

ADDENDUM

Contract #: 0000000000000000000015709

This Addendum is entered into by and between The Indiana Department of Administration (“the State”) and the entity designated as Cintas Corporation (“the Contractor”) below.

The purpose of this Addendum is to modify, delete, or amend certain terms and conditions set forth in the attached Form Contract prepared by Contractor (the “Form Contract”). This Addendum and the Form Contract are incorporated into each other and, when read together, shall constitute one integrated document (“this Contract”). Any inconsistency, conflict, or ambiguity between this Addendum and the Form Contract shall be resolved by giving precedence and effect to this Addendum.

Contractor Name: CINTAS CORPORATION

Contractor Address: PO BOX 630803

CINCINNATI, OH 45263

Title of Form Contract: Master Agreement By and Between Harford County Public Schools, Maryland and Cintas Corporation – Number 12-JLH-011C

1. Form Contract/Duties of Contractor

The Contractor shall provide the Services or Products described in the Form Contract, **Number 12-JLH-011C, Master Agreement By and Between Harford County Public Schools, Maryland and Cintas Corporation**, along with the duties and item pricing structure outlined in **Exhibits A through C** herein.

2. Term

This contract begins on April 01, 2016 and ends March 31, 2019.

3. Consideration

Total consideration for term of this Contract is \$900,000.00 (nine-hundred thousand dollars).

By mutual agreement of the parties, the following terms and conditions are deleted from the Form Contract:

- A. Any provision requiring the State of Indiana to provide insurance
- B. Any provision requiring the State of Indiana to provide indemnity
- C. Any provision providing that the Contract be construed in accordance with laws other than those of the State of Indiana
- D. Any provision providing that suit be brought in any state other than Indiana
- E. Any provision providing for resolution of contract disputes
- F. Any provision requiring the State of Indiana to pay any taxes
- G. Any provision requiring the State of Indiana to pay penalties, liquidated damages, interest or attorney’s fees
- H. Any provision modifying the applicable Indiana statute of limitations
- I. Any provision relating to the time within which a claim must be made.
- J. Any provision requiring payment of consideration in advance unless authorized by an exception listed in IC §4-13-2-20

- K. Any provision limiting disclosure of the contract in violation of the Access to Public Records Act, IC §5-14-3. This is a Public Contract and will be posted on the State's website pursuant to Executive Order 05-07
- L. Any provision requiring payment in less than 35 days
- M. Any provision providing for automatic renewal
- N. Any provision giving the Form Contract precedence over this Addendum

4. Access to Records

The Contractor and its subcontractors, if any, shall maintain all books, documents, papers, accounting records, and other evidence pertaining to all costs incurred under this Contract. They shall make such materials available at their respective offices at all reasonable times during this Contract, and for three (3) years from the date of final payment under this Contract, for inspection by the State or its authorized designees. Copies shall be furnished at no cost to the State if requested.

5. Assignment; Successors

The Contractor binds its successors and assignees to all the terms and conditions of this Contract. The Contractor shall not assign or subcontract the whole or any part of this Contract without the State's prior written consent. The Contractor may assign its right to receive payments to such third parties as the Contractor may desire without the prior written consent of the State, provided that the Contractor gives written notice (including evidence of such assignment) to the State thirty (30) days in advance of any payment so assigned. The assignment shall cover all unpaid amounts under this Contract and shall not be made to more than one party.

6. Assignment of Antitrust Claims

As part of the consideration for the award of this Contract, the Contractor assigns to the State all right, title, and interest in and to any claims the Contractor now has, or may acquire, under state or federal antitrust laws relating to the products or services which are the subject of this Contract.

7. Audits

The Contractor acknowledges that it may be required to submit to an audit of funds paid through this Contract. Any such audit shall be conducted in accordance with IC §5-11-1, et. seq. and audit guidelines specified by the State.

The State considers the Contractor to be a "Contractor" under 2 C.F.R. 200.330 for purposes of this Contract. However, if required by applicable provisions of 2 C.F.R. 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements), Contractor shall arrange for a financial and compliance audit, which complies with 2 C.F.R. 200.500 et seq.

8. Authority to Bind Contractor

The signatory for the Contractor represents that he/she has been duly authorized to execute this Contract on behalf of the Contractor and has obtained all necessary or applicable approvals to make this Contract fully binding upon the Contractor when his/her signature is affixed, and accepted by the State.

9. Changes in Work

The Contractor shall not commence any additional work or change the scope of the work until authorized in writing by the State. The Contractor shall make no claim for additional compensation in the absence of a prior written approval and amendment executed by all signatories hereto. This Contract may only be amended, supplemented or modified by a written document executed in the same manner as this Contract.

10. Compliance with Laws

- A. The Contractor shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Contract shall be reviewed by the State and the Contractor to determine whether the provisions of this Contract require formal modification.
- B. The Contractor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC §4-2-6, et seq., IC §4-2-7, et seq., the regulations promulgated thereunder. If the Contractor has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Contract, the Contractor shall ensure compliance with the disclosure requirements in IC 4-2-6-10.5 prior to the execution of this contract. If the Contractor is not familiar with these ethical requirements, the Contractor should refer any questions to the Indiana State Ethics Commission, or visit the Inspector General's website at <http://www.in.gov/ig/>. If the Contractor or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this Contract immediately upon notice to the Contractor. In addition, the Contractor may be subject to penalties under IC §§4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.
- C. The Contractor certifies by entering into this Contract that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana. The Contractor agrees that any payments currently due to the State of Indiana may be withheld from payments due to the Contractor. Additionally, further work or payments may be withheld, delayed, or denied and/or this Contract suspended until the Contractor is current in its payments and has submitted proof of such payment to the State.
- D. The Contractor warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the Contractor agrees that the State may delay, withhold, or deny work under any supplement, amendment, change order or other contractual device issued pursuant to this Contract.
- E. If a valid dispute exists as to the Contractor's liability or guilt in any action initiated by the State or its agencies, and the State decides to delay, withhold, or deny work to the Contractor, the Contractor may request that it be allowed to continue, or receive work, without delay. The Contractor must submit, in writing, a request for review to the Indiana Department of Administration (IDOA) following the procedures for disputes outlined herein. A determination by IDOA shall be binding on the parties. Any payments that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest, except as permitted by IC §5-17-5.

- F. The Contractor warrants that the Contractor and its subcontractors, if any, shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State. Failure to do so may be deemed a material breach of this Contract and grounds for immediate termination and denial of further work with the State.
- G. The Contractor affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.
- H. As required by IC §5-22-3-7:
 - 1. The Contractor and any principals of the Contractor certify that:
 - (A) the Contractor, except for de minimis and nonsystematic violations, has not violated the terms of:
 - (i) IC §24-4.7 [Telephone Solicitation Of Consumers];
 - (ii) IC §24-5-12 [Telephone Solicitations]; or
 - (iii) IC §24-5-14 [Regulation of Automatic Dialing Machines]; in the previous three hundred sixty-five (365) days, even if IC §24-4.7 is preempted by federal law; and
 - (B) The Contractor will not violate the terms of IC §24-4.7 for the duration of the Contract, even if IC §24-4.7 is preempted by federal law.
 - 2. The Contractor and any principals of the Contractor certify that an affiliate or principal of the Contractor and any agent acting on behalf of the Contractor or on behalf of an affiliate or principal of the Contractor, except for de minimis and nonsystematic violations,
 - (A) has not violated the terms of IC §24-4.7 in the previous three hundred sixty-five (365) days, even if IC §24-4.7 is preempted by federal law; and
 - (B) will not violate the terms of IC §24-4.7 for the duration of the Contract, even if IC §24-4.7 is preempted by federal law.

11. Condition of Payment

All services provided by the Contractor under this Contract must be performed to the State's reasonable satisfaction, as determined at the discretion of the undersigned State representative and in accordance with all applicable federal, state, local laws, ordinances, rules and regulations. The State shall not be required to pay for work found to be unsatisfactory, inconsistent with this Contract or performed in violation of any federal, state or local statute, ordinance, rule or regulation.

12. Confidentiality of State Information.

The Contractor understands and agrees that data, materials, and information disclosed to the Contractor may contain confidential and protected information. The Contractor covenants that data, material and information gathered, based upon or disclosed to the Contractor for the purpose of this Contract, will not be disclosed to or discussed with third parties without the prior written consent of the State.

The parties acknowledge that the services to be performed by Contractor for the State under this contract may require or allow access to data, materials, and information containing Social Security numbers maintained by the State in its computer system or other records. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Contractor and the

State agree to comply with the provisions of IC 4-1-10 and IC 4-1-11. If any Social Security number(s) is/are disclosed by Contractor, Contractor agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.

13. Continuity of Services

- A. The Contractor recognizes that the service(s) to be performed under this Contract are vital to the State and must be continued without interruption and that, upon Contract expiration, a successor, either the State or another contractor, may continue them. The Contractor agrees to:
 - 1. Furnish phase-in training; and
 - 2. Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

- B. The Contractor shall, upon the State's written notice:
 - 1. Furnish phase-in, phase-out services for up to sixty (60) days after this Contract expires; and
 - 2. Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the State's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this Contract are maintained at the required level of proficiency.

- C. The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this Contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

- D. The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations).

14. Debarment and Suspension

The Contractor certifies by entering into this Contract that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Contract by any federal agency or by any

department, agency or political subdivision of the State of Indiana. The term "principal" for purposes of this Contract means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Contractor.

The Contractor certifies that it has verified the state and federal suspension and debarment status for all subcontractors receiving funds under this Contract and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred subcontractor. The Contractor shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed under this Contract.

15. Default by State

If the State, sixty (60) days after receipt of written notice, fails to correct or cure any material breach of this Contract, the Contractor may cancel and terminate this Contract and institute measures to collect monies due up to and including the date of termination.

16. Disputes

- A. Should any disputes arise with respect to this Contract, the Contractor and the State agree to act immediately to resolve such disputes. Time is of the essence in the resolution of disputes.
- B. The Contractor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all of its responsibilities under this Contract that are not affected by the dispute. Should the Contractor fail to continue to perform its responsibilities regarding all non-disputed work, without delay, any additional costs incurred by the State or the Contractor as a result of such failure to proceed shall be borne by the Contractor, and the Contractor shall make no claim against the State for such costs.
- C. If the parties are unable to resolve a contract dispute between them after good faith attempts to do so, a dissatisfied party shall submit the dispute to the Commissioner of the Indiana Department of Administration for resolution. The dissatisfied party shall give written notice to the Commissioner and the other party. The notice shall include (1) a description of the disputed issues, (2) the efforts made to resolve the dispute, and (3) a proposed resolution. The Commissioner shall promptly issue a Notice setting out documents and materials to be submitted to the Commissioner in order to resolve the dispute; the Notice may also afford the parties the opportunity to make presentations and enter into further negotiations. Within 30 business days of the conclusion of the final presentations, the Commissioner shall issue a written decision and furnish it to both parties. The Commissioner's decision shall be the final and conclusive administrative decision unless either party serves on the Commissioner and the other party, within ten business days after receipt of the Commissioner's decision, a written request for reconsideration and modification of the written decision. If the Commissioner does not modify the written decision within 30 business days, either party may take such other action helpful to resolving the dispute, including submitting the dispute to an Indiana court of competent jurisdiction. If the parties accept the Commissioner's decision, it may be memorialized as a written Amendment to this Contract if appropriate.
- D. The State may withhold payments on disputed items pending resolution of the dispute. The unintentional nonpayment by the State to the Contractor of one or more invoices not

in dispute in accordance with the terms of this Contract will not be cause for the Contractor to terminate this Contract, and the Contractor may bring suit to collect these amounts without following the disputes procedure contained herein.

- E. With the written approval of the Commissioner of the Indiana Department of Administration, the parties may agree to forego the process described in subdivision C. relating to submission of the dispute to the Commissioner.

- F. This paragraph shall not be construed to abrogate provisions of Ind. Code 4-6-2-11 in situations where dispute resolution efforts lead to a compromise of claims in favor of the State as described in that statute. In particular, releases or settlement agreements involving releases of legal claims or potential legal claims of the state should be processed consistent with Ind. Code 4-6-2-11, which requires approval of the Governor and Attorney General.

17. Drug-Free Workplace Certification

As required by Executive Order No. 90-5 dated April 12, 1990, issued by the Governor of Indiana, the Contractor hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Contractor will give written notice to the State within ten (10) days after receiving actual notice that the Contractor, or an employee of the Contractor in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of this certification may result in sanctions including, but not limited to, suspension of contract payments, termination of this Contract and/or debarment of contracting opportunities with the State for up to three (3) years.

In addition to the provisions of the above paragraph, if the total amount set forth in this Contract is in excess of \$25,000.00, the Contractor certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;

- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Contractor's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;

- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment, the employee will (1) abide by the terms of the statement; and (2) notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

- D. Notifying the State in writing within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction;
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) taking appropriate personnel action against the employee, up to and including termination; or (2) requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

18. Employment Eligibility Verification

As required by IC §22-5-1.7, the Contractor swears or affirms under the penalties of perjury that the Contractor does not knowingly employ an unauthorized alien. The Contractor further agrees that:

- A. The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC §22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.
- B. The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.
- C. The Contractor shall require his/her/its subcontractors, who perform work under this Contract, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.
- D. The State may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

19. Employment Option

If the State determines that it would be in the State's best interest to hire an employee of the Contractor, the Contractor will release the selected employee from any non-compete agreements that may be in effect. This release will be at no cost to the State or the employee.

20. Force Majeure

In the event that either party is unable to perform any of its obligations under this Contract or to enjoy any of its benefits because of natural disaster or decrees of governmental bodies not the fault of the affected party (hereinafter referred to as a "Force Majeure Event"), the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Contract shall be immediately suspended. If the period of nonperformance exceeds thirty (30) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Contract.

21. Funding Cancellation

When the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Contract, this Contract shall be canceled. A determination by the Director of State Budget Agency that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

22. Governing Law

This Contract shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in the State of Indiana.

23. HIPAA Compliance

If this Contract involves services, activities or products subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Contractor covenants that it will appropriately safeguard Protected Health Information (defined in 45 CFR 160.103), and agrees that it is subject to, and shall comply with, the provisions of 45 CFR 164 Subpart E regarding use and disclosure of Protected Health Information.

24. Indemnification

The Contractor agrees to indemnify, defend, and hold harmless the State, its agents, officials, and employees from all third party claims and suits including court costs, attorney's fees, and other expenses caused by any negligent act or omission of the Contractor and/or its subcontractors, if any, in the performance of this Contract. The State shall not provide such indemnification to the Contractor.

25. Independent Contractor; Workers' Compensation Insurance

The Contractor is performing as an independent entity under this Contract. No part of this Contract shall be construed to represent the creation of an employment, agency, partnership or joint venture agreement between the parties. Neither party will assume liability for any injury (including death) to any persons, or damage to any property, arising out of the acts or omissions of the agents, employees or subcontractors of the other party. The Contractor shall provide all necessary unemployment and workers' compensation insurance for the Contractor's employees, and shall provide the State with a Certificate of Insurance evidencing such coverage prior to starting work under this Contract.

26. Information Technology Enterprise Architecture Requirements

If the Contractor provides any information technology related products or services to the State, the Contractor shall comply with all IOT standards, policies and guidelines, which are online at <http://iot.in.gov/architecture/>. The Contractor specifically agrees that all hardware, software and services provided to or purchased by the State shall be compatible with the principles and goals contained in the electronic and information technology accessibility standards adopted under Section 508 of the Federal Rehabilitation Act of 1973 (29 U.S.C. 794d) and IC 4-13.1-3. Any deviation from these architecture requirements must be approved in writing by IOT in advance. The State may terminate this Contract for default if the Contractor fails to cure a breach of this provision within a reasonable time.

27. Insurance

A. The Contractor and their subcontractors (if any) shall secure and keep in force during the term of this Contract the following insurance coverages (if applicable) covering the Contractor for any and all claims of any nature which may in any manner arise out of or result from Contractor's performance under this Contract:

1. Commercial general liability, including contractual coverage, and products or completed operations coverage (if applicable), with minimum liability limits not less than \$700,000 per person and \$5,000,000 per occurrence unless additional coverage is required by the State. The State is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly under or in connection with this Contract.
2. Automobile liability for owned, non-owned and hired autos with minimum liability limits of \$700,000 per person and \$5,000,000 per occurrence. The State is to be named as an additional insured on a primary, non-contributory basis.
3. Errors and Omissions liability with minimum liability limits of \$1,000,000 per claim and in the aggregate. Coverage for the benefit of the State shall continue for a period of two (2) years after the date of service provided under this Contract.
4. Fiduciary Liability would be required if the Contractor is responsible for the management and oversight of various employee benefit plans and programs such as pensions, profit-sharing and savings, among others. These contractors face potential claims for mismanagement brought by plan members. Limits should be no less than \$700,000 per cause of action and \$5,000,000 per occurrence.
5. Valuable Papers coverage, available under an Inland Marine policy, is recommended when any plans, drawings, media, data, records, reports, billings and other documents are produced or used under this agreement. Insurance must have limits sufficient to pay for the re-creation and reconstruction of such records.
6. The Contractor shall secure the appropriate Surety or Fidelity Bond(s) as required by the state department served or by applicable statute.

7. The Contractor shall provide proof of such insurance coverage by tendering to the undersigned State representative a certificate of insurance prior to the commencement of this Contract and proof of workers' compensation coverage meeting all statutory requirements of IC §22-3-2. In addition, proof of an "all states endorsement" covering claims occurring outside the State is required if any of the services provided under this Contract involve work outside of Indiana.
- B. The Contractor's insurance coverage must meet the following additional requirements:
1. The insurer must have a certificate of authority or other appropriate authorization to operate in the state in which the policy was issued.
 2. Any deductible or self-insured retention amount or other similar obligation under the insurance policies shall be the sole obligation of the Contractor.
 3. **Deleted by mutual agreement of the Parties.**
 4. The insurance required in this Contract, through a policy or endorsement(s), shall include a provision that the policy and endorsements may not be canceled or modified without thirty (30) days' prior written notice to the undersigned State agency.
 5. **Deleted by mutual agreement of the Parties.**
- C. Failure to provide insurance as required in this Contract may be deemed a material breach of contract entitling the State to immediately terminate this Contract. The Contractor shall furnish a certificate of insurance and all endorsements to the State before the commencement of this Contract.

28. Key Person(s)

- A. If both parties have designated that certain individual(s) are essential to the services offered, the parties agree that should such individual(s) leave their employment during the term of this Contract for whatever reason, the State shall have the right to terminate this Contract upon thirty (30) days' prior written notice.
- B. In the event that the Contractor is an individual, that individual shall be considered a key person and, as such, essential to this Contract. Substitution of another for the Contractor shall not be permitted without express written consent of the State.

Nothing in sections A and B, above shall be construed to prevent the Contractor from using the services of others to perform tasks ancillary to those tasks which directly require the expertise of the key person. Examples of such ancillary tasks include secretarial, clerical, and common labor

duties. The Contractor shall, at all times, remain responsible for the performance of all necessary tasks, whether performed by a key person or others.

Key person(s) to this Contract is/are None.

29. Licensing Standards

The Contractor, its employees and subcontractors shall comply with all applicable licensing standards, certification standards, accrediting standards and any other laws, rules, or regulations governing services to be provided by the Contractor pursuant to this Contract. The State will not pay the Contractor for any services performed when the Contractor, its employees or subcontractors are not in compliance with such applicable standards, laws, rules, or regulations. If any license, certification or accreditation expires or is revoked, or any disciplinary action is taken against an applicable license, certification, or accreditation, the Contractor shall notify the State immediately and the State, at its option, may immediately terminate this Contract.

30. Merger & Modification

This Contract constitutes the entire agreement between the parties. No understandings, agreements, or representations, oral or written, not specified within this Contract will be valid provisions of this Contract. This Contract may not be modified, supplemented, or amended, except by written agreement signed by all necessary parties.

31. Minority and Women's Business Enterprises Compliance

Award of this Contract was based, in part, on the MBE/WBE participation plan. The following certified MBE or WBE subcontractors will be participating in this Contract:

MBE/WBE	PHONE	COMPANY NAME	SCOPE OF PRODUCTS and/or SERVICES	UTILIZATION DATE	PERCENT
None					0.000

A copy of each subcontractor agreement must be submitted to IDOA's MBE/WBE Division within thirty (30) days of the effective date of this Contract. Failure to provide a copy of any subcontractor agreement will be deemed a violation of the rules governing MBE/WBE procurement, and may result in sanctions allowable under 25 IAC 5-7-8. Failure to provide any subcontractor agreement may also be considered a material breach of this Contract. The Contractor must obtain approval from IDOA's MBE/WBE Division before changing the participation plan submitted in connection with this Contract.

The Contractor shall report payments made to MBE/WBE Division subcontractors under this Contract on a monthly basis. Monthly reports shall be made using the online audit tool, commonly referred to as "Pay Audit." MBE/WBE Division subcontractor payments shall also be reported to the Division as reasonably requested and in a format to be determined by Division.

32. Nondiscrimination

Pursuant to the Indiana Civil Rights Law, specifically including IC §22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Contractor covenants that it shall not discriminate against any employee or applicant for employment relating to this Contract with respect to the

hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee's or applicant's race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Contractor certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services. Breach of this paragraph may be regarded as a material breach of this Contract, but nothing in this paragraph shall be construed to imply or establish an employment relationship between the State and any applicant or employee of the Contractor or any subcontractor.

The State is a recipient of federal funds, and therefore, where applicable, Contractor and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

33. Notice to Parties

Whenever any notice, statement or other communication is required under this Contract, it shall be sent by first class mail or via an established courier / delivery service to the following addresses, unless otherwise specifically advised.

Notices to the State shall be sent to:

Angel Hackett
Indiana Department of Administration
402 W. Washington St., Room 468
Indianapolis, IN 46204

Notices to the Contractor shall be sent to:

Levi Starnes
Cintas
P.O. Box 630803
Cincinnati, OH 45263

As required by IC §4-13-2-14.8, payments to the Contractor shall be made via electronic funds transfer in accordance with instructions filed by the Contractor with the Indiana Auditor of State.

34. Order of Precedence; Incorporation by Reference

Any inconsistency or ambiguity in this Contract shall be resolved by giving precedence in the following order: (1) this addendum, (2) the form contract, (3) attachments prepared by the State, (4) RFP#, (5) Contractor's response to RFP#, and (6) attachments prepared by the Contractor. All attachments, and all documents referred to in this paragraph, are hereby incorporated fully by reference.

35. Ownership of Documents and Materials

- A. All documents, records, programs, applications, data, algorithms, film, tape, articles, memoranda, and other materials (the "Materials") not developed or licensed by the Contractor prior to execution of this Contract, but specifically developed under this Contract shall be considered "work for hire" and the Contractor hereby transfers and assigns any ownership claims to the State so that all Materials will be the property of the State. If ownership interest in the Materials cannot be assigned to the State, the

Contractor grants the State a non-exclusive, non-cancelable, perpetual, worldwide royalty-free license to use the Materials and to use, modify, copy and create derivative works of the Materials.

- B. Use of the Materials, other than related to contract performance by the Contractor, without the prior written consent of the State, is prohibited. During the performance of this Contract, the Contractor shall be responsible for any loss of or damage to the Materials developed for or supplied by the State and used to develop or assist in the services provided while the Materials are in the possession of the Contractor. Any loss or damage thereto shall be restored at the Contractor's expense. The Contractor shall provide the State full, immediate, and unrestricted access to the Materials and to Contractor's work product during the term of this Contract.

36. Payments

- A. All payments shall be made 35 days in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the Contractor in writing unless a specific waiver has been obtained from the Indiana Auditor of State. No payments will be made in advance of receipt of the goods or services that are the subject of this Contract except as permitted by IC §4-13-2-20.
- B. The State Budget Agency and the Contractor acknowledge that Contractor is being paid in advance for the maintenance of equipment and / or software. Pursuant to IC §4-13-2-20(b)(14), Contractor agrees that if it fails to perform the maintenance required under this Contract, upon receipt of written notice from the State, it shall promptly refund the consideration paid, pro-rated through the date of non-performance.

37. Penalties/Interest/Attorney's Fees.

The State will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, interest or attorney's fees, except as permitted by Indiana law, in part, IC §5-17-5, IC §34-54-8, IC §34-13-1 and IC § 34-52-2-3.

Notwithstanding the provisions contained in IC §5-17-5, any liability resulting from the State's failure to make prompt payment shall be based solely on the amount of funding originating from the State and shall not be based on funding from federal or other sources.

38. Progress Reports

The Contractor shall submit progress reports to the State upon request. The report shall be oral, unless the State, upon receipt of the oral report, should deem it necessary to have it in written form. The progress reports shall serve the purpose of assuring the State that work is progressing in line with the schedule, and that completion can be reasonably assured on the scheduled date.

39. Public Record

The Contractor acknowledges that the State will not treat this Contract as containing confidential information, and will post this Contract on its website as required by Executive Order 05-07. Use by the public of the information contained in this Contract shall not be considered an act of the State.

40. Renewal Option

This Contract may be renewed under the same terms and conditions, subject to the approval of the Commissioner of the Department of Administration and the State Budget Director in compliance with IC §5-22-17-4. The term of the renewed contract may not be longer than the term of the original contract.

41. Severability

The invalidity of any section, subsection, clause or provision of this Contract shall not affect the validity of the remaining sections, subsections, clauses or provisions of this Contract.

42. Substantial Performance

This Contract shall be deemed to be substantially performed only when fully performed according to its terms and conditions and any written amendments or supplements.

43. Taxes

The State is exempt from most state and local taxes and many federal taxes. The State will not be responsible for any taxes levied on the Contractor as a result of this Contract.

44. Termination for Convenience

Deleted by mutual agreement of the Parties.

45. Termination for Default

- A. With the provision of thirty (30) days' notice to the Contractor, the State may terminate this Contract in whole or in part if the Contractor fails to:
 - 1. Correct or cure any breach of this Contract; the time to correct or cure the breach may be extended beyond thirty (30) days if the State determines progress is being made and the extension is agreed to by the parties;
 - 2. Deliver the supplies or perform the services within the time specified in this Contract or any extension;
 - 3. Make progress so as to endanger performance of this Contract; or
 - 4. Perform any of the other provisions of this Contract.

- B. If the State terminates this Contract in whole or in part, it may acquire, under the terms and in the manner the State considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the State for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.

- C. The State shall pay the contract price for completed supplies delivered and services accepted. The Contractor and the State shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property. Failure to agree will be a dispute under the Disputes clause. The State may withhold from these amounts any sum the State determines to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders.

- D. The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or equity or under this Contract.

46. Travel

No expenses for travel will be reimbursed unless specifically permitted under the scope of services or consideration provisions. Expenditures made by the Contractor for travel will be reimbursed at the current rate paid by the State and in accordance with the State Travel Policies and Procedures as specified in the current Financial Management Circular. Out-of-state travel requests must be reviewed by the State for availability of funds and for appropriateness per Circular guidelines.

47. Indiana Veteran's Business Enterprise Compliance.

Award of this Contract was based, in part, on the Indiana Veteran's Business Enterprise ("IVBE") participation plan. The following IVBE subcontractors will be participating in this Contract:

IVB	PHONE	COMPANY NAME	SCOPE OF PRODUCTS and/or SERVICES	UTILIZATION DATE	PERCENT
None					0.000

A copy of each subcontractor agreement shall be submitted to IDOA within thirty (30) days of the request. Failure to provide any subcontractor agreement may also be considered a material breach of this Contract. The Contractor must obtain approval from IDOA before changing the IVBE participation plan submitted in connection with this Contract.

The Contractor shall report payments made to IVBE subcontractors under this Contract on a monthly basis. Monthly reports shall be made using the online audit tool, commonly referred to as "Pay Audit." IVBE subcontractor payments shall also be reported to IDOA as reasonably requested and in a format to be determined by IDOA.

48. Waiver of Rights

No right conferred on either party under this Contract shall be deemed waived, and no breach of this Contract excused, unless such waiver is in writing and signed by the party claimed to have waived such right. Neither the State's review, approval or acceptance of, nor payment for, the services required under this Contract shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and the Contractor shall be and remain liable to the State in accordance with applicable law for all damages to the State caused by the Contractor's negligent performance of any of the services furnished under this Contract.

49. Work Standards

The Contractor shall execute its responsibilities by following and applying at all times the highest professional and technical guidelines and standards. If the State becomes dissatisfied with the work product of or the working relationship with those individuals assigned to work on this Contract, the State may request in writing the replacement of any or all such individuals, and the Contractor shall grant such request.

50. State Boilerplate Affirmation Clause

I swear or affirm under the penalties of perjury that I have not altered, modified, changed or deleted the State's Boilerplate contract clauses (as contained in the 2015 OAG/ IDOA Professional Services Contract Manual) in any way except for the following clauses which are named below: **Clause 24). Indemnification. Clause 27). Insurance. Clause 44). Termination for Convenience.**

Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Contractor, or that the undersigned is the properly authorized representative, agent, member or officer of the Contractor. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof. Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the grant, the Grantee attests to compliance with the disclosure requirements in IC 4-2-6-10.5.

Agreement to Use Electronic Signatures

I agree, and it is my intent, to sign this Contract by accessing State of Indiana Supplier Portal using the secure password assigned to me and by electronically submitting this Contract to the State of Indiana. I understand that my signing and submitting this Contract in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Contract and this affirmation. I understand and agree that by electronically signing and submitting this Contract in this fashion I am affirming to the truth of the information contained therein. I understand that this Contract will not become binding on the State until it has been approved by the Department of Administration, the State Budget Agency, and the Office of the Attorney General, which approvals will be posted on the Active Contracts Database:

https://hr85.gmis.in.gov/psp/pa91prd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

In Witness Whereof, Contractor and the State have, through their duly authorized representatives, entered into this Contract. The parties, having read and understood the foregoing terms of this Contract, do by their respective signatures dated below agree to the terms thereof.

CINTAS CORPORATION

Indiana Department of Administration

By:

By: Angelina N. Hackett

Title:

Title: Contract Manager

Date:

Date: March 15, 2016

<p>Approved by: Department of Administration</p> <p>By: _____ (for) Jessica Robertson, Commissioner <i>This document will be reviewed and approved electronically. Please refer to the final page of the Executed Contract for details.</i></p>	
<p>Approved by: State Budget Agency</p> <p>By: _____ (for) Brian E. Bailey, Director <i>This document will be reviewed and approved electronically. Please refer to the final page of the Executed Contract for details.</i></p>	<p>Approved as to Form and Legality: Office of the Attorney General</p> <p>By: _____ (for) Gregory F. Zoeller, Attorney General <i>This document will be reviewed and approved electronically. Please refer to the final page of the Executed Contract for details.</i></p>

Exhibit A: Form Contract

MASTER AGREEMENT:

By and between:

HARFORD COUNTY PUBLIC SCHOOLS, MARYLAND

102 S. Hickory Avenue

Bel Air, MD 21014

AND

Cintas Corporation

6800 Cintas Blvd.

Mason, OH 45040

Contract #12-JLH-011C

THIS MASTER AGREEMENT made and entered into this 1st day of April, 2012, by and between Harford County Public Schools, Maryland (hereinafter referred to as "School District", "HCPS", or "District"), and Cintas Corporation, a corporation authorized to conduct business in the State of Maryland (hereinafter referred to as "Supplier").

This agreement is made on behalf of Harford County Public Schools, Maryland and other participating governmental agencies, through the U.S. Communities Government Purchasing Alliance.

WITNESSETH:

WHEREAS, pursuant to a request by the District, Supplier has submitted a proposal to provide a master agreement for a National Award covering the following: furnish, supply and deliver facilities solutions including the rental and service of uniforms, mats, mops and towels, and other related products and services in accordance with the scope, terms and conditions of Request for Proposal, RFP #12-JLH-011, addenda, amendments, appendices and related correspondence. The Request for Proposal is incorporated in its entirety and included as part of this agreement.

WHEREAS, HCPS desires to engage Supplier to perform said services; and

WHEREAS, HCPS and Supplier desire to state the terms and conditions under which Supplier will provide said services to Harford County Public Schools (Lead Agency) and participating public agencies who have registered with U.S. Communities.

NOW, THEREFORE, in consideration of the mutual covenants, condition and promises contained herein, the parties hereto agree as follows:

- A. Services:** Supplier will provide Facilities Solutions as detailed in the referenced RFP and related services for HCPS in its response to the heretofore referenced RFP to HCPS, which is attached hereto and incorporated herein as a part of this Master Agreement.
- B. Term:** The initial term of this Master Agreement shall be three (3) years from on or about April 1, 2012. This Master Agreement may then be renewed by mutual written agreement of the parties for two (2) additional, two (2) year periods.
- C. Compensation:** HCPS agrees to pay and Supplier agrees to accept as compensation for the

products provided pursuant to this Master Agreement, the following:

1. The price proposal set forth in the best and final RFP Response, dated March 15, 2012 and marked Amendment 1.

- D. **Invoicing:** Supplier agrees to invoice HCPS as deliveries are completed or charge purchases to an authorized HCPS Visa credit card. Invoices shall be delivered to HCPS accounts payable. Each invoice shall include – as applicable – the following data: Item Number, Purchase Order Number, Item Description, Quantity purchased, Unit Price, Extended price and Delivery location. All purchase orders will be invoiced separately. Each invoice submitted by Supplier shall be paid by HCPS within thirty (30) days after approval. The Supplier has agreed to accept payment via a procurement credit card (i.e. Visa, MasterCard, etc.) which is the preferred method of payment.
- E. **Insurance:** Supplier shall maintain at its own cost and expense (and shall cause any subcontractor to maintain) insurance policies in form and substance acceptable to HCPS as detailed in the Request for Proposal.
- F. **Termination of Contract:** This contract may be terminated as per the General Information of the RFP, Section 1, K (page 5) and General Requirements, Attachment G, VIII (page 85-86).
- G. **Notification:** Notices under this Master Agreement shall be addressed as follows:

Jeffrey LaPorta, Supervisor of Purchasing
Harford County Public Schools
102 S. Hickory Avenue
Bel Air, MD 21014

Supplier: Cintas Corporation
Attn: Craig Jackson, Senior Global Account Manager
Address: 6800 Cintas Blvd
Mason, OH 45040
Phone: 513-459-1200

The effective date of any notice under this Master Agreement shall be the date of receipt by the addressee. The failure of either party to give notice of default, or to strictly enforce or insist upon compliance with any of the terms or conditions of this Master Agreement, the waiver of any term or condition of this Master Agreement, or the granting of an extension of time for performance shall not constitute the permanent waiver of any term or condition of this Master Agreement. This Master Agreement and each of its provisions shall remain at all times in full force and effect until modified by the parties in writing.

- H. **Governing Law:** This contract shall be interpreted under and governed by the laws of the State of Maryland. Disputes will be settled as per the stipulations contained within the Request for Proposal.
- I. **Incorporation of Appendices:** All provisions of Appendices and Amendments are hereby incorporated herein and made a part of this Master Agreement. In the event of any

apparent conflict between any provisions set forth in the main body of the Master Agreement and any provision set forth in the Appendices and Amendments the provisions shall be interpreted, to the extent possible, as if they do not conflict. In the event that such an interpretation is not possible, the provisions set forth in the main body of this Master Agreement shall control.

- J. **Entire Master Agreement:** This Master Agreement including the entire RFP solicitation and the Appendices attached hereto contain all the terms and conditions agreed upon by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Master Agreement shall be deemed to exist or to bind any of the parties hereto. Any agreement not contained herein shall not be binding on either party, nor of any force or effect. The revised Best and Final Offer contained within Amendment 1 is also included and becomes part of the Master Agreement.

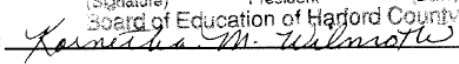
- K. **Participating Public Agencies:** Supplier agrees to extend the same terms, covenants and conditions available to HCPS under this Master Agreement to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access this Master Agreement in accordance with 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 ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of this 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.


IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT IN THE YEAR AND DAY AS NOTED:

HARFORD COUNTY PUBLIC SCHOOLS, MARYLAND

by  4/12/12
Superintendent of Schools Date

by  4/10/12
Date

(Signature) President (Date)
Board of Education of Harford County
Attest: 

Cintas Corporation
by  3/23/12
Senior Global Account Manager Date

Attest:  3/23/12

Exhibit B: Duties of Contractor

1. GENERAL

- A. The State Using Agency will be invoiced monthly.
- B. The State Using Agency will make payments 35 days in arrears.
- C. All invoices must show each purchase order number and corresponding State Using Agency Name.
- D. Invoices must be legible. Items billed on invoices must be specific as to applicable stock, manufacturer, catalog or part number (if any).
- E. Quality Control: Designated Supervisory personnel will be responsible for determining the acceptability of items supplied. If any item is deemed unsatisfactory, the employee will advise the Contractor by attaching a short statement of explanation to the item. The Contractor shall immediately furnish an acceptable replacement. In the event of a dispute, the decision of the Contract Manager shall be final and binding.
- F. Pick Up and Delivery: Service may be on a weekly, bi-monthly, or monthly exchange basis. Each State Using Agency will designate an employee to inspect the garments/products and verify the count of each pickup and delivery. An itemized slip shall accompany each delivery. Drivers shall carry sufficient stock to replace all items picked up. Any shortages shall be delivered within 24 hours of pickup time. Deliveries should be made on the same day and time every week. Irregular schedules are disruptive to the State services.
- G. Other Services: In the event the State Using Agency emblem name changes or services over and above those listed herein are required, charges for such services will be negotiated with the Contractor. Contractor will be required to furnish complete cost information for any such service in order that charges may be fairly established. Mutual agreement between the parties must be reached prior to any work being provided.
- H. Definition of a Uniform Set
 - 1. A uniform set is considered to be one (1) shirt/blouse and one (1) pair of pants/slacks/shorts/skorts.
 - 2. Additional uniform items such as jackets, coveralls, smocks, lab coats, shop apron, etc., may be added as part of the uniform set.
- I. Initial and Subsequent Issue of Uniforms
 - 1. All uniforms shall be new and unused when initially issued to State employees.
 - 2. New and unused uniforms shall be issued to all "add on" personnel throughout the term of this Agreement.
 - 3. Turnaround time for standard sizes is one (1) week and three (3) weeks for non-standard sizes. Non-standard sizes are defined as uniform shirt sizes of XXXL or larger and uniform pant sizes of 46 or larger in the waist.

J. Selection of Uniform Items

1. For shirts/blouses/smocks, State employees may select long-sleeve shirts/blouses, short-sleeve shirts/blouses, or combination of long-sleeves and short-sleeves. Polo shirts, smocks or other types of shirts may be issued if allowed under department uniform standards.
2. For pants/slacks, State employees may select long pants/slacks, shorts/skorts, or combination of pants/slacks and shorts/skorts.
3. The selection of shorts/skorts is dependent on uniform requirements within the respective departments.
4. The employee may be issued other uniform items if required for their jobs and in accordance with department uniform standards.

K. Frequency of Re-Issue / Replacement of Uniforms

1. Uniforms are expected to last at least twelve (12) months under normal wear and tear environments. However, some employees work with and around chemicals, grease, oil, paint, and other uniform-damaging substances. Under those circumstances, uniforms may wear out sooner and may require replacement sooner.
2. Judgment as to whether uniforms are in an unacceptable condition, require replacement, and/or do not meet the department/division uniform standards shall be at the sole discretion of the designated State department/division supervisor.
3. Said uniforms will be re-issued / replaced at no additional cost to the State.
4. Turnaround time for standard sizes is one (1) week and three (3) weeks for non-standard sizes. Non-standard sizes are defined as uniform shirt sizes of XXXL or larger and uniform pant sizes of 46 or larger in the waist.
5. If the employee gains/loses weight during the contractual year, the Contractor will be required to re-measure the employee.
6. The Contractor should attempt to make provisions to re-measure the employees during times allotted for deliveries.
7. There will be no charge to the State if the employee travels to the Contractor's facility to be re-measured.

L. Measurements & Alterations

1. Contractor shall measure all State employees to ensure proper sizes are ordered.
2. Contractor shall provide sample uniform items for all State employees to try on.
3. Contractor shall be willing to measure employees at time and location to be determined by individual State department locations.
4. Contractor also shall perform alterations to garments to ensure proper fit.
5. If for any reason the uniform is not sized properly the first time, the Contractor will re-issue the proper sized uniforms at no additional costs to the State.
6. There shall be no additional charge for alterations. All garment alterations, including hemming of pants, shall be included in bid price.

M. Acknowledgement of Proper Fit / Receipt of Uniforms

1. The employee will sign a form, provided by the Contractor, acknowledging the uniforms fit properly such as correct shirt, coverall, or jacket sizes, correct waist sizes and lengths (if applicable) for pants, etc. and receipt of the correct number of uniform pieces.

The minimum information required will be as follows:

- a. Current Date.
 - b. Name of Employee.
 - c. Department / Division.
 - d. Contractor's Sales Rep.
 - e. Acknowledgement Clause, as follows:
 - i. **I, (Employee's name filled in by the Employee), do hereby acknowledge the uniforms fit properly and acknowledge receiving (Employee fills in the number of uniform pieces) uniform pieces.**
 - ii. f. Block for Employee's Signature.
 - iii. g. Block for Date Employee Signed Receipt.
 - iv. h. Block for Comments.
2. If the Employee feels the uniforms do not fit properly, the Employee will note such in the Comments block. At this point, the Contractor must establish a new date and time to re-measure the employee and to ensure uniforms are properly fitting.
 3. If the Employee has not received the proper number of uniform pieces, the Employee may accept what is being delivered but must note in the Comments block how many uniform pieces are missing.
 4. When the remaining uniform pieces are delivered, the Employee will again acknowledge proper fit and the remaining uniform pieces.
 5. One copy of the Acknowledge/Receipt will be retained by the Contractor and one copy will be given to the Employee.

N. Description of Uniform Lease

1. This option provides a uniform rental without laundry service.
2. Depending on the workweek, the employee is issued one (1) workweek of uniform sets with two spare uniform sets.
 - a. If the employee works a four-day workweek, the employee will be issued six (6) uniform sets.
 - b. If the employee works a five-day workweek, the employee will be issued seven (7) uniform sets.
 - c. If the employee works a six-day workweek, the employee will be issued eight (8) uniform sets.
3. The employee may be issued other uniform items if required for their jobs and according to department uniform standards.
4. The employees will be responsible for laundry and maintenance of the uniform sets issued to them.

O. Usage Guarantee

No guarantee of any actual service requirement is implied or expressed by this Agreement. Service requirements shall be determined by actual need of the individual agencies

P. Non-Performance & Unsatisfactory Performance

When contractor cannot abide by terms and conditions in fulfilling the contract, contractor must supply service or supplies from other sources at the contract price. If contractor delays in the above, the State reserves the right to acquire services on the open market and charge Contractor the difference between contract price and the newly acquired service price.

II. **RESPONSIBILITIES OF CONTRACTOR**

The responsibilities of Contractor include, but shall not be limited to, the following:

A. Uniform Rental/Lease.

1. Contractor shall rent and lease uniforms to the State for those State employees in certain work groups and shall maintain (repair or replace), clean and steam tunnel (**a system that utilizes pressurized steam and heat to help release any wrinkles**) such uniforms for the employees. Details of this service are set forth below.
2. Contractor shall provide new uniforms for the State Using Agencies that adhere to or exceed the minimum specifications set forth hereto. The work groups which shall rent or lease uniforms will be, but is not limited to, Facilities Management Services, Fleet Services, Laboratory Services, and Parking Services. The Contractor will be required to provide the solicitation line items, laundry service, pick-up and delivery. At any time during the life of the Agreement the State may decide to add other work groups and other uniform selections to the Contract by formal written agreement of the parties.
3. Contractor shall measure and provide newly hired employees' with uniforms, or replacement uniforms for current employees, within seven (7) working days after notification, throughout the duration of the Agreement. Scheduled fittings with work groups shall take place at Using Agency's Site. Contractor shall properly measure and fit each type garment to the individual employee and provide alterations if necessary. Contractor shall work directly with each employee to take his/her order.

4. Contractor shall maintain uniforms that consistently meet the professional standards of the "Agency Image" as determined by State designee. This shall include, but not be limited to, furnishing clean, mended, and pressed garments that meet the established Agency Image level of professionalism.
5. Contractor shall inspect garments each week using the ten-point inspection process below, or a similar process to ensure garment integrity.

POINT #	PANTS	SHIRTS	REPAIR	REPLACE
1	I.D. Tape	I.D. Tape		
2	Crotch	Collar		
3	Seams	Seams		
4	Knees	Emblems		
5	Pockets	Pockets		
6	Hems	Hems		
7	Snaps/Buttons	Snaps/Buttons		
8	Zippers	Placket		
9	Tears	Tears		
10	Holes	Holes		

Contractor shall monitor all patches and emblems and automatically replace them when they become faded or when detached around edges.

6. Contractor shall furnish an adequate inventory of uniforms as selected by the particular work group, so that each employee can maintain the needed changes per week and to provide for new employees and upgrades. Should other work groups be added to the rental/lease uniform option, Contractor shall have an adequate inventory on hand for all division employees in those work groups.
7. Contractor shall replace a garment when it fails to meet the established Agency Image as determined by State. Costs for replacements and for loss attributable to normal wear and tear shall be borne by Contractor. Replacement of garments not meeting the inspection criteria or items damaged or lost by Contractor shall be automatically replaced at Contractors expense. Contractor shall replace garments within seven (7) working days following receipt of verbal or written notification from State designee that replacement shall be required.
8. Contractor shall provide delivery at approximately the same time and day on a regular schedule to each participating group as they have selected. Location and personnel changes shall be at the discretion of the State and shall be made with verbal notification to Contractor by State designee.
9. Contractor shall sort and distribute repaired, replaced, or new uniforms as established by the Using Agency. This shall be the regular routine procedure and shall be followed by the Contractor.
10. The State Using Agency shall have the option to request new replacement uniforms on a 24-month depreciation schedule, if not replaced sooner, to assure compliance with the Agency Image quality and appearance requirements.

B. Mat Rental

1. Contractor shall ensure clean, fresh-looking floor mats approved by the State, in good condition, in specified sizes, and the same color throughout. Mats having substandard elasticity or having lost any aspect of its integrity; mats having more than two (2) burn marks exceeding a 1/4" in diameter; or mats having more than two (2) rubber chunks absent from the border measuring larger than a 1/4" in diameter shall not be acceptable. Larger mats cut in half or reduced in size in this manner shall also be rejected.
2. Deliver and distribute clean floor mats, and remove soiled mats on a regularly scheduled basis unless directed otherwise at the State Using Agency Designee.

C. Establish Procedures

1. The State Using Agency shall have available to them, if necessary, a report used for internal tracking of employee or location accountability. Contractor shall do an inventory count of soiled items for pickup at each site using its barcode scanning or tracking method. The Contractor shall make those reports available to the State Using Agency Designee on a weekly basis or as requested by the State Using Agency Designee. These two actions shall be the standard procedure at each site. Invoices and/or delivery tickets shall include at a minimum the following, printed out on 8.5"x11" standard sheet of paper.
 - a. Show each employee by full name and identification number.
 - b. Show actual inventory of articles for each employee.
 - c. Provide documented tracking of articles through laundering process including on-site count of uniform articles picked up and returned.
 - d. Furnish weekly cost breakdown for services for each employee, each garment and mat or other industrial product.

EXHIBIT C: Line Item Pricing

I. GENERAL

- A. The fees stated includes all costs associated with the performance of the services specified, including materials, supervision, labor, transportation and related costs. Any cost not mentioned here or listed below should be factored into the price of the items. **No additional charges shall be allowed.** For rental or lease, the price for each garment shall include, but shall not be limited to, all costs for the following:
1. Oversized Garments
 2. Emblems, embroidery or for attachment of the same
 3. No minimum bulk billing or auto replacement charges
 4. Repairs or Alterations
 5. Cost for disposal of laundering waste
- B. The State is exempt from Sales, Use and Federal Excise Taxes on these products and or services. Exemption Certificates will be provided to the Vendor upon request.
- C. Fees stated shall be firm for the initial one (1) year of this Agreement.

Item Description	Qty	Manufacturer/Item #	USC Price
Service,Rental/Laundry,Shirt,Men/Women,Perma Press Industrial,Long/Short Sleeve, 65/35 Poly/Cot.Open Weave, Lined Collar w/Stays, 2 Button-Thru Pockets, 6 Buttons, Gripper at Neck, Pencil Slot in Left Pocket,11 Shirt/Employee 5 Changes/Week	52	935	\$ 0.150
Service,Rental/Laundry,Shirt,Knit,Men/Womens,50/50% Polyester/Cotton,11/Employee 5 Changes/Week	52	935	\$ 0.150
Service,Rental/Laundry,Pant,Men,Perma Press,Industrial,7-1/2 oz.,Twill,65%Polyester/35%Combed Cotton,Slack Style Front Pockets,2 Hip Pockets,Darts Over Hip Pockets,11 Pair/Employee,5 Changes/Week	52	945	\$ 0.209
Service,Rental/Laundry,Shirt,Men/Women,Long/Short Sleeve,Industrial,100%Light Weight Cotton,Employees Allergic To Blends,Collar w/Stays,6 Buttons,11 Shirts/Employee 5 Changes/Week	52	330	\$ 0.220
Service,Rental/Laundry,Pant,Men,100%Cotton,Industrial,For Employees Allgeric To Blends,Slack Style Front Pockets,2 Hip Pockets,Darts Over Hip Pockets,11 Pair/Employee 5 Changes/Week	52	340	\$ 0.330
Service,Rental/Laundry,Short,Men,Industrial,Permanent Press,7-1/2oz.,Twill,65%Polyester/35%Combed Cotton,Slack Style Front Pockets,2 Hip Pockets w/Darts,11/Employee 5 Changes/Week	52	270	\$ 0.326
Service,Rental/Laundry,Jacket,Work,Industrial,Lined,Hip Length,65%Polyester/35%Combed Cotton,Lined Collar w/Stays,2 Pockets Inset On Seam,Adjustable 2 Button Cuffs,Patch Pocket On Sleeve,2coats/employee, 1change/week	52	677	\$ 0.436
Service,Rental/Laundry,Coat,Shop,Mechanics,Navy,3 Coats/Employee 1 Change/Week	52	970	\$ 0.418

Service,Rental/Laundry,Apron,Shop,1/Week	52	2855	\$ 0.243
Service,Rental/Laundry,Coveralls,Navy Blue,3/Employee 1 Change/Week	52	912	\$ 0.306
Service,Rental/Laundry,White,Coat,Laboratory,3 Coats/Employee 1Change/Week	52	926	\$ 0.378
Service,Rental/Laundry,Coat,Lapel,White,11/Employee 5 Changes/Week	52	926	\$ 0.378
Service,Rental/Laundry,Smock,Women, Long/Short Sleeve,80%Polyester/20% Combed Cotton,4 Buttons,One-Piece Lined Collar,2 Lower Front Pockets,French Hemmed Cuffs,11/Employee 5 Changes/Week	52	675	\$ 0.189
Service Rental/Laundry,Pant,14oz,Cotton Denim Jean,Industrial,5 Pocket Styling,11 Pair/Employee,5 Changes/Week	52	394	\$ 0.296
Service Rental/Laundry,White Coat,Laboratory,11 Coats/Employee 5 Changes/Week	52	925	\$ 0.245
Service Rental/Laundry,White Coat,Laboratory,9 Coats/Employee 4 Changes/Week	52	925	\$ 0.245
Service Rental/Laundry,White Coat,Laboratory,7coats/Employee 3 changes/week	52	925	\$ 0.245
Service Rental/Laundry,Short,Men's,Cargo/Utility,twill,65/35 polyester/cotton,knee length w/10" min inseam,2 extra deep front pockets,2back pockets,cargo pockets,fly front w/zipper,button closure at waistband,11/employee 5 changes/week	52	270	\$ 0.326
Service, Rental/Laundry, White, Coat, Lab, 5/employee; 2 changes/Week, Button; Snap	52	925	\$ 0.245
Service, Rental/Laundry, Shirt, Men/Women, Perma Press Industrial, 6 long sleeve shirts.	52	935	\$ 0.150
Service, Rental/Laundry, shirt, Men/Women, Perma Press Industrial, 5 short sleeve shirts.	52	935	\$ 0.150
Service, Rental/Laundry, 6 pants, Men, Perma Press, Industrial, 7 1/2 oz., twill, Poly cotton, Slack.	52	945	\$ 0.209
Service, Rental/Laundry, 5 pants, 14oz cotton denim jean (G-0294). Industrial, 5 pocket styling, 11 pair/employee, 5 changes/week.	52	394	\$ 0.296
Service, Rental/Laundry, 6 pants, 14oz cotton denim jean	52	394	\$ 0.296
Service, Rental/Laundry, 5 shorts, Men's, Cargo Utility, twill, knee length.	52	370	\$ 0.315
Service, Rental/Laundry, Shirt, Men/Women, Perma Press Industrial, Long/Short Sleeve, 65/35 Poly/Cotton Open Weave, Lined Collar w/Stays, 2 Button-Thru Pockets, 6 Buttons, Gripper at Neck, Pencil Slot in Left Pocket,11 Shirts/Employee 5 Changes/Week.	52	935	\$ 0.150
Service Rental/Laundry, Pant, Men's, Cargo/Utility, Twill, 65/35 Polyester/Cotton, 2 extra deep front pockets, 2 back pockets, side cargo pockets, fly front w/zipper, button closure at waistband, 11 Pants/Employee 5 changes/week.	52	270	\$ 0.326
Service, Rental/Laundry, Flame Resistant Shirt, Men/Women, 7 oz Long Sleeve, 88/12 Cotton/Nylon Twill, 2 Chest Pockets w/Button Flap, NFPA 70 E Rating-Hazard Risk 2, 11 Shirts/Employee 5 Changes/Week.	52	60694	\$ 0.387
Service, Rental/Laundry, Flame Resistant 9 oz Pant, Men/Women, 88/12 Cotton/Nylon Twill, 2 Front Pockets, 2 Hip Pockets w/Button, NFPA 70 E Rating-Hazard Risk 2, 11 Pants/Employee 5 Changes/Week.	52	70644	\$ 0.387

Service, Lease , Shirt, Men/Women, Perma Press Industrial, Long/Short Sleeve, 65/35 Poly/Cotton, 2 Button-Thru Pockets, 6 Buttons, Gripper at Neck, Pencil Slot in Left Pocket, 7 Shirts/Employee 5 Changes/Week.	52	935	\$ 0.138
Service, Lease , Shirt, Men/Women, Perma Press Industrial, Long/Short Sleeve, 65/35 Poly/Cotton, Open Weave, Lined Collar w/Stays, 2 Button-Thru Pockets, 6 Buttons, Gripper at Neck, Pencil Slot in Left Pocket, 7 Shirts/Employee 5 Changes/Week.	52	935	\$ 0.138
Service, Lease , Shirt, Men/Women, Long/Short Sleeve, Industrial, 100% Light Weight Cotton for Employees Allergic To Blends, Collar w/Stays, 6 Buttons, 7 Shirts/Employee, 5 Changes/Week (Various Colors)Service, Lease , Shirt, Knit, Men/Women, 50/50% Polyester/Cotton,7/Employee 5 Changes/Week (Navy, Heather Grey, Ocean Blue)	5252	330	\$ 0.183 \$ -
Service, Lease , Pant, Men, Perma Press, Industrial, 7-1/2 oz., Twill, 65% Polyester/35% Combed Cotton, Slack Style Front Pockets, 2 Hip Pockets, Darts Over Hip Pockets, 7 Pants/Employee, 5 Changes/WeekService, Lease , Shirt, Men/Women, Long/Short Sleeve, Industrial, 100% Light Weight Cotton for Employees Allergic To Blends, Collar w/Stays, 6 Buttons, 7 Shirts/Employee, 5 Changes/Week (Various Colors)	5252	945330	\$ 0.157 \$ 0.183
Service, Lease , Pant, Men,100% Cotton, Industrial for Employees Allergic To Blends, Slack Style Front Pockets, 2 Hip Pockets, Darts Over Hip Pockets, 7 Pants/Employee 5 Changes (Various Colors)Service, Lease , Pant, Men, Perma Press, Industrial, 7-1/2 oz., Twill, 65% Polyester/35% Combed Cotton, Slack Style Front Pockets, 2 Hip Pockets, Darts Over Hip Pockets, 7 Pants/Employee, 5 Changes/Week	5252	340945	\$ 0.258 \$ 0.157
Service, Lease , Pant, Men's, Cargo/Utility, twill, 65/35 polyester/cotton, 2 extra deep front pockets, 2 back pockets, cargo pockets, fly front w/zipper, button closure at waistband, 7 Pants/Employee 5 changes/week (Navy, Charcoal, Tan)Service, Lease , Pant, Men,100% Cotton, Industrial for Employees Allergic To Blends, Slack Style Front Pockets, 2 Hip Pockets, Darts Over Hip Pockets, 7 Pants/Employee 5 Changes (Various Colors)	5252	270340	\$ 0.245 \$ 0.258
Service, Lease , Short, Men, Industrial, Permanent Press, 7-1/2 oz., Twill, 65%Polyester/35% Combed Cotton, Slack Style Front Pockets, 2 Hip Pockets, 7 Shorts/Employee 5 Changes/Week (Charcoal, Navy)Service, Lease , Pant, Men's, Cargo/Utility, twill, 65/35 polyester/cotton, 2 extra deep front pockets, 2 back pockets, cargo pockets, fly front w/zipper, button closure at waistband, 7 Pants/Employee 5 changes/week (Navy, Charcoal, Tan)	5252	370270	\$ 0.315 \$ 0.245
Service Lease , Short, Men's, Cargo/Utility,twill,65/35 polyester/cotton, knee length w/10" min inseam, 2 extra deep front pockets ,2 back pockets, cargo pockets, fly front w/zipper, button closure at waistband, 7 Shorts/employee 5 changes/week (Navy, Charcoal)Service, Lease , Short, Men, Industrial, Permanent Press, 7-1/2 oz., Twill, 65%Polyester/35% Combed Cotton, Slack Style Front Pockets, 2 Hip Pockets, 7 Shorts/Employee 5 Changes/Week (Charcoal, Navy)	5252	370370	\$ 0.315 \$ 0.315
Service, Lease , Slack, Women, Half Elastic, 7-1/2 oz., Twill, 65% Polyester 35% Combed Cotton,7 Slacks/Employee 5 Changes/Week (Navy, White, Charcoal)Service Lease , Short, Men's, Cargo/Utility,twill,65/35 polyester/cotton, knee length w/10" min inseam, 2 extra deep front pockets ,2 back pockets, cargo pockets, fly front w/zipper, button closure at waistband, 7 Shorts/employee 5 changes/week (Navy, Charcoal)	5252	390/395370	\$ 0.200 \$ 0.315
Service, Lease , Slack, Women, Side Elastic, 7-3/4 oz., Twill, 65% Polyester 35% Combed Cotton,7 Slacks/Employee 5 Changes/Week (Navy)Service, Lease , Slack, Women, Half Elastic, 7-1/2 oz., Twill, 65% Polyester 35% Combed Cotton,7 Slacks/Employee 5 Changes/Week (Navy, White, Charcoal)	5252	390/395390/395	\$ 0.200 \$ 0.200
Service,Rental/Laundry,BagService, Lease , Slack, Women, Side Elastic, 7-3/4 oz., Twill, 65% Polyester 35% Combed Cotton,7 Slacks/Employee 5 Changes/Week (Navy)	5252	390/395	\$ - \$ 0.200

Delivery,Charge,Environmental/Per LocationService,Rental/Laundry,Bag	152	106	\$ - \$
Set-Up,Charge,Garment Prep,Future,(Per Garment)The Prep Charge Shall Remain the Same for Embroidered Future NeedsDelivery,Charge,Environmental/Per Location	11	106	\$ 0.750 \$
Embroidery,Emblem,Agency Name,Future Emblem Charge,The Emblem Charge Shall Remain the Same for Future NeedsSet-Up,Charge,Garment Prep,Future,(Per Garment)The Prep Charge Shall Remain the Same for Embroidered Future Needs	11	No Item Number	\$ 2.000 \$
Silkscreen,Emblem,Agency Name,Future Emblem Charge,Emblem Silk Screen Charge Shall Remain the Same for Future NeedsEmbroidery,Emblem,Agency Name,Future Emblem Charge,The Emblem Charge Shall Remain the Same for Future Needs	11	No Item Number	\$ 1.250 \$
Embroidery,Charge,Agency Name,Shirt,Over the Left PocketSilkscreen,Emblem,Agency Name,Future Emblem Charge,Emblem Silk Screen Charge Shall Remain the Same for Future Needs	11	No Item Number	\$ 2.000 \$
Embroidery,Emblem,Employee Name,Future Emblem Charge - Employee Name Embroidered on Emblem. The Emblem Charge Shall Remain the Same for Future Needs.Embroidery,Charge,Agency Name,Shirt,Over the Left Pocket	11	No Item Number	\$ 1.500 \$
Silk Screen,Emblem,Employee Name,Future Emblem Charge - Employee Name Silk Screened on Emblem. Emblem Silk Screen Charge Shall Remain the Same for Future Needs.Embroidery,Emblem,Employee Name,Future Emblem Charge - Employee Name Embroidered on Emblem. The Emblem Charge Shall Remain the Same for Future Needs.	11	No Item Number	\$ 0.250 \$
Embroidery,Charge,Shirt,Employee Name,Over Right PocketSilk Screen,Emblem,Employee Name,Future Emblem Charge - Employee Name Silk Screened on Emblem. Emblem Silk Screen Charge Shall Remain the Same for Future Needs.	11	No Item Number	\$ 1.500 \$
Replacement,Cost,Shirt,Uniform,Industrial,Perma PressEmbroidery,Charge,Shirt,Employee Name,Over Right Pocket	11	935 L/R	\$ 15.000 \$
Replacement,Cost,Pants,Uniform,Industrial,Perma PressReplacement,Cost,Shirt,Uniform,Industrial,Perma Press	11	945 L/R935 L/R	\$ 14.000 \$
Replacement,Cost,Shirts,Men/Women,Industrial,100% CottonReplacement,Cost,Pants,Uniform,Industrial,Perma Press	11	330 L/R945 L/R	\$ 15.000 \$
Replacement,Pants,Men,100% CottonReplacement,Cost,Shirts,Men/Women,Industrial,100% Cotton	11	340 L/R330 L/R	\$ 20.000 \$
Replacement,Slacks,Women,Full ElasticReplacement,Pants,Men,100% Cotton	11	390/395 L/R340 L/R	\$ 17.000 \$
Replacement,Slacks,Women,Half ElasticReplacement,Slacks,Women,Full Elastic	11	390/395 L/R390/395 L/R	\$ 17.000 \$
Replacement,Shorts,Men,Industrial,Perma PressReplacement,Slacks,Women,Half Elastic	11	370 L/R390/395 L/R	\$ 15.300 \$
Replacement,Jacket,LinedReplacement,Shorts,Men,Industrial,Perma Press	11	677 L/R370 L/R	\$ 25.000 \$
Replacement,Shirt,KnitReplacement,Jacket,Lined	11	259 L/R677 L/R	\$ 15.000 \$
Replacement,Pant,Denim,CottonReplacement,Shirt,Knit	11	394 L/R259 L/R	\$ 19.871 \$
Replacement,Coat,ShopReplacement,Pant,Denim,Cotton	11	970 L/R394 L/R	\$ 30.000 \$
Replacement,Apron,ShopReplacement,Coat,Shop	11	2855 L/R970 L/R	\$ 13.500 \$
Replacement,CoverallsReplacement,Apron,Shop	11	912 L/R2855 L/R	\$ 24.000 \$
Replacement,Coat,LabReplacement,Coveralls	11	925 L/R912 L/R	\$ 28.000 \$

Replacement,Coat,LapelReplacement,Coat,Lab	11	926 L/R925 L/R	\$ 26.100 \$ 28.000
Replacement,Smock,Short SleeveReplacement,Coat,Lapel	11	833 L/R926 L/R	\$ 11.000 \$ 26.100
Replacement,Smock,WomenReplacement,Smock,Short Sleeve	11	675 L/R833 L/R	\$ 9.00 \$ 11.000
Replacement,Smock,MenReplacement,Smock,Women	11	833 L/R675 L/R	\$ 11.000 \$ 9.00
Replacement,Bag,LaundryReplacement,Smock,Men	11	833 L/R	\$ - \$ 11.000
Replacement,Shorts,Men's,Cargo/Utility,twillReplacement,Bag,Laundry	11	370 L/R	\$ 15.300 \$ -
One Time Fitting Fee For Oversize Garments 3X and Above.Replacement,Shorts,Men's,Cargo/Utility,twill	11	370 L/R	\$ - \$ 15.300
Replacement, Cost, Shirt, Uniform, Arasoft Checkmark, Perma PressOne Time Fitting Fee For Oversize Garments 3X and Above.	11	935 L/R	\$ 15.000 \$ -
Replacement, Pants, Men's, Cargo/Utility,65/35 Poly-Cotton Twill Replacement, Cost, Shirt, Uniform, Arasoft Checkmark, Perma Press	11	270 L/R935 L/R	\$ 24.000 \$ 15.000
Replacement, Slacks, Women, Side ElasticReplacement, Pants, Men's, Cargo/Utility,65/35 Poly-Cotton Twill	11	390/395 L/R270 L/R	\$ 17.000 \$ 24.000
Replacement, Cost, Ultrasoft Flame Resistant Shirt Replacement, Slacks, Women, Side Elastic	11	60694 L/R390/395 L/R	\$ 26.000 \$ 17.000
Replacement, Cost, Ultrasoft Flame Resistant PantReplacement, Cost, Ultrasoft Flame Resistant Shirt	11	70644 L/R60694 L/R	\$ 29.000 \$ 26.000
Replacement, Cost, Ultrasoft Flame Resistant Pant	1	70644 L/R	\$ 29.000

Item Description	Qty	Manufacturer/Item #	USC Unit Price
Cover,Fender,Service,Rental/Laundry Region 1	52	2191	0.360
Rental and Laundry Service: Fender Covers for Mechanics. Region 2	52	2191	0.360
Rental and Laundry Service: Fender Covers for Mechanics. Region 3	52	2191	0.360
Rental and Laundry Service: Fender Covers for Mechanics. Region 4	52	2191	0.360
Rental and Laundry Service: Fender Covers for Mechanics. Region 5	52	2191	0.360
Rental and Laundry Service: Fender Covers for Mechanics. Region 6	52	2191	0.360
Towel,Shop,Service,Rental/Laundry, red, Region 1	52	2160	0.06
Rental and Laundry Service: Shop Towels, Red. Region 2	52	2160	0.06
Rental and Laundry Service: Shop Towels, Red. Region 3	52	2160	0.06
Rental and Laundry Service: Shop Towels, Red. Region 4	52	2160	0.06
Rental and Laundry Service: Shop Towels, Red. Region 5	52	2160	0.06
Rental and Laundry Service: Shop Towels, Red. Region 6	52	2160	0.06
Towel,Shop,Service,Rental/Laundry,White,Laboratory Region 1	52	2161	0.10
Rental and Laundry Service: Shop Towels, White, for Laboratory, Region 2	52	2161	0.10
Rental and Laundry Service: Shop Towels, White, for Laboratory. Region 3	52	2161	0.10
Rental and Laundry Service: Shop Towels, White, for Laboratory. Region 4	52	2161	0.10
Rental and Laundry Service: Shop Towels, White, for Laboratory. Region 5	52	2161	0.10
Rental and Laundry Service: Shop Towels, White, for Laboratory. Region 6	52	2161	0.10
Towel,Roll,Service,Rental/Laundry, region 1	52	2991	1.350
Rental and Laundry Service: Roll Towel. Region 2	52	2991	1.350
Rental and Laundry Service: Roll Towel. Region 3	52	2991	1.350
Rental and Laundry Service: Roll Towel. Region 4	52	2991	1.350

Rental and Laundry Service: Roll Towel. Region 5	52	2991	1.350
Rental and Laundry Service: Roll Towel. Region 6	52	2991	1.350
Mop,Dust,Service,22"-24",Rental/Laundry Region 1	52	2570	0.40
Rental and Laundry Service: Dust Mops, 22"-24". Region 2	52	2570	0.40
Rental and Laundry Service: Dust Mops, 22"-24". Region 3	52	2570	0.40
Rental and Laundry Service: Dust Mops, 22"-24". Region 4	52	2570	0.40
Rental and Laundry Service: Dust Mops, 22"-24". Region 5	52	2570	0.40
Rental and Laundry Service: Dust Mops, 22"-24". Region 6	52	2570	0.40
Mop,Dust,Service,30",Rental/Laundry, region 1	52	2590	0.50
Rental and Laundry Service: Dust Mops, 30". Region 2	52	2590	0.50
Rental and Laundry Service: Dust Mops, 30". Region 3	52	2590	0.50
Rental and Laundry Service: Dust Mops, 30". Region 4	52	2590	0.50
Rental and Laundry Service: Dust Mops, 30". Region 5	52	2590	0.50
Rental and Laundry Service: Dust Mops, 30". Region 6	52	2590	0.50
Mop,Dust,Service,42",Rental/Laundry, region 1	52	2604	0.60
Rental and Laundry Service: Dust Mops, 42". Region 2	52	2604	0.60
Rental and Laundry Service: Dust Mops, 42". Region 3	52	2604	0.60
Rental and Laundry Service: Dust Mops, 42". Region 4	52	2604	0.60
Rental and Laundry Service: Dust Mops, 42". Region 5	52	2604	0.60
Rental and Laundry Service: Dust Mops, 42". Region 6	52	2604	0.60
Mat,Floor,Service,3'x4',Rental/Laundry, region 1	52	84330	1.00
Rental and Laundry Service: Floor Mats, 3x4, Region 2	52	84330	1.00
Rental and Laundry Service: Floor Mats, 3x4, Region 3	52	84330	1.00
Rental and Laundry Service: Floor Mats, 3x4, Region 4	52	84330	1.00
Rental and Laundry Service: Floor Mats, 3x4, Region 5	52	84330	1.00
Rental and Laundry Service: Floor Mats, 3x4, Region 6	52	84330	1.00
Mat,Floor,Service,4'x6',Rental/Laundry, region 1	52	84430	1.50
Rental and Laundry Service: Floor Mats, 4x6, Region 2	52	84430	1.50
Rental and Laundry Service: Floor Mats, 4x6, Region 3	52	84430	1.50
Rental and Laundry Service: Floor Mats, 4x6, Region 4	52	84430	1.50
Rental and Laundry Service: Floor Mats, 4x6, Region 5	52	84430	1.50
Rental and Laundry Service: Floor Mats, 4x6, Region 6	52	84430	1.50
Mat,Floor,Service,3'x10',Rental/Laundry, region 1	52	84030	2.00
Rental and Laundry Service: Floor Mats, 3x10, Region 2	52	84030	2.00
Rental and Laundry Service: Floor Mats, 3x10, Region 3	52	84030	2.00
Rental and Laundry Service: Floor Mats, 3x10, Region 4	52	84030	2.00
Rental and Laundry Service: Floor Mats, 3x10, Region 5	52	84030	2.00
Rental and Laundry Service: Floor Mats, 3x10, Region 6	52	84030	2.00
Towel,Bath,Service,Rental/Laundry, Region 1	52	2719	0.405
Rental and Laundry Service: Bath Towels, Region 2	52	2719	0.405

Rental and Laundry Service: Bath Towels, Region 3	52	2719	0.405
Rental and Laundry Service: Bath Towels, Region 4	52	2719	0.405
Rental and Laundry Service: Bath Towels, Region 5	52	2719	0.405
Rental and Laundry Service: Bath Towels, Region 6	52	2719	0.405
Cloth,Wash,Service,Rental/Laundry, Region 1	52	6448	0.108
Rental and Laundry Service: Wash Cloths, Region 2	52	6448	0.108
Rental and Laundry Service: Wash Cloths, Region 3	52	6448	0.108
Rental and Laundry Service: Wash Cloths, Region 4	52	6448	0.108
Rental and Laundry Service: Wash Cloths, Region 5	52	6448	0.108
Rental and Laundry Service: Wash Cloths, Region 6	52	6448	0.108
Towel,Laboratory,Service,Rental/Laundry,12"x24",100% Cotton	52	2700	0.10
Mop,Wet,Service,Rental/Laundry,22",ContinuousLoopConstruction,SewnTailBands,PreventTangles, Region 1	52	6913	0.70
Wet Mop 22" Rental & Laundry Service. Continuous Loop Construction. Sewn on Tail Bands to Prevent Tangles. Region 2	52	6913	0.70
Wet Mop 22" Rental & Laundry Service. Continuous Loop Construction. Sewn on Tail Bands to Prevent Tangles. Region 3	52	6913	0.70
Wet Mop 22" Rental & Laundry Service. Continuous Loop Construction. Sewn on Tail Bands to Prevent Tangles. Region 4	52	6913	0.70
Wet Mop 22" Rental & Laundry Service. Continuous Loop Construction. Sewn on Tail Bands to Prevent Tangles. Region 5	52	6913	0.70
Wet Mop 22" Rental & Laundry Service. Continuous Loop Construction. Sewn on Tail Bands to Prevent Tangles. Region 6	52	6913	0.70
Mop,Wet,Service,Rental/Laundry,30",ContinuousLoopConstruction,SewnTailBands,PreventTangles, Region 1	52	2650	0.70
Wet Mop 30" Rental & Laundry Service. Continuous Loop Construction. Sewn on Tail Bands to Prevent Tangles. Region 2.	52	2650	0.70
Wet Mop 30" Rental & Laundry Service. Continuous Loop Construction. Sewn on Tail Bands to Prevent Tangles. Region 3	52	2650	0.70
Wet Mop 30" Rental & Laundry Service. Continuous Loop Construction. Sewn on Tail Bands to Prevent Tangles. Region 4	52	2650	0.70
Wet Mop 30" Rental & Laundry Service. Continuous Loop Construction. Sewn on Tail Bands to Prevent Tangles. Region 5	52	2650	0.70
Wet Mop 30" Rental & Laundry Service. Continuous Loop Construction. Sewn on Tail Bands to Prevent Tangles. Region 6.	52	2650	0.70

Microfiber Mop, Rental and Laundry Service. Densely woven microfiber mop head. 80%polyester/20% polyamide Region 1	52	7000	0.459
Microfiber Mop, Rental and Laundry Service. Densely woven microfiber mop head. 80%polyester/20% polyamide region 2	52	7000	0.459
Microfiber Mop, Rental and Laundry Service. Densely woven microfiber mop head. 80%polyester/20% polyamide Region 3	52	7000	0.459
Microfiber Mop, Rental and Laundry Service. Densely woven microfiber mop head. 80%polyester/20% polyamide Region 4	52	7000	0.459
Microfiber Mop, Rental and Laundry Service. Densely woven microfiber mop head. 80%polyester/20% polyamide Region 5	52	7000	0.459
Microfiber Mop, Rental and Laundry Service. Densely woven microfiber mop head. 80%polyester/20% polyamide Region 6	52	7000	0.459
Mop,Handles&Frames,Fit Dust Mop Head and Wet Mop Head, Region 1	52	1946,1947, 1948, 6920	0.00
Mop,Handles/Frames,ShallAccommodateDustMopHeads/WetMopHeads, Region 2	52	1946, 1947, 1948, 6921	0.00
Mop Handles & Frames Shall be Available to Accommodate the Dust Mop Heads and Wet Mop Heads.Region 3	52	1946, 1947, 1948, 6922	0.00
Mop Handles & Frames Shall be Available to Accommodate the Aforementioned Dust Mop heads & Wet Mop Heads. Region 4.	52	1946, 1947, 1948, 6923	0.00
Mop Handles & Frames Shall be Available to Accommodate the Dust Mop Heads and Wet Mop Heads. Region 5.	52	1946, 1947, 1948, 6924	0.00
Mop Handles & Frames Shall be Available to Accommodate the Dust Mop Heads and Wet Mop Heads. Region 6.	52	1946, 1947, 1948, 6925	0.00
Towel,Bath,Service,Rental/Laundry,24"x50",100%Cotton,HemmedEnds	52	2719	0.405
Towel,Bar,Service,Rental/Laundry,Region1	52	2700	0.10
Towel,Bar,Service,Rental/Laundry,Region2	52	2700	0.10
Towel,Bar,Service,Rental/Laundry,Region3	52	2700	0.10
Towel,Bar,Service,Rental/Laundry,Region4	52	2700	0.10
Towel,Bar,Service,Rental/Laundry,Region5	52	2700	0.10
Towel,Bar,Service,Rental/Laundry,Region6	52	2700	0.10
Delivery,Charge,Environmental/Location	52	15	0.000
Towel,Bath,Replacement/damage	52	2719 L/R	1.980
Towel,Bar,Replacement/damage	52	2700 L/R	1.25
Cloth,Wash,Replacement/damage	52	6448 L/R	0.810

Towel,Laboratory,Replacement/damage	52	2700 L/R	0.50
Rag,Shop,Red,Replacement/damage	52	2160 L/R	0.40
Rag,Shop,White,Lab,Replacement/damage	52	2161 L/R	0.40
Towel,Roll,Replacement/damage	52	2991 L/R	27.000
Cover,Fender,Replacement/damage	52	2191 L/R	6.300
Head,Mop,Dust,Replacement/damage	52	2590 L/R	10.00
Mop,Wet,Replacement/damage	52	6913 L/R	10.00
Handle,Mop,Replacement/damage	52	6920 L/R	3.555
Frame,Mop,22-24",Replacement/damage	52	1946 L/R	3.00
Frame,Mop, 30"Replacement/damage	52	1947 L/R	3.00
Frame,Mop,42"Replacement/damage	52	1948 L/R	3.00
Mat,Floor,3x5,Replacement/damage	52	84330 L/R	45.855
Mat,Floor,4x6,Replacement/damage	52	84430 L/R	71.330
Mat,Floor,3x10,Replacement/damage	52	84030 L/R	91.710
Roll Cabinet, all regions	52	0.00	0.00
Wiper Bag, all regions	52	0.00	0.00
Bag rack, all regions	52	0.00	0.00

Electronic Approval History

	User ID	Approver Name	Datetime	Description
1	B229694	Richey,Brenda	03/15/2016 4:22:17PM	Agency Fiscal Approval
2	L241203	Kellam,Lisa Erin	03/16/2016 2:22:07PM	IDOA Procurement Approval
3	M292915	Kent,Matthew W	03/17/2016 9:26:48AM	SBA Approval
4	A233897	Davidson,Alice A	03/18/2016 10:16:20AM	Attorney General Approval
5	E291744	Crisler,Emily Lenae	03/22/2016 11:25:53AM	Attorney General Approval