



STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: RENTAL AND LAUNDERING OF WORK GARMENTS FOR THE OHIO
DEPARTMENT OF TRANSPORTATION

CONTRACT No.: OT903116

EFFECTIVE DATES: 05/03/16 to 02/06/17 *

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT903116 that opened on 01/11/16. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including [the Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#) (Revised 10/2013), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to The Ohio Department of Transportation, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Signed: _____
Robert Blair, Director Date

* Contract terminated effective, 02/06/17 per amendment #5.

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* Changed by Amendment #2, effective 06/01/16.

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

SPECIAL CONTRACT TERMS AND CONDITIONS

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

DELIVERY OF SERVICES: The services for the rental including cleaning or laundering of garments and other items as specified in this contract shall be delivered on a weekly fixed schedule or on a schedule specified by each location using the services provided by the awarded contractor.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". Additionally DAS will multiply the estimated number of users for each type garment specified times the Bid Price for weekly rental, including laundering, pick-up and delivery of a set of eleven (11) of each garment. DAS will then multiply the resulting total by 52 weeks to obtain each Bidder's estimated annual total rental cost for each type or garment and add all garments to obtain the estimated annual cost for rental of all garments. DAS will then multiply the Bidder's replacement cost for each garment times the item's estimated annual loss quantity to arrive at the total the estimated annual loss cost for each garment and sum this for all garments. DAS will then add the estimated annual cost of garment rental to the estimated annual cost for loss of garments to obtain the total estimated annual cost for each Bidder. Failure to bid all items in this Bid shall deem the Bidder not responsive and result in disqualification from consideration of a Contract award.

CONTRACT AWARD: A Contract will be awarded to one lowest cost responsive and responsible bidder by Low Lot Total. Failure to bid all items in this Bid will result in a Bidder being deemed not responsive.

DESCRIPTIVE LITERATURE: The Bidder should submit descriptive literature of the supplies or services being offered as part of their Bid Response. The literature will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not provided as part of the Bid Response, the Bidder shall provide said literature within seven (7) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the Bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any Contract and will be disregarded by the State of Ohio. Failure of the Bidder to furnish descriptive literature either as part of their Bid Response or within the time specified herein will deem the Bidder not responsive.

PRODUCT SAMPLES: The Bidder will be required to submit samples of supplies being offered. Samples will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not included as part of their Bid Response, the Bidder shall provide the samples within seven (7) calendar days after notification. Failure to provide the samples within the stated time period will result in the Bidder being deemed not responsive. After award of the Contract, the samples may be retained by the State and used as a basis for comparison with actual product or services delivered under Contract. Any variation between the samples and product or service being delivered will be considered an event of default. Any variation between the samples and actual product being delivered that are due to manufacturer changes may be acceptable but shall require prior written approval from DAS and the Ohio Department of Transportation Office of Employee Health and Safety as indicated in the SUBSTITUTION OF ITEMS clause on page #5 of this Bid/Contract.

QUALIFICATIONS: For consideration of award of a contract, Bidders are required to have been in the garment rental, laundering and delivery business, providing the type of garment rental/laundry services as required by this Bid, for a minimum of five (5) years. Bidders should submit documentation of this minimum requirement including their company background and supportive information as well as how they propose to serve the 105 ODOT locations listed in Appendix I. If not included with the Bid Response, the Bidder must provide such supporting documentation within seven (7) calendar days after request/notification by the Office of Procurement Services.

REFERENCES: The Bidder should supply three (3) references from organizations where the Bidder has supplied similar services. References provided by the Bidder must agree to be interviewed by DAS concerning the Bidder's services. The Bidder's reference list shall include company name, address, telephone number, contact person, number of years providing service, and description of the services provided. If not included with the Bid Response, the Bidder must provide references as required within seven (7) calendar days after request/notification by the Office of Procurement Services. Failure to submit references as requested may result in the Bidder being deemed not responsive.

SPECIAL CONTRACT TERMS AND CONDITIONS (Continued)

SPECIAL CHARGES: There shall be no assessment, surcharge, small order charge, minimum order charge, single item charge, make up charge, minimum delivery charge or any other unspecified additional charge that is not specifically mentioned in this Bid or authorized by a subsequent Contract awarded pursuant to this Bid. The Contractor must provide services in the unit quantity(s) as indicated in this Bid and resulting Contract.

SUBMISSION OF INVOICES: Invoices shall be submitted to the location serviced on a weekly or monthly basis or as required by the serviced location's rental garment coordinator. The Contractor shall submit a "proper invoice", unless otherwise requested by the ordering agency, in triplicate, directly to the ordering agency indicated on the purchase request. A "proper invoice" is defined as being free from defects, discrepancies, errors, or other improprieties and shall include, but may not be limited subject to individual agency requirements to:

- 1) Contractor's name and address as listed on the Contract;
- 2) Contractor's remittance address as listed on the Contract;
- 3) Exact purchase order or purchase request number assigned by the agency;
- 4) The wearer's name and exact description, quantity, unit price, total price, etc. as appears on the purchase order or purchase request and on this contract.

In accordance with Section 126.30, Revised Code, and any applicable rules thereto, the Ohio Department of Transportation shall make prompt payment for all supplies or services acquired from the Contractor. Upon receipt of a "proper invoice", payment, subject to the foregoing provision and, unless otherwise stated in the Bid/Contract, payment shall be made in accordance with the payment terms of this Contract. "Improper invoices" shall be returned to the Contractor noting areas of discrepancy. When an invoice is returned, the required payment date will be thirty (30) days from the day of receipt of the corrected "proper invoice".

TRANSPORTATION CHARGES: The Contractor will be responsible for all transportation charges incurred in the pick-up and delivery of materials and/or services specified in this Bid and ensuing Contract.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The Contract prices(s) will remain firm for the first twelve (12) months duration of the Contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective sixty (60) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be fully supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. The Contractor shall provide detailed documentation, to include a comparison list of the Contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

EXCEPTIONS TO SPECIFICATIONS: Any exceptions to the specifications in this bid must be explicitly detailed in the bidder's response. Exceptions will not disqualify a bidder's response, except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal bid responses that meet the overall requirements of the bid specifications and the requirements of the using Agency. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the bidder an unfair advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the bid response.

SPECIAL CONTRACT TERMS AND CONDITIONS (Continued)

REFERENCES TO ALTERNATE TERMS: Any reference, which may appear on any price list or descriptive literature or any other document furnished or provided by a Bidder or Contractor, to any terms and conditions, such as F.O.B. Shipping Point or Prices Subject to Change, or any other Charge(s) not specifically mentioned in this bid or subsequent Contract awarded pursuant to this Bid will be disregarded by the State of Ohio.

STIPULATED WEIGHTS AND BLENDS: Where a weight is referenced, whether on a per square or linear yard of material or per piece or package of an item basis, the weight shall be considered the minimum acceptable weight. Where blends of material are referenced, such as "50/50 Polyester/Cotton" or "88/12 Nylon/Lycra" such blend shall be a reference point. Minor variations from the stated blend will be considered. [A minor variation will generally be within +/- 10% of the stated blend.] If multiple blends are referenced for a product, these shall constitute the minimum and maximum acceptable range, with no variation above or below the range.

SWEATSHOP FREE: By the signature affixed to this ITB, Bidder certifies that all facilities used for the production of the supplies or performance of services offered in the bid are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the Bidder in furnishing the supplies or services described in the bid and awarded to the Bidder. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

SUBSTITUTION OF ITEMS: During the term of any ensuing contract in the event of the discontinuance of an item offered in a bid, the awarded Bidder/Contractor may provide alternate Manufacturer Brand/Style/Items other than those indicated in the Contract Item Specifications or on the Bid or Contract Price page. Prior to the provision of any alternate however, the contractor must notify and obtain written permission from the state of Ohio DAS Office of Procurement Services and the Ohio Department of Transportation Office of Employee Health and Safety. DAS may require samples prior to the approval of any alternate item(s). Unauthorized substitutions may result in suspension or cancellation of the contract.

USAGE REPORTS: Every six (6) months the Contractor must submit a report (written or on electronic media or via email in Excel format) indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Walt Schneider, walter.schneider@das.state.oh.us

SPECIFICATIONS

I. Scope:

The Ohio Department of Transportation (ODOT) seeks to implement a contract with an established, experienced, first rate garment rental provider for a work garment program which ODOT will provide on a voluntary cost shared basis to various classifications of ODOT field employees within the State of Ohio. ODOT's 2,500 eligible field employees are assigned to 105 ODOT district offices and county garages within the State of Ohio. Appendix I is a list of all locations which will be serviced by a Contract awarded pursuant to this Bid.

The specifications below cover the rental of work garments as specified for ODOT's field employees at the named ODOT locations. Each location named shall designate an individual hereafter referred to as the using location's "rental garment coordinator" who shall be responsible for the State's functions indicated in this contract. All new and laundered garments delivered must conform to the requirements of this Bid/Contract and be acceptable to the using location rental garment coordinator.

SPECIFICATIONS (Continued)

II. General Requirements:

- A. Service: The successful Contractor shall furnish eleven (11) of each required garment for each participant named by each location's "rental garment coordinator". Garments are to be "first quality" and garment rental shall include laundry service on a firm schedule as specified by the using location rental garment coordinator. First Quality means that items provided at issue will be new and unused and sufficient in all aspects for the purpose intended, of superior quality, without defect, cleaned, laundered, pressed, delivered on time and in the quantity ordered. The Bidder/Contractor(s) agrees to provide the State of Ohio with apparel rental, and laundering service equal to the highest industry standards. Termination of this Contract may be exercised by DAS if the Contractor is unable to reasonably resolve any service deficiency, reported in writing by an ODOT facility location, within thirty (30) days of receipt of such written notification.
- B. Minimum Garment Rental Period: The garment rental and laundering services required by this contract are offered to ODOT field employees on a voluntary, cost shared basis. The State (ODOT) will pay the awarded Contractor for the garment rental and laundry services provided and ODOT will internally charge the participating employee for a portion of the total cost of the service. Once enrolled, ODOT employees shall be required to participate in the program for a minimum of forty (40) continuous weeks before being able to voluntarily exit the program. If an ODOT employee elects to discontinue the program after the minimum forty (40) week period, the location rental garment coordinator will notify the Contractor in writing. Within seven (7) days of the date of written notification, the contractor will remove that employee's garments from the location and all charges for rental of the affected garments will cease. For ODOT employees who during the forty (40) week period are terminated due to quit, retirement, permanent disability or other reason, upon written notification from the facility rental garment coordinator, the Contractor will pick up that employee's garments and cease billing within one week of said written notification.
- C. Penalty: The State will not pay for the delivery of improper, soiled, torn or excessively worn garments or for garments in substandard condition or for scheduled deliveries not made or garments which do not comply with the Contract specifications. A penalty of twenty (20%) percent of the contract price shall be assessed by the using location rental garment coordinator for late delivery of garments covered by this Contract or for garments in substandard condition or which do not meet the Contract item specifications. This penalty may be assessed by offset(s) to the invoiced price. Repeated violations may be cause for termination of this Contract.
- D. Commencement of Service: Upon award of a contract, DAS/ODOT will provide the awarded Contractor a complete list of contacts and contact information for each ODOT location participating in this contract. Within fourteen (14) calendar days after receipt of this list, the successful Contractor shall contact each agency location listed to arrange meetings concerning the location's requirements and use of the Contract/ Or upon notification or contact from a using agency/location on the list, the Contractor shall meet with such location(s) within seven (7) calendar days of contact. Each participating individual at each using location shall be sized or fitted for new garment items as designated by the agency/using location within seven (7) calendar days of first meeting. The Contractor shall deliver all required garments and to the using agency within thirty (30) calendar days after sizing/fitting.
- E. Control Documents: The Contractor shall furnish control documents, showing the number of items picked up and delivered for each employee and/or using location for each delivery. The rental garment coordinator shall review, approve and sign each control document prior to any item(s) accepted or leave the agency location. A copy of the control document shall be retained by the rental garment coordinator at each location. All items are to be checked in and out and count is to be verified in writing by the location's rental garment coordinator. Any shortage, overage, damage loss, need for replacement or repair shall be noted on the control document. The using agency will not be responsible for charges for shortage, loss, damage, replacement or other issues which are not noted and approved on control documents. The state will not honor any invoice which is not supported by the signature of the location rental garment coordinator. Garments will not be replaced and the using agency will not be responsible for the cost of items replaced without a control document record and the approval of the location's rental garment coordinator.
- F. Contractor Visits: The Contractor shall assign representatives to make scheduled visits to each ODOT location using the Contractor's uniform or garment rental services, at least once every ninety (90) days for the express purpose of resolving any issues and to review/inventory all garments. Review is defined as checking condition of garments and checking the quantity on hand.

SPECIFICATIONS (Continued)

- G. Repair Policy: Each Bidder should submit with their Invitation to Bid a document delineating their policy regarding repair and upkeep of garments. Garments designated for repair or replacement are to be returned repaired on the next regular delivery. If not submitted with the Bid, repair policy documents shall be provided within seven (7) calendar days after requested by DAS. Failure to submit repair policy documents within the time specified may result in the Bidder being determined not responsive.
- H. Repair Tags: The Contractor shall provide repair tags. It is the responsibility of the individual wearing the rental garment(s) to report any damage to garments or repair needed to the using location's rental garment coordinator. It is the responsibility of the rental garment coordinator to provide completed repair tags and coordinate repair of the garment with the Contractor's representative.
- I. Repairs/Replacement: Acceptance of repaired garments by the agency/using location shall be approved by the location's rental garment coordinator. Damaged garments designated for repair or replacement shall be replaced or repaired within seven (7) calendar days when, in the opinion of the using location designated coordinator, the garment or item is not acceptable for its intended use. Failure to repair or replace garments or items in accordance with this clause may be cause for the location's rental garment coordinator to invoke the penalty described in II. B. above.
- J. Responsibility For Repair and Replacement: There will be no charge to the State for repair of items or garments. The State will not be responsible for replacement of items or garments which have been damaged by the Contractor during the time the garment is in the care of the Contractor. The State will be responsible for garments which are lost or damaged beyond repair due actions by a representative of the State. Replacement cost will be as indicated in the "Charges for Lost or Missing Garments/Items section of the Contract/Bid price pages. The location's rental garment coordinator must approve all replacement cost charges.
- K. Garments For New Employees: The Contractor shall complete fitting/sizing and delivery of new garments for new participants in ODOT's work garment program within thirty (30) days of written notification of same. Upon written notification of termination of ODOT's work garment program for any employee eligible for same, the Contractor shall remove garments assigned to such person from the ODOT facility and cease billing within one week of the written notification. The ODOT location rental garment coordinator shall be responsible for notifying the Contractor, in writing of the above circumstances.
- L. Garment Condition: All garments delivered are to be new upon initial issue and thereafter properly pressed free of wrinkles and delivered folded or on hangers as required by the using location.
- M. Hanger Lockers, Repair Bin and Garment Return Bags: If requested by the using agency, at the request of the location rental garment coordinator, the Contractor shall furnish, at no cost to the State of Ohio, "Steiner" or "O' Day" type hanger lockers (or hanger lockers whose specifications meet or exceed "Steiner" or "O-Day" hanger lockers) in sufficient number, one (1) per employee and one (1) repair bin per location and garment return bags for soiled/used garments.
- N. Locations To Be Serviced Under This Contract: Authorized users of this contract are, ODOT locations as indicated in Appendix I to this Bid. With reasonable notice, DAS and ODOT may add or change additional locations by contract amendment as required during the term of this contract.
- O. Employee Transfers: ODOT from time to time may transfer employees who are participating in their rental garment program between ODOT facilities. When an employee is transferred permanently to a different facility it is the responsibility of the rental garment coordinators at both facilities to coordinate the transfer and notify the contractor upon such transfer in writing. It is the responsibility of the awarded Contractor to execute the transfer of garment items between facilities appropriately within one week (7 calendar days) of written notification of the transfer.
- P. Estimated Usage: The usage estimates in this Bid are based upon information supplied by the Ohio Department of Transportation. Usage may vary and be either more or less than estimated. The State is not responsible for accuracy of these estimates and makes no guarantee of volume based upon the estimates.
- Q. Colors: Bidders shall offer all colors required by this Bid/Contract.

SPECIFICATIONS (Continued)

- R. Required Sizes: Bidders shall offer unisex T-Shirt sizes regular and tall, small (SM) through 6 extra-large (6XL) or corresponding numeric sizes. Trousers shall be provided in men's regular and tall even waist sizes 30 through 56 waist and 28 through 36 even and extended (Tall) inseam and women's sizes 2 through 24.
- S. Employee Time Off: The Contractor will not assess rental service charges for garments for periods of vacation, sick leave, military leave, short or long term disability or similar circumstances exceeding two successive weeks (14 calendar days) of employee absence. It is the responsibility of the location rental garment coordinator to notify the Contractor in writing of employees who will be away from the job under the above circumstances for more than two successive weeks. Said notification shall be in writing and shall take place at least seven (7) days prior to the first week of employee absence for waiver of rental charges for successive weeks. Rental charges will cease upon the fourteenth calendar day of the employee's absence and resume upon notification from location rental garment coordinator that the absent employee has returned to work.
- T. Stipulated Weights and Blends: Where a weight is referenced in the specifications on a per square or linear yard of material or per piece or package on an item basis, the weight shall be considered the minimum acceptable weight. Where blends of material are referenced, such as "50/50 Polyester/Cotton" or "88/12 Nylon/Lycra" such blend shall be a reference point. Minor variations from the stated blend will be considered. (A minor variation will generally be within 10% of the stated blend.) If multiple blends are referenced for a product, these shall constitute the minimum and maximum acceptable range, with no variation above or below the range.
- U. Exceptions To Specifications: Any exception(s) to the specifications in this bid must be explicitly detailed in the bidder's response. Exceptions will not disqualify a bidder's response except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal bid responses that meet the overall requirements of the bid specifications. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the bidder a competitive advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the bid response.
- V. Termination of Service: If an item or service provided by this contract is terminated for a participating employee, the Contractor will remove the item(s) and cease services within one week of notification in writing from the location rental garment coordinator. Charges for that/those item(s) and/or services will cease the week following the date of such notification.
- W. Settlement for Lost, Destroyed or Missing Garments: Settlement with the using agency location for lost, destroyed or missing garments or other items subject to this contract shall be conducted annually during the month of March and during the first month after the expiration or termination of this contract. During the first week of the specified settlement month, the Contractor shall provide a list of lost, destroyed and/or missing garments or items and the contractually authorized charges for same to the using location's rental garment coordinator. The location's rental garment coordinator will audit the Contractor's list for accuracy and correctness. After agreement on the settlement amount, payment will be made within 30 days after the presentation of a proper invoice for same. "Proper invoice" is defined in the SUBMISSION OF INVOICES clause on page 4 of this Bid/Contract.

SPECIFICATIONS (Continued)

III. SPECIFIC REQUIREMENTS:

A. Laundering, Pick-Up and Delivery of Rental Garments

1. ANSI/ISEA 107-210 Class 3 Compliant Short Sleeve Safety T-Shirt, Unisex
 - a. 100% Moisture Wicking Polyester, Jersey Knit
 - b. Fabric Weight: 5.6 Ounces per Sq. Yd.
 - c. Crew Neck
 - d. Short Sleeves
 - e. Double Needle Hemmed Sleeves and Bottom
 - f. Trim: 3M™ Scotchlite™ High Visibility Reflective Material – 8906 Silver Fabric Trim 2” Retroreflective Tape with 360 Degree Reflective Coverage (or equivalent)
 - g. Reflective Trim shall be on the front and back of the T-shirt perpendicular on the left and right sides of the front and back and around the middle of the torso.
 - h. Color: High Visibility Lime Green
 - i. Sizes Required: Small (SM) through 6 Extra Large (6XL) and Tall Sizes
 - j. Unit of Measure: Charge per Week for Rental of Eleven (11) Garments

2. ANSI/ISEA 107-2010 Class 3 Compliant Long Sleeve Safety T-Shirt, Unisex
 - a. 100% Moisture Wicking Polyester, Jersey Knit
 - b. Fabric Weight: 5.6 Ounces per Sq. Yd.
 - c. Crew Neck
 - d. Long Sleeves with Ribbed Cuffs
 - e. Double Needle Hemmed Bottom
 - f. Trim: 3M™ Scotchlite™ High Visibility Reflective Material – 8906 Silver Fabric Trim 2” Retroreflective Tape with 360 Degree Reflective Coverage (or equivalent)
 - g. Reflective Trim shall be on the front and back of the T-shirt perpendicular on the left and right sides of the front and back and around the middle of the torso.
 - h. Color: High Visibility Lime Green
 - i. Sizes Required: Small (SM) through 6 Extra Large (6XL) and Tall Sizes
 - j. Unit of Measure: Charge per Week for Rental of Eleven (11) Garments

3. Men’s Denim Work Trouser with High Visibility and Reflective Striping
 - a. 100% Cotton Denim
 - b. Minimum 13 Oz. Sq. Yd.
 - c. Boot Cut Legs, Unisex Pattern *
 - d. Heavy Duty Brass Zipper
 - e. Reflective Trim: Trousers shall contain one ½” (one half inch) retroreflective strip around each leg, between two (2) ½” (one half inch) High Visibility Lime Green color stripes located below the knee and above the bottom hem of the trouser horizontally around the lower leg of the trouser
 - f. Color: Blue
 - g. Sizes Required: Waist 28 – 56 even sizes, Inseam 28 – 36, even and Tall (inseam) sizes
 - h. Unit of Measure: Per Week for Rental of Eleven (11) Garments

4. Women’s Denim Work Trouser with High Visibility and Reflective Striping
 - a. 100% Cotton Denim
 - b. Minimum 13 Oz. Sq. Yd.
 - c. Boot Cut Legs, Unisex Pattern *
 - d. Heavy Duty Brass Zipper
 - e. Reflective Trim: Trousers shall contain one ½” (one half inch) retroreflective strip around each leg, between two (2) ½” (one half inch) High Visibility Lime Green color stripes located below the knee and above the bottom hem of the trouser horizontally around the lower leg of the trouser
 - f. Color: Blue
 - g. Sizes Required: Waist 28 – 56 even sizes, Inseam 28 – 36, even and Tall (inseam) sizes *
 - h. Unit of Measure: Per Week for Rental of Eleven (11) Garments

* Exception to specifications accepted: Unisex sizing on denim work trousers.

CONTRACT PRICES

CONTRACTOR: Unifirst Corporation, OAKS 0000001479

RENTAL GARMENTS – With the exception of paragraph A. below, Rental Garment Unit of Measure shall be for a set of eleven garments for each garment user. Rental Garment Price shall be the weekly charge for the provision of a set of eleven (11) of each garment for each garment user.

OAKS Item #	Description	Bidder's Catalog Item, Stock or Style Number	Weekly Price for Rental of Eleven (11) Garments (\$USD)
29379	ANSI/ISEA 107-2010 Compliant Short Sleeve Safety T-Shirt, Unisex, As Specified	06H2HT	\$ 3.71
29380	ANSI/ISEA 107-2010 Compliant Long Sleeve Safety T-Shirt, Unisex, As Specified	08H2HT	\$ 3.95
29381	Unisex * Denim Work Trouser with High Visibility Reflective Stripe, As Specified	109AOS	\$ 5.08
29381	Unisex * Denim Work Trouser with High Visibility Reflective Stripe, As Specified	109AOS	\$ 5.08

A. Rental and Laundering Pricing for a Mixture of Long and Short Sleeve ANSI/ISEA 107-2010 Unisex Safety T-Shirts

Contract participants have the option to rent and receive laundry services for a mixture of long and short sleeve ANSI/ISEA 107-2010 Unisex Safety T-Shirts above. If participants opt for a mixture of long and short sleeve shirts the following are the per garment prices which will apply. **

Participants who elect to receive rental and laundry services for a mixture of long and short sleeve Safety T-Shirts shall select a total of eleven (11) shirts only in any mixture of short and long sleeve. More or less than a total of eleven (11) shirts for each participant is not permitted. **

OAKS Item #	Description	Bidder's Catalog Item, Stock or Style Number	Weekly Price for Rental of EACH Garment (\$USD)
29379	ANSI/ISEA 107-2010 Compliant Short Sleeve Safety T-Shirt, Unisex, As Specified	06H2HT	\$.337 **
29380	ANSI/ISEA 107-2010 Compliant Long Sleeve Safety T-Shirt, Unisex, As Specified	08H2HT	\$.359 **

Pricing Example: If a contract participant elects to rent seven (7) short sleeve and four (4) long sleeve for a total of eleven (11) garments, the total weekly rental price for the combination of garments will be \$ 3.80 per week. $(\$0.337 \times 7) + (\$0.359 \times 4) = \$3.80$ per week. **

* Exception to specifications accepted; unisex sizing on denim work trousers.

** Added by amendment #2 to the contract, effective 06/01/2016.

All garments are the property of the Contractor. Garments which are lost, destroyed or damaged beyond repair through no fault of the Contractor or which are damaged by the wearer and cannot be repaired by the contractor shall be paid for by the Ohio Department of Transportation at the prices listed below:

OAKS Item #	Description	Bidder Catalog Item, Stock or Style Number	Replacement Price Each (\$ USD)
29383	ANSI/ISEA 107-2010 Compliant Short Sleeve Safety T-Shirt, Unisex, As Specified, UNSPSC 91101800	06H2HT	\$ 31.85
29384	ANSI/ISEA 107-2010 Compliant Long Sleeve Safety T-Shirt, Unisex, As Specified, UNSPSC 91101800	08H2HT	\$ 33.15
29385	Unisex * Men's Denim Work Trouser with High Visibility Reflective Stripe, As Specified, UNSPSC 91101800	109AOS	\$ 42.67
29385	Unisex * Women's Denim Work Trouser with High Visibility Reflective Stripe, As Specified, UNSPSC 91101800	109AOS	\$ 42.67

CONTRACTOR COST ALLOCATION CATEGORIES – RENTAL GARMENTS					
As a baseline for evaluation of price adjustment requests for this category, Bidders shall indicate the percentage of total costs for the following cost elements. The sum of all percentages must equal one hundred percent. Bidders may add additional cost categories if necessary.					
Cost of Goods	Labor Cost	Utilities	Transportation	Other	Overhead
50%	15%	10%	15%	5%	5%

The above cost allocation categories will not be a part of the Bid evaluation, however failure to complete the above may deem your bid not responsive.

ITEMS IN THIS BID CONTAIN RECYCLED MATERIALS (Y/N) N .IF SO _____%. The foregoing will not be a part of the bid evaluation.

BID AUTOMOBILE LIABILITY CHECKLIST:

Bidder/Contractor shall indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

0000001479

Unifirst Corporation
211 Reynoldsburg-New Albany Rd
Blacklick, OH 43004

BID CONTRACT NO.: OT903116-3

DELIVERY: Weekly Scheduled.

TERMS: 2% 10 Net 30 Days

CONTRACTOR'S CONTACT: Doug Parker *

Telephone: (614) 575-9999

(248) 639-0736

FAX: (614) 474-9799

E-mail: doug_parker@unifirst.com *

PLACEMENT OF PURCHASE ORDERS:

Purchase Orders are to be E-mailed to:

E-mail: doug_parker@unifirst.com *

CONTRACTOR'S REMIT TO ADDRESS:

Unifirst Corporation
211 Reynoldsburg-New Albany Rd
Blacklick, OH 43004

* Changed per amendment #4, effective 09/30/16.

APPENDIX 1
List of ODOT Locations Served by Contract OT903116

Ohio Department of Transportation District Office and County Garage Locations Requiring Garment Rental Service under Bid/Contract OT903116		
District #	County Garage	Address
ODOT District 1 HQ		1885 N. McCullough St, Lima, OH 45801-0040
1	Allen	123 E. Chapman Road, Lima, OH 45801
1	Defiance	2340 Baltimore Road, Defiance, OH 43512
1	Hancock	1645 Lima Ave, Findlay, OH 45840
1	Hardin	13052 US 68, Kenton, OH 43326
1	Paulding	833 W Wayne St., Paulding, OH 45879
1	Putnam	617 11th Street, Ottawa, OH 45875
1	Van Wert	10238 Van Wert-Decatur Road, Van Wert, OH 45891
1	Wyandot	10976 CR 121, Upper Sandusky, OH 43351
ODOT District 2 HQ		317 East Poe Rd, Bowling Green, OH 43402
2	Fulton	989 North Shoop Ave, Wauseon, OH 43567
2	Henry	9733 SR 110, Napoleon, OH 43545
2	Lucas	4080 Technology Dr, Maumee, OH 43537
2	Northwood Outpost	200 Lemoyne Rd. Northwood, Oh 43619
2	Ottawa	307 South Railroad St, Oak Harbor, OH 43449
2	Sandusky	1111 Oak Harbor Rd, Fremont, OH 43420
2	Seneca	3390 South SR 100, Tiffin, OH 44883
2	Williams	1825 Magda Dr, Montpelier, OH 43543
2	Wood	955 Mitchell Rd, Bowling Green, OH 43402
ODOT District 3 HQ		906 North Clark Avenue, Ashland, OH 44805
3	Ashland	946 North Clark Avenue, Ashland, OH 44805
3	Crawford	311 W Irving Street, Bucyrus, OH 44820
3	Erie	165 S Huron Street, Milan, OH 44846
3	Huron	760 Dublin Road, Norwalk, OH 44857
3	Lorain	405 West Lorain Street, SR 511, Oberlin, OH 44074
3	Medina	3220 Medina Rd, SR 18, Medina, OH 44256
3	Richland	1256 West Fourth Street, Mansfield, OH 44906
3	Wayne	1661 Geyers Chapel Rd, Wooster, OH 44691
ODOT District 4 HQ		2088 S Arlington Rd, Akron, OH 44306
4	Ashtabula	492 Seven Hills Rd, Ashtabula, OH 44004
4	Mahoning	401 W Main Street, Canfield, OH 44406
4	Portage	701 Oakwood St, Ravenna, OH 44266
4	Stark	4505 Atlantic Blvd NE, Canton, OH 44705
4	Summit	6155 Chittenden Rd, Hudson, OH 44236
4	Trumbull	310 Second St, Cortland, OH 44410
ODOT District 5 HQ		9600 Jacksontown Rd, Jacksontown, OH 43030
5	Coshocton	233 Rivercrest Dr, Coshocton, OH 43812
5	Fairfield	3265 West Fair Ave, Lancaster, OH 43130
5	Guernsey	6490 Glenn Hwy, Cambridge, OH 43725-9755
5	Knox	505 Harcourt Rd SW, Mt Vernon, OH 43050
5	Licking	9600 Jacksontown Rd, Jacksontown, OH 43030
5	Muskingum	3399 East Pike, Zanesville, OH 43701
5	Perry	2405 SR 13 NW, New Lexington, OH 43764

APPENDIX 1
List of ODOT Locations Served by Contract OT903116 (Continued)

Ohio Department of Transportation District Office and County Garage Locations Requiring Garment Rental Service under Bid/Contract OT903116		
District #	County Garage	Address
ODOT District 6 HQ		400 E William St, Delaware, OH 43015
6	Delaware	1150 US 42 North, Delaware, OH 43015
6	Fayette	2331 US 22 SW, Washington Court House, OH 43160
6	Franklin	4730 E Dublin-Granville, Westerville, OH 43081
6	Madison	6640 SR 29, West Jefferson, OH 43162
6	Marion	1775 Marion-Williamsport Rd East, Marion, OH 43302
6	Morrow	5560 US 42, Mount Gilead, OH 43338
6	Pickaway	150 Highland Avenue, Circleville, OH 43113
6	Union	402 Chesnut St, Marysville, OH 43040
ODOT District 7 HQ		1001 St Marys Avenue, Sidney, OH 45365-0969
7	Auglaize	511 Commerce Dr, Wapakoneta, OH 45895
7	Champaign	217 S Edgewood Ave, Urbana, OH 43078
7	Clark	1630 W First Street, Springfield, OH 45504
7	Darke	1144 Martin Street, Greenville, OH 45331
7	Logan	149 Northview Dr, Bellefontaine, OH 43311
7	Mercer	4444 SR 29 W, Celina, OH 45822
7	Miami	2423 W SR 55, Troy, OH 45373
7	Montgomery	300 Smith Dr, Englewood, OH 45315
7	Shelby	2190 SR 29, Sidney, OH 45365
ODOT District 8 HQ		505 S State Route 741, Lebanon, OH 45036-9518
8	Butler	4560 Kyles Station Rd, Liberty Township, OH 45011
8	Clermont	3600 St Rt 132, Amelia, OH 45102
8	Clinton	3382 US 68, Wilmington, OH
8	Greene	622 St Rt 380, Xenia, OH
8	Hamilton	1400 E Seymour Ave, Cincinnati, OH
8	Preble	234 Quaker-Trace Rd, West Alexandria, OH
8	Warren	1790 Cornett Dr, Lebanon, OH
ODOT District 9 HQ		650 Eastern Ave, Chillicothe, OH 45601
9	Adams	11700 State Route 41, West Union, OH 45693
9	Brown	5124 State Route 125, Georgetown, OH 45121
9	Highland	521 E Main Street, Hillsboro, OH 45133
9	Jackson	2251 Rice Rd, Jackson, OH 45640
9	Lawrence	450 Commerce Dr, Ironton, OH 45638
9	Pike	5591 Wakefield Mound Rd, Piketon, OH 45661
9	Ross	255 Larrick Lane, Chillicothe, OH 45601
9	Scioto	9187 US 23, Lucasville, OH 45648
ODOT District 10 HQ		338 Muskingum Dr, Marietta, OH 45750
10	Athens	700 W Union Street, Athens, OH 45701
10	Gallia	2397 Jackson Pike, Bidwell, OH 45614
10	Hocking	13176 State Route 664 S, Logan, OH 43138
10	Meigs	34449 State Route 7, Pomeroy, OH 45769
10	Monroe	47028 State Route 26, Woodsfield, OH 43793
10	Morgan	4205 Monestary Rd, McConnellsville, OH 43756
10	Noble	17229 Hunkadora Rd, Caldwell OH 43724
10	Vinton	35269 State Route 93 S, Hamden, OH 45634
10	Washington	1650 Greene Street, Marietta, OH 45750

APPENDIX 1

List of ODOT Locations Served by Contract OT903116 (Continued)

Ohio Department of Transportation District Office and County Garage Locations Requiring Garment Rental Service under Bid/Contract OT903116		
District #	County Garage	Address
ODOT District 11 HQ		2201 Reiser Ave, New Philadelphia OH 44663
11	Belmont	41061 Bond Dr, Belmont, OH 43718
11	Carroll	258 Kensington Rd, Carrollton, OH 44615
11	Columbiana	36606 US Rt 30, Lisbon, OH 44432
11	Harrison	43041 S Industrial Park Rd, Cadiz, OH 43907
11	Holmes	1800 S Washington St, Millersburg, OH 44654
11	Jefferson	575 CR 43, Steubenville, OH 43952
11	Tuscarawas	384 Stonecreek Rd, New Philadelphia, OH 44663
ODOT District 12 HQ		5500 Transportation Blvd, Garfield Hts, OH 44125
12	Cuyahoga	25609 Emery Rd, Warrensville Hts 44128
12	Cuyahoga (Cleveland Yard)	5430 Lake Court, Cleveland Oh 44144
12	Cuyahoga (Riveredge Yard)	4940 Old Grayton Rd. Cleveland OH 44135
12	Cuyahoga (Independence Yard)	5469 Old Brecksville RD. Independence OH 44131
12	Cuyahoga (Euclid Yard)	25500 St. Clair Avenue, Euclid OH 44117
12	Geauga	13595 West Center Street, Burton, OH 44021
12	Lake	10 Blackbrook Rd, Painesville, OH 44077

APPENDIX 2

INSTRUCTIONS FOR PAYMENT OF UNIFIRST CORPORATION INVOICES BY STATE OF OHIO PAYMENT CARD (P-CARD)

Contractor Unifirst Corporation, Inc. shall accept payment of proper invoices by State of Ohio Payment Card (P-Card) at their Corporate Accounts Payable office located in Wilmington, MA.

Below are Procedures State of Ohio contract users shall follow to pay Unifirst Corporation invoices using the State of Ohio Payment Card. (P-Card)

Payment Terms for Contract OT903116 DOT001 are Net 30 Days.

Payments shall be made using the **STATE OF OHIO PAYMENT AUTHORIZATION FORM** on Appendix B, page 29 of this contract.

State of Ohio contract users are urged to hold and submit payment of weekly invoices on a **bi-weekly or monthly basis only**.

State of Ohio contract users shall complete a **STATE OF OHIO PAYMENT AUTHORIZATION FORM** for each payment submitted, including the following information on the "Form":

State of Ohio Location Name.

The State of Ohio Location's Unifirst Customer Number (from the Unifirst invoice).

The Unifirst Invoice Number(s) submitted for payment (from the Unifirst invoice(s)).

The DOLLAR amount of EACH Unifirst invoice submitted (from the Unifirst invoice(s)).

The last four digits of the State of Ohio Payment (P-Card) used for payment.

The PRINTED name of the State of Ohio Payment Card (P-Card) holder.

The Signature of the State of Ohio Payment Card (P-Card) holder.

If a receipt for payment is desired, indicate whether you want the receipt delivered by FAX or eMail.

Indicate the appropriate FAX number or eMail address to which the payment receipt is to be forwarded.

The completed **STATE OF OHIO PAYMENT AUTHORIZATION FORM** shall be forwarded by eMail to: **cc@unifirst.com**

In the event of emergency or special circumstances, State of Ohio contract users may authorize payment by phone using the following process: **(THIS PROCESS SHALL BE USED ONLY DURING EMERGENCY OR SPECIAL CIRCUMSTANCES)**

State of Ohio contract user shall call one of the following Unifirst Corporation Accounts Receivable contacts during regular business hours BETWEEN 8:00 AM and 4:00 PM EST or EDT as applicable.

Mrs. Maryellen Butcher, Phone Number (978) 527 4033

Credit Card Phone: 800-347-7888 ext. 4100

When offering verbal payment contract users shall complete a **STATE OF OHIO PAYMENT AUTHORIZATION FORM** and provide the information on the **STATE OF OHIO PAYMENT AUTHORIZATION FORM** to the Unifirst Corporation Accounts Payable Contact called. The State of Ohio contract user may indicate whether or not a receipt is required using the appropriate section of the form.

* Page added by amendment #2, effective 06/01/16.

APPENDIX 2 (Continued)

**STATE OF OHIO PAYMENT CARD (P-CARD) PAYMENT AUTHORIZATION FORM – CONTRACT
OT903116, DOT001 – CONTRACTOR – UNIFIRST CORPORATION, INC.**

State of Ohio Location Name:

State of Ohio Location Unifirst Customer Number:

(This number is on the Unifirst Invoice)

<u>Unifirst Invoice Number</u>	<u>Unifirst Invoice Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Last four (4) digits of Payment Card (P-Card) number: _____

Printed Name of State of Ohio Payment Card (P-Card) holder: _____

Signature of State of Ohio Payment Card (P-Card) holder: _____

Date Payment Authorized: _____

If Receipt is desired by Return FAX. State of Ohio FAX Number: _____

If Receipt is desired by eMail State of Ohio eMail Number: _____

Check here if NO receipt is desired: _____

SEND VIA EMAIL WITH SCAN TO: cc@unifirst.com

* Page added by amendment #2, effective 06/01/16.

APPENDIX 3

CONTRACTOR UNIFIRST CORPORATION, INC. SERVICE HEADQUARTERS LOCATIONS

Listed below are Contractor Unifirst's Service Headquarters Locations by Ohio County. At the bottom of this appendix complete contact information for each service location is listed. Agency locations which need to change, alter or cease services under this contract shall contact the Unifirst Service location for the county assigned. Additionally State agencies should contact Unifirst service locations for the respective counties for initial contact for any issue associated with service, delivery or other contractual issues. If the Unifirst Service Location is unable to resolve any issue, Contact DAS Office of Procurement Services, Walt Schneider, CPPB 614 644 5151 or walter.schneider@das.ohio.gov .

Contractor Unifirst Corporation, Inc. Ohio Service Locations By County							
Ohio County	Service Location	Ohio County	Service Location	Ohio County	Service Location	Ohio County	Service Location
Adams	Cincinnati	Fairfield	Columbus	Licking	Columbus	Portage	Cleveland
Allen	Ft Wayne	Fayette	Columbus	Logan	Cincinnati	Preble	Cincinnati
Ashland	Cleveland	Franklin	Columbus	Lorain	Cleveland	Putnam	Ft Wayne
Ashtabula	Cleveland	Fulton	Toledo	Lucas	Toledo	Richland	Columbus
Athens	Columbus	Gallia	Huntington	Madison	Columbus	Ross	Columbus
Auglaize	Ft Wayne	Geauga	Cleveland	Mahoning	Meadville	Sandusky	Toledo
Belmont	Pittsburgh	Greene	Cincinnati	Marion	Columbus	Scioto	Columbus
Brown	Cincinnati	Guernsey	Columbus	Medina	Cleveland	Seneca	Toledo
Butler	Cincinnati	Hamilton	Cincinnati	Meigs	Huntington	Shelby	Cincinnati
Carroll	Cleveland	Hancock	Toledo	Mercer	Ft Wayne	Stark	Cleveland
Champaign	Cincinnati	Hardin	Columbus	Miami	Cincinnati	Summit	Cleveland
Clark	Cincinnati	Harrison	Pittsburgh	Monroe	Clarksburg	Trumbull	Cleveland
Clermont	Cincinnati	Henry	Toledo	Montgomery	Cincinnati	Tuscarawas	Cleveland
Clinton	Cincinnati	Highland	Cincinnati	Morgan	Clarksburg	Union	Columbus
Columbiana	Pittsburgh	Hocking	Columbus	Morrow	Columbus	Van Wert	Ft Wayne
Coshocton	Columbus	Holmes	Cleveland	Muskingum	Columbus	Vinton	Huntington
Crawford	Columbus	Huron	Cleveland	Noble	Clarksburg	Warren	Cincinnati
Cuyahoga	Cleveland	Jackson	Huntington	Ottawa	Toledo	Washington	Clarksburg
Darke	Cincinnati	Jefferson	Pittsburgh	Paulding	Ft Wayne	Wayne	Cleveland
Defiance	Toledo	Knox	Columbus	Perry	Columbus	Williams	Toledo
Delaware	Columbus	Lake	Cleveland	Pickaway	Columbus	Wood	Toledo
Erie	Cleveland	Lawrence	Huntington	Pike	Columbus	Wyandot	Columbus

UNIFIRST CORPORATION SERVICE CONTACTS

Columbus, OH – Mr. Doug Parker, General Manager, 211 Reynoldsburg-New Albany Road Blacklick, OH 43004, Phone: (614) 575 9999, FAX: (614) 575 9799, eMail: doug_parker@unifirst.com

Cincinnati, OH – Mr. John Leugers, General Manager, 265 Industrial Drive, Franklin, OH 45005, Phone: (937) 746 0531, FAX: (937) 746 7045, eMail: john_luegers@unifirst.com

Cleveland, OH – Mr. Sam Cash, General Manager, 1450 East Granger Road, Brooklyn Heights, OH, Phone: (216) 658 6900, FAX: (216) 658 6909, eMail: sam_cash@unifirst.com

Pittsburgh, PA – Mr. James Lang, General Manager, 1150 Second Avenue PO Box 529 New Kensington, PA, Phone: (724) 339-1077, Fax: (724) 337-1849, eMail: james_lang@unifirst.com

Fort Wayne, IN – Mr. Jeremy Reis, Branch Manager, 4520 Secretary Drive, Fort Wayne, IN 46808, Phone: (260) 484-0926, Fax: (260) 471-9739, Email: jeremy_reis@unifirst.com

* Page added by amendment #2, effective 06/01/16.

APPENDIX 3 (Continued)

UNIFIRST CORPORATION SERVICE CONTACTS (Continued)

Toledo, OH – Mr. Gary Wallace, Branch Manager, 6610 Fairfield Drive Suite A, Northwood OH 43619,
Phone: (419) 662-1903. Fax: (419) 662-1923. Email: gary_wallace@unifirst.com

Huntington, WV – Mr. Paul Simpson, Branch Manager, 4100 Terrace Avenue, Huntington WV 25705,
Phone: (304)529-1390, Fax: (304) 529-1348, eMail: paul_simpson@unifirst.com

Clarksburg, WV – Mr. Brett Grandmont, Branch Manager, 3 Progress Way Clarksburg, WV 26301 Phone:
(304) 624-9715, Fax: (304) 624-9724, eMail: brett_grandmont@unifirst.com

* Page added by amendment #2, effective 06/01/16.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
5	02/06/17	This amendment is issued to terminate this contract effective 02/06/17 due to persistent default of the Contract in accordance with the Contract Standard Terms and Conditions, Section I.C.1.c. Thereafter, agency shall procure their needs for these supplies/services in accordance with Ohio Revised Code Section 125.05.
4	09/30/16	This amendment is issued to change the Contractor Contact from Nicholas Bloom to Doug Parker, effective 09/30/16.
3	06/20/16	This amendment is issued to update the correct Unifirst Corporation Item codes for items on pages 10 and 11 of the contract.
2	06/01/16	This amendment is issued to add the pro-rated prices for rental and laundering of a mixed number of ANSI/ISEA 107-2010 long and short sleeve safety T-Shirts to the contract and an example of the method of calculating pricing for mixed garment rentals. The amendment also adds Appendix 2, procedures for State PCard Payment and Appendix 3, Unifirst district contacts for service issues.
1	05/03/16	This amendment is issued to terminate this contract with Arrow Uniform, LLC and award the contract to Unifirst Corporation, Inc. effective May 3, 2016.