

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

May 19, 2015

**RESOLUTION TO AMEND THE RESOLUTION APPROVING  
AMENDMENT TO THE AGREEMENT WITH CINTAS CORPORATION  
FOR UNIFORM RENTAL SERVICES**

- WHEREAS, On April 16, 2015, the Board of Trustees of the Cleveland Public Library approved an amendment to the three (3) year agreement with Cintas Corporation (officially known as Cintas Sales Corporation) effective April 30, 2015, for uniform rental services for Safety and Protective Services and Maintenance Mechanic employees at an estimated cost of \$9,000.00 plus an additional amount of \$4,000.00 for buyback costs resulting from damage and unanticipated uniform replacement and rental costs through the end of the agreement, increasing the agreement by \$13,000.00 for a total agreement amount of \$37,506.61; and
- WHEREAS, The Library has learned that the quote from Cintas Corporation upon which the Resolution was adopted contained an incorrect price for the buyback rate for Security shirts, which the Library must purchase since it will be altering the uniforms by affixing a patch to the sleeves. Instead of \$12.00 a shirt, the buyback charge is actually \$14.75 per shirt; and
- WHEREAS, In addition, the Library Administration inadvertently failed to include any buyback costs for the Security shirts in the Resolution. The Library must buy back 374 Security shirts at a cost of \$5,516.50; and
- WHEREAS, The Library requests that the Board amend the Resolution approving the amendment to the agreement with Cintas to increase the costs for buyback of the Safety and Protective Services shirts by the amount of \$5,516.50; now therefore be it
- RESOLVED, That the Board of Trustees hereby amends the Resolution adopted April 16, 2015 to authorize the expenditure of funds in the amount of \$14.75 per Security shirt for an additional estimated amount of \$5,516.50 for buyback costs of Security shirts, for a total agreement amount of \$43,023.11 with the expenditure being charged to the General Fund Account 12100053/12930053-53340 Building Maintenance.



# CLEVELAND PUBLIC LIBRARY

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**TO:** Members of the Board of Library Trustees  
Felton Thomas, Director

**FROM:** Myron Scruggs, Director of Property Management

**RE:** Safety and Protective Services Uniforms – Renting vs Purchasing

**DATE:** **May 21, 2015 Board Meeting**

Below is the pricing to rent and to purchase uniforms for (34) Safety and Protective Service officers. Even though the Library must purchase the shirts back after the agreement with Cintas Corporation terminates, it is still cost effective for the Library to rent uniforms rather than purchase and launder them. Please note that laundering would be additional to the purchase price.

<b>Garment</b>	<b># of Garments</b>	<b>Weekly Rental</b>	<b># of Employees</b>	<b># of Weeks</b>	<b>Total</b>
Security Shirt	11	\$ 0.20	34	52	\$ 3,889.60
Cargo Pant	11	\$ 0.139	34	52	\$ 2,703.27
				Annual Rental	\$ 6,592.87
Buyback Security Shirt	11	\$ 14.75	34		\$ 5,516.50
				<b>Total Cost</b>	<b>\$ 12,109.37</b>
Assume we purchased the garments (price below does NOT include laundering)					
Long sleeve shirt	11	\$ 43.50	34		\$ 16,269.00
Pants	11	\$ 57.00	34		\$ 21,318.00
				<b>Purchase Cost</b>	<b>\$ 37,587.00</b>
				<b>Total Savings to Rent rather than Purchase</b>	<b>\$ 25,477.63</b>

**Board of Library Trustees**

Thomas D. Corrigan, President • Maritza Rodriguez, Vice President • Alan Seifullah, Secretary  
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**Felton Thomas, Jr., Director**

**IMMEDIATE BUY BACK AGREEMENT  
Non-Standard Product / Special Size Garments**

Cleveland Public Library (Customer) orders from CINTAS CORPORATION ("Company") or any of its subsidiaries a garment rental service requiring garments that are not standard to Company's normal rental product line.

In the event non-standard products are returned to Cintas for reasons other than normal wear, the Customer agrees to buy back all non-standard products assigned to that employee at the rate listed below as the buy back rate. In the event an employee requiring a special size garment discontinues the service for any reason, the Customer agrees to buy back the garment at the rates listed as buy back rate below. The customer will be billed on the following week's invoice.

These garments taken out of service and purchased by the Customer will remain with the Customer.

In the event the Customer deletes the non-standard product, alters the design of the non-standard product, below terminates the rental agreement or fails to renew the rental agreement, the Customer agrees to buy back all the remaining non-standard products that Company has in inventory in-service and out-of-service at the rate listed as buy back rate. When an employee is terminated from the rental program, or does a size change, the Company will be invoiced for all the shirts allocated to that employee on the following week's invoice. Company may in its sole discretion elect to waive the buy back, in which case, customer is obligated to return all garments to company in good and usable condition.

**Example 1:** John Smith of ABC Rentco rents standard pants and non standard/exception shirts. John Smith leaves the employment of ABC Rentco. If all pants are returned in rentable condition, the company is not charged. The company is charged for all shirts at the agreed buy back rate and customer retains possession of the shirts.

**Example 2:** Mary Jones of AMD SteelFab rents non standard/exception shirts and pants. Mary requires a smaller size of both shirts and pants. The new sized shirts and pants are secured for rental and the company is charged for all old shirts and pants at the agreed buy back rate. These garments are retained in the customer's possession.

<b>Non-Standard and/or Special Size Product</b>	<b>Buy Back Rate</b>
<hr/> <u>838- Security Shirt</u> <hr/>	<hr/> <u>\$14.75 per garment</u> <hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Accepted By: \_\_\_\_\_

By: \_\_\_\_\_

Cintas Location # \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_