

RESOLUTION NO. 2020-88

AUTHORIZING AN INCREASE TO CONTRACT NO. 2018-090 WITH CINTAS CORPORATION NO. 2 TO REVISE THE SCOPE OF SERVICES FOR RENTAL AND MAINTENANCE OF SHOP UNIFORMS IN AN AMOUNT NTE \$300,837.20 FOR THE REMAINING BASE CONTRACT AND IN AN AMOUNT NTE \$150,418.60 FOR EACH OF TWO OPTION YEARS, FOR A NEW TOTAL CONTRACT AMOUNT NTE \$1,589,105.46 (GENERAL FUND, FLEET MANAGEMENT DEPARTMENT BUDGET)

WHEREAS, the Authority provides uniform rental and maintenance to various bargaining and non-bargaining maintenance employees based on job description; and

WHEREAS, an offer was received from Cintas Corporation No. 2 with an office located at 6800 Cintas Boulevard, Mason, OH 45040, to provide rental and maintenance of shop uniforms, as required, on September 18, 2018 for a three year period with two one-year options; and

WHEREAS, on May 21, 2018, Resolution No. 2018-106 authorized Contract No. 2018-090 with Cintas Corporation No. 2 to provide rental and maintenance of shop uniforms, as required, in an amount not to exceed \$551,987.28 for the base three years, and in an amount not to exceed \$183,995.76 for each of the two option years, for a total contract amount not to exceed \$919,978.80; and

WHEREAS, the General Manager, Chief Executive Officer approved Change Order No. 1 in the amount of \$29,171.79 on August 18, 2020 and Change Order No. 2 in the amount of \$38,280.47 on October 30, 2020, both authorizing payments for modifications that were made to meet employees' uniform needs during the first year of the contract; and

WHEREAS, based on an analysis of those modifications, the Authority has recognized the need to revise the scope of services for rental and maintenance of shop uniforms which, after negotiations with the contractor, will result in an increase to the contract in an amount not to exceed \$300,837.20 for the remaining base two year contract, and in an amount not to exceed \$150,418.60 for each of the two option years, for a new total contract amount not to exceed \$1,589,105.46; and

WHEREAS, the General Manager, Chief Executive Officer deems it is in the best interest of the Authority to revise the scope of services for rental and maintenance of shop uniforms.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Cintas Corporation No. 2 to revise the scope of services for rental and maintenance of shop uniforms is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to amend Contract 2018-090 with Cintas Corporation No. 2, to revise the scope of services for rental and maintenance of shop uniforms.

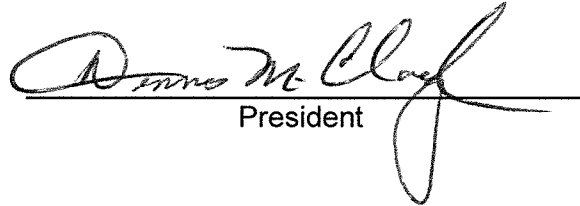
Section 3. This change order will be payable through the General Fund, Fleet Management Department budget, in an amount not to exceed \$300,837.20 for the remaining base contract and in an amount not to exceed \$150,418.60 for each of the two option years, for a new total contract amount not to exceed \$1,589,105.46.

Section 4. That the General Manager, Chief Executive Officer's change order authority is reinstated in its entirety.

Section 5. That all other terms and conditions of the original contract remain unchanged.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: November 17, 2020

  
\_\_\_\_\_  
President

Attest:   
\_\_\_\_\_  
Interim Secretary-Treasurer



<b>TITLE/DESCRIPTION:</b> <b>CONTRACT: INCREASE TO CONTRACT NO. 2018-090 FOR SHOP UNIFORMS</b>  <b>VENDOR: CINTAS CORPORATION NO. 2</b>  <b>AMOUNT: ADDITIONAL AMOUNT NTE \$300,837.20 FOR THE REMAINING BASE CONTRACT AND AMOUNTS NTE \$150,418.60 FOR EACH OF TWO OPTION YEARS, FOR A NEW TOTAL CONTRACT AMOUNT NTE \$1,589,105.46</b>	<b>Resolution No.:</b> 2020-88
	<b>Date:</b> November 12, 2020
	<b>Initiator:</b> Fleet Management Department
<b>ACTION REQUEST:ION</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a change order to Contract No. 2018-090 with Cintas Corporation No. 2, to revise the total number of uniforms, adjust the allocation of uniform types amongst employees and add funds for damage and loss protection for uniforms for various bargaining and non-bargaining maintenance employees.

2.0 **DESCRIPTION/JUSTIFICATION:** The Authority supplies uniform rental, maintenance and lockers, as required, for various bargaining and non-bargaining maintenance employees based on job description. Each employee receives 11 sets of uniforms (pants and shirts), of which 5 sets are laundered and maintained weekly. Additionally, some employees may also have reflective and/or flame retardant jackets or coveralls. With respect to bargaining unit employees, these uniforms are provided pursuant to the Authority’s collective bargaining agreement with the Amalgamated Transit Union.

3.0 **PROCUREMENT BACKGROUND:** On May 21, 2018, by Resolution No. 2018-106, the Authority entered into a contract with Cintas Corporation No. 2, to provide uniforms, maintenance and lockers to various bargaining and non-bargaining maintenance employees. The contract award was in an annual amount not to exceed \$183,995.76 for the base three years, as well as for two, one-year options, for a total contract amount not to exceed \$919,978.80.

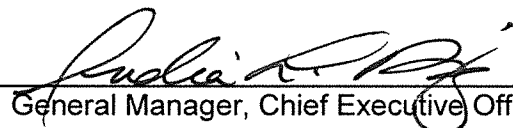
During the first year of the contract it was discovered that the original number of employees using shop uniforms was inaccurate and funds were being expended faster than anticipated. Operations staff, with assistance from members of the Human Resources and Safety Departments, did a thorough analysis of the positions requiring shop uniforms and the associated job descriptions to determine the type of uniform best suited for each position. Upon completion of the analysis, Operations staff provided updated quantities to Procurement to adjust the requirements contract based on the new information. Change Order 1 was approved on August 18, 2020 for \$29,171.79. Change Order 2 was approved on October 30, 2020 for \$38,280.47. Both of these change orders were needed to fund the first year of the contract. This resolution seeks to add the necessary funding for the remaining base two years of the contract, as well as two option years. This change order was discussed and approved by the Change Order Committee.

A price analysis has been performed and the Procurement Department has determined that the increase is fair and reasonable to the Authority.

4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. A 0% DBE participation goal was established for this procurement due to the lack of certified DBE firms.

- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This change order will be payable through the General Fund, Fleet Management Department budget, in an amount not to exceed \$300,837.20 for the remaining base contract and in an amount not to exceed \$150,418.60 for each of the two option years, for a new total contract amount not to exceed \$1,589,105.46.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer will prevent the Authority from providing rental and maintenance of shop uniforms to various bargaining and non-bargaining maintenance employees thus affecting the GCRTA's ability to maintain compliance with the union contract.
- 8.0 RECOMMENDATION: It is recommended that the offer of Cintas Corporation No. 2 be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer to modify the contract.
- 9.0 ATTACHMENTS: Attachment A – Change Order Log.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
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General Manager, Chief Executive Officer

**Attachment A**

**Change Order Log**

**Rental & Maintenance of Shop Uniforms**

Contract #2018-090

Contractor: Cintas Corporation No. 2

Original Contract Amount \$919,978.80

Total Change Order Amount To Date: \$67,452.26

Total G.M. C.O. Authority: \$100,000.00

Remaining G.M. C.O. Authority: \$32,547.74

<i>ITEM NO.</i>	<i>NOTE</i>	<i>APPROVAL DATE</i>	<i>CHANGE ORDER</i>	<i>APPROVAL AUTHORITY</i>	<i>NEW CONTRACT AMOUNT</i>
1	1	08/18/2020	\$29,171.79	General Manager	\$949,150.59
2	2	10/30/2020	\$38,280.47	General Manager	\$987,431.06
3	3	Pending	\$601,674.40	Board of Trustees	\$1,589,105.46

**NOTES/CHANGE ORDER DESCRIPTION:**

1. Add funds to year one of contract for changes to quantities of employees in each type of uniform and associated costs. This is a partial increase – additional increase forthcoming after further discussions and decisions by management.
2. After a complete review and analysis of the total number of positions requiring shop uniforms and the uniform types, it has been determined that an additional \$38,280.47 is necessary to complete year one of the contract. This takes into consideration a credit of \$16,502.12 for insurance charges billed to the Authority without proper authorization.
3. Additional funding to increase remaining two years of the base contract and each of two option years.