

# Master Purchase Order

<b>DO NOT INVOICE TO THIS ADDRESS</b>		Master Purchase Order No.		SC-00003659		
City & County of Denver		Date:	January 14, 2022	Revision No. 1		
Purchasing Division		Payment Terms		Net 30		
201 West Colfax Avenue, Dept. 304		Freight Terms		DESTINATION		
Denver, CO 80202		Ship Via		Delivery		
United States		Buyer:		Elizabeth Hewes		
Phone: 720-913-8100 Fax: 720-913-8101		Phone:		720-913-8109		

Supplier: DENVR0000006243 Phone: 800.707.9120 x22148 Email: [JumpK@cintas.com](mailto:JumpK@cintas.com)

CINTAS Corporation NO. 2  
 5495 Oswego St.  
 Denver, CO 80239  
 Attn: Kirsten Jump  
 Colorado Secretary of State ID: 20001108705  
 U.S. Federal SAM Registry Verification Date: 12/16/2021

Ship To: City and County of Denver  
 Various City Agencies  
 Bill To: Accounts Payable  
 201 West Colfax Department 908  
 Denver, Colorado  
 80202 or As Specified By Agency

1. **Goods/Services:**  
 CINTAS Corporation, a Corporation in the State of Nevada, (“Supplier”) shall provide the goods, and any services related thereto, identified and described on attached **Exhibit A**, to the City and County of Denver, a Colorado municipal corporation (the “City”), all in accordance with the terms and conditions of this Master Purchase Order.
2. **Ordering:**  
 The City shall purchase one or more of the goods/services by issuing a written purchase order(s) or similar appropriate written document (“Order”), each of which will be deemed incorporated into this Agreement for purposes of such Order only.
3. **Pricing:**  
 The pricing/rates for the goods/services is contained on **Exhibit A** and shall be held firm for the term of this Master Purchase Order.
4. **Term:**  
 The term of this Master Purchase Order renewal shall run from date of signature through and including January 31, 2024.
5. **Extension or Renewal:**  
 The City and County of Denver hereby executes the right to extend the original Master Purchase Order, upon mutual agreement between the City and County of Denver and the Supplier, for the remaining period not to exceed two (2) additional years, ending January 31, 2026.
6. **Non-Exclusive:**  
 This Master Purchase Order is non-exclusive. City does not guarantee any minimum purchase other than as provided herein.
7. **Inspection and Acceptance:**  
 City may inspect all goods/services prior to acceptance. Payment does not constitute acceptance. Supplier shall bear the cost of any inspection/testing that reveal goods/services that are defective or do not meet specifications. City’s failure to accept or reject goods/services shall not relieve Supplier from its responsibility for such goods/services that are defective or do not meet specifications nor impose liability on City for such goods/services. If any part of the goods/services are not acceptable to City, City may, in addition to any other rights it may have at law or in equity: (1) make a warranty claim; (2) repair and/or replace the goods or substitute other services at Supplier’s expense; or (3) reject and return the goods at Supplier’s cost and/or reject the services at Supplier’s expense for full credit. Any rejected goods/services are not to be replaced without written authorization from City, and any such replacement shall be on the same terms and conditions contained in this Master Purchase Order. Supplier shall perform all services in accordance with the standard of care exercised by highly competent Suppliers who perform like or similar services.
8. **Shipping, Taxes and Other Credits and Charges:**  
 All pricing is F.O.B. destination unless otherwise specified. Shipments must be marked with Supplier’s name, the Master Purchase Order number, and contain a delivery or packing slip. Supplier shall not impose any charges for boxing, crating, parcel post, insurance, handling, freight, express or other similar charges or fees. Supplier shall notify City in writing of any price decreases immediately, and City shall receive the benefit thereof on all unshipped items. Supplier shall comply

with any additional delivery terms specified herein. Supplier shall be responsible for the cleanup and reporting of any contamination (environmental or otherwise) or spillage resulting from the delivery and/or unloading of goods within twenty-four (24) hours of the contamination or spillage or sooner if required by law. Supplier shall procure all permits and licenses; pay all charges, taxes and fees; and give all notices necessary and incidental to the fulfillment of this Master Purchase Order and all cost thereof have been included in the prices contained herein. City shall not be liable for the payment of taxes, late charges or penalties of any nature, except as required by D.R.M.C. § 20-107, et seq. The price of all goods/services shall reflect all applicable tax exemptions. City's Federal Registration No. is 84-6000580 and its State Registration No. is 98-02890. Supplier shall pay all sales and use taxes levied by City on any tangible personal property built into the goods/services. Supplier shall obtain a Certificate of Exemption from the State of Colorado Department of Revenue prior to the purchase of any materials to be built into the goods/services and provide a copy of the Certificate to City prior to final payment.

**9. Risk of Loss:**

Supplier shall bear the risk of loss, injury or destruction of goods prior to delivery to City. Loss, injury or destruction shall not release Supplier from any obligation hereunder.

**10. Invoice:**

Each invoice shall include: (i) the Master Purchase Order number; (ii) individual itemization of the goods/services; (iii) per unit price, extended and totaled; (iv) quantity ordered, back ordered and shipped; (v) an invoice number and date; (vi) ordering department's name and "ship to" address; and (vii) agreed upon payment terms set forth herein.

**11. Payment:**

Payment shall be subject to City's Prompt Payment Ordinance D.R.M.C. § 20-107, et-seq. after City accepts the goods/services. Any other provision of this Agreement notwithstanding, in no event shall the City be liable for aggregate payments under this Master Purchase Order in excess of Nine Hundred Fifty Thousand Dollars (\$950,000.00). The Supplier acknowledges that any goods/services provided beyond those specifically described in **Exhibit A** are performed at Contractor's risk and without authorization from the City. City's payment obligations hereunder, whether direct or contingent, shall extend only to funds appropriated by the Denver City Council for the purpose of this Master Purchase Order, encumbered by the City after receipt of Supplier's invoice and paid into the Treasury of City. Supplier acknowledges that: (i) City does not by this Master Purchase Order, irrevocably pledge present cash reserves for payments in future fiscal years; and (ii) this Master Purchase Order is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of City. City may setoff against any payments due to Supplier any claims and/or credits it may have against Supplier under this Master Purchase Order.

**12. Amendments/Changes:**

Only the Manager of General Services or his delegate is authorized to change or amend this Master Purchase Order by a formal written change order. Any change or amendment that would cause the aggregate payable under this Master Purchase Order to exceed the amount appropriated and encumbered for this Master Purchase Order is expressly prohibited and of no effect. Supplier shall verify that the amount appropriated and encumbered is sufficient to cover any increase in cost due to changes or amendments. Goods/services provided without such verification are provided at Supplier's risk. The Supplier has no authority to bind City on any contractual matters.

**13. Warranty:**

Supplier warrants and guarantees to City that all goods furnished under this Master Purchase Order are free from defects in workmanship and materials, are merchantable, and fit for the purposes for which they are to be used. For any goods furnished under this Master Purchase Order which become defective within twelve (12) months (unless otherwise specified) after date of receipt by City, Supplier shall either, at City's election and to City's satisfaction, remedy any and all defects or replace the defective goods at no expense to City within seven (7) days of receipt of the defective goods or accept the defective goods for full credit and payment of any return shipping charges. Supplier shall be fully responsible for any and all warranty work, regardless of third party warranty coverage. Supplier shall furnish additional or replacement parts at the same prices, conditions and specifications delineated herein.

**14. Indemnification/Limitation of Liability:**

Supplier shall indemnify and hold harmless City (including but not limited to its employees, elected and appointed officials, agents and representatives) against any and all losses (including without limitation, loss of use and costs of cover), liability, damage, claims, demands, actions and/or proceedings and all costs and expenses connected therewith (including without limitation attorneys' fees) that arise out of or relate to any claim of infringement of patent, trademark, copyright, trade secret or other intellectual property right related to this Master Purchase Order or that are caused by or the result of any act or omission of Supplier, its agents, suppliers, employees, or representatives. Supplier's obligation shall not apply to any liability or damages which result solely from the negligence of City. Neither party shall be liable for any consequential, incidental, indirect, special, reliance, or punitive damages or for any lost profits or revenues, regardless of the legal theory under which such liability is asserted. In no event shall City's aggregate liability exceed the agreed upon cost for those

goods/services that have been accepted by City under this Master Purchase Order. Notwithstanding anything contained in this Master Purchase Order to the contrary, City in no way limits or waives the rights, immunities and protections provided by C.R.S. § 24-10-101, et seq.

**15. Termination:**

City may terminate this Master Purchase Order, in whole or in part, at any time and for any reason upon 90 days written notice to Supplier. In the event of such a termination, should the City of Denver, its departments or agencies, cancel its contract for convenience with Cintas prior to the expiration date, the City recognizes the upfront investment by Cintas inherent in a garment/facilities services Rental program and agrees to purchase all remaining garments and facilities services products in its program at 70% of the contractual Loss/Replacement value of those products at the time of cancellation, during months 1-24 of the agreement. Through months 25 through 48, the City/County agrees to purchase all remaining garments and facilities services products in its program at 60% of the contractual Loss/Replacement value of those at the time of the cancellation. Through months 49 through 60, the City/County agrees to purchase all remaining garments and facilities services products in its program at 50% of the contractual Loss/Replacement value of those products at the time of the cancellation.

**16. Interference:**

Supplier shall notify the Director of Purchasing immediately of any condition that may interfere with the performance of Supplier shall notify the Director of Purchasing immediately of any condition that may interfere with the performance of Supplier's obligations under this Master Purchase Order and confirm such notification in writing within twenty-four (24) hours. City's failure to respond to any such notice shall in no way act as a waiver of any rights or remedies City may possess.

**17. Venue, Choice of Law and Disputes:**

Venue for all legal actions shall lie in the District Court in and for City and County of Denver, State of Colorado, and shall be governed by the laws of the State of Colorado as well as the Charter and Revised Municipal Code, rules, regulations, Executive Orders, and fiscal rules of City. All disputes shall be resolved by administrative hearing, pursuant to the procedure established by D.R.M.C. § 56-106. Director of Purchasing shall render the final determination.

**18. Assignment/No Third Party Beneficiary:**

Supplier shall not assign or subcontract any of its rights or obligations under this Master Purchase Order without the written consent of City. In the event City permits an assignment or subcontract, Supplier shall continue to be liable under this Master Purchase Order and any permitted assignee or subcontractor shall be bound by the terms and conditions contained herein. This Master Purchase Order is intended solely for the benefit of City and Supplier with no third party beneficiaries

**19. Notice:**

Notices shall be made by Supplier to the Director of Purchasing and by City to Supplier at the addresses provided herein, in writing sent registered, return receipt requested.

**20. Compliance With Laws:**

Supplier shall observe and comply with all federal, state, county, city and other laws, codes, ordinances, rules, regulations and executive orders related to its performance under this Master Purchase Order. City may immediately terminate this Master Purchase Order, in whole or in part, if Supplier or an employee is convicted, plead nolo contendere, or admits culpability to a criminal offense of bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature.

**21. Insurance:**

Supplier shall secure, before delivery of any goods/services, the following insurance covering all operations, goods and services provided to City. Supplier shall keep the required insurance coverage in force at all times during the term of the Purchase Order, or any extension thereof, during any warranty period, and for three (3) years after termination of this Purchase Order. The required insurance shall be underwritten by an insurer licensed to do business in Colorado and rated by A.M. Best Company as "A-"VIII or better. Each policy shall contain a valid provision or endorsement requiring notification to the City in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this Agreement. Such notice shall reference the City contract number listed on the signature page of this Agreement. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, contractor shall provide written notice of cancellation, non-renewal and any reduction in coverage to the parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City's contract number. If any policy is in excess of a deductible or self-insured retention, City must be notified by Supplier. Supplier shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Purchase Order are the minimum requirements, and these requirements do not lessen or limit the liability of Supplier. Supplier shall provide a copy of this Purchase Order to its insurance agent or broker. Supplier may not commence services

or work relating to the Purchase Order prior to placement of coverage. Contractor certifies that the attached certificate of insurance attached to the Purchase Order documents, preferably an ACORD certificate, complies with all insurance requirements of this Purchase Order. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Purchase Order shall not act as a waiver of Supplier's breach of this Purchase Order or any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements. Supplier's insurer shall name as Additional Insured to its Commercial General Liability and Business Auto Liability policies the City and County of Denver, its elected and appointed officials, employees and volunteers. Supplier's insurer shall waive subrogation rights against the City. All sub-contractors and sub-consultants (including independent contractors, suppliers or other entities providing goods/services required by this Purchase Order) shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of Supplier. Supplier shall include all such entities as insureds under its policies or shall ensure that they all maintain the required coverages. Supplier shall provide proof of insurance for all such entities upon request by City. For Worker's Compensation Insurance, Supplier shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 for each bodily injury occurrence claim, \$100,000 for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Supplier expressly represents to City, as a material representation upon which City is relying, that none of the Supplier's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Purchase Order, and that any such rejections previously effected, have been revoked. Supplier shall maintain Commercial General Liability coverage with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate. Supplier shall maintain Business Auto Liability coverage with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-hired vehicles used in performing services under this Purchase Order. For Commercial General Liability coverage, the policy must provide the following: (i) That this Purchase Order is an Insured Contract under the policy; (ii) Defense costs in excess of policy limits (iii) A severability of interests, separation of insureds or cross liability provision; and (iv) A provision that coverage is non-contributory with other coverage or self-insurance provided by City. For claims-made coverage, the retroactive date must be on or before the first date when any goods or services were provided to City. Supplier must advise the City in the event any general aggregate or other aggregate limits are reduced below the required per occurrence limits. At their own expense, and where such general aggregate or other aggregate limits have been reduced below the required per occurrence limit, the Contractor will procure such per occurrence limits and furnish a new certificate of insurance showing such coverage is in force.

**22. Severability:**

If any provision of this Master Purchase Order, except for the provisions requiring appropriation and encumbering of funds and limiting the total amount payable by City, is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity of the remaining portions or provisions shall not be affected if the intent of City and Supplier can be fulfilled.

**23. Survival:**

All terms and conditions of this Master Purchase Order which by their nature must survive termination/expiration shall so survive. Without limiting the foregoing, Supplier's insurance, warranty and indemnity obligations shall survive for the relevant warranty or statutes of limitation period plus the time necessary to fully resolve any claims, matters or actions begun within that period. Bonds shall survive as long as any warranty period.

**24. No Construction Against Drafting Party:**

No provision of this Master Purchase Order shall be construed against the drafter.

**25. Status of Supplier/Ownership of Work Product:**

Supplier is an independent contractor retained on a contractual basis to perform services for a limited period of time as described in Section 9.1.1E(x) of the Charter of City. Supplier and its employees are not employees or officers of City under Chapter 18 of the D.R.M.C. for any purpose whatsoever. All goods, deliverables, hardware, software, plans, drawings, reports, submittals and all other documents or things furnished to City by Supplier shall become and are the property of City, without restriction.

**26. Records and Audits:**

Supplier shall maintain for three (3) years after final payment hereunder, all pertinent books, documents, papers and records of Supplier involving transactions related to this Master Purchase Order, and City shall have the right to inspect and copy the same.

**27. Remedies/Waiver:**

No remedy specified herein shall limit any other rights and remedies of City at law or in equity. No waiver of any breach shall be construed as a waiver of any other breach.

**28. No Discrimination in Employment:**

Supplier shall not refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and Supplier shall insert the foregoing provision in any subcontracts hereunder.

**29. Use, Possession or Sale of Alcohol or Drugs:**

Supplier shall cooperate and comply with the provisions of Executive Order 94. Violation may result in City terminating this Master Purchase Order or barring Supplier from City facilities or from participating in City operations.

**30. Conflict of Interest:**

No employee of City shall have any personal or beneficial interest in the goods/services described in this Master Purchase Order; and Supplier shall not hire or contract for services any employee or officer of City which would be in violation of City's Code of Ethics, D.R.M.C. §2-51, et seq. or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.

**31. No Employment of Illegal Aliens to Perform Work Under The Agreement:**

a. This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the "Certification Ordinance").

b. The Contractor certifies that:

- (1) At the time of its execution of this Agreement, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement.
- (2) It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

c. The Contractor also agrees and represents that:

- (1) It shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.
- (2) It shall not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.
- (3) It has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement, through participation in the E-Verify Program.
- (4) It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under the Agreement, and that otherwise requires the Contractor to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.
- (5) If it obtains actual knowledge that a subconsultant or subcontractor performing work under the Agreement knowingly employs or contracts with an illegal alien, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor will also then terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the illegal alien, unless during such three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with an illegal alien.
- (6) It will comply with any reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S., or the City Auditor, under authority of D.R.M.C. 20-90.3.

d. The Contractor is liable for any violations as provided in the Certification Ordinance. If Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any such termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying Contractor from submitting bids or proposals for future contracts with the City.

Purchases are pursuant to DRMC 20-64.5. The terms and conditions herein supersede and replace all terms and conditions of Omnia Partners Contract # R-BB019002.

Purchase pursuant to 3.26(e)-This Master Purchase Order renewal is contingent on Council approval and is void without such action.

This Master Purchase Order is acknowledged and agreed to by:

**City & County of Denver, Purchasing Division**

**Supplier  
Name:**

\_\_\_\_\_  
(Company Name)

**By:**

\_\_\_\_\_  
(Authorized Signature)

**By:**

\_\_\_\_\_

**Print Name:**

\_\_\_\_\_

**Print Name:**

\_\_\_\_\_ Elizabeth Hewes

**Title:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_ Associate Procurement Analyst

**Date:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

\_\_\_\_\_  
Supervisor Initials

EXHIBIT "A"

Supplier: CINTAS Corporation  
Title: Uniform Rental & Laundering, or Purchase for City-wide Fleet  
Maintenance Employees

Master Purchase Order No.: SC-00003659

**It is recommended that you use your Master Purchase Order (MPO) No. – SC-00003659, in all future correspondence, billing, invoicing or other communications.**

Description of the goods and services related thereto being purchased and associated pricing, this City Master Purchase Order describes the requirements of a comprehensive uniform program. The program shall consist of:

- Rental and Laundering: The City rents selected uniforms and the Supplier shall pick up and return garments weekly for cleaning and maintaining.
- Purchase Program: Garments will be available for purchase by Public Works and Denver Police Department Employees, including Administrative Staff. Maintenance of purchased garments will be the responsibility of the employees.
- Advantage Program(s): Public Works Fleet Maintenance (PWFm) and Denver Police Department Fleet Maintenance (DPDFM) reserve the right to opt in or opt out of Advantage based on perceived value.

The Supplier is to furnish, clean, press and maintain uniforms for Maintenance personnel currently located at Fleet Operations at various locations. The number of employees receiving rental/laundered uniforms is constantly changing, the employees at the various locales requiring the program are approximately 120 (refer to list below).

The Supplier and the authorized and designated City uniform supervisory staff are to work together to determine which uniform method will best meet the needs of the City, the employee for which they supervise and the Supplier. It is anticipated that the noted methods identified above may be utilized at the same location.

**RENTAL GARMENT PROGRAM UNIFORMS:**

The uniform allotment (quantity and type of garment) is to be agreed upon by the City authorized uniform supervisory staff. The garments designated under this program are typically for maintenance and mechanic personnel who routinely soil the garments. The garments will be cleaned and pressed on a weekly basis.

**LAUNDERING GARMENTS:**

Garment laundering is part of the rental program, the garments cleaned by the Supplier are subject to being replaced under the selected Advantage Program, and part of the rental agreement. The charges for garments identified as being part of this program are to be a weekly charge. Garments that are identified as such are to be replaced when deemed necessary by the City uniform supervisory staff. It is anticipated these garments should only be replaced once per year under the annual replacement requirement, but may be replaced more often due to need as determined by the City.

**DELIVERY:**

Public Works Fleet Maintenance (PWFm and Denver Police Department Fleet Maintenance (DPDFM require that the Supplier designate a minimum of one (1) day for pick-up delivery per week. Delivery is to occur on a predetermined day. If the Supplier fails to deliver all of the required uniforms on the regular delivery day, they will make a special delivery of any missing uniforms no later than the next business day after the regularly scheduled delivery day. For those weeks in which the pick-up/delivery day occurs on an official City holiday, arrangements are to be made for deliveries to occur the day before the holiday or on a pre-approved date. When garments are

delivered for employees, garments are to be hung on hangers. Supplier is to hang the appropriate garment in the assigned locker slot. The Supplier will be responsible for pick-up of excess wire hangers at all sites for recycling through their firm.

**TRANSITION:**

Initial contract delivery is to be made as soon as possible after uniform items and sizing are determined, and orders are placed and are required within a 45 calendar day period.

Uniforms shall be provided until such time as complete transition can occur. New lockers will be placed at all facilities requiring them, no used lockers will be accepted, nor continued use of existing lockers currently in place.

Supplier shall work closely with each City Agency and Division to ensure an accepted transition schedule and timeline is adhered to. A meeting will occur with the Supplier to establish the specific agencies, locations, and logistics.

**SERVICE LEVEL:**

The acceptable level of service for this contract will be a 95% performance of each delivery and invoicing to each department. Satisfactory performance will include no shortages, loss/damage replacements, clean and pressed uniforms, etc. All incidents of unsatisfactory service will be addressed by the supervisor responsible for the section of employees. The service will be measured by the duration it takes the Supplier to correct the issue and the number of times the incident continues to occur. This will be measured in the Supplier Performance Management Program.

**LOCKERS:**

The lockers are to be provided at NO EXPENSE to the City. Locker maintenance and repairs are to be performed by the Supplier's representative. If the damage or reason for repair is the result of City abuse the City may be liable for the repair charges. Lockers are not to be provided for employees that are part of the Garment Management Program.

The Supplier is to supply approximately 125 lockers for PWFM and DPDFM into which the clean uniforms are to be hung. These lockers are to be placed in a restricted area and are to look professional at all times. Lockers will need to be provided for Public Works and Denver Police Department Fleet Maintenance at multiple locations (listed below).

Due to the finite space available for the lockers the City has developed these specifications for the lockers. The banks of lockers are to be comprised of eight (8) individual "lockers" that are to be no less than 39" high X 6" wide. The locker shall allow the employee to hang his/her own combination locking mechanism from the front, but the Supplier and authorized PWFM officials shall have the key (s) to allow for back entrance.

The lockers that are currently supplied are 7' high by 21" deep and 26" wide, are front opening and have combination locks (no keys to get lost), 8 units per locker. This is preferred type as there is no room available for rear access of the locker.

Public Works Fleet Maintenance (PWFM) group requires approximately six (6) banks of lockers at 5440 Roslyn Building C Door 6 and Building D, and five (5) banks of lockers at Central Platte Facility 2000 W. 3<sup>rd</sup> Ave. for uniforms. The Denver Police Department Fleet Maintenance (DPDFM) group will require up to four (4) banks of lockers at 5440 Roslyn Building A, and up to two (2) banks of lockers at the Police Service Center at 2100 31<sup>st</sup> Street. Lockers for the other listed sites will be determined in coordination with the authorized City uniform supervisor. Parks and Recreation co-locates 5 technicians at the Huron location. Participation in Advantage Programs is also anticipated for these workers.



**DIRTY CLOTHING BINS:**

The Supplier is to provide bins that separate the clothing to allow for clothing pieces in need of mending or repair to be placed in one bin, clothing recommended for replacement in another bin and a third bin that is for dirty clothing. The bins are:

- To provide smell containment or keep smells to a minimum
- Covered to prevent pilfering
- Locked
- Sufficient size or quantity to meet the needs of the agency

**PUBLIC WORKS EMPLOYEES:**

Employees are stationed at various sites but pick-up/delivery of the uniform allotments are required at the following listed locations:

<p><b>Roslyn Fleet Management Shop</b>  <b>5440 Roslyn Street</b>  <b>Bldg.-C Door #6 and Bldg.-D</b>  <b>Delivery time between 8am-3pm</b></p>	<p><b>~35-40 technicians</b></p>
<p><b>Central Platte Campus</b>  <b>2000 W. 3<sup>rd</sup> Ave</b>  <b>Fleet Management Bldg.-5</b>  <b>Delivery time between 8am – 3pm</b></p>	<p><b>~35-40 technicians</b></p>
<p><b>Cherry Creek Fleet Shop</b>  <b>7301 E. Jewell Ave.</b>  <b>Delivery time between 8am-2pm</b></p>	<p><b>2 technicians</b></p>
<p><b>Osage Fleet Shop</b>  <b>2013 S. Osage</b>  <b>Delivery time 2:30pm</b></p>	<p><b>1 technician</b></p>
<p><b>Huron Fleet Shop</b>  <b>945 S Huron St.</b>  <b>Delivery time between 7am – 2pm</b></p>	<p><b>7 technicians (includes 5 Parks Fleet)</b></p>
<p><b>Roslyn Police Fleet Management Shop</b>  <b>5440 Roslyn Street</b>  <b>Bldg. A</b>  <b>Delivery time between 8am-3pm</b></p>	<p><b>~25 technicians</b></p>
<p><b>Police Service Center</b>  <b>2100 31<sup>st</sup> St</b>  <b>Delivery time between 8am-3pm</b></p>	<p><b>~10 technicians</b></p>

UNIFORM COMPLEMENT:

The uniform complement will be made up of the following base clothing items, and may be mixed and matched by the individual employee with the approval of the authorized City uniform supervisory staff. It is preferred all items within the program be available in both men and women's style/fit.

The City is requesting that at the start of the program that the Supplier provides necessary sample garments and documents to assist supervisor in selection of uniforms that best suit the employee's assignment/duties/environment. Some employees may NOT receive the entire uniform compliment. This may mean that if an employee may be approved to only have access to the rental pant. The Supplier is not to charge the City for clothing that is not assigned or released to the employees.

UNIFORM QUANTITIES:

Public Works Fleet Maintenance (PWFMM): Each employee is to have access to garment items selected in coordination and with approval of the authorized City uniform supervisory staff. From that list they may mix and match to the following quantities (some employees may only be issued a portion of this compliment):

- 2-Jackets (1 year-round, one seasonal)
- 15-Shirts in either long or short sleeve styles
- 15-Pairs of pants and shorts
- Coveralls can be substituted for 1 "set" of uniforms (1 shirt 1 pant)

Public Works Mechanics require the compliment as above, with 15 sets of uniforms which will generally consist of a combination of shirts, pants and coveralls, with a 'Set' being defined as shirt/pant = 1 set; coverall = 1 set.

Denver Police Department Fleet Maintenance (DPDFM): Each employee is to have access to garment items selected in coordination and with approval of the authorized City uniform supervisory staff. From that list they may mix and match to the following quantities (some employees may only be issued a portion of this compliment):

- 2-Jackets (2 year-round)
- 11-Shirts in either long or short sleeve styles
- 11-Pairs of pants and shorts
- Coveralls can be substituted for 1 "set" of uniforms (1 shirt 1 pant)

SEASONAL SWITCH:

Supplier shall provide a seasonal switch option upon agreement with the agency that includes a full complement of long sleeve / heavier garments in the winter and a full complement of short sleeve and lighter garments in the summer.

NEW EMPLOYEES:

Supplier shall provide new employees with uniforms within 14 calendar days of selection and approval by respective supervisor. Uniform changes that are a result of the employee roster are to be at NO extra charge. New employees are to be provided loaners for the two weeks term, these uniforms may be slightly used and not labeled.

WARRANTY and REPLACEMENT of UNIFORMS:

All garments furnished at initial contract inception shall be guaranteed by the Supplier to be new and free from any defects. Garments showing defects shall immediately be replaced at no cost to the City. Frayed, badly worn or

shrunk garments shall be replaced per the Advantage program (as applicable) during the term of the Contract. Stained clothing shall be cleaned to the City Agencies satisfaction or replaced as requested.

When deemed necessary and agreed upon by the Supplier and the authorized City employee replacement uniform allotments may be received during the term of the contract.

**The Supplier shall replace the complement of uniforms annually** unless the wear does not warrant such replacement, as determined by designated City agency. This requirement is separate from the seasonal switch (E.g. Shorts may be worn for 2 summer seasons before being replaced.) The City's authorized uniform supervisor may at any time through the life of the contract request that the Supplier provide new uniforms.

For high visibility garments, City bears sole responsibility for: (a) determining the level of visibility needed by wearers of the garments for their specific work conditions or uses; (b) identifying and selecting which garments meet the required level of visibility for any particular work conditions or uses; and (c) determining when garments require repair or replacement to meet the required level of visibility. If garment needs to be replaced outside of normal wear and tear, the City will be charged the then current replacement value. City acknowledges and understands that the garments alone do not ensure visibility of the wearer. City further acknowledges that Vendor is relying upon City to determine whether any garments need repair or replacement to maintain the required level of visibility. Vendor represents only that the garments supplied satisfy certain ANSI/ISEA standards to the extent the garments are so labeled. City acknowledges that Vendor has made no other representations, covenants or warranties whether express or implied, related to the garments.

#### STANDARD SIZED CLOTHING:

For the purposes of this agreement regular sizes are defined:

- for shirts and jackets up to 4XL,
- men's pants up to 56" waist,
- women's pants up to size 28 and
- coveralls up to size 58.

#### UNDERSIZE / OVERSIZE UNIFORMS:

Supplier should be aware that a small percentage of City employees are to be fitted in either extra small or the larger sizes. No additional costs for garments of these sizes are to be charged. The Supplier is to make every effort to see that these employees receive their uniform complement in the same time frames as the regular sized individuals. Supplier is to notify the City's authorized uniform supervisor expected time frame for providing such uniforms.

#### SIZE CHANGES:

The Supplier is to do size changes at no charge to the City upon request.

#### ALTERATIONS:

Alterations are to be the responsibility of the Supplier. If a garment requires alteration, the Supplier has fourteen (14) calendar days to return or replace garment from the date of being informed of the request by the authorizing City personnel.

**PROFESSIONAL APPEARANCE:**

In order to maintain a professional appearance PWFMM will not accept clothing with mends and patching larger than dime size. The repair, mending of a garment shall not detract from the garments appearance. Two (2) or less apparent mending sites are acceptable, if there are more in the garment, it will need to be replaced. All garments MUST be laundered, cleaned and pressed to the expectation of the City. The City reserves the right to approve or request new garment depending upon the appearance and the employees function.

**MEASUREMENT:**

PWFMM requests that the awarded Supplier measure employees for proper fit on-site. Arrangements will be made for the Supplier to be available during both day and evening shifts. During the first month of this contract, the Supplier shall be on site for at least three (3) days during shift hours, two times over a two-week period. PWFMM will make available times and locations for this process to occur. Supplier is responsible for advising supervisors what best garment is suited for the designated application of duty.

Throughout the term of the resulting contract the Supplier may be requested to be available on an as-needed basis for PWFMM for measuring of new employees.

An alternate option for purposes of measurement, the agencies may request Supplier to provide a Fit Set at no charge, comprised of each garment under their respective division. Each garment will require one size spectrum from S-3XL, respectively. For the purposes of the Fit Set, shirts will come in long sleeve and pants will come hemmed.

**UNSCHEDULED PICK-UP/DELIVERY:**

The Supplier agrees to make unscheduled early pickup and delivery of uniforms, as notified by the City and County of Denver between October 1<sup>st</sup> and June 1<sup>st</sup> due to severe weather conditions that would otherwise cause uniform shortages.

**GARMENT IDENTIFICATION:**

The Supplier will have an automated tracking system in place to track garments to each specific employee. This system should provide an easy tracking system and a method of tracking a specific garment to a specific employee that includes a numbered designation of 1-11 for their compliment, respectively for the purposes of tracking and billing. It expected the material and placement of the barcode is such as not to cause irritation to the individual wearing the garment.

The automated tracking system should correlate to an online customer portal accessible by authorized City agency personnel for purposes of tracking employee garments that includes cleaning, repairs, alterations, billing, etc.

**LABELING:**

All garments must have a care label permanently affixed giving the care instructions and must show the lot number, size, fiber content and WPL number of the garment. The labels for permanent press or fine washables shall reflect specific washing and care instructions specifically for garments.

**ID EMBROIDERED BADGE:**

The shirts are to have the name of the agency and the individual sewn or placed on the garment. Costs for the badge are to be included in the proposed unit costs. Badges are to be firmly placed on the shirt and jacket (when required)

so that they will remain in place during the life of the garment. It is not necessary to use the City seal or emblem in the badge.

**REPLACEMENT OF GARMENT/ ADVANTAGE PROGRAM:**

The City will only responsible for those garments that are proven to be non-professional looking due to an action on the part of the City.

**CLEANED GARMENTS:**

The City will only pay for those garments that are properly cleaned and returned to the appropriate agency. Supplier understands that each City employee may use a minimum to two (2) weeks of vacation per calendar year; garments that are not used during a normal work schedule rotation should not be collected/ laundered and invoiced. Supplier will provide a “stop/start” calendar notification system to maintain accurate counts and costs relating to employee vacation periods affecting uniform replenishment over the life of the agreement.

**CITY EMPLOYEE AUTHORIZATION:**

Authorized individuals to receive garments through this contract from listed City agencies/ locations will be identified upon award of this contract.

**CUSTOMER SERVICE:**

It is a material requirement of the Supplier to provide seamless service and support to the City. To achieve the seamless service and support, the Supplier shall provide a dedicated account management team that consists of a dedicated customer service representative. The representative shall function in the capacity of a manager or executive to oversee the account and handle any and all disputes and problems. Secondly, a dedicated Customer Service representative that takes all orders, inquiry’s, questions, tracks the account, orders, backorders, payments, etc. It is preferable, that a dedicated Customer Service representative be assigned to the account.

The account representative shall be available to meet, locally OR via conference call, prior to contract commencement and on a quarterly basis, or as requested. All costs associated with providing the necessary customer service and support shall be the responsibility of the Supplier.

These individual(s) must respond to the Department’s inquiries within eight (8) working hours.

The name, email address and telephone number of each shall be provided below:

**Service Manager**

- Name- Henry Miller
- Phone # 720.656.6877
- Email- [MillerH@cintas.com](mailto:MillerH@cintas.com)

**Account Receivable**

- Name- Michelle Vasquez
- Phone # 303. 867.7204
- Email- [vasquezM3@cintas.com](mailto:vasquezM3@cintas.com)

**Account Manager**

- Brett Herzog
- (949) 910-1718

- [HerzogB2@cintas.com](mailto:HerzogB2@cintas.com)

Customer Service

- Freddie Canales
- (720) 985-8894
- [CanalesF@cintas.com](mailto:CanalesF@cintas.com)

SUPPLIER PERFORMANCE MANAGEMENT:

**The Purchasing Department will administer a Supplier performance management program as part this Master Purchase Order.** The purpose of this program is to create a method for documenting and advising the Purchasing Department of exceptional performance or any problems related to the purchased goods and services. The Supplier Performance Management program as described herein shall be used as a tool to measure the Supplier's performance and provide suggestions for improvement.

SUPPLIER'S PERFORMANCE:

Supplier shall furnish all necessary labor, equipment and supplies to perform the required services at required by this contract. The City or his/her authorized representative will decide all questions which may arise as to the quality and acceptability of any service and clothing provided under the contract. If, in the opinion of the City or his/her authorized representative, performance becomes unsatisfactory, the City shall notify the Supplier.

The Supplier will have seven (7) days from the time of written notification to correct any specific instances of unsatisfactory performance. Repeated incidences of unsatisfactory performance will result in cancellation of the agreement for default.

SYSTEM REPORTING:

The City desires to have online website portal account access to various reports at no additional cost. These reports are to include access to the following but not be limited to:

- Employee
- Uniform allotment
- Cost
- Number of times cleaned
- Mending and/or Replacement stats

Supplier/ provided website system access must also be able to provide statistical information which details items, quantities, and total dollars expended on quarterly basis; as well as an annual report which details cumulative totals. The report shall contain but not be limited to the following fields:

- Style Number
- Description
- Quantity of each item utilized through term designated
- Size of each item utilized through term designated

The Reports may be used to track and evaluate the Service Performance Levels.

SAMPLES:

Throughout the life of the contract, upon request, Supplier may be asked to furnish samples of available uniform pieces to be supplied to confirm quality and to keep on hand, ensuring quality continues to be met. Any sample furnished shall create an express warranty that the whole of the goods shall conform to the sample.

**INVOICING:**

Supplier will invoice weekly for services rendered. All invoicing shall be consistent with the proposed and awarded pricing. All pricing shall be fixed and firm. Invoices **MUST BE CLEARLY UNDERSTOOD** as to the item being charged for, a cryptic means of invoicing will **NOT** be acceptable. All invoices shall include a Purchase Order number and be individualized per location and division and be accessible via online through Supplier website by means of an authorized user name and password for each division designee.

**SERVICE CREDITS:**

If the contractor fails to deliver the standard sizes of uniform clothing within the times specified in this contract or any extension thereof, the actual damages to the City for the delay would be difficult to determine. In lieu of actual damages, the contractor shall pay to the City as fixed, liquidated damages for each calendar day of delay the amount of \$1.00/day per individual employee. The City also reserves the right to terminate this contract in whole or in part as provided in the "Termination" provision. In that event, the contractor shall be liable for liquidated damages accruing until such time as the City may reasonably obtain delivery or performance of similar services. The contractor shall not be charged with liquidated damages when the delay arises out of causes beyond the control and without the fault or negligence of the contractor.

The times for which the contractor may be liable for liquidated damages are as follows:

- a.** Time greater than forty-five (45) calendar day set up period, from measurement of all employees for standard size garments. Each employee shall have at least two (2) to five (5) changes of uniforms (changes being pant and shirt), with the complete complement received within forty-five (45) calendar days. This includes the time necessary for measuring each employee. If additional time is required a request shall be submitted. To aid both the Supplier and the City, the Supplier shall be required to present a report of all garments picked-up and delivered to verify that they are in compliance. An authorized City employee must verify what has been picked up and delivered for each individual uniform wearer. This report shall be accessible to the authorized individual at the same time as drop-off of the cleaned uniforms.
- b.** Time greater than fourteen (14) calendar days needed to replace standard size garments identified and or agreed upon by the authorized City employee directed to oversee and make recommendations about clothing replacement.
- c.** Time greater than the fourteen (14) calendar days needed to modify a garment such as hem, repair, place a badge on garment, etc. These fourteen (14) calendar days are not to be used in conjunction with the set up time of thirty (30) calendar days.
- d.** Time needed to change the size of garments, not to exceed fourteen (14) calendar days from date of pick-up of old complement.
- e.** Time greater than the fourteen (14) calendar days needed to provide new complement of standard sized uniforms to new employees.

Exceptions: Suppliers may receive an exception if the request is presented in writing to the authorized City individual, and that individual has agreed to and therefore signed off on the exception. Exceptions may be presented for oversize complements of uniforms, however if the exception takes longer than twenty-eight (28) calendar days service credits will be assessed.

ENVIRONMENTALLY PREFERABLE PURCHASES:

Executive Order 33, Section 8.0, Environmentally Preferable Purchases (EPP)\*:

“It is the policy of the City and County of Denver to procure Environmentally Preferable Products and services that can minimize harmful effects on human health and the environment.”

The Supplier is responsible for ensuring that the cleaning products used are approved by the U. S. Environmental Protection Agency’s Design for the Environment (DfE) partnership program with the laundry industry as products that are cleaner, more cost-effective, and safer for workers and the public.

The City reserves the right to confirm such designation has been or is being obtained by the Supplier.

ESTIMATED QUANTITIES:

The City does not guarantee any quantity of item listed herein to be ordered during the coming year.

F.O.B. POINT:

All prices listed herein shall be at a firm price F.O.B. Denver, Colorado, delivered to various locations around the City and County of Denver.

SECURITY:

The Supplier shall return to the City at the expiration or termination of this Contract, or upon demand by the City, all access keys or access badges issued to it for any access sites, whether or not restricted. If the Supplier fails to do so, the Consultant shall be liable to reimburse the City for all the City’s costs for work required to prevent compromise of the security system. The City may withhold funds in the amount of such costs from any amounts due and payable to the Supplier under this Contract.

a. LAWS, REGULATIONS, TAXES AND PERMITS:

The Supplier shall procure all permits and licenses, pay all charges, taxes and fees and give all notices necessary and incidental to the due and lawful prosecution of the work. All costs thereof shall be deemed to be included in the prices proposed for the work.

The Supplier, at all times, shall observe and comply with all federal, state, county, city and other laws, codes, ordinances, rules and regulations in any manner affecting the conduct of the work.

Without limiting the foregoing, the Supplier shall establish appropriate procedures and controls so that services under this Contract will not be performed by using any alien who is not legally eligible for such employment under United States Immigration laws. Failure to comply with this condition satisfactorily may cause the City to terminate this Contract.

COOPERATIVE PURCHASING:

The City and County of Denver encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions, pursuant to Denver Revised Municipal Code Sec. 20-64.5. To the extent other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors, the City and County of Denver supports such cooperative activities. Further, it is a specific requirement of this Master Purchase Order that pricing offered herein to the City and County of Denver may be offered by the Supplier to any other governmental jurisdiction purchasing the same products.



The Supplier must deal directly with any governmental agency concerning the placement of purchase orders, freight charges for destinations outside of the Denver Metro area, contractual disputes, invoicing, and payment. The City and County of Denver shall not be liable for any costs, damages incurred by any other entity.

**SWEAT FREE PROCUREMENT:**

By submission of a bid in response to this Master Purchase Order, Supplier hereby certifies that, if awarded a contract or issued a purchase order hereunder, by City or any Participating Public Agency(PPA), Supplier and Supplier's subcontractors and suppliers shall in the performance of said contract or purchase order, refrain from practices that constitute the use of Sweatshop Labor.

"Sweatshop Labor" means serious and repeated violations of laws of the jurisdiction within which the work is performed pertaining to: wages; employee benefits; health and safety; labor; environmental conditions; discrimination, harassment or retaliation; and freedom of association. In addition, it includes work performed by any person that constitutes foreign convict or forced labor, or abusive forms of child labor or slave labor.

"Abusive Forms of Child Labor" means work performed by a person under the age of 18 when the person does not voluntarily seek the work or the person is threatened with physical, mental or emotional harm for nonperformance. It includes work performed by a person in violation of any applicable law of the country of manufacture or assembly governing the minimum age of employment, compulsory education, or occupational health and safety.

"Foreign convict or forced labor" shall have the meaning set forth in Section 1307 of Title 19 of the United States Code.

"Slave labor" means any form of slavery or practices similar to slavery, such as the sale and trafficking of persons, debt bondage, serfdom, forced or compulsory labor.

Supplier understands and agrees that, if awarded a contract or issued a purchase order, and City discovers that any products, goods, supplies or other services provided by Supplier, pursuant to such contract or purchase order, are produced in violation of the obligations imposed by this section, Supplier shall immediately provide an alternative, compliant source of supply.

Supplier further understands and agrees that failure to comply with the foregoing provisions shall constitute a material breach of the contract, and provide grounds for immediate cancellation of the purchase order or termination of the contract, in whole or in part, and may result in a finding that Supplier is deemed "not responsible" when being considered for future awards. PPA may also deem Supplier's failure to comply as a material breach and cancel the purchase orders they have issued to Supplier.

ITEMS and PRICING:

City of Denver - Pricing					
Item Number	Uniform Description	RENTAL PRICE	New Rental Price 2022	L/R PRICE	New L/R Price
378	Carhartt Jacket	\$1.44	\$1.51	\$99.99	\$105.39
381	Carhartt Jean-5 Pocket	\$0.38	\$0.40	\$27.82	\$29.32
382	Carhartt Carpenter Jean	\$0.38	\$0.40	\$30.91	\$32.57
383	Carhartt Jean-100% Cotton	\$0.43	\$0.46	\$25.76	\$27.15
396	Carhartt Rugged Flex Shirt	\$0.43	\$0.45	\$40.32	\$42.50
912	Coverall	\$0.26	\$0.27	\$30.91	\$32.57
914	Insulated Coverall	\$0.78	\$0.83	\$76.50	\$80.63
945	Comfort Work Pant 65/35 Poly Cotton	\$0.20	\$0.21	\$18.54	\$19.55
59330	Shirt RFLCT Trim	\$0.44	\$0.47	\$38.00	\$40.05
59912	E_Vis Coverall	\$1.03	\$1.09	\$68.50	\$72.20
59935	E_Vis-Comfort Shirt	\$0.44	\$0.47	\$41.28	\$43.51
59970	E_Vis PERMA Lined Jacket	\$0.88	\$0.93	\$52.00	\$54.81
65386	Lime Yellow Class 2 Work Shirt-SS	\$0.73	\$0.77	\$69.12	\$72.85
65386	Lime Yellow Class 2 Work Shirt-LS	\$0.85	\$0.89	\$80.64	\$84.99
69526	Lime Yellow Class 2 T-Shirt-SS	\$0.58	\$0.61	\$55.68	\$58.69
74533	Carhartt Ripstop Pant	\$0.45	\$0.48	\$43.20	\$45.53
80501	Lime Yellow Class 2 Jacket	\$1.28	\$1.35	\$89.00	\$93.81
330	Cotton Work Shirt 100% Cotton	\$0.26	\$0.27	\$23.70	\$24.97
273	High Image Shirt (WOW)	\$0.26	\$0.27	\$23.69	\$24.97
270	Cargo Pant	\$0.34	\$0.35	\$27.82	\$29.32

Item Number	Other	Rental Price	New Rental Price 2022	L/R Price	New L/R Price
2160	Red Shop Towel	\$0.11	\$0.12	\$0.41	\$0.43
44345	Washable FaceMask	\$0.11	\$0.12	\$0.91	\$0.96
44345	Washable FaceMask (5% LR)	\$0.91	\$0.96	NA	NA

\* L/R = Lost/Replacement

Additional items may be added at the approval of the City.

Category	Discount (% from published/book rate)	Comments
1 Uniform Rental	10%-32%	Cintas has committed to US Communities participating public agencies a 10% discount off of National Account Book Pricing for all items. National Account book pricing is, generally, 20%-25% off of local pricing structure.
2 Uniform Leasing	10%	
3 Uniform Purchase	10%-50%	
4 Shoe Purchase	10%	
5 Mat/Mop Rental	10%-56%	
6 Mat/Mop Leasing	10%	
7 Mat/Mop Purchase	10%	
8 Restroom Supplies	10%	
9 Restroom Services	10%	
10 Deep Cleaning Services	10%	
11 First Aid/Safety Supplies	10%-60%	Can Vary by product. Minimum savings listed
12 AEDs	10%	
13 Fire Protection Services	10%	
14 Promotional Products	10%	Can Vary by product. Minimum savings listed
15 Miscellaneous	10%	
16 Other	10%	

Explanation of Advantage Program Costs:

**Uniform Advantage\*:** This covers any damage to the garments. Traditionally, if a garment is damaged past standard wear and tear the customer would have to pay a replacement cost. This advantage cost added to the garment provides consistent week to week billing.

**Prep Advantage\*:** This covers the set-up cost of new employees. Traditionally, when an employee is started there is cost/labor that goes into setting up the garments. This advantage cost added to the garment also provides consistent week to week billing because there will not be a spike when a new employee is started.

**Emblem Advantage\*:** This covers the set-up cost of emblems when a new shirt/jacket is started (whether a size change, replacement, or new hire). This also provides consistent week to week billing which allows easier budgeting and forecast of costs.

\*\*\* The **Advantages** are not a requirement for the program, but a significant decrease in annual costs can be achieved by choosing to participate in the advantage. The Advantages can be cancelled by written request of the City's authorized uniform supervisor if they are not deemed valuable.