2	11	\$4.29	\$8.58
Carhartt Dungaree Pant(383)	\$0.40	2	11	\$4.40	\$8.80
Cintas Cargo Short(370)	\$0.45	2	5	\$2.25	\$4.50
Uniform Advantage	\$0.06	2	27	\$1.62	\$3.24
Prep Advantage	\$0.05	2	27	\$1.35	\$2.70
Emblem Advantage (Covers all start up emblem and future emblem fees)	\$0.06	2	11	\$0.66	\$1.32
Total Per Week					\$29.14

Overall Weekly Total					\$443.39
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Floor Mat Quote



Floor Mat Service			
DPW (Every two week service)	Quantity	Price Per	Total Price
3x5 Grey Mat	2	\$3.75	\$7.50
4x6 Grey Mat	1	\$4.50	\$4.50
3x10 Grey Mat	5	\$6.00	\$30.00
3x5 Scraper Mat	4	\$2.50	\$10.00
Total Price Every Two Weeks			\$52.00
Overall Monthly Total			\$104.00