



Des Moines Independent Community School District
Division of Purchasing
1915 Prospect Road
Suite 1200
Des Moines, Iowa 50310
Phone (515)242-7751
Fax (515)242-7550

February 24, 2016

Cintas
1300 SE Gateway Drive
Grimes, IA 50111
Bradley Freeman
Service Manager

Re: Bid # Q7148 CNC Uniform Rental & Laundry Service – First Extension

Mr. Freeman

The Des Moines Public Schools is seeking to exercise its renewal option for the above mentioned bid. This will be the **first extension** of this option, with the contract period beginning July 1, 2016 and ending on June 30, 2017. Enclosed is a copy of the District's Form of Proposal, detailing the items which were on this bid, as well as the, general terms and conditions associated with this bid. **Please note that three additional schools have been added to weekly laundry service.**

We ask all suppliers to review their pricing structures prior to submitting renewal proposals. The District will again consider any program that may reduce its costs through process improvement, ordering methodology, patterns, etc. Conversely, any planned increase may require the District to employ its option to place the product category out for bid solicitation.

The District appreciates your past service. We look forward to continuing our business relationship with you in the months and years to come. Please complete and sign the attached document, and return the signed Proposal for 2016-2017 no later than March 25, 2016 to:

Des Moines Public Schools – Purchasing Department
1200 Prospect Road Suite 1200
Des Moines, IA. 50310

Sincerely

Purchasing Agent
Des Moines Public Schools

Non – Discrimination Policy:

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 isaiah.mcgee@dmschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C

Debarment Policy:

The District is prohibited from entering into a contract where an organization or, its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

Payment Policy:

The District plans to pay Awardee (s) using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Contractors accept one of these forms of payment

Acknowledgement & Certification:

Awardee(s) must agree to complete and sign the Acknowledgement & Certification regarding their staff's ability to be in contact with the student population.



FORM OF PROPOSAL

Des Moines Public Schools
 Division of Purchasing
 1915 Prospect Road
 Suite 1200
 Des Moines, IA 50310
 Phone (515)242-7751
 Fax (515)242-7550

No: Q7148
 Date Issued: 3/4/2015
 Date Due: 3/20/2015
 Time: 3:00 p.m.

FIRST EXTENSION

SEALED BIDS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, THE DATE AND TIME ABOVE STATED AND THEN PUBLICLY OPENED FOR FURNISHING THE FOLLOWING SUPPLIES, EQUIPMENT AND/OR SERVICE F.O.B. DESTINATION Mark Mattiussi, Purchasing Agent

| Item No. | Quantity | Unit | Description | Unit Price | Amount |
|----------|----------|------|--|---------------|-----------|
| | | | CNC Uniform Rental & Laundry Service FY 2016-2017 (In accordance with the enclosed Special & General Conditions) | | |
| | | | Scrub uniform rental and laundry service per person / week | \$ 4.008 | |
| | | | School Year (39 weeks): 30 employees x per week charge | | \$ 120.24 |
| | | | Summer (10 weeks): 13 employees x per week charge | | \$ 52.10 |
| | | | Uniform colors available: _____ Uniform sizes available: S - 4XL | | |
| | | | Warm up jacket rental & laundry: 150 coats per week | \$.355 | \$ 53.25 |
| | | | Jacket colors available: _____ Jacket sizes available: S - 4XL | | |
| | | Pair | Work Shoe, Women's, Skechers Work: Soft Stride - Softie Model Bid: 76033 Black | \$ 60.00 | |
| | | Pair | Work Shoe, Men's, Skechers Work: Soft Stride - Galley Model Bid: 76759 Black | \$ 64.00 | |
| | | | Uniform, Jacket, and Shoe Samples Required | TOTAL: | |

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The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. Further, it is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 Isaiah.mcgee@dmschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C. Also the District plans to pay Seller using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Contractors accept one of these forms of payment. Finally by signing this document the Seller and their agent(s) have read, understand and will comply with the District's Acknowledgement & Certification requirements as detailed below. Delivery shall be made between the hours of 8:00 a.m. and 3:30 p.m. at:

Company Name: Cintas Corporation Street Address: 1300 SE Gateway Drive
 Representative Name: Bradley Freeman City: Grimes State: IA Zip: 50111
 (Sign)
 Representative Title: Service Manager Phone: (515) 986-1309 Fax: (515) 986-5799

SUBJECT TO THE TERMS AND CONDITIONS @ <http://www.dmschools.org/wp-content/uploads/2014/11/General-Terms-n-Conditions-New.pdf> THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED.



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Proposal Page: 2

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| Item No. | Quantity | Unit | Description | Unit Price | Amount |
|----------|----------|------|--|------------|----------|
| | | | Roosevelt Rental & Laundry Service FY 2016-2017 | | |
| | | | (In accordance with the enclosed Special & General Conditions) | | |
| | | | Apron- Black Bib, 160 each, per week charge | \$.274 | \$ 43.84 |
| | | | Item or Model Bid: 2873 | | |
| | | | Wet Mop Large, 10 each, per week charge | \$.761 | \$ 7.61 |
| | | | Item or Model Bid: 2650 | | |
| | | | Terry Towel, 260 each, per week charge | \$.121 | \$.274 |
| | | | Item or Model Bid: 2700 | | |
| | | | Bib Apron-White, 80 each, per week charge | \$.274 | \$ 21.92 |
| | | | Item or Model Bid: 2968 | | |
| | | | Wood Wet Mop Handle, 4 total (as needed) | \$ - | \$ 0 |
| | | | Item or Model Bid: 6922 | | |
| | | | Samples required | | |

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Company Name: Cintas Corporation Street Address: 1300 SE Gateway Drive, Ste 102
 Representative Name: [Signature] City: Grimes State: IA Zip: 50111
 Representative Title: Service Manager Phone: (515) 986-1300 Fax: (515) 986-6799

SUBJECT TO THE TERMS AND CONDITIONS @ <http://www.dmschools.org/wp-content/uploads/2014/11/General-Terms-n-Conditions-New.pdf> THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED.

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| Item No. | Quantity | Unit | Description | Unit Price | Amount |
|----------|----------|------|---|------------|----------|
| | | | East High School Rental & Laundry Service FY 2016-2017 | | |
| | | | (In accordance with the enclosed Special & General Conditions) | | |
| | | | Apron- Black Bib, 80 each, per week charge | \$.274 | \$ 21.92 |
| | | | Item or Model Bid: 2873 | | |
| | | | Wet Mop Large, 10 each, per week charge | \$.761 | \$ 7.61 |
| | | | Item or Model Bid: 2650 | | |
| | | | Terry Towel, 350 each, per week charge | \$.121 | \$ 42.35 |
| | | | Item or Model Bid: 2700 | | |
| | | | Bib Apron-White, 65 each, per week charge | \$.274 | \$ 17.81 |
| | | | Item or Model Bid: 2968 | | |
| | | | Wood Wet Mop Handle, 4 total (as needed) | \$ | \$ 0 |
| | | | Item or Model Bid: 6922 | | |
| | | | Samples required | | |

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Company Name: Cintas Corporation Street Address: 1300 SE Gateway Dr.
 Representative Name: Bral Freeman City: Grimes State: IA Zip: 50111
 Representative Title: Service Manager Phone: (515) 986-1300 Fax: (515) 986-5799

SUBJECT TO THE TERMS AND CONDITIONS @ <http://www.dmschools.org/wp-content/uploads/2014/11/General-Terms-n-Conditions-New.pdf> THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED.

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| Item No. | Quantity | Unit | Description | Unit Price | Amount |
|----------|----------|------|---|------------|---------|
| | | | Callanan Middle School Rental & Laundry Service FY 2016-2017 | | |
| | | | (In accordance with the enclosed Special & General Conditions) | | |
| | | | Apron- Black Bib, 20 each, per week charge | \$.274 | \$ 5.48 |
| | | | Item or Model Bid: 2873 | | |
| | | | Wet Mop Large, 8 each, per week charge | \$.761 | \$ 6.09 |
| | | | Item or Model Bid: 2650 | | |
| | | | Terry Towel, 80 each, per week charge | \$.121 | \$ 9.68 |
| | | | Item or Model Bid: 2700 | | |
| | | | Bib Apron-White, 20 each, per week charge | \$.274 | \$ 5.48 |
| | | | Item or Model Bid: 2968 | | |
| | | | Wood Wet Mop Handle, 4 total (as needed) | \$ | \$ 0 |
| | | | Item or Model Bid: 6922 | | |
| | | | Samples required | | |

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Company Name: Cintas Corporation Street Address: 1300 SE Gateway Dr.
 Representative Name: Brad Freeman City: Grimes State: IA Zip: 50111
 Representative Title: Service Manager Phone: (515) 986-1309 Fax: (515) 986-5799

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| Item No. | Quantity | Unit | Description | Unit Price | Amount |
|----------|----------|------|--|------------|---------|
| | | | Weeks Middle School Rental & Laundry Service FY 2016-2017 | | |
| | | | (In accordance with the enclosed Special & General Conditions) | | |
| | | | Apron- Black Bib, 20 each, per week charge | \$.274 | \$ 5.48 |
| | | | Item or Model Bid: 2873 | | |
| | | | Wet Mop Large, 8 each, per week charge | \$.761 | \$ 6.09 |
| | | | Item or Model Bid: 2650 | | |
| | | | Terry Towel, 80 each, per week charge | \$.121 | \$ 9.68 |
| | | | Item or Model Bid: 2700 | | |
| | | | Bib Apron-White, 20 each, per week charge | \$.274 | \$ 5.48 |
| | | | Item or Model Bid: 2968 | | |
| | | | Wood Wet Mop Handle, 4 total (as needed) | \$ | \$ 0 |
| | | | Item or Model Bid: 6922 | | |
| | | | Samples required | | |

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Company Name: Cintas Corporation Street Address: 1300 SE Gateway Dr.
 Representative Name: Bruce City: Grimes State: IA Zip: 50111
 Representative Title: Service Manager Phone: (515) 986-1309 Fax: (515) 986-5799

SUBJECT TO THE TERMS AND CONDITIONS @ <http://www.dmschools.org/wp-content/uploads/2014/11/General-Terms-n-Conditions-New.pdf> THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED.

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| Item No. | Quantity | Unit | Description | Unit Price | Amount |
|----------|----------|------|--|------------|---------|
| | | | Goodrell Middle School Rental & Laundry Service FY 2016-2017 | | |
| | | | (In accordance with the enclosed Special & General Conditions) | | |
| | | | Apron- Black Bib, 20 each, per week charge | \$.274 | \$ 5.48 |
| | | | Item or Model Bid: 2873 | | |
| | | | Wet Mop Large, 8 each, per week charge | \$.761 | \$ 6.09 |
| | | | Item or Model Bid: 2650 | | |
| | | | Terry Towel, 80 each, per week charge | \$.121 | \$ 9.68 |
| | | | Item or Model Bid: 2700 | | |
| | | | Bib Apron-White, 20 each, per week charge | \$.274 | \$ 5.48 |
| | | | Item or Model Bid: 2968 | | |
| | | | Wood Wet Mop Handle, 4 total (as needed) | \$ | \$ 0 |
| | | | Item or Model Bid: 6922 | | |
| | | | Samples required | | |

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Company Name: Cintas Corporation Street Address 1300 SE Gateway Dr.
 Representative Name: [Signature] City Grimes State IA Zip 50111
 Representative Title: Service Manager Phone (515) 986-1309 Fax (515) 986-5799

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Acknowledgment & Certification

Cintas Corporation ("Company") is providing services to the Des Moines Independent Community School District ("District") as a contractor, vendor, supplier, provider or sub-provider and/or is operating or managing the operations of a contractor, vendor, supplier or provider. The services provided by the Company may involve the presence of the Company's employees upon the real property of the District.

The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the District. The Company further acknowledges that, pursuant to Iowa law, a sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further certifies and agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

The Company further certifies that the Company has completed a satisfactory background check on the Company's employees. The Company hereby agrees to provide the District with the Company's background screening procedures including specific context and infractions that are reviewed by the Company. The District reserves the right to, but does not have the obligation to, conduct a District background check on Company employees as determined by the District in its sole discretion. The District reserves the right to restrict access of any Company employee upon the real property of the District if such employee does not clear the District's background check.

The District reserves the right, but does not have the obligation to, to audit the Company's background screening program at any time, whether announced or unannounced. The Company hereby agrees that the Company shall, upon request, permit an authorized District representative to review background screening records, including those of individual Company employees, in order to conduct a compliance review, audit or investigation, to the fullest extent permitted by law.

The Company shall ensure that the provisions of this Acknowledgement and Certification are extended to any and all subcontractors, consultants, or others the Company may engage if such engagement involves their presence upon the real property of the District.

The Company understands and agrees that violation of any of the provisions of this Acknowledgement and Certification shall constitute sufficient grounds for termination of any contract or subcontract without damages or penalty to the District.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.

Special Conditions
Quote # Q7148
CNC Uniform Rental & Laundry Service FY 2016-2017 FIRST EXTENSION

Contract Period

Bids to be effective for services beginning July 1, 2016 through June 30, 2017. The District reserves the option to renew the contract for four (4) additional years after the original contract period. The amount of the contract for the second through fifth years is to be negotiated at the close of each preceding year.

General Procedures

The District is requesting bids for uniform rental and laundry services for the Food & Nutrition Department based on the following information. Specification for uniforms, jackets, and work shoes as detailed below, are products deemed to meet our needs. The District reserves the right to deviate from these specifications if determined to be in our best interest.

Award of bid will be for bid prices based on fee for services. The prices shall include all charges of packing and transporting to the District. Prices quoted will not include Federal Excise Tax or State Sales Tax. The District is a tax-exempt organization. Service providers are required to bid and deliver all uniforms listed. Any questions concerning a provider's capability to deliver an item must be raised with the District prior to bid opening.

Award of Bid

The District intends to award on an all or none basis for a uniform and laundry service provider. The District reserves the right to request bid pricing for new types of uniforms added throughout the life of the bid.

Lines of Communication

Communications between the District and Service Provider will be in writing as appropriate. Email and fax are appropriate. The District and the Service Provider will designate a representative to deal with day-to-day logistical matters. Matters of policy for the District are to be referred to Food & Nutrition Management Director.

Delivery Dates

Uniforms and Laundry are to be delivered on a weekly basis when dirty uniforms and laundry are picked up at the Central Nutrition Center, Roosevelt High School, East High School, Callanan Middle School, Weeks Middle School, and Goodrell Middle School. Deliveries are accepted between the hours of 7:00 a.m. and 2:00 p.m. Deliveries will not be made during District holiday break periods and winter break.

Uniforms, Lab Coats, Work Shoes

Bidders to provide a reversible scrub top and pants made of 50% polyester and 50% combed cotton. Uniform tops are to be V-necked without pockets, sleeves to be set-in and have double-needle seams. Uniform pants include hip pocket inside and out and drawstring waist. Sizes offered to include small, medium, large, XL, XXL, XXXL, and XXXXL. Larger sizes may be needed. Bidder to note on bid document sizes available. Bidders to provide a warm up jacket/lab coat. Jacket to be 60% combed cotton and 40% polyester. Jackets are to have raglan sleeves, front snaps, two lower pockets and knit cuffs. Sizes offered to include small, medium, large, XL, XXL, XXXL and XXXXL. Larger sizes may be needed. Jackets are to be Bulk service with the quantities of each size determined by the Food & Nutrition Center designee. Bidder to note on bid document sizes available. Work shoes to be provided to up to 30 staff at the CNC. This is a one-time purchase for each fiscal year. The work shoe is to be Skechers 76033 Work: Soft Stride – Softie (women's) and Skechers 76759 Work: Soft Stride – Galley (men's), both in black, and to be slip and oil resistant.

Estimated Uniform Needs

The Food and Nutrition Management Department anticipates an average of 30 employees will need uniforms during the months of mid-August through May of each school year with the exception of winter break (2 weeks) and spring break (1 week). It is anticipated that the needs during the months of June through mid-August will be 13 employees. Each employee is to have a complete set of uniforms for each week. Uniform colors to be specified on Form of Proposal. Extra scrub tops may be needed for designated staff members. Bidders must include a sample of their product at the time of their bid proposal to be reviewed by Food & Nutrition Staff. Samples will be returned to the bidder.

Prices

Bidders are to enter price per person, per coat, or per each (per week) for uniform rental and laundry services.

Questions

For questions regarding the Special Conditions, please contact Food & Nutrition at 242-7636.