Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.

CITY OF OXNARD CALIFORNIA

AGENDA
OXNARD CITY COUNCIL
PUBLIC WORKS AND TRANSPORTATION COMMITTEE
Council Chambers, 305 West Third Street
October 8, 2024
Regular Meeting - 8:30 to 10:00 PM

Zoom details to call-in for public comment during a meeting:

1. Dial Phone Number: (888) 475-4499
2. Enter Meeting ID: 857 2398 8228
3. Passcode: 204747

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call-in steps listed above. Once the presiding officer calls for public speakers, press *9 to raise your hand to inform the City Clerk you would like to speak during the public speaking section for that particular item on the agenda, while in the zoom waiting room. Press *6 when asked to unmute. Listen to the instructions provided virtually on the phone while on hold in the zoom waiting room. Please note that there is a slight time delay when viewing the meeting via television.

IN ACCORDANCE WITH ASSEMBLY BILL 2449, MEMBERS OF THE LEGISLATIVE BODY MAY MEET IN-PERSON OR REMOTELY. TO PARTICIPATE REMOTELY VISIT WWW.OXNARD.ORG.

To find out how you may provide public comment, please refer to the instructions below or at **www.https://www.oxnard.org/city-meetings/**.

The public may view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings of the meeting are typically available online following the meeting at the City's website at www.oxnard.org/city-meetings.

*Please see the link for the Measure M pre-recorded presentation video for each item listed on this agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE: Submit a speaker card to the City Clerk.

2. EMAIL COMMENTS OR SIGN UP TO SPEAK REMOTELY BEFORE THE MEETING

    a. Submit a request to speak remotely by no later than 3 p.m. on the day of the meeting by using the form available at **www.oxnard.org/citymeetings**.
    b. Submit an email to **cityclerk@oxnard.org** no later than 3 p.m. on the day of the meeting (indicate the agenda item number in the subject line). All email correspondence will be forwarded to the legislative body prior to the start of the meeting and made part of the legislative record.
    c. Contact the City Clerk's Office at (805) 385-7803 to submit your request.

3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

Agenda Item Time Estimates include: (Minutes for Presentation + Council Discussion + Public Comment)

a. To provide public comment during the meeting dial (888) 475-4499 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the presiding officer announces the particular item on the agenda you want to speak on, press *9 to raise your hand while in the zoom waiting room. Once called on, press *6 to unmute your phone.
b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public may register or otherwise be recognized for the purpose of providing public comment.

Please review the Zoom instructions on the registration page to help ensure there are no technical difficulties during your comments and help you understand public comment procedures using Zoom. Detailed participation instructions can be found at www.oxnard.org/city-meetings.

In the event of a disruption which prevents a legislative body of the City of Oxnard from broadcasting a meeting using a call-in option or internet-based service option, or in the event of a disruption within the City's control which prevents members of the public from offering public comment using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on a meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. However, if any of the broadcast options are disrupted, but any of the other broadcast options is still available to the public, the legislative body may take further action on items appearing on a meeting agenda without waiting for the disrupted broadcast option(s) to be restored.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE
Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA
A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker requests shall be submitted as set forth on the first page of this agenda. Speakers are limited to three minutes. After 30 minutes, if all speakers have not had the opportunity to speak, the remaining speakers will be given an opportunity to speak prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing.

C. CONSENT AGENDA

1. City Clerk Department
SUBJECT: Approval of Minutes.
RECOMMENDATION: That the Public Works & Transportation Committee approve the minutes of the September 24, 2024 regular meeting as presented.
Contact: Rose Chaparro, (805) 385-7805

D. REPORTS

1. Public Works Department
SUBJECT: Annual Purchase Orders with Badger Meters, Inc. for Advanced Metering Infrastructure (AMI) Capable Water Meters. (10 minutes)
RECOMMENDATION: The Public Works and Transportation Committee recommends that the City Council approve and authorize the Purchasing Agent to execute annual purchase orders with Badger Meter, Inc. for a total amount not to exceed value of $975,000 through June 30, 2029, for the supply of Advanced Metering Infrastructure (AMI) Capable Water Meters.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/hKUUV_817Do
Contact: Michael Wolfe, (805) 385-8055

2. Public Works Department

SUBJECT: Amend Department-Wide Blanket Purchase Orders for a Not to Exceed (NTE) Amount Greater than $200,000 Each. (10 minutes)

RECOMMENDATION: That the Public Works and Transportation Committee recommend that the City Council approve and authorize the Purchasing Agent to amend purchase orders, consistent with the City's purchasing requirements, with the following vendors:

1. Allstar Fire Equipment Co. for an additional $150,000 for a new not to exceed amount of $350,000 through June 30, 2025;
2. Amazon.com Services LLC for an additional $150,000 for a new not to exceed amount of $350,000 through June 30, 2025;
3. Applied Industrial Technologies for an additional $100,000 for a new not to exceed amount of $300,000 through June 30, 2025;
4. Bauer Compressors, Inc. for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;
5. Grainger, Inc. for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;
6. Hach Company for an additional $135,000 for a new not to exceed amount of $285,000 through June 30, 2025;
7. Home Depot U.S.A., Inc. for an additional $200,000 for a new not to exceed amount of $400,000 through June 30, 2025;
8. L.N. Curtis & Sons for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;
9. Lowes for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;
10. O'Reilly for an additional $50,000 for a new not to exceed amount of $250,000 through June 30, 2025;
11. Office Depot, Inc. for an additional $100,000 for a new not to exceed amount of $300,000 through June 30, 2025;
12. Sunbelt Rentals, Inc. for an additional $125,000 for a new not to exceed amount of $325,000 through June 30, 2025;
13. Ventura County Auto Supply (NAPA) for an additional $100,000 for a new not to exceed amount of $300,000 through June 30, 2025; and
14. Waxie's Sanitary Supply, Inc. dba Waxie Sanitary Supply for an additional $150,000 for a new not to exceed amount of $350,000 through June 30, 2025.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/k_zTNs4zKns

Contact: Michael Wolfe, (805) 385-8055

3. Public Works Department

SUBJECT: Agreement 32500106 with UniFirst Corporation for Uniform Rental and Laundry Services for Public Works. (10 minutes)

RECOMMENDATION: That the Public Works and Transportation Committee recommended that the City Council approve and authorize the Mayor to execute an Agreement with UniFirst Corporation for an initial three-year term from November 1, 2024, to October 31, 2027, with the option for two consecutive one-year period extensions ending October 31, 2029, for a total amount not to exceed $1,090,000 for uniform rental and laundry services for various City Departments utilizing Sourcewell contract #011124-UFC.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/hgXA6ixyX-s
Contact: Michael Wolfe, (805) 385-8055

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

CITY OF OXNARD CALIFORNIA

PUBLIC WORKS AND TRANSPORTATION COMMITTEE AGENDA REPORT

CONSENT AGENDA
AGENDA ITEM NO. C.1

DATE: October 8, 2024

TO: Public Works and Transportation Committee

FROM: Rose Chaparro, City Clerk, (805) 385-7805, rose.chaparro@oxnard.org

SUBJECT: Approval of Minutes.

RECOMMENDATION

That the Public Works & Transportation Committee approve the minutes of the September 24, 2024 regular meeting as presented.

BACKGROUND

Approval of Minutes.

STRATEGIC PRIORITIES

This agenda item is a routine operational item.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Rose Chaparro, City Clerk

ATTACHMENTS

1. MINUTES 09 24 2024 Public Works & Transportation

MINUTES
OXNARD CITY COUNCIL
PUBLIC WORKS AND TRANSPORTATION COMMITTEE
Regular Meeting
September 24, 2024

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 8:30 p.m., Chair Bert E. Perello called to order the regular meeting of the Oxnard City Council Public Works & Transportation Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Chair Bert Perello, Member Arthur Valenzuela, and Member John C. Zaragoza were present in person.

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Steve Nash (United Water Conservation District election and water infrastructure) and Lyra Cabanban (air pollution).

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Public Works & Transportation Committee approve the minutes of the July 23, 2024 regular meeting as presented.

It was moved by Member Valenzuela, seconded by Chair Perello, to approve the meeting minutes as presented. VOTE: Perello, Valenzuela, and Zaragoza voted in favor, the motion carried 3-0.

D. REPORTS

1. Public Works Department

SUBJECT: Budget Appropriation for Design and Construction Activities for the Mandalay Seawall Project.

RECOMMENDATION: That the Public Works and Transportation Committee recommend that the City Council approve and authorize a new project budget appropriation in the amount of $1,500,000 from the available fund balance in the General Fund (101), and corresponding Capital Outlay Fund (301), to the Mandalay Bay Seawalls Capital Improvement Project (C1901).

Morgan Kessler, City Engineer presented and answered the Committee's questions. Public comments were received from Debbie Mitchell and Diedre Frank. Written comments were received from Debbie Mitchell, William Clark, Ed Hill, Thomas Petersen, Marlene Rini, Stacy Miller, Mark Wolfe, Jay Glick, Margo Miller, Kimberly Mathers, Joel Levinson, Dave and Alice Whelden, Bonnie Quinton, Dennis Thomas, Kelly Morford, Gregg Whittlesey, Tracy Van Fossen, Kelly Morford, David R. Flamer, Allison Iwansky, William Scarpino,

Mona Witkowski, Sam Wolfe, Ann Richman, Craig Laidig, and Barry Leonard.

It was moved by Member Valenzuela, seconded by Chair Perello, to approve the recommended action as presented. VOTE: Perello, Valenzuela, and Zaragoza voted in favor, the motion carried 3-0.

2. Public Works Department
SUBJECT: Public Project Agreement 32500098 with Sancon Technologies, Inc. for On-Call Cured In Place Pipe Repair Services, Specification No. PW 24-128.
RECOMMENDATION: That the Public Works and Transportation Committee recommend that the City Council approve and authorize the Mayor to execute an Agreement with Sancon Technologies, Inc. for a total amount not to exceed $950,000 for a three-year term for On-Call Cured In Place Pipe Repair Services, Specification No. PW 24-128.

Timothy Beaman, Assistant Public Works Director presented and answered the Committee's questions. No public comments were received.

It was moved by Member Valenzuela, seconded by Member Zaragoza, to approve the recommended action as presented. VOTE: Perello, Valenzuela, and Zaragoza voted in favor, the motion carried 3-0.

3. Public Works Department
SUBJECT: Agreement 32500090 with SNF Polydyne, Inc. DBA Polydyne Inc. for the Supply and Delivery of Anionic Polymer.
RECOMMENDATION: That the Public Works and Transportation Committee recommend that the City Council approve and authorize the Mayor to execute an Agreement with SNF Polydyne, Inc. DBA Polydyne Inc. in the amount not to exceed $750,000 for an initial term of one year from October 2, 2024 to October 1, 2025, with the option for four consecutive one-year period extensions that shall not exceed a total of five years for a final term ending October 1, 2029 for the supply and delivery of anionic polymer to the Wastewater Division

Timothy Beaman, Assistant Public Works Director presented and answered the Committee's questions. No public comments were received.

It was moved by Member Zaragoza, seconded by Member Valenzuela, to approve the recommended action as presented. VOTE: Perello, Valenzuela, and Zaragoza voted in favor, the motion carried 3-0.

4. Public Works Department
SUBJECT: Agreement 32500107 with Synagro West, LLC for Biosolids Hauling Services.
RECOMMENDATION: That the Public Works and Transportation Committee

recommend that the City Council approve and authorize the Mayor to execute an Agreement with Synagro West, LLC in the amount not to exceed $10,000,000 with an initial term of one year from November 1, 2024 to October 31, 2025, with the option for four consecutive one-year period extensions that shall not exceed a total of five years for a final term ending October 31, 2029 for biosolids hauling services for the Wastewater Division.

Timothy Beaman, Assistant Public Works Director and Jan Hauser, Wastewater Division Manager presented and answered the Committee's questions. No public comments were received.

It was moved by Member Valenzuela, seconded by Chair Perello, to approve the recommended action as presented. VOTE: Perello, Valenzuela, and Zaragoza voted in favor, the motion carried 3-0.

E. ITEMS FOR FUTURE AGENDAS (No requests were made.)

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Perello adjourned the meeting at 9:20 p.m.

ROSE CHAPARRO
City Clerk

BERT E. PERELLO
Chair

CITY OF OXNARD CALIFORNIA

PUBLIC WORKS AND TRANSPORTATION COMMITTEE AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.1

DATE: October 8, 2024

TO: Public Works and Transportation Committee

FROM: Michael Wolfe, Public Works Director, (805) 385-8055, michael.wolfe@oxnard.org

SUBJECT: Annual Purchase Orders with Badger Meters, Inc. for Advanced Metering Infrastructure (AMI) Capable Water Meters. (10 minutes)

RECOMMENDATION

The Public Works and Transportation Committee recommends that the City Council approve and authorize the Purchasing Agent to execute annual purchase orders with Badger Meter, Inc. for a total amount not to exceed value of $975,000 through June 30, 2029, for the supply of Advanced Metering Infrastructure (AMI) Capable Water Meters.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/hKUUV_817Do

BACKGROUND

The City of Oxnard's Water Division is responsible for the transmission and distribution of potable water to City customers. The Water Division delivers over 20 million gallons per day of safe and reliable potable and recycled water supply to customers. The City water system includes: 10 water wells, five turnouts from the United Water Conservation District's Oxnard-Hueneme Pipeline system, one turnout from the Calleguas Municipal Water District's water system, one groundwater desalter facility, six blending stations, and over 500 miles of transmission and distribution pipelines and over 43,000 existing water meters.

On October 19, 2021, Capital Improvement Project No. 206503 – Advanced Meter Infrastructure (AMI) Replacement Project was approved by the City Council. At the time of this staff report, the AMI Replacement Project is 85% complete. The project scope of work includes the replacement of all existing water meters in the City's water distribution system and does not include meters for new development. The intent of this purchase order is to procure meters associated with new development and auxiliary dwelling units (ADU).

DISCUSSION

A negotiated single-source purchase order is necessary with Badger Meters, Inc to ensure future compatibility when the AMI meters are installed. The AMI capital improvement project agreement and its authority does not include the ability for the Water Division to directly order water meters. To maintain future compatibility and minimize wasted resources, the Water Division requests the ability to purchase water meters from Badger Meter, Inc. to replace failing meters, for new development projects, ADUs and cover unforeseen and unplanned incidentals. The Water Division receives a level of reimbursement for meter purchases for development projects through the fees issued through the development approval process.

Water staff anticipates installing an estimated 636 AMI capable water meters ranging from meter sizes of ¾" up to 6" to maintain pace with new development. For ADUs, water staff anticipate installing 200 water meters in ¾ size and 50 1-inch water meters.

STRATEGIC PRIORITIES

This agenda item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to preserve and improve our roads, utilities, parks, trees, water supply and natural resources through effective planning, prioritization, and an equitable and efficient use of available funding.

FINANCIAL IMPACT

The total cost of the annual Purchase Orders with Badger Meter, Inc shall not exceed $975,000 through June 30, 2029. The funding for FY 2024-25 is included in the Adopted Year 2024-25 Budget from the Water Operating Fund (601). Subsequent fiscal year allocations will be requested during the annual budget process.

Estimated Spending Plan for Badger Meter, Inc						
Account Number	**FY 24-25**	**FY 25-26**	**FY 26-27**	**FY 27-28**	**FY 28-29**	**TOTAL**
6013602-52110	$175,000	$200,000	$200,000	$200,000	$200,000	$975,000

Prepared by: Timothy Beaman, Assistant Public Works Director

ATTACHMENTS

1. Presentation

Annual Purchase Orders with Badger Meters, Inc. for Advanced Metering Infrastructure (AMI) Capable Water Meters

Public Works & Transportation Committee
October 8, 2024

Tim Beaman, P.E.
Assistant Public Works Director

CITY OF OXNARD CALIFORNIA

RECOMMENDATION

That the Public Works and Transportation Committee recommend that the City Council authorize the Purchasing Agent to execute annual purchase orders with Badger Meter, Inc. for a total amount not to exceed value of $975,000 through June 30, 2029, for the supply of Advanced Metering Infrastructure (AMI) Capable Water Meters.

BACKGROUND

- Capital Improvement Project (CIP) 206503 – Advanced Meter Infrastructure (AMI) Replaces all existing meters
  - AMI Replacement Project 206503 is 85% completed
  - CIP did not include water meters for new development or auxiliary dwelling units
- The intent of this purchase order is to procure meters associated with new development and auxiliary dwelling units

DISCUSSION

- Due to AMI CIP, a negotiated single source (NSS) purchase order is necessary with Badger Meter, Inc
- The CIP Project Agreement and its authority does not include purchases of meters for Water Operations
- The Water Division requires the ability to purchase water meters from Badger Meter, Inc to maintain compatibility and minimize wasted resources

FY 24-25 WATER METER								
Sizes	**¾”**	**1”**	**1 ½”**	**2”**	**3”**	**4”**	**6”**	**8”**
New Development	215	355	32	25	3	4	2	1
ADU’s	200	50	0	0	0	0	0	0
Total	315	405	32	25	3	4	2	1

FINANCIAL IMPACT

- Total cost of the annual Purchase Orders with Badger Meter,Inc shall not exceed $975,000 through June 30, 2029
- The estimated spending for FY 2024-25 is $175,000 and is included in the Fiscal Year 2024-25 Adopted Budget from the Water Operating Fund
- Funding for subsequent fiscal years will be requested during the annual budget process
- The Water Division receives a level of reimbursement for meter purchases for projects through the fees issued through the development approval process.

CITY OF OXNARD CALIFORNIA

End of Presentation

CITY OF OXNARD CALIFORNIA

PUBLIC WORKS AND TRANSPORTATION COMMITTEE AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.2

DATE: October 8, 2024

TO: Public Works and Transportation Committee

FROM: Michael Wolfe, Public Works Director, (805) 385-8055, michael.wolfe@oxnard.org

SUBJECT: Amend Department-Wide Blanket Purchase Orders for a Not to Exceed (NTE) Amount Greater than $200,000 Each. (10 minutes)

RECOMMENDATION

That the Public Works and Transportation Committee recommend that the City Council approve and authorize the Purchasing Agent to amend purchase orders, consistent with the City's purchasing requirements, with the following vendors:

1. Allstar Fire Equipment Co. for an additional $150,000 for a new not to exceed amount of $350,000 through June 30, 2025;
2. Amazon.com Services LLC for an additional $150,000 for a new not to exceed amount of $350,000 through June 30, 2025;
3. Applied Industrial Technologies for an additional $100,000 for a new not to exceed amount of $300,000 through June 30, 2025;
4. Bauer Compressors, Inc. for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;
5. Grainger, Inc. for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;
6. Hach Company for an additional $135,000 for a new not to exceed amount of $285,000 through June 30, 2025;
7. Home Depot U.S.A., Inc. for an additional $200,000 for a new not to exceed amount of $400,000 through June 30, 2025;
8. L.N. Curtis & Sons for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;
9. Lowes for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;
10. O'Reilly for an additional $50,000 for a new not to exceed amount of $250,000 through June 30, 2025;
11. Office Depot, Inc. for an additional $100,000 for a new not to exceed amount of $300,000 through June 30, 2025;
12. Sunbelt Rentals, Inc. for an additional $125,000 for a new not to exceed amount of $325,000 through June 30, 2025;
13. Ventura County Auto Supply (NAPA) for an additional $100,000 for a new not to exceed amount of $300,000 through June 30, 2025; and
14. Waxie's Sanitary Supply, Inc. dba Waxie Sanitary Supply for an additional $150,000 for a new not to exceed amount of $350,000 through June 30, 2025.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/k_zTNs4zKns

BACKGROUND

As the City's Purchasing Policy allows, a blanket purchase order (BPO) is an agreement established with a vendor to fill repetitive needs for goods, such as janitorial supplies. A BPO utilizes the City's full buying power by taking advantage of quantity discounts, saving City administrative time, and reducing paperwork. BPOs are typically established with a NTE amount of $200,000, which is within the City Manager's authority per the Purchasing Policy. Divisions and departments submit changes on purchase orders, depending on available budget appropriations from each division/department.

To provide the expected customer service of our residents, businesses, and visitors, departments and divisions need a quick and efficient method for purchasing supplies and equipment. Examples include (1) janitorial supplies that are always needed to ensure the park restrooms are available and (2) the purchase of irrigation supplies to repair water leaks without having to shut off the water system for an extended period of time. BPOs are an allowable tool that the City uses to satisfy this need.

The original BPOs that are identified in this report have been issued by using either a cooperative agreement or a negotiated sole source agreement, pursuant to the City's purchasing requirements. The cooperative agreements have been bid and awarded in accordance with local, State, and Federal laws that govern public procurement. As such, other public agencies are also invited to utilize the terms and conditions of these cooperative agreements for their purchases. Negotiated sole source agreements are utilized for unique goods and services that are only obtainable through one source, such as proprietary reasons, or exclusive compatibility with existing City equipment.

DISCUSSION

The Public Works Department (Public Works) is the lead department requesting approval to amend the NTE amounts of the 14 identified vendors listed below. These 14 vendors are heavily used by multiple divisions of the Public Works Department and by other departments. The BPOs are used not only as part of a routine spending plan but also allow the flexibility to purchase items that are not easily anticipated (e.g., unexpected repairs and one-time project costs) and/or may come up as an urgent matter to address a service need. As such, the potential exists for spending more than the typical $200,000 NTE amount approved by the City Manager. To facilitate maintenance, repairs, and continued service to our residents from multiple divisions within Public Works and other departments, staff recommends Council authorize the NTE amounts noted in Table 1 below. As an example, even though divisions had available funding at the end of prior fiscal years, there have been several occasions when staff had been unsuccessful in finding an alternative vendor source resulting in a delay in services until the beginning of the next fiscal year with the restored NTE amounts. Increasing the current authorized amounts above $200,000 for these 14 vendors will allow the divisions to continue services and meet program objectives, based on available funding, through the entire fiscal year.

Please note that Public Works will be analyzing spending patterns for such purchases. The intent of that future analysis is to identify if there is a pattern to create BPOs at an initial higher amount in lieu of having to amend these after the start of the fiscal year. Public Works will work with Finance to extend these purchase orders to all other departments.

The NTE amounts recommended are based on forecasted spending needs and data collected from each division in Public Works and other departments to support rising inflation, unplanned and/or urgent work, and one-time project costs. These recommended increases to the current authorized amounts will allow the departments the flexibility to fully utilize their purchasing plans and to address unexpected maintenance needs and shifting priorities. The following bullet points are a brief description of the supplies that are provided by the 14 vendors.

Cooperative Agreement BPOs

- Allstar Fire Equipment Co. is used by the Fire Department as the sole source provider of personal protective equipment used by the Fire Department.
- Amazon.com Services LLC, is used by multiple departments and Public Works Department for office and operational supplies.
- Applied Industrial Technologies is used by Public Works Divisions for industrial supplies/equipment.
- Bauer Compressors, Inc. is used by the Fire Department for the purchase of personal protective equipment, including self-contained breathing apparatus and components.
- Grainger is used by multiple departments for safety-related equipment. Maintenance, repair and operation (MRO) supplies with a broad range of industrial equipment, maintenance supplies, tools, and parts.
- Hach Company is utilized by the Water, Wastewater, and Special Districts Divisions for water monitoring supplies.
- Home Depot is utilized by multiple departments for hardware, tools or construction materials and products.
- L.N. Curtis & Sons is used by Fire and Police for various safety supplies and rescue tools and equipment.
- Lowes is used by multiple departments for industrial and construction equipment and supplies.
- O'Reilly is used by Public Works Divisions for automotive parts, tools, supplies, equipment and accessories.
- Office Depot supplies various office supplies to support business operations for all Public Works Divisions and departments citywide.
- Sunbelt Rentals, Inc. is used by Public Works Divisions for their access to heavy equipment rentals such as tractors and backhoes.
- Ventura County Auto Supply (NAPA) is used by Public Works Divisions for garage tools, equipment and fleet maintenance supplies.
- Waxie's Sanitary Supply, Inc. is used for janitorial supplies.

Below is a summarized list of recommendations for current BPOs being utilized by the Public Works Department and other departments of which thirteen have been awarded through a cooperative agreement and one is a sole source provider (Allstar), with a requested annual NTE amount greater than $200,000. While some of the contracts continue past this fiscal year, we are only requesting authorization for the current fiscal year.

Table 1.

#	Vendor Name	Cooperative Agreement/ Agreement Type	Cooperative Agreement Number	Cooperative Agreement Current Expiration Date	Initial Issued Amount	FY 2023-24 Recommended Not to Exceed Amount
1	Allstar Fire Equipment Co.	Sole Source Provider	n/a	6/30/26	$200,000	$350,000
2	Amazon.com Services LLC	Omnia Partners	MA 3457	5/5/25	$185,000	$350,000

3	Applied Industrial Technologies	Omnia Partners	16154	12/31/26	$168,800	$300,000
4	Bauer Compressors, Inc.	NPPGov	PS20095/ MPA 1920	4/17/25	$200,000	$450,000
5	Grainger, Inc.	Omnia Partners	2018.000207	6/30/26	$198,500	$450,000
6	Hach Company	GSA	GS-07F-9314S	1/31/26	$182,926	$285,000
7	Home Depot U.S.A., Inc.	Omnia Partners	16154	12/31/26	$189,000	$400,000
8	L.N. Curtis & Sons	Sourcewell	010424 020124	3/27/28 4/4/28	$200,000	$450,000
9	Lowes	Omnia Partners	R192006	3/31/25	$117,300	$450,000
10	O'Reilly	Sourcewell	032521-ORA	5/19/25	$128,361	$250,000
11	Office Depot, Inc.	Omnia Partners	R190303	6/30/25	$164,500	$300,000
12	Sunbelt Rentals, Inc.	Omnia Partners	R200601	10/31/25	$138,243	$325,000
13	Ventura County Auto Supply (NAPA)	Sourcewell	032521-GPC	5/19/26	$150,000	$300,000
14	Waxie's Enterprises, Inc. dba Waxie Sanitary Supply	NCPA/ Omnia Partners	02-27	4/30/25	$147,329	$350,000

STRATEGIC PRIORITIES

This agenda item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to preserve and improve our roads, utilities, parks, trees, water supply and natural resources through effective planning, prioritization, and an equitable and efficient use of available funding.

FINANCIAL IMPACT

Funding to pay for the equipment, parts and supplies will come from available funding in the user department's operating budget. Sufficient appropriations are included in the Adopted FY 2024-25 Operating budgets for these various purchases through June 30, 2025.

Prepared by: Brian Yanez, Assistant Public Works Director, Steve Howlett, Assistant Public Works Director, Timothy Beaman, Assistant Public Works Director

ATTACHMENTS

1. Allstar2023_Sole Distributor Letter for Phenix Fire Helmets
2. URL Hyperlinks for Cooperative Agreements
3. Bauer Extended Letter 2025
4. Presentation

Phenix Technology
12391 Sampson St. #H
Riverside, Ca 92503
951-272-4938
www.phenixfirehelmets.com

January 2023

To Whom It May Concern,

Phenix Technology and All Star Fire Equipment have an ongoing agreement to be our authorized distributor and sole sales source representing our product line in California. In compliance with our dealer network agreements, no other dealer outside of California has permission to sell to California fire departments who are seeking Phenix Fire Helmets and accessories.

Please contact All Star Fire Equipment at 626-652-0900 for a competitive quote on the Phenix firefighting helmets and firefighting accessories.

We appreciate your interest in our fine products and are confident you will receive great service and supply from our California distributor.

Please feel free to contact us in the above matter if needed.

Sincerely,

Nicole Clesceri

Nicole Clesceri,
Chief Financial Officer

Attachment 2
FY 2024-25 Cooperative URL Hyperlinks for Annual Blanket Purchase Orders

2. **Amazon MA3457:** https://www.omniapartners.com/suppliers/amazon-business/public-sector/contract-documents#c330
3. **Applied Industrial Technologies 16154:** https://www.omniapartners.com/suppliers/applied-industrial-technologies-inc/public-sector/contract-documents#c2756
4. **Bauer MPA 1920:** https://prod-resources.nppgov.com/app/uploads/2020/06/28212957/MPA-1920-Between-LOC-and-Arctic-Compressor-DUAL-SIGNATURES.pdf
5. **Grainger 2018.00207**: https://www.omniapartners.com/suppliers/grainger/public-sector/contract-documents#c12684
6. **Hach Company GS-07F-9314S**: https://www.gsaadvantage.gov/ref_text/GS07F9314S/0ZDOMJ.3V41H7_GS-07F-9314S_HACHMASGSATANDCMODPSA882EFFECTIVE04182024.PDF
7. **Home Depot 16154**: https://www.omniapartners.com/suppliers/the-home-depot-pro/public-sector/contract-documents#c21274
8. **LN Curtis #110424** and **LN Curtis #020124**: https://www.sourcewell-mn.gov/cooperative-purchasing/010424-LNC https://www.sourcewell-mn.gov/cooperative-purchasing/020124-LNC
9. **Lowes R19206**: https://www.omniapartners.com/suppliers/lowes-pro/public-sector/contract-documents#c9381
10. **O'Reilly 032521**: https://www.sourcewell-mn.gov/cooperative-purchasing/032521-ORA
11. **Office Depot R190303**: https://www.omniapartners.com/suppliers/odp-business-solutions/public-sector/contract-documents#c21207
12. **Sunbelt Rentals R200601**: https://www.omniapartners.com/suppliers/sunbelt-rentals-inc/public-sector/contract-documents#c8865
13. **Ventura County NAPA 032521-GPC**: https://www.sourcewell-mn.gov/cooperative-purchasing/032521-GPC
14. **Waxie NCPA 02-27** and **extension**: https://www.omniapartners.com/suppliers/bradyplus/public-sector/contract-documents#contract-1505 https://www.omniapartners.com/suppliers-files/A-D/BradyPLUS/Contract_Documents/02-27/Waxie_Extension_Letter_2.docx.pdf

DocuSign Envelope ID: 28F5EE6A-6C8A-4C05-8225-7CA9F28ACAF7

March 18, 2024

RE: Contract Number: PS20095 - 1920 for FIRE FIGHTER SELF CONTAINED BREATHING APPARATUS

To Whom it May Concern:

Through this letter, I wish to notify you that, pursuant to section 3.1 of the aforementioned agreement between the League of Oregon Cities and Bauer Compressors, the agreement has been automatically extended one-year until the anniversary of the Effective Date in 2025.

Sincerely,

DocuSigned by:
Patricia M. Mulvihill
0BD4F25C35F54D0...

Patricia M. Mulvihill
Executive Director
League of Oregon Cities

Amend Fourteen Department-Wide Blanket Purchase Orders for FY 2024-25

Public Works & Transportation Committee
October 8, 2024

Tim Beaman
Assistant Public Works Director

CITY OF OXNARD CALIFORNIA

RECOMMENDATION

That the Public Works and Transportation Committee recommended that the City Council approve and authorize the Purchasing Agent to amend purchase orders with the following vendors:

1. Allstar Fire Equipment Co. for an additional $150,000 for a new not to exceed amount of $350,000 through June 30, 2025;
2. Amazon.com Services LLC for an additional $150,000 for a new not to exceed amount of $350,000 through June 30, 2025;
3. Applied Industrial Technologies for an additional $100,000 for a new not to exceed amount of $300,000 through June 30, 2025;
4. Bauer Compressors, Inc. for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;
5. Grainger, Inc. for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;

BACKGROUND

6. Hach Company for an additional $135,000 for a new not to exceed amount of $285,000 through June 30, 2025;
7. Home Depot U.S.A., Inc. for an additional $200,000 for a new not to exceed amount of $400,000 through June 30, 2025;
8. L.N. Curtis & Sons for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;
9. Lowes for an additional $250,000 for a new not to exceed amount of $450,000 through June 30, 2025;
10. O'Reilly for an additional $50,000 for a new not to exceed amount of $250,000 through June 30, 2025;

DISCUSSION

11. Office Depot, Inc. for an additional $100,000 for a new not to exceed amount of $300,000 through June 30, 2025;
12. Sunbelt Rentals, Inc. for an additional $125,000 for a new not to exceed amount of $325,000 through June 30, 2025;
13. Ventura County Auto Supply (NAPA) for an additional $100,000 for a new not to exceed amount of $300,000 through June 30, 2025; and
14. Waxie's Sanitary Supply, Inc. dba Waxie Sanitary Supply for an additional $150,000 for a new not to exceed amount of $350,000 through June 30, 2025.

Blanket Purchase Orders

- A blanket purchase order (BPO) is an agreement established with a vendor to fill repetitive needs for goods.
- Take advantage of quantity discounts.
- Save the City administrative time and reduce paperwork.
- Purchase Orders (PO)s are created for specific dollar amounts based on individual purchases using available budget from each Division.

BACKGROUND

BPOs are intended to be a quick and efficient method for Departments and Divisions to purchase supplies, equipment and services

- Examples
- Maintenance and repair supplies
- Heavy equipment rentals
- Purchase of Industrial equipment
- Source for variable frequency drive pumps and replacement parts
- Water monitoring supplies
- Janitorial supplies

Blanket Purchase Orders

- These 14 BPOs were issued by using either a cooperative agreement or a negotiated sole source agreement
  - Cooperative Agreement - bid and awarded in accordance with laws that govern public procurement. As such, other public agencies are invited to utilize them
  - Negotiated sole source agreements - utilized for unique goods and services that are only obtainable through one source

Blanket Purchase Orders

- Potential exists near the end of the fiscal year for the Public Works Department to spend more than the $200,000 NTE
- Even with available funding, if unsuccessful in finding an alternative vendor that has not met the NTE, operational services would be delayed until the new purchase order was in place the following fiscal year

FINANCIAL IMPACT

- Funding to pay for the equipment, parts and supplies will come from available funding in the user department's operating budget.

- Sufficient appropriations are included in the Adopted FY 2024-25 Operating budgets for these various purchases through June 30, 2025.

CITY OF OXNARD CALIFORNIA

Questions

CITY OF OXNARD CALIFORNIA

PUBLIC WORKS AND TRANSPORTATION COMMITTEE AGENDA REPORT

REPORTS
AGENDA ITEM NO. D.3

DATE: October 8, 2024

TO: Public Works and Transportation Committee

FROM: Michael Wolfe, Public Works Director, (805) 385-8055, michael.wolfe@oxnard.org

SUBJECT: Agreement 32500106 with UniFirst Corporation for Uniform Rental and Laundry Services for Public Works. (10 minutes)

RECOMMENDATION

That the Public Works and Transportation Committee recommended that the City Council approve and authorize the Mayor to execute an Agreement with UniFirst Corporation for an initial three-year term from November 1, 2024, to October 31, 2027, with the option for two consecutive one-year period extensions ending October 31, 2029, for a total amount not to exceed $1,090,000 for uniform rental and laundry services for various City Departments utilizing Sourcewell contract #011124-UFC.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/hgXA6ixyX-s

BACKGROUND

The City of Oxnard supplies employee uniforms from a vendor for a variety of divisions and departments: Environmental Resources, Water, Wastewater, Streets, Parks, Facilities, Fleet, Special Districts Divisions, and Fire. Depending on the Department, employees receive pants, shirts, and outerwear specific to the type of work being performed. Many of the activities performed by these individuals are such that the uniforms should be laundered by a commercial laundry service rather than by the individual employee. Uniformed employees are exposed to heavy oils, solvents, chemicals, and other materials while performing their daily duties. Furthermore, providing respective City staff with uniforms aligns with the Memorandum of Understanding (MOU) between the International Union of Operating Engineers (IUOE) as well as the Service Employees International Union (SEIU) labor groups. MOUs with both labor groups state:

"City shall provide uniforms, or portions of uniform costs, or uniform service, to each Unit employee required to be "uniformed." Unit employees designated as "uniformed" are those required to wear uniforms and/or safety shoes as a condition of employment. In addition, City will provide legally required safety equipment, and pay the cost for repairing uniforms damaged in the course and scope of employment without negligence by such employee."

DISCUSSION

Uniforms are an integral part of the City's operations, as they provide clean and safe uniforms daily. It also provides identification of employees when working in the community. Utilizing a uniform rental company, they handle all the maintenance and cleaning themselves ensuring uniforms are always cleaned with no wear and

tear. Depending on the Department or Division, rentals are preferred over purchasing due to the daily duties of an employee or need for professional laundry services. Some Departments and Division purchase uniforms based on the duties of the employee and not all rental companies provide the specific requirements for purchasing uniforms.

Previously, the City solicited services for uniform purchases, rental, and laundry services for various City Departments, and no bids were received. Uniform purchases will not be included as part of this agreement and will be solicited separately. Therefore, staff is seeking two separate agreements for the rental of uniforms and the purchasing of uniforms.

The City Purchasing Policy allows for the use of governmental-cooperative contracts for the purchase of goods, equipment and contractual services when the contract has been competitively bid and awarded in accordance with local, State, and Federal laws that govern public procurement. UniFirst Corporation (Unifirst) holds a cooperative contract with Sourcewell #011124-UFC with an expiration date of March 25, 2028, with the option of up to three additional one-year extensions for uniform rental, shop towels/rags, and laundry services. Sourcewell offers government agencies a cooperative purchasing program that provides competitively solicited cooperative contracts.

This new agreement with UniFirst, will only include uniform rentals, shop towels/rags and laundry services. Upon request, UniFirst can supply uniforms that include reflective material. Additionally, the Fire department will utilize the agreement to provide floor mats at fire stations and their administration building. UniFirst has been providing services to the City for the past ten years. Staff has confirmed that UniFirst meets all required City contractual provisions including possession of a City business tax certificate, insurance certificates and corporate filing with the California Secretary of State.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the five strategic priorities adopted by City Council on March 16, 2021.

FINANCIAL IMPACT

The total cost of this Agreement with UniFirst shall not exceed $1,090,000 over the term of all five years. The spending plan for FY 2024-25 is $126,500. Funding for subsequent fiscal years will be requested during the annual budget process. The table below illustrates the estimated annual spending for divisions currently utilizing laundry services and uniform rentals.

Estimated Spending Plan								
Division	**Account**	**FY 24-25**	**FY 25-26**	**FY 26-27**	**FY 27-28**	**FY 28-29**	**FY 29-30**	**Total**
		(7 mo.)					**(5 mo.)**	
Environmental Resources	6313630-52300	$52,500	$88,000	$88,000	$88,000	$88,000	$34,500	$439,000
Water	6013600-52300	$12,000	$20,000	$20,000	$20,000	$20,000	$9,000	$101,000
Wastewater	6113612-52300	$ 5,750	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$4,750	$50,500
	6113613-52300	$ 5,750	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$4,750	$50,500
	6113614-52300	$ 5,750	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$4,750	$50,500

	6113615-52300	$ 5,750	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$4,750	$50,500
Fleet	7413750-52300	$17,000	$23,500	$23,500	$23,500	$23,500	$10,000	$121,000
Facilities	7353740-52300	$1,500	$2,250	$2,250	$2,250	$2,250	$1,000	$11,500
	7353740-52600	$1,500	$2,250	$2,250	$2,250	$2,250	$1,000	$11,500
Streets	1013401-52300	$7,000	$12,000	$12,000	$12,000	$12,000	$5,000	$60,000
Special Districts	20003801-52300	$1,600	$2,600	$2,600	$2,600	$2,600	$1,200	$13,200
Fire	1012501-52300-T2418	$3,000	$7,000	$7,000	$7,000	$7,000	$3,000	$34,000
Citywide Various Departments - As- needed	Various	$7,400	$19,900	$19,900	$19,900	$19,900	$9,800	$96,800
TOTAL		**$126,500**	**$217,500**	**$217,500**	**$217,500**	**$217,500**	**$93,500**	**$1,090,000**

Due to various factors such as personnel vacancies and any change in service levels, actual spending will vary during the fiscal years.

Prepared by: Brian Yanez, Assistant Public Works Director

ATTACHMENTS

1. Agreement 32500106
2. UniFirst Sourcewell Contract 011124
3. Presentation

TRADE SERVICE AGREEMENT
BETWEEN
THE CITY OF OXNARD AND UNIFIRST CORPORATION

By This Trade Services Agreement ("Agreement"), the CITY of Oxnard ("CITY") agrees to engage the services of UniFirst Corporation ("SERVICE PROVIDER"), and SERVICE PROVIDER agrees to perform the services for CITY as herein described, for the compensation, during the term, and otherwise subject to the covenants and conditions herein set forth. CITY and SERVICE PROVIDER may be individually referred to as "Party" or collectively as the "Parties."

1. SUMMARY DESCRIPTION OF SERVICES.

Sourcewell Cooperative Agreement for uniforms rental. Service Provider shall provide uniform rental and laundry services for City staff and any and all staff providing temporary or supplemental labor services on behalf of the City.

2. PARTIES.

CITY OF Oxnard ("CITY"), a general law and municipal corporation of the State of California, located at 300 West Third Street, Oxnard California 93030

UniFirst Corporation ("SERVICE PROVIDER"), a corporation of the State of California, located at 68 Jonspin Road, Wilmington, MA 01860.

3. TERM OF AGREEMENT: From 11/01/2024 to 10/31/2027

3.1 Time is of the essence in this Agreement.

3.2 The CITY shall have the option for (2) two consecutive (1) one-year extensions, in accordance with the scope of work and general terms and conditions of the Trade Services Agreement. Any price increases or decreases shall be negotiated at time of contract extension.

3.3 Any Optional Extension (initial term, plus any option to extend) shall not exceed a total of five (5) years. The CITY in its sole discretion may exercise the optional extension upon 60 days written notice to the SERVICE PROVIDER in accordance with Section 11 of this Agreement. SERVICE PROVIDER shall issue its written consent to the CITY's exercise of the option extension within 10 days of receipt of notice from the CITY. All Notices shall comply with Section 20 of this Agreement.

3.4 All services required of SERVICE PROVIDER under this Agreement shall be completed on or before the end of the term of the Agreement.

4. AGREEMENT AMOUNT NOT TO EXCEED: $1,090,000

5. AGREEMENT EXHIBITS: The following documents memorialized below are the only exhibits to this agreement and are incorporated by reference as though fully set forth herein. In the event of a conflict between the Exhibits and this Agreement, the Agreement controls.

Exhibit A: Scope of Services
Exhibit B: Schedule of Compensation
Exhibit C: Insurance Requirements: City Insurance Exhibit INS-I
Exhibit D: Living Wage Policy
Exhibit E: Prevailing Wage Policy
Exhibit F: Iran Contracting Certification

6. DESIGNATED REPRESENTATIVES.

The Designated Representatives listed below shall be authorized to act on behalf of the named Party, be responsible for negotiations and contractual matters, and coordinate with each other to perform the services under this Agreement. Additionally, SERVICE PROVIDER's services shall be performed or immediately supervised by the SERVICE PROVIDER's Representative:

CITY Designated Representative:	SERVICE PROVIDER Designated Representative:
Name: Brian Yanez	Name: David Perez
Title: Assistant Public Works Director	Title: Branch Manager
Phone: (805) 2005412	Phone: (818) 4858917
Email: brian.yanez@oxnard.org	Email: David_Perez@UniFirst.com
Mailing Address: 305 West Third Street, East Wing, Third Floor Oxnard, CA 93030	Mailing Address: 325 Lenoir Drive, Winchester, VA. 22603

7. CONTRACTUAL PREREQUISITES.

7.1. This Agreement must first be executed by the SERVICE PROVIDER, after which the Agreement shall be approved as to form by the CITY Attorney, then executed by the Mayor, or an authorized person on behalf of the CITY, and if executed by the Mayor shall also be executed by the CITY Clerk.

7.2. A request for modification of the terms, prior to execution of the Agreement, must be made in writing and presented to the Designated Representative of the CITY prior to the time this Agreement is executed.

7.3. All proof of business license, insurance, and W-9 forms is required prior to execution of this Agreement.

7.4 SERVICE PROVIDER shall not perform any work under this Agreement until a proof of insurance has been provided to the City as required under Section 24 of this Agreement.

8. SERVICE PROVIDER'S SERVICES.

8.1 SERVICE PROVIDER shall perform the tasks, obligations, and services set forth in the "Scope of Services," attached to and incorporated into this Agreement as "Exhibit A." Once this Agreement is executed, the Scope of Services may only be modified by written Amendment pursuant to Section 12 of this Agreement.

8.2 The Services shall be coordinated with the designated City Project Manager set forth in Exhibit A subject to the direction of the City Manager or Department Director. SERVICE PROVIDER hereby designates its Project Manager as set forth in "Exhibit A" as the person responsible for the Services who shall coordinate with City's Project Manager in executing the scope of services under this Agreement.

9. COMPENSATION.

CITY shall pay SERVICE PROVIDER for the services performed pursuant to the terms of this Agreement in the time and manner set forth in the "Schedule of Compensation," attached to and incorporated into this Agreement as **"**Exhibit B." CITY shall pay SERVICE PROVIDER an amount not to exceed the amount is listed in Section 4 of this Agreement. Once this Agreement is executed, the Schedule of Compensation may only be modified by written Amendment pursuant to Section 12 of this Agreement, and may be subject to approval by the City Council.

9.1 Price Adjustments: The City and Service Provider agree that the rates established in the schedule of compensation shall increase at the beginning of the option term, at a rate of three percent (3%). No price adjustments shall be provided retroactively. Consultant shall provide a new schedule of compensation with the updated rates prior to the beginning of the option term.

10. PAYMENT & INVOICES.

The CITY shall pay all undisputed portions of any applicable invoice within thirty (30) days after receipt of an invoice. In the event the CITY disputes one or more items in an invoice, the CITY shall, within thirty (30) days after receipt of such invoice, notify the SERVICE PROVIDER of the item(s) being disputed and the reason(s) therefore. The CITY may withhold payment for such disputed items until resolution of the dispute.

10.1 Payment Request. SERVICE PROVIDER shall submit a payment request to CITY by the end of each calendar month listing the Services provided, costs of those Services, and total amount due for the month. Invoices may be emailed to: **invoices@oxnard.org**.

10.2 Non-Appropriation of Funds. Payments to be made to SERVICE PROVIDER by CITY for the Services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted and unencumbered appropriation of CITY. In the event CITY does not appropriate sufficient funds for payment of the Services beyond the current fiscal year, this Agreement shall cover payment for the Services only up to the conclusion of the last fiscal year in which CITY appropriated sufficient funds and shall automatically terminate at that fiscal year's conclusion.

10.3 SERVICE PROVIDER's acceptance of final payment made pursuant to this Agreement shall constitute a release of CITY from all claims and liabilities for compensation to SERVICE PROVIDER for anything completed, finished or relating to the Services. CITY's payment shall not constitute nor be deemed a release of the responsibility and liability of SERVICE PROVIDER for the accuracy and competency of the information provided and/or the Services performed hereunder, nor shall such payment be deemed to be an assumption of responsibility or liability by CITY for any defect or error in the Services performed by SERVICE PROVIDER and its employees, agents and Subcontracted service providers.

10.4 SERVICE PROVIDER shall provide CITY with a completed Request for Taxpayer Identification Number and Certification, as issued by the Internal Revenue Service. If any sales tax is due for the Services performed by SERVICE PROVIDER or materials or products provided to CITY by SERVICE PROVIDER, SERVICE PROVIDER shall pay the sales tax. CITY shall not reimburse SERVICE PROVIDER for sales taxes paid by SERVICE PROVIDER.

11. OPTION TO EXTEND AGREEMENT.

When in the CITY's best interest, this Agreement may only be extended, if the City in its discretion exercises the option to extend pursuant to Section 3.2 and 3.3 of the Agreement. The initial term, plus any option to extend, shall not exceed a total of five (5) years. **If no option to extend the Agreement appears in section 3.2, then this Agreement shall not be extended.**

12. MODIFICATION OF AGREEMENT.

This Agreement may be amended, modified, or otherwise altered, or its provisions waived, only upon mutual consent of the Parties by written amendment, and as authorized by the Oxnard Municipal Code, Article IV, Sections 4-59 and 4-60.

13. TERMINATION OF AGREEMENT.

CITY may terminate this Agreement at any time, with or without cause and without penalty, upon fifteen (15) calendar days' prior written notice pursuant to Section 20 of this agreement. Such termination shall be effective on the date specified in the notice, or if no date is specified, then fifteen (15) calendar days from the date of the notice. CITY shall be liable to SERVICE PROVIDER only for work done by SERVICE

PROVIDER up to and including the date of termination of this Agreement unless the termination is for cause, in which event SERVICE PROVIDER need be compensated only to the extent required by law. SERVICE PROVIDER may terminate this Agreement at any time during the term of the Agreement by giving the CITY sixty (60) calendar days' written notice.

14. INDEPENDENT CONTRACTOR

SERVICE PROVIDER is and shall at all times remain, as to City, a wholly independent contractor. Neither City nor any of its employees or agents shall have control over the conduct of SERVICE PROVIDER or any of its employees, except as stated in this Agreement. SERVICE PROVIDER has and shall retain the right to exercise full control over the employment, direction, means of performance, location, compensation and discharge of all persons assisting SERVICE PROVIDER. This Agreement shall not be interpreted to prevent or preclude SERVICE PROVIDER from rendering any services for SERVICE PROVIDER's own account or to any other person or entity as SERVICE PROVIDER in its sole discretion shall determine; provided, however, that performing such services shall not materially interfere with the Services the SERVICE PROVIDER shall perform for the City. The CITY retains the right to provide general instructions to and observe the SERVICE PROVIDER in the performance of all services done on behalf of the CITY.

SERVICE PROVIDER and its employees, subcontractors, and agents have no authority, express or implied, to act on behalf of City in any capacity, to incur any debt, obligation or liability on behalf of City, bind City in any manner, or otherwise act on behalf of City as an agent. SERVICE PROVIDER and its employees are not employees of City. SERVICE PROVIDER and its employees are not entitled to receive from City any of the benefits or rights afforded employees of City, including but not limited to reserve leave, sick leave, vacation leave, holiday leave, compensatory leave, Public Employees Retirement System benefits, and health, life, dental, long-term disability and workers' compensation insurance benefits. SERVICE PROVIDER shall not, at any time or in any manner, represent that it or any of its agents, subcontractors, or employees are in any manner agents, subcontractors, or employees of City.

15. LAWFUL PERFORMANCE.

SERVICE PROVIDER shall abide by all Federal, State, and Local Laws and Regulations as may be related to the performance of duties under this Agreement. SERVICE PROVIDER, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

16. SAFETY REQUIREMENTS.

SERVICE PROVIDER shall not perform any services for the CITY when the SERVICE PROVIDER is impaired by alcohol or a controlled substance. When there is reasonable cause to believe that any person has violated this provision, that person shall be immediately removed from the premises and be subject to any applicable civil and/or

criminal penalties under the CITY's Code and/or under state law. All work performed under this Agreement shall be performed in such a manner as to provide safety to the public. The CITY reserves the right to issue restraining or cease and desist orders to SERVICE PROVIDER when unsafe or harmful acts are observed or reported relative to the performance of the work under this Agreement. The acceptance of SERVICE PROVIDER's work by CITY shall not operate as a release of the SERVICE PROVIDER from such standard of care and workmanship.

17. OWNERSHIP OF SERVICE PROVIDER'S WORK PRODUCT, CONFIDENTIALITY & DISCLOSURE.

CITY shall be the owner of any and all technical documents and records, including, computations, plans, correspondence, and/or other pertinent data and information, both hard copy and electronic, gathered or prepared by SERVICE PROVIDER in performance of this Agreement and shall be entitled to immediate possession of the same upon completion of the work under this Agreement, or at any earlier or later time when the same may be requested by CITY.

17.1. Records and Inspections. The SERVICE PROVIDER shall maintain full and accurate records, with respect to all services and matters covered under this Agreement. The CITY shall have free access at all reasonable times to such records, both hard copy and electronic, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings, and activities.

17.2. Deliverables. SERVICE PROVIDER shall deliver to the CITY the studies, plans, specifications, or other documents as are identified in the Scope of Services; and SERVICE PROVIDER shall, upon completion of all work, submit to the CITY all information developed in the course of the SERVICE PROVIDER's services. SERVICE PROVIDER shall, in such time and in such form as the CITY may require, furnish reports concerning the status of services required under this Agreement. SERVICE PROVIDER shall, upon request by CITY and upon completion or termination of this Agreement, deliver to the CITY all material furnished to SERVICE PROVIDER by the CITY.

17.3. Ownership – Generally. All inventions, discoveries, enhancements, changes, or improvements of computer programs developed pursuant to this Agreement shall be the property of the CITY, and all patents or copyrights shall be assigned to the CITY, unless otherwise agreed. SERVICE PROVIDER agrees that CITY may make modifications to computer software furnished by SERVICE PROVIDER without infringing SERVICE PROVIDER's copyright or any license granted to CITY, unless otherwise agreed.

17.4. Ownership of Documents. Every report, draft, work product, map, record, and other document reproduced, prepared, or caused to be prepared by the SERVICE PROVIDER pursuant to or in connection with this Agreement shall be the exclusive property of the CITY.

17.5. Confidentiality. Information that is exempt from disclosure to the public is confidential. This includes information relating to the past, present, or future affairs of the City or information belonging to a third party whose information is in the City's possession or control under obligations of confidentiality. SERVICE PROVIDER may be granted access to information that is exempt from disclosure to the public (Government Code Section 7920.505) and may contain "trade secrets" (see Government Code Section 7924.510(f)) when it is necessary for SERVICE PROVIDER to perform its obligations pursuant to this Agreement. If SERVICE PROVIDER is granted such access to confidential information, SERVICE PROVIDER shall not be considered to be a member of the public as that term is used in Government Code Section 7920.515.

17.6. Disclosure of Information. SERVICE PROVIDER shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to SERVICE PROVIDER by the CITY or other information to which the SERVICE PROVIDER has had access during the term of this Agreement without the prior written approval of the CITY's Designated Representative during the term of this Agreement and for a period of two (2) years after the termination of this Agreement.

17.7. No Warranty. Other than an obligation upon the CITY to deal in good faith, the CITY makes no warranties and shall bear no liability or responsibility for errors or omissions in any Confidential Information disclosed under this Agreement or for any business decisions made by SERVICE PROVIDER in reliance on any Confidential Information disclosed under this Agreement.

18. ASSIGNMENT.

This Agreement is for the non-professional services of SERVICE PROVIDER. Any attempt by SERVICE PROVIDER to assign the benefits or burdens of this Agreement without the prior written approval of CITY shall be prohibited and shall be null and void. SERVICE PROVIDER's services pursuant to this Agreement shall be provided by the SERVICE PROVIDER's Designated Representative or directly under his/her supervision, and SERVICE PROVIDER shall not assign another to supervise the SERVICE PROVIDER's performance of this Agreement without the prior written approval of CITY, by and through the CITY's Designated Representative.

19. NOTICE OF BREACH AND OPPORTUNITY TO CURE.

Neither Party will be in breach of this Agreement where the breach is capable of being cured, or until written notice of the breach is received from the non-breaching Party. The Party charged with breach will have fifteen (15) calendar days from the date of receiving such notice in which to cure the breach or otherwise respond. If the circumstances leading to the charge that the Agreement was breached have not been cured or explained to the satisfaction of the other Party within fifteen (15) days from the date on which the breaching Party received notice of breach, the non-breaching Party may terminate this Agreement. Notice shall be given in the manner set forth in section 20.

20. NOTICES.

All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by first-class mail. Notice sent by mail shall be addressed to each Party's Designated Representative as set forth above in Section 6. When addressed in accordance with this Section, such notice shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices shall be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this Section.

21. COVENANTS AND CONDITIONS.

Each term and each provision of this Agreement to be performed by SERVICE PROVIDER shall be construed to be both a covenant and a condition.

22. WAIVER.

CITY's review or acceptance of, or payment for, work product prepared by SERVICE PROVIDER under this Agreement will not be construed to operate as a waiver of any rights CITY may have under this Agreement or of any cause of action arising from SERVICE PROVIDER's performance. A waiver by CITY of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

23. INDEMNIFICATION, HOLD HARMLESS & DEFENSE.

23.1 As a separate and independent covenant from SERVICE PROVIDER's obligations under this section, SERVICE PROVIDER shall to the fullest extent permitted by law, immediately defend, indemnify, and hold harmless CITY, its legislative and advisory bodies, and the CITY's officials, directors, officers, employees, and agents (the "Indemnitees") from and against all liabilities regardless of nature, type, or cause, arising out of or resulting from or in connection with SERVICE PROVIDER's performance of this Agreement or SERVICE PROVIDER's failure to comply with any of its obligations contained in this Agreement. Liabilities subject to the duties to defend and indemnify include, without limitation, all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution. SERVICE PROVIDER's obligation to indemnify applies unless it is adjudicated that any of the liabilities covered by this Section are the result of the sole active negligence or sole willful misconduct of any of the Indemnitees.

23.2 The duty to defend is a separate and distinct obligation from SERVICE PROVIDER's duty to indemnify. SERVICE PROVIDER shall be obligated to defend in all legal, equitable, administrative, or special proceedings, with counsel approved by the CITY Attorney, immediately upon tender to SERVICE PROVIDER

of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination of negligence or willful misconduct by any of the Indemnitees shall not relieve SERVICE PROVIDER from its separate and distinct obligation to defend the Indemnitees. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes the obligation to provide independent defense counsel if SERVICE PROVIDER asserts that liability is caused in whole or in part by the negligence or willful misconduct of the Indemnitees. If it is finally adjudicated that liability was caused by the sole active negligence or sole willful misconduct of any of the Indemnitees, SERVICE PROVIDER may submit a claim to CITY for reimbursement of reasonable attorneys' fees and defense costs.

23.3 The review, acceptance or approval of SERVICE PROVIDER's work or work product by any of the Indemnitees shall not affect, relieve or reduce SERVICE PROVIDER's indemnification or defense obligations. SERVICE PROVIDER waives any right of contribution against CITY or any of CITY's officers, employees, agents, or volunteers arising out of such failure to inspect, review, monitor, or supervise the work performed by SERVICE PROVIDER pursuant to this Agreement. The provisions of this Section shall not be restricted by and do not affect the provisions of this Agreement relating to Section 24. The SERVICE PROVIDER's obligations under this Section of the Agreement shall survive the termination of the Agreement.

23.4 SERVICE PROVIDER agrees to pay all required taxes on amounts paid to SERVICE PROVIDER under this Agreement, and to indemnify and hold CITY harmless from any and all taxes, assessments, penalties, and interest asserted against CITY by reason of the independent contractor relationship created by this Agreement. SERVICE PROVIDER shall be solely responsible for, and shall save CITY harmless from, all matters relating to the payment of SERVICE PROVIDER's subcontractors, material suppliers, directors, officers, employees, agents and representatives, including compliance with social security requirements, federal and State income tax withholding, and all other regulations governing employer-employee relations, as applicable. CITY shall have the right to offset against the amount of any compensation due to SERVICE PROVIDER under this Agreement any amount due to CITY from SERVICE PROVIDER as a result of its failure to promptly pay to CITY any reimbursement or indemnification arising under this Section.

24. INSURANCE.

SERVICE PROVIDER shall obtain and maintain during the performance of any services under this Agreement the insurance coverages listed within "Exhibit C", which is attached hereto and incorporated herein by this reference, unless the Risk Manager waives, in writing, the requirement that SERVICE PROVIDER obtain and maintain such insurance coverages. Such insurance must be issued by a company satisfactory to the Risk Manager. SERVICE PROVIDER shall, before performance of any Services pursuant to this Agreement, file with the Risk Manager evidence of insurance coverage as specified in "Exhibit C". Maintenance of insurance coverages by SERVICE PROVIDER is a material

element of this Agreement. SERVICE PROVIDER'S failure to maintain or renew insurance coverages or to provide renewal evidence shall be considered a material breach of this Agreement.

25. LIVING WAGE REQUIREMENTS.

During the term of this Agreement, SERVICE PROVIDER understands and agrees that if Living Wages are applicable subject to the 2002 Oxnard City Council Living Wage Policy, attached as "Exhibit D" to this Agreement. SERVICE PROVIDER will pay and/or provide the wages and/or benefits required therein to all of its employees engaged in whole or in part in performing the services provided for by this Agreement. The duty to pay the correct wage is the responsibility of the SERVICE PROVIDER.

26. **PREVAILING WAGE REQUIREMENTS.**

26.1. Application. The payment of State prevailing wages as designated for Ventura County shall apply to public works projects. However, this section shall not apply to work performed on a public works project of twenty-five thousand dollars ($25,000) or less when the project is for construction, alteration, demolition, installation, or repair work; or to work performed on a public works project of fifteen thousand dollars ($15,000) or less when the project is for maintenance work. Prevailing wages are required to be paid to all workers, including subcontracted employees.

26.2. Compliance with California Department of Industrial Relations (DIR). To determine if this Agreement is subject to compliance monitoring and enforcement, go to:
https://www.dir.ca.gov/Public-Works/PublicWorksSB854FAQ.html

26.3. Contract Splitting. It is unlawful to split, or separate into small portions, work orders, projects, purchases, or public works projects for the purpose of evading these prevailing wage requirements.

26.4. **Use of Prevailing Wages vs. Living Wages.** In the event that there is a difference between the amount of wages to be paid under the CITY of Oxnard's local Living Wage requirements and the requirements of this provision, the wage rate that is the higher of the two shall be applicable to this Agreement. The duty to pay the correct wage is the responsibility of the SERVICE PROVIDER.

27. CONFLICT OF INTEREST

SERVICE PROVIDER covenants that it does not have any interest, nor shall it acquire any interest, directly or indirectly, which would conflict in any manner with the performance of SERVICE PROVIDER's services under this Agreement. SERVICE PROVIDER further covenants that in the performance of services under this Agreement, no officer, employee or agent of SERVICE PROVIDER having such interest shall be employed by it. In the event the CITY determines that SERVICE PROVIDER must disclose its financial interests by completing and filing a Fair Political Practices

Commission Form 700, Statement of Economic Interests, SERVICE PROVIDER shall file such Form 700 with the CITY Clerk's Office pursuant to the written instructions provided by the CITY Clerk. Acquisition or maintenance of a conflicting interest by SERVICE PROVIDER may result in termination of this Agreement by the CITY.

28. IRAN CONTRACTING ACT

In accordance with the Iran Contract Act of 2010 (Public Contract Code sections 2200-2208) the City requires that any CONSULTANT that submits a proposal or otherwise proposes to enter into or renew a contract with the City with respect to goods or services of one million dollars ($1,000,000) or more, must certify, that the CONSULTANT is not identified on a list created pursuant to subdivision (b) of Public Contract Code Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Public Contract Code Section 2202.5, or as a person described in subdivision (b) of Public Contract Code Section 2202.5, as applicable.

A CONSULTANT is ineligible to enter into any contract with the CITY for goods or services of one million dollars ($1,000,000) or more if the CONSULTANT engages in investment activities in Iran. CONSULTANT must certify that it is not on the list of ineligible vendors prohibited from doing business with the State of California and shall complete the Iran Contract Act Certification attached as Exhibit F**.**

29. SUBCONTRACTING.

If CONSULTANT requires the assistance of a subcontractor to render any services under this agreement, Consultant shall obtain prior written consent from the City before a subcontractor performs any service pursuant to this Agreement. All subcontractors shall be identified in the scope of work attached to this Agreement as Exhibit A. CONSULTANT is fully responsible for satisfactory completion of all its subcontractors' work. All subcontractors shall be properly licensed and insured; and bonded, if applicable. CONSULTANT shall be responsible for all liabilities regardless of nature, type, or cause, arising out of or resulting from or in connection with subcontractors performance pursuant to this Agreement or subcontractors failure to comply with any of its obligations in connection with this Agreement.

30. DISPUTES.

Except as otherwise provided in these provisions, any dispute concerning a question of fact arising under this Agreement, shall be decided by the CITY's Designated Representative, who shall reduce this decision to writing and mail a copy to the SERVICE PROVIDER. The decision of the CITY's Designated Representative shall be final and conclusive unless SERVICE PROVIDER requests mediation within ten (10) calendar days. Pending final decision of a dispute, the SERVICE PROVIDER shall proceed diligently with the performance of the Agreement and in accordance with the decision of the CITY's Designated Representative.

31. DISPUTE RESOLUTION.

Should an unresolved dispute arise out of this Agreement, any Party may request that it be submitted to mediation. The Parties shall meet in mediation within a reasonable time not to exceed forty five (45) days of a request. The mediator shall be agreed to by the mediating Parties. In the absence of an agreement on a mediator, the Parties shall each submit one name from mediators listed by the American Arbitration Association, the California State Board of Mediation and Conciliation, or other agreed-upon service. The mediator shall be selected by a "blindfold" process. The cost of mediation shall be borne equally by both Parties. Neither Party shall be deemed the prevailing Party. No Party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the Parties but not more than sixty (60) calendar days, unless the maximum time is extended in writing by both Parties.

32. AUDIT.

CITY shall have the option of inspecting, auditing and/or reproducing all records and other written materials: used by SERVICE PROVIDER in preparing its billings to CITY as a condition precedent to any payment to SERVICE PROVIDER; or for other purposes relating to the Agreement. SERVICE PROVIDER will promptly furnish all documents requested by CITY. Additionally, if this Agreement is in excess of $10,000, the State Auditor may examine and audit SERVICE PROVIDER for a period of 3 years after final payment under the Agreement. Regardless of whether a State audit is permitted, SERVICE PROVIDER shall maintain and preserve all such records for a period of at least 3 years after final payment under the Agreement or until an audit has been completed and accepted by CITY, whichever occurs later. SERVICE PROVIDER shall maintain all such records in CITY or to promptly reimburse CITY for all reasonable costs incurred in conducting the audit at a location other than in CITY, including but not limited to expenses for personnel, salaries, private auditor, travel, lodging, meals and overhead. SERVICE PROVIDER shall include a copy of this Section in all contracts with its subcontractors, and SERVICE PROVIDER shall be responsible for immediately obtaining those records or other written material from its subcontractors upon a request by the State Auditor and/or CITY.

33. ADVERTISING AND PUBLICITY

SERVICE PROVIDER shall not use the name of or refer to CITY directly or indirectly in any advertisement, news release, or professional or trade publication without prior written approval from the City Manager. This Section shall survive the termination of this Agreement.

34. NONDISCRIMINATORY EMPLOYMENT.

SERVICE PROVIDER shall not unlawfully discriminate against any individual based on race, color, religion or religious creed, national origin, ancestry, ethnic group identification, primary language, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, sex,

sexual orientation, age, immigration status, citizenship or military and veteran status. SERVICE PROVIDER understands and agrees that it is bound by and will comply with all legal nondiscrimination mandates. For every subcontractor who will perform Services, SERVICE PROVIDER shall be responsible for such subcontractor's compliance with this Section.

35. FORCE MAJEURE.

Neither the SERVICE PROVIDER nor the CITY shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to, war or insurrection, walkouts by the Party's own employees, fires, natural calamities, riots, or demands or requirements of governmental agencies other than the CITY.

36. GOVERNING LAW.

The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be in the Superior Court of California, County of Ventura.

37. SEVERABILITY.

If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect and be enforceable.

38. INTEGRATED AGREEMENT.

This Agreement and the attached exhibits referenced herein to this Agreement represent the entire understanding between the Parties. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the Parties to this Agreement and any subsequent successors and assigns.

39. NO THIRD-PARTY BENEFICIARY.

This Agreement shall not be construed to be an agreement for the benefit of any third-party or parties, and no third party or parties shall have any claim or right of action under this Agreement.

40. AUTHORITY TO EXECUTE.

Each Party hereto expressly warrants and represents that through its Designated Representative it has the authority to execute this Agreement on behalf of its corporation, partnership, business entity, or governmental entity, and warrants and represents that the

Designated Representative has the authority to bind each Party to the performance of its obligations hereunder.

41. EXECUTION – COUNTERPARTS.

This Agreement may be executed in any number of counterparts and each such duplicate counterpart shall constitute an original, but they shall not be effective nor enforceable unless and until it is executed with the handwritten signature or electronic signature of an authorized representative of each of the relevant Parties. No counterpart shall be deemed to be an original or presumed delivered unless and until the counterpart executed by the other Party to this Agreement is in the physical possession of the Party seeking enforcement thereof.

42. INCONSISTENT OR CONFLICTING TERMS.

In the event of any contradictions or inconsistencies between any attached documents or exhibits incorporated by reference herein and the provisions of the Agreement itself, the terms of the Agreement shall control. Any exhibit that is attached and incorporated by reference shall be limited to the purposes for which it is attached, as specified in this Agreement. Any contractual terms or conditions contained in such exhibit imposing additional obligations on the CITY are not binding upon the CITY's Designated Representative unless specifically agreed to in writing, and initiated by CITY's Designated Representative, as to each additional contractual term or condition.

43. ACKNOWLEDGEMENT.

By signing below, SERVICE PROVIDER acknowledges that it has reviewed the CITY's Trade Services Agreement terms and conditions and insurance requirements and that SERVICE PROVIDER hereby agrees to full compliance.

[Signatures on next page]

In witness whereof, the Parties have entered into this Agreement effective on the date as written in section 3 and upon signature of all Parties.

CITY OF OXNARD

☐John C. Zaragoza, Mayor[1] Date

☐Jennifer Yates, [2]
Purchasing Manager

ATTEST:

Rose Chaparro, CITY Clerk Date
(only if Mayor signs)

APPROVED AS TO FORM:

Stephen M. Fischer, CITY Attorney (always required) Date

UniFirst Corporation

Dan Como, Regional Vice President Date

David DiFillippo, Senior Vice President[3] Date

[1] The City Council must authorize and the Mayor must execute any agreement over $200,000.

[2] The Purchasing Agent may execute any authorized agreement up to $200,000.

[3] The City requires the following for any contract:

- For a corporation, the signatures of the Board President, CEO or Vice President and of the Board Secretary, Assistant Secretary, CFO or Assistant Treasurer;
- For an LLC, the signatures of at least two managers of the LLC (company directors, not lower-level managers); or
- For a partnership, the signature of a partner. If the partnership is a limited partnership, the signer must be a general partner.

If the company has a different structure, or if the above-listed persons are not the appropriate signers, please submit to the City Attorney legally-binding documentation stating who can sign and bind your company.

EXHIBIT A

TRADE SERVICE AGREEMENT
(CITY of Oxnard and UniFirst Corporation)

SCOPE OF SERVICES

DIVISION CONTACT

Water: Laura Camacho Phone: 805-385-8138
email: laura.camacho@oxnard.org

Wastewater : Luis Ortega Phone: 805-271-2217
email: luis.ortega@oxnard.org

Environmental Resources: Maria Martinez Phone: 805-385-8069
email: maria.martinez@oxnard.org

Parks/Facilities: Darrell Smedley Phone: 805-200-5292
email: darrell.smendley@oxnard.org

Special Districts: Sarah Rowley Phone: 805-200-5344
email: sarah.rowley@oxnard.org

Streets: Philip Schwieder Phone: 805-200-5795
email: ruby.mora@oxnard.org

Fleet: Jose Arreola Phone: 805-385-8011
email: connie.sandoval@oxnard.org

Fire: Rose Rodarte Phone: 805-385-8369
Email: rose.rodarte@oxnard.org

Any requests by the City for additional uniform items, replacement items, change in size, etc. needs to be made to Vendor by the Supervisor or Manager of each Division. Individual employees may not make any uniform requests directly to Vendor; the City will not pay for these charges.

Vendor shall provide uniforms for City staff and any and all staff providing temporary or supplemental labor services on behalf of the City.

RENTAL

All new uniforms orders under this agreement uniform items are to be supplied new and unused.

Uniform, mats, terry towels or bath towels, mop heads rentals, and laundry service items are provided to locations/divisions as follows:

ADVANCED WATER PURIFICATION FACILITY: 5700 PERKINS RD., OXNARD, CA 93033
Recycled Water Services
Wastewater Technical Services

WASTEWATER: 6001 PERKINS RD., OXNARD, CA 93033
Wastewater Collections
Wastewater Maintenance
Wastewater Operations
Wastewater Laboratory

WATER CAMPUS: 251 S. HAYES AVE., OXNARD, CA 93030
Distribution
Meter Shop
Treatment

GENERAL SERVICES DIVISION: 1060 PACIFIC AVE. BLDG 3, OXNARD, CA 93030
Facility Maintenance
Custodial Services
Graffiti Action Program

STREETS DIVISION: 1060 PACIFIC AVE. BLDG 2, OXNARD, CA 93030
Traffic Signals

SPECIAL DISTRICTS: 1060 PACIFIC AVE. BLDG 1, OXNARD, CA 93030

FLEET SERVICES: 2 LOCATIONS FOR DELIVERIES: 1060 PACIFIC AVE. BLDG 2, OXNARD, CA 93030 AND 111 S. DEL NORTE BLVD., OXNARD, CA 93030

PARKS DIVISION: 1060 PACIFIC AVE. BLDG 3, OXNARD, CA 93030

ENVIRONMENTAL RESOURCES: 111 S. DEL NORTE BLVD., OXNARD, CA 93030

SURVEY ENGINEERING: 305 W 3RD ST., EAST WING, 2ND FL, OXNARD, CA 93030

FIRE ADMINISTRATION OFFICE: 360 W. 2ND ST., OXNARD CA, 93030

FIRE STATION 1: 491 S. K ST., OXNARD CA, 93030

FIRE STATION 2: 531 E. PLEASANT VALLEY RD., OXNARD CA, 93033

FIRE STATION 3: 150 HILL ST., OXNARD CA, 93033

FIRE STATION 4: 230 W. VINEYARD AVE., OXNARD CA, 93036

FIRE STATION 5: 1450 COLONIA RD., OXNARD CA, 93030

FIRE STATION 6: 2601 PENINSULA RD., OXNARD CA, 93035

FIRE STATION 7: 3300 TURNOUT PARK CIRCLE, OXNARD CA, 93036

FIRE STATION 8: 3000 S. ROSE AVE., OXNARD CA, 930303

LAUNDER

Vendor shall launder rented uniforms. Uniforms shall be delivered on hangers, pressed, wrinkle free and ready to wear. Any uniform delivered otherwise will be rejected and no rental or laundering fee paid. Vendor shall replace garments not properly washed or ironed within two (2) working days.

The City promotes environmentally safe and sustainable laundry practices. Thus, the City prefers Vendor to use products and practices that promote pollution prevention and toxin reduction. The Vendor must list the types of laundry chemicals used to clean garments at its facility. Preference for Vendor to use non-toxic detergents designed for use in motels, hospitals and retirement home laundries that contain no phosphates and that are highly efficient when removing ground-in dirt from garments.

Division supervisors or designee may order additional new uniforms throughout the term of the contract, in which case these provisions shall apply.

Vendor is required to meet all OSHA requirements.

MEASUREMENTS OF INDIVIDUALS

At the start of the contract, Vendor shall take employee measurements on-site at each location. Vendor shall work with the Division supervisor or designee to coordinate dates and times for measurements. Alterations may be required for certain individuals and Vendor shall supply cost associated with each uniform alteration.

Additionally, Vendor shall be responsible for individual measurements and resultant fit of the uniforms. Vendor should allow for shrinkage on rental garments of about three (3) to five (5) inches. Also, an employee shall be able, at no additional charge to the City, to switch sizes if their shirt or pant size increases or decreases.

Vendor shall maintain a record of the size of each uniform item for each employee that has been issued a uniform. Vendor shall add or delete items and quantities, as required and with communication to the City, to meet the City's needs.

INVENTORY TRACKING

Vendor shall issue new rental uniforms to employees at the beginning of the contract period as specified. The inventory per person per week will be determined by the City and is subject to change to meet changing requirements of the City operations. Thereafter, Vendor shall maintain sufficient stock to provide complete new uniform sets within one (1) to two (2) weeks for newly hired employees. The City reserves the right to add and remove employees at the per uniform item costs listed in the Rate Sheet.

Vendor shall track inventory of City-owned garments submitted for laundry, repair or replacement.

PICK UP/DELIVERY

Vendor shall be responsible for the pick-up and delivery of all uniform items (rental and City-owned). Vendor shall pick up soiled garments once a week from each unit location and deliver on hangers to the same location within one (1) week. Vendor shall pickup and deliver uniforms once per week for fifty-two (52) weeks per year.

Vendor shall complete an itemized list of the rental or City-owned uniform items and quantity being picked up for laundering. Vendor shall submit a copy of the itemized list to the unit for reconciliation when the clean garments are returned. Vendor shall remain at the delivery site while the garments are checked in. Vendor shall correct any discrepancy (missing items, damaged items, garments not properly washed, etc.) within two (2) days and issue a revised itemized list of reconciliation. Vendor shall submit monthly statements for each City account.

DAMAGED/REPAIR ITEMS

All uniform items supplied will be in good condition and will be maintained and repaired as needed. Uniform items must be clean and free of holes, rips and/or tears. New garments will be supplied when uniforms are beyond reasonable repair at not additional cost. City will accept charges for emblems/ preparations charges based on Coop Agreement.

LOST/MISSING ITEMS

New garments will be supplied if uniform items are lost by the Vendor, at no additional fee to the City. The City recognizes its financial obligation for any uniform items that are lost by the employee. Such obligations will be negotiated between Vendor and the City to a mutually acceptable and fair arrangement consistent with the request for proposal bid documents.

UNIFORM PROVISIONS

The City will not allow miscellaneous charges to the quoted weekly uniform price including, but not limited to:
a) Route bag charges
b) Make-up charges
c) Shipping and handling charges
d) Large and/or tall sizes

Vendor shall have a laundering charge separate from the rental charge. The City will only pay to launder items that are submitted for cleaning each week.

Vendor shall mark or label each rental item of clothing clearly, but inconspicuously, to permit employee (user) identification. Patching and threading on rental garments must be of the same material as the rental garment.

Vendor shall provide name labels as directed by Divisions and City logos for each shirt, jacket, coverall, lab coat, safety vest, rain suit, and any other product as requested by Division and include any charge as part of the proposal price. There will be no additional charge to the City for the labels and logos. Logos and labels can be embroidered or ironed on. The locations will vary slightly depending on the uniform item and will be specified by the Division Manager or designee. Prior to beginning the contract, the City and successful Vendor will meet to agree upon the exact placement, colors, materials, etc. of the logos and name labels.

The Vendor will provide samples of all finished products for approval by City staff before production and initial issue.

Also, City logos, provided by Vendor, shall be placed on every cap and knit cap. The City logo will be placed in the center of the front of each cap and knit cap.

Embroidery must meet the standards of the City's logo requirements which shall be provided to the Vendor.

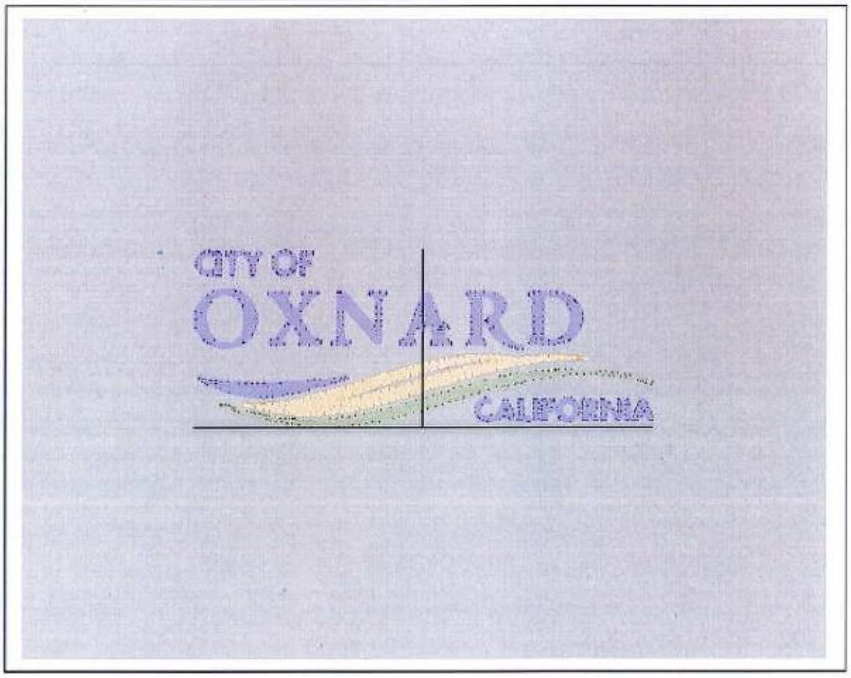
Vendor shall guarantee that, during the term of the contract, all new employee uniform items and replacement items for existing employees will be delivered within one (1) to two (2) weeks of the order.

UNIFORM CITY LOGO DIMENSIONS

Left Chest Embroidery:

%CoName%

Date : 12/09/12	Name : 1253854	Scale : 1.000 : 1.0
Stitches : 4895	Ref : 0000020e-20120802-044933	Width : 101.52
Customer : Unspecified		Height : 39.00



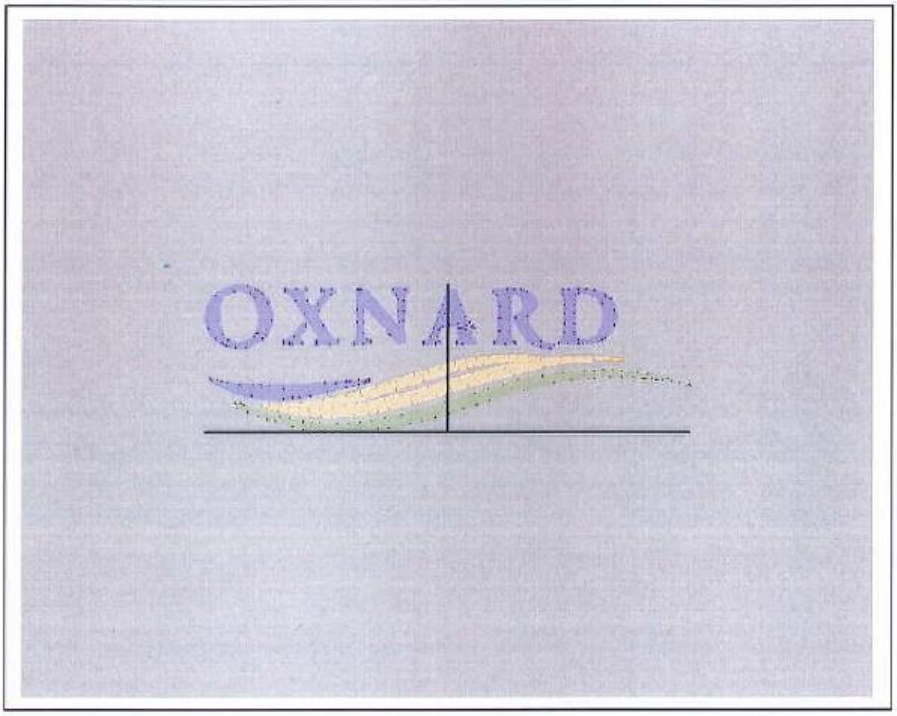
Threads Used	Colour Sequence
(1) 1767 Dollar Blue	1
(2) 1771 Mustard	2
(3) 1701 Green	3
	1

Description / Special Instructions :

ORANGE KNIT

Beanie Embroidery:

%CoName%		
Date : 03/12/12	Name : 1257324	Scale : 1.000 : 1.0
Stitches : 3881	Ref : 0000020e-20120802-044933	Width : 101.2 mm
Customer : Unspecified		Height : 30.6 mm



Threads Used	Colour Sequence
(1) 1771 Mustard	1
(2) 1701 Green	2
(3) 1767 Dollar Blue	3

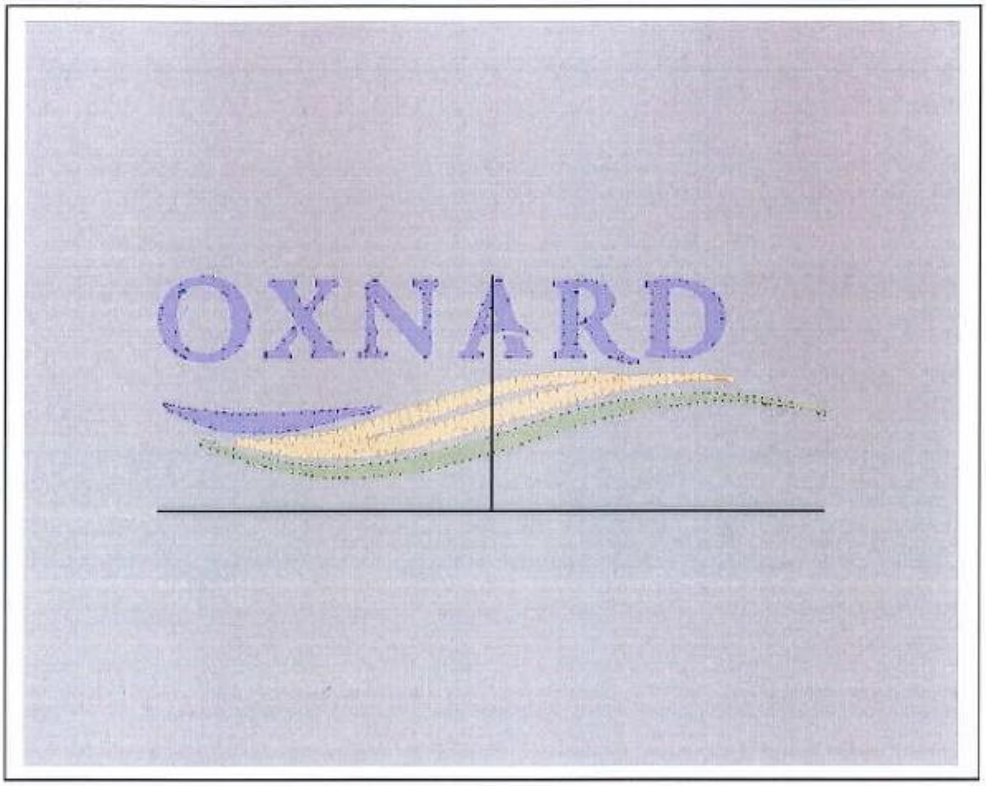
Description / Special Instructions :

KNIT HAT FRONT (BLACK)

Agreement No.32500106

Hat Embroidery:

%CoName%		
Date : 03/12/12	Name : 1257325	Scale : 1.000 : 1.0
Stitches : 4736	Ref : 0000020a-20120802-044933	Width : 126.9 mm
Customer : Unspecified		Height : 44.5 mm

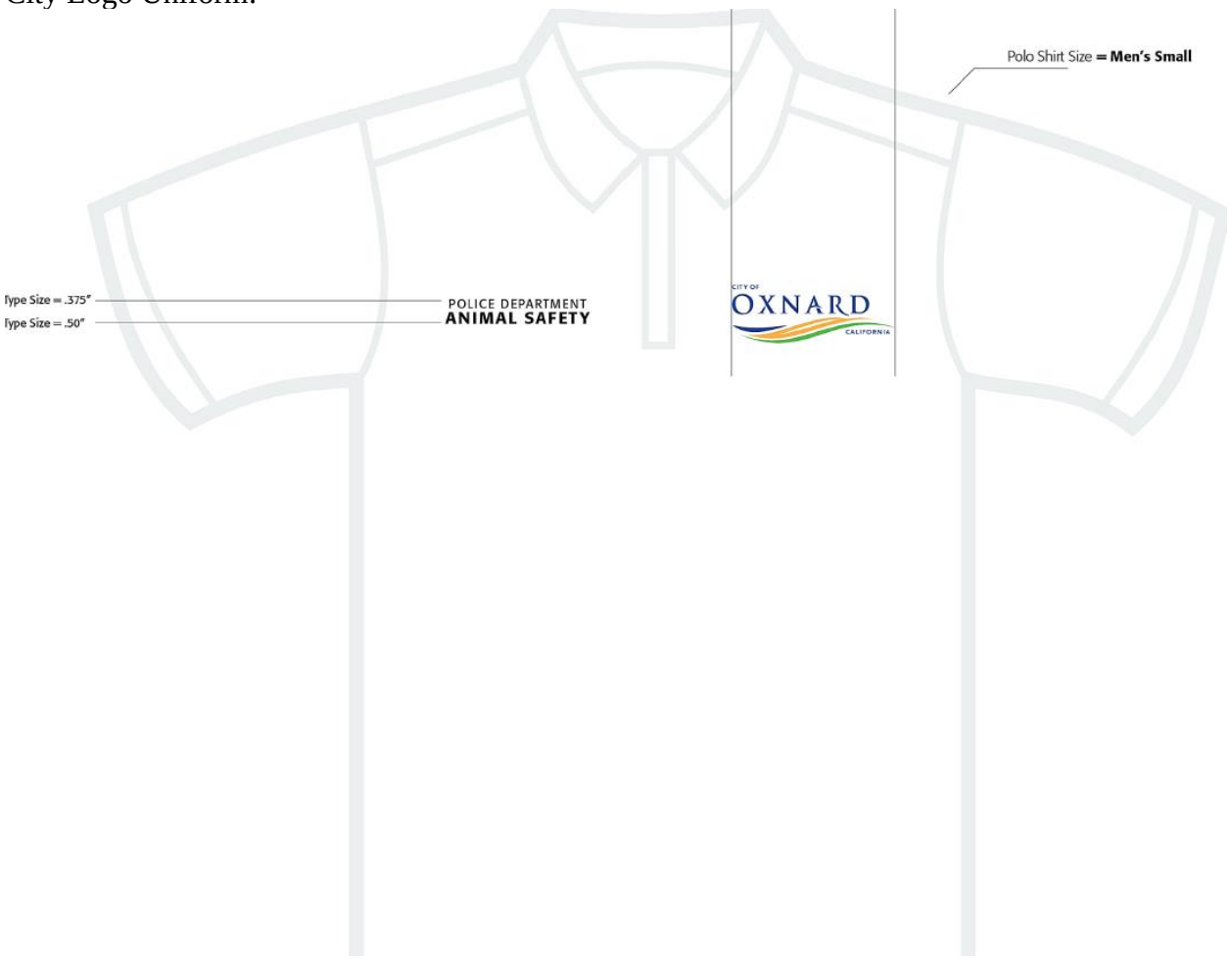


Threads Used	Colour Sequence
(1) 1771 Mustard	1
(2) 1701 Green	2
(3) 1767 Dollar Blue	3

Description / Special Instructions :

HAT FRONT (BLACK)

City Logo Uniform:



MISCELLANEOUS ITEMS PROVISIONS

The City will not pay any soiled "minimum guarantee" quantities for mats, terry towels or bath towels. The City will only pay for the actual quantity of soiled items exchanged.

The quantity of work to be performed and materials to be furnished are approximations only, being provided as a basis for the comparison of bids. The City does not guarantee that the actual amounts required will correspond with those shown. The City may increase or decrease the amount of any item or portion of work to be performed or materials to be furnished, or the City may omit any such item or portion.

The City recognizes its financial obligation for any miscellaneous items that are lost by the City. Such obligations will be negotiated between Vendor and the City to a mutually acceptable and fair arrangement consistent with the Rate Sheet.

BILLING AND CREDITS

Vendor shall submit invoices once order has been delivered and accepted by City representative. Invoices shall be issued for each City division.

The invoice shall include:

- Account Number
- Employee Name(s)
- Employee Department/Division Name
- “Requested By” Employee Name
- The quantity and type of garments rented and laundered and/or the quantity and type of City-owned items laundered and all associated costs.
- Invoice Number
- Purchase Order Number
- Item Number and Description
- Quantity Per Item
- Unit Price
- Total Price Per Item
- Purchase Subtotal
- Local Sales Tax (9.25%)

Total Order Amount Including Sales Tax

EXHIBIT B
TRADE SERVICE AGREEMENT
(CITY Of Oxnard and UniFirst Corporation)

SCHEDULE OF COMPENSATION

	UNIFORM PROGRAM			
Line	**US Contract Item - Description**	**UniFirst Item #**	**Weekly Rental Rate**	**Lost / Damage Charge**
1	**BLEND GARMENTS**			
2	**Woven Shirts**			
3	Long Sleeve Work Shirt, 4.75 oz. 65/35 Poly/Cotton Blend.	0102	$0.18	$15.20
4	Short Sleeve Work Shirt, 4.75 oz. 65/35 Poly/Cotton Blend.	0202	$0.16	$13.00
5	Long Sleeve MIMIX Ripstop Work Shirt with Color-Matched Stretch Mesh Panels on Back, 4.25 oz. 65/35 Poly/Cotton Blend.	08MX	$0.50	$30.50
6	Short Sleeve MIMIX Ripstop Work Shirt with Color-Matched Stretch Mesh Panels on Back, 4.25 oz. 65/35 Poly/Cotton Blend.	06MX	$0.46	$27.40
7	Women's Long Sleeve MIMIX Ripstop Work Shirt with Color-Matched Stretch Mesh Panels on Back, 4.25 oz. 65/35 Poly/Cotton Blend.	05MW	$0.50	$30.00
8	Women's Short Sleeve MIMIX Ripstop Work Shirt with Color-Matched Stretch Mesh Panels on Back, 4.25 oz. 65/35 Poly/Cotton Blend.	05MX	$0.44	$27.05
9	Long Sleeve OilBlok Ripstop Shirt, 65/35 Poly/Cotton Blend.	01OB	$0.57	$34.05
10	Short Sleeve OilBlok Ripstop Shirt, 65/35 Poly/Cotton Blend.	02OB	$0.52	$31.70
11	Women's Long Sleeve OilBlok Ripstop Shirt, 65/35 Poly/Cotton Blend.	05OB	$0.56	$33.80
12	Women's Short Sleeve OilBlok Ripstop Shirt, 65/35 Poly/Cotton Blend.	05OC	$0.51	$31.10
13	Women's Long Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0335	$0.20	$17.10
14	Women's Short Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0436	$0.17	$13.95
15	Women's 3/4 Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	05AH	$0.26	$22.35
16	Micro Check Long Sleeve Shirt, 4 oz. 65/35 Poly/Cotton Blend.	03UM	$0.24	$21.10
17	Micro Check Short Sleeve Shirt, 4 oz. 65/35 Poly/Cotton Blend.	04UM	$0.21	$18.05
18	Micro Check Short Sleeve Shirt-Jac, 4 oz. 65/35 Poly/Cotton Blend.	15UM	$0.27	$23.40
19	Thin Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0314	$0.26	$21.65
20	Thin Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0414	$0.20	$17.40
21	Thin Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend. CH/WH Stripe.	0137	$0.27	$23.20
22	Thin Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend. CH/WH Stripe	0237	$0.24	$21.35
23	Breeze Weave Striped Long Sleeve Shirt, 3.85 oz. 65/35 Poly/Cotton Blend.	0172	$0.23	$20.30
24	Breeze Weave Striped Short Sleeve Shirt, 3.85 oz. 65/35 Poly/Cotton Blend.	0405	$0.20	$17.35
25	UniWeave Service Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0348	$0.22	$19.10
26	UniWeave Service Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0448	$0.20	$17.60
27	UniWeave Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0123	$0.22	$18.80
28	UniWeave Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0223	$0.19	$16.35
29	Contrast Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0171	$0.27	$23.25
30	Contrast Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0276	$0.20	$17.70
31	Bold Stripe Long Sleeve Shirt w/Navy Body, 4.25 oz. 65/35 Poly/Cotton Blend.	0373	$0.23	$20.55
32	Bold Stripe Short Sleeve Shirt w/Navy Body, 4.25 oz. 65/35 Poly/Cotton Blend.	0482	$0.21	$18.65
33	Striped Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0138	$0.21	$18.55
34	Striped Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0238	$0.18	$15.70
35	Long Sleeve Solid Ripstop Shirt, 4.25oz. 65/35 Poly/Cotton Blend.	01MB	$0.30	$25.60
36	Short Sleeve Solid Ripstop Shirt, 4.25oz. 65/35 Poly/Cotton Blend.	02MB	$0.27	$23.00
37	Heathered Long Sleeve Shirt, 65/35 Poly/Cotton Blend.	0381	$0.27	$23.05
38	Heathered Short Sleeve Shirt, 65/35 Poly/Cotton Blend.	0481	$0.23	$20.10
39	Long Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0111	$0.22	$19.50
40	Short Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0211	$0.21	$17.85
41	Women's Long Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0112	$0.23	$20.20
42	Women's Short Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0422	$0.23	$19.80
43	Long Sleeve Canvas Weave, 60/40 Cotton/Poly Blend.	08WW	$0.36	$30.60
44	Short Sleeve Canvas Weave, 60/40 Cotton/Poly Blend.	07WW	$0.33	$28.55
45	Long Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0820	$0.27	$23.05
46	Short Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0636	$0.26	$21.95
47	Women's Long Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0960	$0.26	$21.90
48	Women's Short Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	4248	$0.24	$20.80
49	Security Shirt Long Sleeve, Epaulets, Military Creases 4.25oz. 65/35 Poly/Cotton Blend.	0167	$0.34	$29.60
50	Security Shirt Short Sleeve, Epaulets, Military Creases 4.25oz. 65/35 Poly/Cotton Blend.	0607	$0.30	$25.90
51	**Pants & Shorts**			
52	Flat Front Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1002	$0.24	$21.40
53	Flexwaist Pant, 8 oz. 65/35 Poly/Cotton Blend.	1138	$0.24	$21.40
54	Pleated Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1122	$0.27	$23.45
55	Cargo Pant, 8 oz. 65/35 Poly/Cotton Blend.	10AI	$0.31	$27.30
56	Jean Style Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1060	$0.27	$22.85
57	Men's Flex Work Jean	10JJ	$0.32	$38.88
58	Mens- Shop Pant 8 oz 54/42/4	10DO	$0.41	$53.09
59	Cargo Pant, Canvas Weave 60/40 Cotton/Poly Blend.	11WW	$0.40	$34.85

60	Flat Front Short, 7.5 oz. 65/35 Poly/Cotton Blend.	1034	$0.19	$16.70
61	Pleated Short, 65/35 Poly/Cotton Blend.	1129	$0.22	$19.65
62	Cargo Short, 65/35 Poly/Cotton Blend.	1271	$0.28	$23.55
63	Cell Phone Short, 7.75 oz. 65/35 Poly/Cotton Blend.	12KB	$0.26	$21.65
64	Short-P/C 1/2 "SEG REF Cargo Spotlight MV	12UV	$0.49	$35.67
65	MIMIX Cargo Pant with Colored Matched Stretch Panels 7.5 oz 65/35 Poly/Cotton Blend	10MY	$0.52	$57.95
66	MIMIX Utility Pant with Color-Matched Stretch Panels, 7.5 oz 65/35 Poly/Cotton Blend.	10MX	$0.56	$33.50
67	Women's MIMIX Utility Pant with Color-Matched Stretch Panels, 7.5 oz 65/35 Poly/Cotton Blend.	11MX	$0.58	$35.25
68	Women's Flat Front Flexwaist Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	1167	$0.24	$20.80
69	Women's Flat Front Work-N-Motion Pant, 7.75 oz. 75/25 Poly/Cotton Blend.	12AG	$0.31	$27.10
70	Women's Pleated Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	1113	$0.38	$32.30
71	Women's Cargo Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	10A4	$0.37	$31.90
72	Women's Elastic Back Pant, 8 oz. 65/35 Poly/Cotton Blend.	1043	$0.26	$22.20
73	Women's Flat Front Short, 65/35 Poly/Cotton Blend. ***Non-Standard Merchandise.	114D	$0.29	$25.40
74	Women's Pleated Short, 65/35 Poly/Cotton Blend.	1125	$0.32	$28.10
75	Women's Cargo Short, 65/35 Poly/Cotton Blend.	10A9	$0.31	$27.35
76	Women's Flex Work Jean	11JJ	$0.33	$39.46
77	Womens- Shop Pant 8 oz 54/42/4	12DO	$0.35	$45.14
78	Short-Poly Cotton 1/2" Seg Ref Cargo-SPOTLMV	12UV-12	$0.49	$35.67
79	**Jackets, Shop Coat, Coveralls,**			
80	Insulated Vest, 65/35 Poly/Cotton Blend.	1640	$0.39	$33.70
81	Permalined Jacket, 7.5 oz 65/35 Poly/Cotton Blend.	1506	$0.46	$39.00
82	Ike Jacket, 65/35 Poly/Cotton Blend. (opt. zip-in zip-out liner 1721).	1507	$0.39	$33.45
83	Permalined Team Jacket, 65/35 Poly/Cotton Blend.	1550	$0.47	$40.60
84	Coaches Jacket, 65/35 Poly/Cotton Blend. (opt. zip-in zip-out liner 1721).	1540	$0.40	$34.65
85	Duo Tone Team Jacket, 65/35 Poly/Cotton Blend.	1581	$0.54	$46.75
86	Permalined Hip Jacket, 65/35 Poly/Cotton Blend.	1527	$0.49	$41.80
87	Zip-in Liner, 100% Polyester.	1721	$0.24	$20.75
88	Shop Coat with 2 Chest Pockets & 2 Lower Pockets, Concealed Snap Front, 7.5 oz. 65/35 Poly/Cotton Blend.	2525	$0.37	$31.40
89	Long Sleeve Coverall, 7.5 oz. 65/35 Poly/Cotton Blend.	3002	$0.39	$33.25
90	Short Sleeve Speed Suit, 65/35 Poly/Cotton Blend.	4022	$0.42	$36.40
91	Deluxe Insulated Coverall.	3045	$1.05	$90.95
92	Deluxe Insulated Bib-Overall.	3528	$0.82	$70.85
93	Jacket Cotton Original Hood Wuilt Lnd	18AA	$0.77	$95.71
94	Men's Core Soft-Shell Jacket	15ML	$0.39	$47.09
95	Women's Core Soft-Shell Jacket	14ML	$0.39	$46.46
96	Warmup Jacket-Polyester Snap 3 Pocket-Indy	4586-51	$0.45	$36.24
97	**POLYESTER GARMENTS**			
98	Polo Pocketless 3.8 oz Sport-Wick Moisture Management Polyester Tricot.	04MM	$0.16	$18.45
99	Polo Pocketless 4.4 oz Lightweight Snag-Proof 100% Spun Poly.	04MF	$0.35	$28.39
100	Polo Pocketless 5.4 oz 100% Post Consumer recycled Polyester.	047A	$0.11	$14.50
101	Polo Pocketless Tricolor Micro Pique 3.8 oz Sport Wick Moisture Management 100% Polyester Tricot	04MQ	$0.18	$33.77
102	Color Block Performance Polo Pocketless, side panel, 4.5 oz. Micro Mesh 100% Polyester	04KF	$0.26	$36.82
103	Women's Polo Pocketless 3.8 oz Sport-Wick Moisture Management Polyester Tricot.	05MM	$0.17	$17.55
104	Women's Polo Pocketless 5.4 oz 100% Post Consumer recycled Polyester.	057A	$0.16	$19.05
105	Polo w/Pockets 3.8 oz Sport-Wick Moisture Management Polyester Tricot.	04MR	$0.20	$24.85
106	Polo w/Pocket 6.6 oz Two-Color Snag-Proof 100% Spun Poly.	04MT	$0.66	$40.90
107	Short Sleeve T-Shirt w/Pocket Moisture Management 100% Spun Poly.	4277	$0.11	$13.60
108	Long Sleeve T-Shirt w/Pocket Moisture Management 100% Spun Poly.	0871	$0.13	$16.75
109	Long Sleeve Micro Pique Polo	08AP	$0.17	$32.68
110	Security Pant Flat Front, 10 oz Polyester.	10B8	$0.20	$25.30
111	**COTTON GARMENTS**			
112	Long Sleeve Shirt, 6 oz. 100% Cotton.	0101	$0.26	$20.90
113	Short Sleeve Shirt, 6 oz. 100% Cotton.	0201	$0.22	$18.90
114	Long Sleeve, Snap Front Shirt Heavyweight 8 oz. 100% Cotton Denim.	0178	$0.26	$21.45
115	Long Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	0361	$0.22	$18.65
116	Short Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	04SS	$0.20	$16.55
117	Long Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	0850	$0.22	$18.15
118	Short Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	2205	$0.19	$16.10
119	Flat Front Pant, 8.25 oz. 100% Cotton.	1001	$0.31	$25.90
120	Pleated Front Pant, 100% Cotton	1148	$0.46	$38.05
121	UniFirst Classic Fit Jean, 13.75 oz. 100% Cotton Denim.	1091	$0.28	$22.65
122	UniFirst Relaxed Fit Jean, 13.75 oz. 100% Cotton Denim.	10HD	$0.32	$26.80
123	Wrangler Regular Fit Jean, 15 oz. 100% Cotton Denim.	1150	$0.37	$30.60
124	Wrangler Relaxed Fit Jean, 14.5 oz. 100% Cotton Denim.	1144	$0.38	$31.00
125	Wrangler Cowboy Cut Jean, 14.5 oz. 100% Cotton Denim.	1118	$0.42	$34.85
126	Dickies Carpenter Jeans, 100% Cotton Denim.	12CH	$0.28	$22.95
127	Dickies Carpenter Shorts, 100% Cotton Denim.	12BU	$0.28	$23.10
128	Wrangle Women's Jean, 100% Cotton Denim.	1092	$0.38	$31.25

129	Women's Pleated Pant, 100% Cotton.	1146	$0.47	$38.65
130	Duck Jacket, 12 oz. 100% Washed Cotton.	18BW	$0.72	$59.60
131	LS Coverall, 8.75 oz. 100% Cotton.	3001	$0.48	$39.80
132	UniFirst Carpenter Jean, 14 oz. 100% Cotton Denim.	12UH	$0.28	$20.64
133	**FR GARMENTS**			
134	**100% Cotton FR**			
135	Prewashed Relaxed Fit Denim Jean, Armorex Indura 14 oz. FR Cotton. HRC-2, ATPV-20.7	11KG	$0.65	$56.65
136	Wrangler Relaxed Fit FR Jean, HRC-2, ATPV 23.7	10FB	$0.85	$73.65
137	Wrangler Carpenter FR Jean, HRC-2, ATPV 23.7	10FC	$0.83	$71.75
138	**88/12 Cotton/Nylon Flame Resistant Blend**			
139	Long Sleeve Shirt, Armorex 7 oz. UltraSoft. HRC-2, ATPV- 8.7	09FR	$0.40	$51.65
140	Pant, Armorex 9 oz. UltraSoft. HRC-2, ATPV-12.4	10FR	$0.43	$55.90
141	Coverall, Armorex 9 oz. UltraSoft. HRC-2, ATPV-12.4	30FR	$0.73	$95.10
142	FR 88/12 Cotton Polyamide Blaklader Pant	10KQ	$0.98	$176.84
143	Enhanced Vis FR Blend Coverall w/Yllw/Slvr 3M Scotchlite Reflective FR Striping on upper back, under pockets, and around biceps, 7 oz. 88/12 Excel Comfortouch. HRC-2, ATPV 8.6	30RX	$1.25	$162.80
144	SS Tee Shirt,6 oz 88/12 Cotton/Nylon Blend FR Fabric. HRC-2, ATPV-10.9 ***Non-Standard Merchandise.	02US	$0.50	$65.10
145	**TecaSafe**			
146	Long Sleeve Shirt w/Snap Front, 7 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-10.1 Navy, ATPV-9.0 Lt. Blue & Khaki	09AU	$0.36	$64.75
147	Long Sleeve Tee FR Cotton Crew No Pocket CAT2 CNTRS *Non Standard Merchandise	01TR	$0.66	$85.80
148	Long Sleeve Henley FR Cotton Pocket CAT2 CNTRS STTT * Non Standard Merchandise	08TR	$0.84	$109.17
149	Long Sleeve Shirt, 7 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-10.1 Navy, ATPV-9.0 Lt. Blue & Khaki	09TC	$0.43	$77.55
150	Pant, 8.5 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-10.2	10TS	$0.49	$87.75
151	Coverall, 7 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-10.1 Navy, ATPV-9.0 Khaki	30TS	$0.77	$137.30
152	**Nomex**			
153	Long Sleeve Shirt, 4.5 oz. Armorex Nomex CXP. HRC-1, ATPV-5.1	01NX	$0.50	$99.40
154	Nomex WorkWear FR Station Wear Long Sleeve 4.5oz.	03BM	$0.54	$230.41
155	Nomex WorkWear FR Station Wear Short Sleeve 4.5oz	04BM	$0.54	$180.54
156	Nomex WorkWear FR Staion Wear Pants 7.5 oz	10CQ	$0.59	$202.25
157	Pant, 6 oz. Armorex Nomex. HRC-1, ATPV-5.8	10NX	$0.52	$104.70
158	Coverall, 6 oz. Armorex Nomex CXP. HRC-1, ATPV 6.5	30NX	$0.92	$185.35
159	**ENHANCED VISIBILITY GARMENTS**			
160	Enhanced Visibility Long Sleeve Shirt, 4.25 oz 65/35 Poly/Cotton Blend, w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	013C	$0.36	$33.20
161	Enhanced Visibility Short Sleeve Shirt, 4.25 oz 65/35 Poly/Cotton Blend, w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	023C	$0.31	$28.95
162	Enhanced Visibility Pant, 65/35 Poly/Cotton Blend, w/Yellow 3M Scotchlite Reflecting Striping on Legs.	123C	$0.36	$33.15
163	Enhanced Visibility Jacket, 65/35 Poly/Cotton Blend, w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. (optional liner 1721)	15EH	$0.48	$44.25
164	Enhanced Visibility Coverall, 65/35 Poly/Cotton Blend, w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. (Navy)	30RR	$0.85	$79.55
165	Enhanced Visibility Long Sleeve Shirt, 65/35 Poly/Cotton Blend, w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	013B	$0.34	$31.65
166	Enhanced Visibility Short Sleeve Shirt, 65/35 Poly/Cotton Blend, w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	023B	$0.31	$28.95
167	Enhanced Visibility Pant, 65/35 Poly/Cotton Blend, w/Orange 3M Scotchlite Reflecting Striping on Legs.	123B	$0.36	$33.15
168	Enhanced Visibility Jacket, 65/35 Poly/Cotton Blend, w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. (optional liner 1721)	15EI	$0.48	$44.25
169	Enhanced Visibility Coverall, 65/35 Poly/Cotton Blend, w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. ***Non-Standard Merchandise.	30RQ	$0.87	$80.55
170	**Hi-VIS GARMENTS**			
171	Hi-Vis Long Sleeve Shirt, 5.5 oz 65/35 Poly/Cotton Fluorescent Lime-Yellow with 1 1/2" 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	09AH	$0.67	$57.95
172	Hi-Vis Short Sleeve Shirt, 5.5 oz 65/35 Poly/Cotton Fluorescent Lime-Yellow with 1 1/2" 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	06AH	$0.58	$49.80
173	Hi-Vis Long Sleeve Shirt, 65/35 Poly/Cotton Fluorescent Lime-Yellow with 2" 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	09DH	$0.87	$74.85
174	Hi-Vis Short Sleeve Shirt, 65/35 Poly/Cotton Fluorescent Lime-Yellow with 2" 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	06DH	$0.69	$59.75
175	Hi-Vis Long Sleeve Ripstop Work Shirt, 4.25 oz 65/35 Poly/Cotton, Navy/Yellow Color-block with YSY Reflective Striping on Front, Back, and Sleeves.	03TO	$0.54	$47.40
176	Hi-Vis Short Sleeve Ripstop Work Shirt, 4.25 oz 65/35 Poly/Cotton, Navy/Yellow Color-block with YSY Reflective Striping on Front, Back, and Sleeves.	04TO	$0.51	$44.65
177	Hi-Vis Short Sleeve Tee-Shirt, 5.75 oz 100% Fluorescent Lime-Yellow or Orange Polyester with 3M Scotchlite Reflective Striping on Front and Back.	02HY	$0.21	$27.95
178	Hi-Vis Short Sleeve Tee-Shirt, 100% Fluorescent Lime-Yellow or Orange Polyester with 3M Scotchlite Reflective Segmented Striping on Front and Back. ***Non-Standard Merchandise.	02IY	$0.28	$36.30
179	Hi-Vis Jacket, 100% Fluorescent Lime-Yellow Polyester with 2" 3M Scotchlite Reflective Striping on Front, Back, and Sleeves. (optional liner 1727)	15EG	$0.81	$105.70
180	Optional Zip in/out Liner for Style 15EG.	1727	$0.27	$23.30
181	Hi-Vis Long Sleeve Tee-Shirt w/Pocket, 5.75 oz. 100% Fluorescent Lime-Yellow Jersey Knit Polyester with 3M Scotchlite Reflective Striping on Front, Back, Sleeves.	06HX	$0.84	$61.26
182	Hi-Vis Short Sleeve Tee-Shirt w/Pocket, 5.75 oz. 100% Fluorescent Lime-Yellow Jersey Knit Polyester with 3M Scotchlite Reflective Striping on Front, Back, Sleeves.	08HX	$0.87	$63.31
183	Class 2 LS Hivis Tshirt	08HY	$0.40	$36.88
184	**FOOD PREP GARMENTS**			
185	Snap Front Food Prep Long Sleeve Shirt 4.25 oz. 65/35 Poly/Cotton Blend.	0198	$0.19	$16.55
186	Snap Front Food Prep Short Sleeve Shirt 4.25 oz. 65/35 Poly/Cotton Blend.	0240	$0.16	$13.40
187	Women's Snap Front Food Prep Long Sleeve Shirt 65/35 Poly/Cotton Blend.	0369	$0.20	$17.00

188	Women's Snap Front Food Prep Short Sleeve Shirt 65/35 Poly/Cotton Blend.	0540	$0.17	$14.55
189	Snap Front Food Long Sleeve Shirt 100% Cotton.	0157	$0.26	$21.10
190	Snap Front Food Short Sleeve Shirt 100% Cotton.	0626	$0.22	$18.85
191	Food Prep Polo with Snap Placket, 100% Polyester.	04GM	$0.17	$21.55
192	Snap Front Food Prep Long Sleeve Shirt w/Knit Cuffs 65/35 Poly/Cotton Blend.	03UA	$0.21	$18.55
193	V-neck Baker's Short Sleeve Shirt 100% Polyester.	02SF	$0.08	$10.00
194	Food Prep Pant - no Buttons 65/35 Poly/Cotton Blend.	10HE	$0.26	$22.15
195	Pleated Front Food Prep Pant - no Buttons - no Pockets 65/35 Poly/Cotton Blend.	11UM	$0.22	$19.55
196	**CHEF WEAR**			
197	Long Sleeve Chef Coat, Double Breasted w/Plastic Buttons 7 oz. 65/35 Poly/Cotton Blend.	2531	$0.19	$16.65
198	3/4 Sleeve Chef Coat, Double Breasted w/Knotted Buttons 65/35 Poly/Cotton Blend.	2537	$0.23	$19.70
199	1/2 Sleeve Chef Coat, Double Breasted w/Plastic Buttons 65/35 Poly/Cotton Blend.	5025	$0.17	$14.05
200	Full Sleeve Chef Coat, Double Breasted w/Knotted Buttons 100% polyester.	25GA	$0.21	$26.20
201	Short Sleeve Chef Coat, Womens Poly/Cotton Mimix OBLK	25MV-31	$0.54	$43.42
202	Baggy Chef Pants 100% Spun Poly.	117A	$0.16	$18.95
203	Chef Pant-P/C Cargo Elastic/Drawstring Waist	117D-12	$0.57	$45.86
204	**BUTCHER/LABS/SMOCKS**			
205	Snap Front Frock, Knit Cuffs, Inside Lower Pocket 7.2 oz. 100% Spun Poly.	50AY	$0.16	$19.65
206	Snap Front Frock, Open Cuffs, Inside Lower Pocket 7.2 oz. 100% Spun Poly.	50AZ	$0.14	$18.65
207	Snap Front Butcher Coat, Open Cuffs no Pockets 100% Spun Poly.	5026	$0.13	$16.20
208	Snap Front Butcher Coat, Open Cuffs Inside Chest & 2 Lower Pockets 7.2 oz. 100% Spun Poly.	5033	$0.13	$16.40
209	Snap Front Butcher Coat, Open Cuffs, Outside Chest & 2 Lower Pockets 7 oz. 65/35 Poly/Cotton.	5009	$0.21	$18.65
210	Snap Front Butcher Coat, Open Cuffs, Inside Chest & 2 Lower Pockets 65/35 Poly/Cotton.	5020	$0.22	$18.90
211	Men's Lab Coat with Outside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend.	2524	$0.20	$16.85
212	Snap Front Lab Coat, Knit Cuffs, Outside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend.	2550	$0.30	$25.60
213	Snap Front Lab Coat, Knit Cuffs, Inside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend. ***Non-Standard Merchandise.	2630	$0.33	$28.65
214	Unisex Consultation Lab Coat with 2 Chest, 2 Lower Oversized (Pocket within a Pocket), and 2 Lower Inside Pockets 65/35 Poly/Cotton Blend.	25CL	$0.22	$19.05
215	Texture Shield Front Protective Coat with Outside Chest & 2 Lower Pockets 65/35 Poly/Cotton.	25BD	$0.26	$21.95
216	Men's Counter Coat with 3 Outside Pockets 5 oz. 80/20 Poly/Cotton Blend.	2526	$0.17	$14.45
217	Women's 3/4 Sleeve Smock 2 Lower Pockets 80/20 Poly/Cotton Blend.	4544	$0.23	$20.60
218	Women's Short Sleeve Smock 2 Lower Pockets 5 oz. 80/20 Poly/Cotton Blend.	4520	$0.21	$18.65
219	Women's Lab Coat with Outside Chest & Lower Pockets 80/20 Poly Cotton Blend	2626	$0.26	$31.95
220	**SCRUBS/PATIENT WEAR**			
221	Unisex Scrub Shirt V-neck 65/35 Poly/Cotton Blend.	4254	$0.12	$8.55
222	Unisex Scrub Shirt Reversible V-neck 55/45 Poly/Cotton Blend.	7204	$0.12	$7.70
223	Unisex Scrub Shirt 65/35 Poly/Cotton Blend.	7209	$0.17	$16.20
224	Unisex Scrub Pant 65/35 Poly/Cotton Blend.	1276	$0.14	$10.50
225	Unisex Scrub Cargo Pant 65/35 Poly/Cotton Blend.	7245	$0.23	$16.80
226	Unisex Scrub Pant Reversible 55/45 Poly/Cotton Blend.	7221	$0.13	$8.45
227	Unisex Scrub Drawstring Pant 65/35 Poly/Cotton Blend.	7211	$0.19	$18.60
228	SS Scrub-Poly V-neck 3PKT-Indy	02WW-51	$0.31	$25.19
229	Scrub Pant-Womens Poly Cargo Drawstring/Elastic BK Indy	11SE-12	$0.38	$30.78
230	SS Scrub-Womens Poly V-neck 2 Low PK-Indy	05WT-51	$0.29	$23.56
231	Scrub Pant - Poly Cargo Elastic BK Indy	10SF-12	$0.39	$31.30
232	Warmup Jacket Poly Snap 3 Pocket Indy	4586	$0.45	$36.24
233	Unisex Warm up Jacket, Knit Cuffs, 2 Lower Pockets 65/35 Poly/Cotton Blend.	4502	$0.20	$14.50
234	Ladies Scrub Top, 2 Lower Pockets 65/35 Poly/Cotton Blend.	7205	$0.20	$14.05
235	Ladies Cross-Over Tunic Scrub Shirt 65/35 Poly/Cotton Blend.	7250	$0.23	$16.80
236	Ladies Fashion Scrub Slack 65/35 Poly/Cotton Blend.	10A5	$0.26	$17.80
237	Ladies Mammography/Exam Jacket 65/35 Poly/Cotton Blend.	14AD	$0.17	$11.50
238	Patients Gown 55/45 Cotton/Poly Blend.	9414	$0.12	$7.80

UNIFORM PROGRAM- NON Sourcewell items

Line	US Contract Item - Description	UniFirst Item #	Weekly Rental Rate	Lost / Damage Charge
1	**Jackets, Shop Coat, Coveralls,**			
2	Reflective Permalined Jacket, 7.5 oz 65/35 Poly/Cotton Blend	15EL	$0.90	$105.43
3	**FR GARMENTS**			
4	**88/12 Cotton/Nylon Flame Resistant Blend**			
5	Long Sleeve Shirt, Armorex 7 oz. Reflective Yellow/Silver HRC-2, ATPV- 8.7	09FU	$0.48	$105.59

	FACILITIES SERVICE PRICING- NON Sourcewell items							
Line	US Contract Item - Description	UniFirst Item	Min Bill %	ARC %	EW	EOW	E4W	Loss / Damage
1	Bath Towel 22 X 44 6lb- Discontinued	8579	50%	2.00%	$0.480	$0.580	$0.680	$5.20
2	Bath Towel 22 X 44	8577	50%	2.00%	$0.377	$0.472	$0.528	$4.55
3	**LOCKERS/HARDWARE**							
4	Locker-8 Compartment Wide- Discontinued	8919	100%	NA	$0.00	$0.00	$0.00	$697.92
5	8 Compartment Hanger Wide w/Pad Lock	8959	100%	NA	$0.00	$0.00	$0.00	$684.65

	FACILITIES SERVICE PRICING							
Line	US Contract Item - Description	UniFirst Item	Min Bill %	ARC %	EW	EOW	E4W	Loss / Damage
1	**MATS**							
2	Great Impression 2.0 Dust Mat 3x5	76GA	50%	NA	$1.33	$2.00	$2.33	$76.35
3	Great Impression 2.0 Dust Mat 4x6	76GB	50%	NA	$2.13	$3.20	$3.73	$117.00
4	Great Impression 2.0 Dust Mat 3x10	76GC	50%	NA	$2.66	$4.00	$4.66	$154.55
5	Great Impression 2.0 Dust Mat 4x8	76GD	50%	NA	$2.84	$4.26	$4.97	$158.40
6	Great Impression 2.0 HD 90ml Dust Control Mat 3x5	76GF	50%	NA	$1.50	$2.25	$2.62	$90.65
7	Great Impression 2.0 HD 90ml Dust Control Mat 4x6	76GG	50%	NA	$2.40	$3.60	$4.20	$139.40
8	Great Impression 2.0 HD 90 ml Dust Control Mat 3x10	76GH	50%	NA	$3.00	$4.50	$5.25	$185.15
9	Great Impression 2.0 HD 90 ml Dust Control Mat 4x8	76GI	50%	NA	$3.20	$4.80	$5.59	$189.50
10	Classic Impression Mats 3x5	7801	50%	NA	$1.67	$2.50	$2.92	$102.90
11	Classic Impression Mats 4x6	7802	50%	NA	$2.66	$4.00	$4.66	$164.90
12	Comfort First Mat 2x3	7752	50%	NA	$0.53	$0.80	$0.93	$105.75
13	Comfort First Mat 3x5	7751	50%	NA	$1.33	$2.00	$2.33	$173.10
14	Comfort First Mat 4x6	7753	50%	NA	$2.13	$3.20	$3.73	$264.70
15	Comfort First Mat 3x10	7754	50%	NA	$2.66	$4.00	$4.66	$323.30
16	Comfort Plus, Antimicrobial, Flow-Thru Wet Mat 2x3	76AF	50%	NA	$0.53	$0.80	$0.93	$59.00
17	Comfort Plus, Antimicrobial, Flow-Thru Wet Mat 3x5	76AT	50%	NA	$1.33	$2.00	$2.33	$135.50
18	Comfort Plus, Antimicrobial, Flow-Thru Wet Mat 3x9	76AH	50%	NA	$2.40	$3.60	$4.20	$259.20
19	Scraper Mat 2x3	5390	50%	NA	$0.53	$0.80	$0.93	$65.85
20	Scraper Mat 3x5	5388	50%	NA	$1.33	$2.00	$2.33	$114.60
21	Scraper Mat 4x6	5389	50%	NA	$2.13	$3.20	$3.73	$183.70
22	Scraper Mat 3x10	5391	50%	NA	$2.66	$4.00	$4.66	$178.15
23	Custom Logo Mat 3x5 ***Non-Standard Merchandise. ***Logo Mat designs are a local site decision.**	UL03/UL46	50%	NA	$2.16	$3.25	$3.79	$151.30
24	Custom Logo Mat 4x6 ***Non-Standard Merchandise. ***Logo Mat designs are a local site decision.**	UL16/UL59	50%	NA	$3.46	$5.19	$6.06	$221.45
25	Custom Logo Mat 3x10 ***Non-Standard Merchandise. ***Logo Mat designs are a local site decision.**	UL07/UL50	50%	NA	$4.33	$6.49	$7.58	$282.35
26	Custom Logo Mat 4x8 ***Non-Standard Merchandise. ***Logo Mat designs are a local site decision.**	UL18/UL61	50%	NA	$4.62	$6.93	$8.08	$325.30
27	Quality Mat 3x5 - 3 Images	UM11	50%	NA	$1.50	$2.25	$2.62	$102.90
28	Safety Mat 3x5 English - 6 Images	UM28	50%	NA	$1.50	$2.25	$2.62	$102.90
29	Welcome Message Mat 3x5	UM32	50%	NA	$1.50	$2.25	$2.62	$102.90
30	Welcome Message Mat 4x6	UM33	50%	NA	$2.40	$3.60	$4.20	$164.90
31	Coffee Message Mat 3x5 - 2 Images	7827	50%	NA	$1.50	$2.25	$2.62	$102.90
32	Deli Message Mat 3x10	UM01	50%	NA	$3.66	$5.49	$6.42	$235.50
33	Seafood Message Mat 3x10	UM02	50%	NA	$3.66	$5.49	$6.42	$235.50
34	Dairy Message Mat 3x10	UM03	50%	NA	$3.66	$5.49	$6.42	$235.50
35	Produce Message Mat 3x10	UM04	50%	NA	$3.66	$5.49	$6.42	$235.50
36	Pharmacy Message Mat 3x10	UM05	50%	NA	$3.66	$5.49	$6.42	$235.50
37	Meats Message Mat 3x10	UM06	50%	NA	$3.66	$5.49	$6.42	$235.50
38	Floral Message Mat 3x10	UM07	50%	NA	$3.66	$5.49	$6.42	$235.50
39	Bakery Message Mat 3x10	UM08	50%	NA	$3.66	$5.49	$6.42	$235.50
40	**MOPS**							
41	Wet Mop Large 24 oz.	8116	50%	NA	$0.53	$0.80	$0.99	$12.90
42	Wet Mop Small 12 oz.	8117	50%	NA	$0.27	$0.40	$0.49	$9.30
43	Wet Mop X-Large 28 oz.	8118	50%	NA	$0.62	$0.93	$1.15	$14.55
44	Wet Mop Handle	8165	100%	NA	$0.00	$0.00	$0.00	$15.05
45	Dust Mop 18"	8318	50%	NA	$0.30	$0.46	$0.56	$13.50
46	Dust Mop 24"	8324	50%	NA	$0.40	$0.60	$0.74	$15.10
47	Dust Mop 36"	8336	50%	NA	$0.60	$0.90	$1.11	$19.35
48	Dust Mop 48"	8348	50%	NA	$0.80	$1.20	$1.48	$23.20
49	Dust Mop 60"	8360	50%	NA	$1.00	$1.50	$1.85	$26.95
50	Dust Mop Frame 12"	8135	100%	NA	$0.00	$0.00	$0.00	$10.40
51	Dust Mop Frame 18"	8134	100%	NA	$0.00	$0.00	$0.00	$10.85
52	Dust Mop Frame 20"	8136	100%	NA	$0.00	$0.00	$0.00	$10.95

53	Dust Mop Frame 24"	8132	100%	NA	$0.00	$0.00	$0.00	$12.80
54	Dust Mop Frame 30"	813B	100%	NA	$0.00	$0.00	$0.00	$16.40
55	Dust Mop Frame 36"	8133	100%	NA	$0.00	$0.00	$0.00	$16.55
56	Dust Mop Frame 42"	8137	100%	NA	$0.00	$0.00	$0.00	$18.70
57	Dust Mop Frame 48"	8138	100%	NA	$0.00	$0.00	$0.00	$18.90
58	Dust Mop Frame 60"	8139	100%	NA	$0.00	$0.00	$0.00	$27.10
59	Dust Mop Handle 1 1/8" x 60"	8131	100%	NA	$0.00	$0.00	$0.00	$16.80
60	**MICRO FIBER**							
61	Micro Fiber Canvas Back Dust Mop 18"	8432	50%	0.50%	$0.67	$0.83	-	$6.00
62	Micro Fiber Canvas Back Dust Mop 24"	8433	50%	0.50%	$0.83	$1.04	-	$7.30
63	Micro Fiber Canvas Back Dust Mop 36"	8434	50%	0.50%	$1.22	$1.53	-	$10.00
64	Micro Fiber Canvas Back Dust Mop 48"	8435	50%	0.50%	$1.50	$1.88	-	$12.90
65	Micro Fiber Canvas Back Dust Mop 60"	8441	50%	0.50%	$1.78	$2.22	-	$15.95
66	Micro Fiber Dust Mop 18"	8418	50%	0.50%	$0.56	$0.70	-	$4.55
67	Micro Fiber Dust Mop 24"	8424	50%	0.50%	$0.71	$0.89	-	$5.75
68	Micro Fiber Dust Mop 36"	8436	50%	0.50%	$1.11	$1.39	-	$7.90
69	Micro Fiber Dust Mop Base 24"	8426	100%	NA	$0.43	$0.54	-	$13.65
70	Micro Fiber Dust Mop Base 36"	8427	100%	NA	$0.52	$0.65	-	$20.30
71	Micro Fiber Dust/Wet Mop Handle	8419	100%	NA	$0.39	$0.49	-	$8.35
72	Micro Fiber Dust/Wet Mop Base 18"	8425	100%	NA	$0.22	$0.28	-	$10.70
73	Microfiber Tube Wet Mop	8450	50%	NA	$1.93	$2.42		$14.69
74	Micro Fiber Wet Mop 18" Scrubber Pad	8423	50%	0.50%	$0.16	$0.20	-	$3.85
75	Micro Fiber Mitt	8430	50%	0.50%	$0.16	$0.20	-	$2.30
76	Micro Fiber High Duster Cover	8421	50%	0.50%	$0.16	$0.20	-	$1.90
77	High Duster Frame	8429	100%	NA	$0.56	$0.70	-	$9.00
78	Micro Fiber Glass Towel 16x16	8437	50%	3.00%	$0.10	$0.12	-	$1.65
79	Micro Fiber Multipurpose Towel 12x12	8417	50%	3.00%	$0.07	$0.09	-	$0.75
80	Micro Fiber Multipurpose Towel 16x16	8438	50%	3.00%	$0.08	$0.10	-	$1.20
81	**WIPERS - TOWELS**							
82	18 X 18 Red Wiper Bagged	8023-10	50%	2.00%	$0.056	$0.070	$0.078	$0.30
83	18 X 18 Red Wiper Folded	8021-10	50%	2.00%	$0.067	$0.083	$0.093	$0.30
84	18 X 18 White Wiper Folded	8021-07	50%	2.00%	$0.078	$0.098	$0.109	$0.30
85	Bath Towel 20 X 40	8523	50%	2.00%	$0.333	$0.416	$0.466	$2.40
86	Bath Towel 24 x 48	8574	50%	2.00%	$0.400	$0.500	$0.559	$3.65
87	Bath Towel 27 X 54	8586	50%	2.00%	$0.544	$0.680	$0.762	$15.85
88	Bath Towel 22 X 44	8577	50%	2.00%	$0.377	$0.472	$0.528	$4.55
89	Soda Towel Red Border 15 X 22	8560	50%	2.00%	$0.111	$0.139	$0.155	$0.90
90	Grill Pad 8 X 10	9987	50%	2.00%	$0.100	$0.125	$0.140	$1.40
91	Wash Cloth Terry 12 X 12	8545	50%	2.00%	$0.111	$0.139	$0.155	$0.45
92	Towels Turk 16 X 27	8521	50%	2.00%	$0.122	$0.153	$0.171	$1.25
93	Terry Cloths U1st Green Stripe 16 X 19 Bagged	8581	50%	2.00%	$0.100	$0.125	$0.140	$0.85
94	Terry Cloths U1st Green Stripe 16 X 19 Folded	8554	50%	2.00%	$0.111	$0.139	$0.155	$0.85
95	Glass Towel Red Striped 16 X 30	8561	50%	2.00%	$0.111	$0.139	$0.155	$0.85
96	Towel Bath 27x54	8586	50%	NA	$0.400	$0.500	$0.560	$15.47
97	Bath Mat 20x30	858A	50%	NA	$0.280	$0.350	$0.450	$6.60
98	Washcloth 13x13	858B	50%	NA	$0.110	$0.140	$0.150	$1.20
99	**BEDDING**							
100	Thermal Spread Blanket	94DC	50%	NA	$0.48	$0.550	$0.600	$38.970
101	Pillow Case 42 x 36	94SF	50%	NA	$0.11	$0.150	$0.200	$5.200
102	Sheets -63 PERCALF	9910	50%	NA	$0.30	$0.370	$0.550	$19.270
103	**APRONS**							
104	100% Cotton Shop Apron 2 Upper & 2 Lower Pkts 40" Long **(Not Personalized)**	7006	50%	1.00%	$0.39	-	-	$19.40
105	100% Spun Poly Bib Apron No Pocket 34" Long **(Not Personalized)**	7046	50%	1.00%	$0.17	-	-	$3.85
106	**LOCKERS/HARDWARE**							
107	Laundry Soil Lock-Up	8950	100%	NA	$0.00	-	-	$279.75

108	8 Compartment Hanger Standard	8951	100%	NA	$0.00	-	-	$602.10
109	Laundry Soil Lock-Up Maxi	8958	100%	NA	$0.00	-	-	$455.55
110	8 Compartment Hanger Wide w/Pad Lock	8959	100%	NA	$0.00	-	-	$684.65
111	Hanger Recovery Rack	8957	100%	NA	$0.00	-	-	$17.90
112	Bag Rack	8956	100%	NA	$0.00	-	-	$16.40
113	Laundry/Linen Mesh Bags (30x40)	9075	50%	NA	$0.00	-	-	$10.65
114	Towel Manager	8964	100%	NA	$0.00	-	-	$602.10
115	6 Gallon Wiper/Safety Can	9949	100%	NA	$0.00	-	-	$141.20
116	4 Compartment Hanger	8962	100%	NA	$0.00	-	-	$540.80
117	6 Compartment Hanger	8955	100%	NA	$0.00	-	-	$759.85
118	9 Compartment Folded	8952	100%	NA	$0.00	-	-	$646.70
119	Laundry Pipe Rail	8939	100%	NA	$0.00	-	-	$426.25
120	Hamper	9958	100%	NA	$0.00	-	-	$538.15
121	Rolling Rack	9917	100%	NA	$0.00	-	-	$293.05
122	Wiper/Towel Exchange	8917	100%	NA	$0.00	-	-	$540.80
123	15 Gallon Wiper/Safety Can	9948	100%	NA	$0.00	-	-	$181.15
124	**FENDER COVER**							
125	Fender Cover 30x50	7521	50%	NA	$0.58	-	-	$8.00
126	Seat Cover 54x60	7522	50%	NA	$0.89	-	-	$12.15

	DISPOSABLES			
Line	**US Contract Item - Description**	**Item #**	**Price Per Unit**	**Loss/Damage**
1	**PAPER**			
2	Jumbo Sanitary Tissue Roll (1,600 ft per roll, 2 ply)	6225	$7.27	NA
3	Jumbo Sanitary Tissue Dispenser	6251	$0.00	$24.75
4	Mini-Twin Sanitary Tissue Roll (751 ft per roll, 2 ply)	6221	$3.83	NA
5	Mini-Twin Dispenser	6210	$0.00	$42.50
6	Multi-Fold Towel-250 Pack	6223	$3.05	NA
7	Over/Under Sanitary Tissue, Roll (312 ft per roll, 2 ply)	6238	$2.16	NA
8	Over/Under Dispenser	6237	$0.00	$23.30
9	Toilet Seat Covers Pack of 250	99T0	$3.72	NA
10	Toilet Seat Cover Dispenser	99F2	$0.00	$34.65
11	Center Pull Hand Towel 2 PLY - (600 ft/580 shts per roll)	6249	$8.44	NA
12	Center Pull Hand Towel Dispenser	6268	$0.00	$50.80
13	Paper - Cont. Roll Towel 10"x130'	6215	$5.49	NA
14	Continuous Roll Towel Cabinet	9993	$0.00	$244.05
15	Hard Wound roll Towel, White (700 ft/884 towels per roll)	6230	$11.60	NA
16	Hard Wound roll Towel, Brown (700 ft/884 towels per roll)	6232	$9.49	NA
17	Touchless Electric Dispenser for Hard Wound Roll Towel	6229	$0.56	$84.40
18	Touchless Mechanical Dispenser For Hard Wound Roll Towel	6231	$0.28	$72.10
19	Tri-Fold Hand Towel 2 PLY - Pack	6226	$2.11	NA
20	Tri-Fold Dispenser	6257	$0.00	$48.80
21	House Hold Paper Towel Roll	6243	$3.27	NA
22	Wipers-Uni-Wipe 450/Case 12x14	8054	$53.67	NA
23	Wipers-Uni-Wipe Scrim 1000/Case 12x15	8055	$59.22	NA
24	Wipers-Uni-Wipe Air Lay 1000/Case 12x13	8057	$59.22	NA
25	Premium Hard Wound roll Towel 1-Ply, White 6 Roll Case #6229 Dispenser only).	623H-07	$117.81	NA
26	Coreless Toilet Paper Roll	623Y-07	$3.02	NA
27	**RESTROOM PRODUCT**			
28	Auto Flush Urinal/Toilet Clamp System/Service.	99GY	$2.78	$226.45
29	Mat Disposable Toilet	99FF	$6.88	NA
30	Mat Disposable Urinal	6299	$10.77	NA
31	Autojanitor Drip Refill Country Delight	99G6	$9.27	NA
32	Autojanitor Drip Tube Kit (to add 2nd toilet)	99Z1	$0.00	$11.05

33	Autojanitor Drip Dispenser	99G3	$0.00	$48.90
34	Clean Seat Refill	99GX	$10.82	NA
35	Clean Seat Dispenser	99GW	$0.00	$13.20
36	**SOAPS**			
37	**Heavy Duty 2000 ML**			
36	2000 ml Multi Green w/Particles	1926	$17.82	NA
37	2000 ml Supro Max (waterless)	1939	$18.65	NA
38	2000 ml Supro Max Cherry	1968	$18.65	NA
39	1000 ml UniFirst Heavy Duty Cherry Hand Scrub	88UK	$13.19	NA
40	UniFirst Heavy Duty Hand Scrub	88UJ	$11.82	NA
41	2000 ml Dispensing System	1921	$0.00	$18.65
42	**Hand Cleaners General Purpose**			
43	800 ml Pink-n-Clean Skin Cleanser	1914	$3.44	NA
44	1250 ml Luxury Foam Wash	1980	$18.48	NA
45	800 ml Dispensing System	1908/1909	$0.00	$17.35
46	1250 ml Dispensing System Foam Soap	1943	$0.00	$20.00
47	**Anti-Bacterial Cleaners**			
48	800 ml Micrell Anti-Bacterial Soap-amber	1918	$5.49	NA
49	1200 ml Touch Free Antibacterial Foam	8807	$28.97	NA
50	1250 ml Luxury Foam Wash Anti-Bacterial	1981	$20.31	NA
51	2000 ml Antibacterial Lotion Soap	1982	$18.76	NA
52	800 ml Micrell Dispensing System	1917	$0.00	$17.35
53	1200 ml Touch Free Foam Dispenser	8806	$0.00	$47.95
54	1250 ml Dispensing System Foam Soap	1943	$0.00	$20.00
55	2000 ml Dispensing System (for 1982)	1983	$0.00	$26.10
56	1000 ml UniFirst Foam Soap	88UH	$11.82	NA
57	UniFirst Dispensing System Hands Free	88UE	$0.56	$111.25
58	**Purell Waterless Hand Sanitizers & Wipes**			
59	Purell Sanitizing Hand Wipes - 1200 Count Canister.	8830	$59.94	NA
60	Purell Sanitizing Hand Wipes Stand - 270 Count Canister.	8808	$0.00	$253.10
61	Purell Sanitizing Hand Wipes 1200 Count Canister Dispenser.	8818	$0.00	$56.55
62	**Purell Waterless Hand Sanitizers**			
63	800 ml Purell Refill	1920	$7.27	NA
64	1200 ml Purell Foam Instant Hand Sanitizer - Touch Free	1976	$43.40	NA
65	1200 ml Purell Gel Instant Hand Sanitizer - Touch Free	19AT	$20.92	NA
66	800 ml Purell Dispensing System	1919	$0.00	$17.35
67	1200 ml Purell Foam or Gel Touch Free Dispenser	1975	$0.00	$47.95
68	Purell Foam or Gel Touch Free Dispenser Floor Stand	8817	$0.00	$159.85
69	1000 ml UniFirst Gel Sanitizer	88UC	$16.87	NA
70	1000 ml UniFirst Manual Dispenser	88UD	$0.00	$24.00
71	**Healthcare Products**			
72	2000 ml Provon Foaming Antimicrobial Soap w/Moisturizers	1967	$33.69	NA
73	2000 ml Provon Dispensing System Foam Soap	1966	$0.00	$83.95
74	**E2 Rated Food Industry Hand Soaps**			
75	1250 ml E2 Foam Soap Sanitizing	1945	$31.41	NA
76	2000 ml E2 Foam Soap Sanitizing	1944	$43.90	NA
77	1250 ml Dispensing System Foam Soap	1943	$0.00	$20.00
78	2000 ml Dispensing System Foam Soap	191A	$0.00	$35.30
79	**Shower Soaps**			
80	1250 ml Luxury Foam Hair and Body Wash	1964	$20.09	NA
81	1250 ml Dispensing System Foam Soap	1943	$0.00	$20.00
82	**Skin Conditioners**			
83	500 ml Hand Medic Refill	1987	$11.43	NA
84	500 ml Hand Medic Dispensing System	1986	$0.00	$30.55
85	**GREEN Cert. Soaps**			
86	800 ml GREEN Cert. Liquid Hand Soap	8811	$8.66	NA

87	1250 ml GREEN Cert. Foam Soap	8810	$20.65	NA
88	800 ml Dispensing System	1908/1909	$0.00	$17.35
89	1250 ml Dispensing System Foam Soap	1943	$0.00	$20.00
90	**CLEANING CHEMICALS**			
89	#2 Multi-Shine Glass & Surface Cleaner 2L	99TB	$23.80	NA
90	#4 Foamy Mac Restroom Cleaner 2L	99TC	$36.70	NA
91	#64 Millenium Cleaner 2L	99UF	$25.55	NA
92	Multi Task Wall Mount Dispenser	9SR0	$0.00	$162.00
93	#2 Multi-Shine Glass & Surface Cleaner 2L	99PD	$31.08	NA
92	**TRASH CAN LINERS**			
93	Trash Can Liner 33 Gal Low Density 33X39 (250/CS) Clear	8929	$45.40	NA
94	Trash Can Liner 56 Gal Low Density 43X47 (100/CS) Black	8933	$40.63	NA
95	Trash Can Liner 60 Gal Low Density 38X58 (100/CS) Black	8934	$43.35	NA
96	**AIR FRESHENERS**			
97	Twist Odor Control Dispenser (areas up to 6,000 cubic ft)	8713	$0.00	$8.35
98	Fragrance Twist Cucumber Melon (E8W Srvc)	8714	$15.10	NA
99	Fragrance Twist Orange Grove (E8W Srvc)	8715	$15.10	NA
100	Fragrance Twist Mountain Breeze (E8W Srvc)	8716	$15.10	NA
101	Fragrance Twist Cherries Jubilee (E8W Srvc)	8717	$15.10	NA
102	Fragrance Twist Natural Clean (E8W Srvc)	8718	$15.10	NA
103	Fragrance Twist Tropical Paradise (E8W Srvc)	8719	$15.10	NA
104	Fragrance Twist White Tea (E8W Srvc)	8721	$15.10	NA
105	Metered Spray 9000 Aerosol Dispenser (areas up to 6,000 cubic ft)	8700	$0.00	$23.85
106	Metered Spray 9000 Aerosol Dispenser (areas up to 6,000 cubic ft)	8700	$0.00	$23.85
107	Fragrance Aerosol Metered 9000 Linen (E12W Srvc)	8701	$19.31	NA
108	Fragrance Aerosol Metered 9000 Cinnamon (E12W Srvc)	8702	$19.31	NA
109	Fragrance Aerosol Metered 9000 Pina Colada (E12W Srvc)	8703	$19.31	NA
110	Fragrance Aerosol Metered 9000 Citrus Sunburst (E12W Srvc)	8704	$19.31	NA
111	Fragrance Aerosol Metered 9000 Ocean Mist (E12W Srvc)	8705	$19.31	NA
112	Fragrance Aerosol Metered 9000 Fresh Lavender (E12W Srvc)	8706	$19.31	NA

Service Charges

1. Garment Preparation Charge $0.83 each
This charge is waived for the initial installation of service at each Customer location.

2. Outsize Garment Charges (SPCL)

Category	Size	Charge
Shirts	Size 2XL – 6XL	$2.65 each
	Size 7XL and up	$4.25 each
Men's Pants	Size 44 – 48	$3.20 each
	Size 50 - 56	$3.70 each
	Size 58 and up	$4.25 each
Woman's Pants	Size 22 – 28	$3.20 each
	Size 30 and up	$3.70 each
Jackets	Size 2XL – 5XL	$3.90 each
	Size 6XL	$6.40 each
	Size 7XL and up	$8.60 each
Coveralls	Size 52 – 58	$3.90 each
	Size 60 – 64	$6.40 each
	Size 66 and up	$8.60 each
Misc	Size 50 – 56	$2.90 each
	Size 58 and up	$3.45 each

3. Minimum Charge	Per Service Invoice	$27.75 each
	NYC (Manhatten, Bronx, Brooklyn,	$55.50 each
4. DEFE	Per Service Invoice	$3.89 each
5. Unscheduled Deliveries	During normal Business hrs. Mon-Fri	$27.75 each
	After normal business hours Mon-Fri	$83.25 each
	Saturday, Sunday & Holidays	$277.50 each

EXHIBIT C

TRADE SERVICES AGREEMENT
(CITY of Oxnard and UniFirst Corporation)

INSURANCE REQUIREMENTS

Prior to contract approval, CONSULTANT/SERVICE PROVIDER/SELLER/BIDDER (hereafter referred to as "SERVICE PROVIDER") must procure, agree to maintain and supply evidence of insurance at the levels listed and in accordance with the other provisions listed in this document.

Exhibit INS-I

INSURANCE REQUIREMENTS FOR VENDORS
(WHO DELIVER, INSTALL OR MAINTAIN PRODUCTS)

1. Vendor shall obtain and maintain during the performance of any services under this Agreement the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with the sale and delivery, installation or maintenance of products by vendor, its agents, representatives, or employees.

a. Commercial General Liability Insurance, including Contractual Liability, in an amount not less than $1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001). If a general aggregate limit is used, that limit shall apply separately to the project or shall be twice the occurrence amount;

b. Business Automobile Liability Insurance in an amount not less than $1,000,000 combined single limit for bodily injury and property damage for each claimant for automobile liability with coverage equivalent to Insurance Services Office Automobile Liability Coverage (Occurrence Form CA0001) covering Code No. 1, "any auto;"

c. Workers' Compensation Insurance in compliance with the laws of the State of California, and Employer's Liability Insurance in an amount not less than $1,000,000 per claimant. Additionally, the workers' compensation policy shall include a waiver of all rights of subrogation which the insurer may have against the City.

2. Vendor shall, prior to performance of any services, file with the Risk Manager certificates of insurance with original endorsements effecting coverage required by this Exhibit INS-I. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on the attached forms or on other forms approved by the Risk Manager. All certificates and endorsements are to be received and approved by the Risk Manager before work commences. City reserves the right to require complete certified copies of all required insurance policies at any time. The certificates of insurance and endorsements shall be sent via email. If you have not received your request or are having difficulty with electronic upload, contact insurance@oxnard.org

3. Vendor agrees that all insurance coverages shall be provided by a California admitted insurance carrier with an A.M. Best rating of A:VII or better and shall be endorsed to state that coverage may not be suspended, voided, canceled by either party, or reduced in coverage or limits without 30 days' prior written notice to the Risk Manager. The Risk Manager shall not approve or accept any endorsement if the endorsement contains "best effort" modifiers or if the insurer is relieved from the responsibility to give such notice.

4. Vendor agrees that the Commercial General Liability and Business Automobile Liability Insurance policies shall be endorsed to name City, its City Council, officers, employees and volunteers as additional insureds as respects: liability arising out of activities performed by or on behalf of vendor; products and completed operations of vendor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection afforded to City, its City Council, officers, employees and volunteers. **The General Liability Special Endorsement Form and Automobile Liability Special Endorsement Form attached to this Exhibit INS-I or substitute forms containing the same information and acceptable to the Risk Manager shall be used to provide the endorsements (ISO form CG 2010 11/85 or if not available, CG 2010 with an edition date prior to 01/04 and CG 2037).**

5. The coverages provided to City shall be primary and not contributing to or in excess of any existing City insurance coverages **(this must be endorsed)**. Additionally, the workers' compensation policy shall include a waiver of all rights of subrogation which the insurer may have against the City. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to City, its City Council, officers, employees and volunteers. The insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

6. Any deductibles or self-insured retentions must be declared to and approved by the Risk Manager. At the option of the Risk Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City, its City Council, officers, employees and volunteers, or the vendor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

1/23

INSTRUCTION FOR SUBMITTING INSURANCE CERTIFICATES AND ENDORSEMENT FORMS

Certificates of Insurance

The sample accord form on the following page is provided to facilitate your preparation and submission of certificates of insurance. You may use this or any industry form that shows coverage as broad as that shown on the attached sample. **Please note the certificate holder address must be as shown on the attached sample accord form with the contract number and insurance exhibit identification information completed.** Improperly addressed certificates may delay the contract start-up date because the City's practice is to return unidentifiable insurance certificates to the insured for clarification as to the contract number. **Cancellation provisions must be endorsed to the policy. Modifying the certificate does not change coverage or obligate the carrier to provide notice of cancellation.**

Endorsement Forms

Original endorsements are required for commercial general liability and business automobile liability insurance policies and must be attached to the applicable certificate of insurance. City preference is that you use the endorsement forms which are attached. Substitute forms will be accepted, however, as long as they include provisions comparable to the attached.

INS-I.doc

ACORD CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

CODE SUB-CODE

COMPANIES AFFORDING INSURANCE COVERAGE

INSURED

COMPANY LETTER A SPECIFY COMPANY NAMES IN THIS SPACE

COMPANY LETTER B

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	**GENERAL LIABILITY** [x] COMMERCIAL GENERAL LIABILITY [x] CLAIMS MADE [x] OCCUR. [x] OWNER'S & CONTRACTOR'S PROT.				GENERAL AGGREGATE $1,000,000 PRODUCTS COMP/OP AGG. $1,000,000 PERSONAL & ADV. INJURY $1,000,000 EACH OCCURRENCE $1,000,000 FIRE DAMAGE (Any one fire) $ PENSE (Any one person) $
A	**AUTOMOBILE LIABILITY** [x] ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS GARAGE LIABILITY				ED SINGLE $1,000,000 INJURY $ ın) INJURY $ ient) TY DAMAGE $
A	**EXCESS LIABILITY** UMBRELLA FORM OTHER THAN UMBRELLA FORM				EACH OCCURRENCE $ AGGREGATE $
A	**WORKERS' COMPENSATION** AND EMPLOYERS' LIABILITY				STATUTORY LIMITS EACH ACCIDENT $1,000,000 DISEASE-POLICY LIMIT $1,000,000 DISEASE-EACH EMPLOYEE $1,000,000
A	**OTHER**				

SAMPL

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

CERTIFICATE HOLDER

CITY OF OXNARD % Evident ID, Inc.
8520 Allison Pointe Blvd. Ste 223
PMB 5210
Indianapolis, Indiana 462500-4299 US

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ~~ENDEAVOR TO~~ MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.~~

AUTHORIZED REPRESENTATIVE

GENERAL LIABILITY SPECIAL ENDORSEMENT
FOR THE CITY OF OXNARD (the "City")

SUBMIT IN DUPLICATE

ENDORSEMENT NO.	ISSUE DATE (MM/DD/YY)

PRODUCER

Telephone:

NAMED INSURED

POLICY INFORMATION:
Insurance Company:
Policy No.:
Policy Period: (from) (to)
LOSS ADJUSTMENT EXPENSE ☐ Included in Limits ☐ In Addition to Limits

☐ Deductible ☐ Self-Insured Retention (check which) of $ _____
with an Aggregate of $_____ applies to _____
coverage. ☐ Per Occurrence ☐ Per Claim (which)

APPLICABILITY This insurance pertains to the operations, products and/or tenancy of the named insured under all written agreements and permits in force with the City unless checked here ☐ in which case only the following specific agreements and permits with the City are covered:

CITY AGREEMENTS/PERMITS

TYPE OF INSURANCE

GENERAL LIABILITY
☐ COMMERCIAL GENERAL LIABILITY ☐ Claims Made
☐ COMPREHENSIVE GENERAL LIABILITY Retroactive Date _____
☐ OWNERS & CONTRACTORS PROTECTIVE ☐ Occurrence

OTHER PROVISIONS

COVERAGES	LIABILITY LIMITS IN THOUSANDS $ EACH OCCURRENCE	AGGREGATE
☐ GENERAL		
☐ PRODUCTS/COMPLETED OPERATIONS		
☐ PERSONAL & ADVERTISING INJURY		
☐ FIRE DAMAGE		
☐ _____		
☐ _____		

Underwriter=s representative for claims pursuant to this insurance.

CLAIMS:
Name:____
Address: _____
Telephone: (____) _____

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, insurance company agrees as follows:

1. **INSURED.** The City, its officers, agents, employees and volunteers are included as insureds with regard to liability and defense of suits arising from the operations, products and activities performed by or on behalf of the named insured.

2. **CONTRIBUTION NOT REQUIRED.** As respects: (a) work performed by the named insured for or on behalf of the City; or (b) products sold by the named insured to the City; or (c) premises leased by the named insured from the City, the insurance afforded by this policy shall be primary insurance as respects the City, its officers, agents, employees or volunteers; or stand in an unbroken chain of coverage excess of the named insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the City, its officers, agents, employees or volunteers shall be in excess of this insurance and shall not contribute with it.

3. **SEVERABILITY OF INTEREST.** This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.

4. **CANCELLATION NOTICE.** With respect to the interests of the City, this insurance shall not be canceled, or materially reduced in coverage or limits except after thirty (30) days prior written notice by receipted delivery has been given to the City.

5. **PROVISIONS REGARDING THE INSURED'S DUTIES.** Any failure to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the City, its officers, agents, employees or volunteers.

6. **SCOPE OF COVERAGE.** This policy, if primary, affords coverage at least as broad as:
   a. Insurance Services Office Commercial General Liability Coverage, "occurrence" form CG0001; or
   b. If excess, affords coverage which is at least as broad as the primary insurance form CG0001.

Except as stated above nothing herein shall be held to waive, alter or extend any of the limits, conditions, agreements or exclusions of the policy to which this endorsement is attached.

ENDORSEMENT HOLDER

CITY OF OXNARD % Evident ID, Inc.
8520 Allison Pointe Blvd. Ste 223
PMB 5210
Indianapolis, Indiana 462500-4299 US

AUTHORIZED REPRESENTATIVE
☐ Broker/Agent ☐ Underwriter ☐ ____

I _____ (print/type name), warrant that I have authority to bind the above-mentioned insurance company and by my signature hereon do so bind this company to this endorsement.

Signature _____
(original signature required)

Telephone: ( ) Date Signed _____

Rev. 1/23 INS-D.doc

Agreement No. _____

AUTOMOBILE LIABILITY SPECIAL ENDORSEMENT
FOR THE CITY OF OXNARD (the "City")

SUBMIT IN DUPLICATE

ENDORSEMENT NO.	ISSUE DATE (MM/DD/YY)

PRODUCER

Telephone:

NAMED INSURED

POLICY INFORMATION:

Insurance Company:
Policy No.:
Policy Period: (from) (to)
LOSS ADJUSTMENT EXPENSE ☐ Included in Limits ☐ In Addition to Limits

☐ Deductible ☐ Self-Insured Retention (check which) of $ _____ with an Aggregate of $_____ applies to _____ coverage. ☐ Per Occurrence ☐ Per Claim (which)

APPLICABILITY. This insurance pertains to the operations, products and/or tenancy of the named insured under all written agreements and permits in force with the City unless checked here ☐ in which case only the following specific agreements and permits with the City are covered:

CITY AGREEMENTS/PERMITS

TYPE OF INSURANCE

☐ COMMERCIAL AUTO POLICY

☐ BUSINESS AUTO POLICY

☐ OTHER

LIMIT OF LIABILITY

$ _____ per accident, for bodily injury and property damage.

OTHER PROVISIONS

CLAIMS: Underwriter's representative for claims pursuant to this insurance.

Name: _____

Address: _____

_____

Telephone: ( ) _____

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, insurance company agrees as follows:

1. **INSURED.** The City, its officers, agents, volunteers and employees are included as insureds with regard to liability and defense of suits arising from the operations, products and activities performed by or on behalf of the named insured.
2. **CONTRIBUTION NOT REQUIRED.** As respects: (a) work performed by the named insured for or on behalf of the City; or (b) products sold by the named insured to the City; or (c) premises leased by the named insured from the City, the insurance afforded by this policy shall be primary insurance as respects the City, its officers, agents, employees or volunteers; or stand in an unbroken chain of coverage excess of the named insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the City, its officers, agents, employees or volunteers shall be in excess of this insurance and shall not contribute with it.
3. **SEVERABILITY OF INTEREST.** This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.
4. **CANCELLATION NOTICE.** With respect to the interests of the City, this insurance shall not be canceled, or materially reduced in coverage or limits except after thirty (30) days prior written notice by receipted delivery has been given to the City.
5. **PROVISIONS REGARDING THE INSURED'S DUTIES. Any** failure to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the City, its officers, agents, employees or volunteers.
6. **SCOPE OF COVERAGE.** This policy, if primary, affords coverage at least as broad as:
   a. Insurance Services Office Automobile Liability Coverage, "occurrence" form CA0001, code ("any auto"); or
   b. If excess, affords coverage which is at least as broad as the primary insurance form referenced in the preceding section (1).

Except as stated above nothing herein shall be held to waive, alter or extend any of the limits, conditions, agreements or exclusions of the policy to which this endorsement is attached.

ENDORSEMENT HOLDER

CITY OF OXNARD % Evident ID, Inc.
8520 Allison Pointe Blvd. Ste 223
PMB 5210
Indianapolis, Indiana 462500-4299 US

AUTHORIZED REPRESENTATIVE

☐ Broker/Agent ☐ Underwriter ☐ _____

I _____ (print/type name), warrant that I have authority to bind the above-mentioned insurance company and by my signature hereon do so bind this company to this endorsement.

Signature _____

(original signature required)

Telephone: ( ) Date Signed _____

EXHIBIT D

TRADE SERVICES AGREEMENT
(CITY of Oxnard and UniFirst Corporation)

LIVING WAGE POLICY

Pursuant to the Living Wage Policy adopted July 9, 2002 by the City Council and effective October 1, 2002, the City Manager and City Attorney are directed to include the following language in all standard trade services contracts and all unique trade services contracts governed by the Living Wage Policy.

A. SERVICE PROVIDER shall compensate any employee of SERVICE PROVIDER who provides services under this Agreement in accordance with the Living Wage Policy, attached hereto and incorporated herein by reference as the Living Wage Policy Exhibit. While this Agreement is in effect, SERVICE PROVIDER shall pay such employee no less than $19.51 per hour for each hour that such employee provides services under this Agreement. In addition, while this Agreement is in effect, SERVICE PROVIDER shall provide to such employee no less than 96 hours of paid leave per calendar year.

B. SERVICE PROVIDER agrees to post, at a location readily accessible to those employees providing services to the CITY, a copy of the Living Wage Policy adopted by City Council on July 9, 2002 and effective October 1, 2002.

C. If SERVICE PROVIDER fails to compensate such employee pursuant to the Living Wage Policy, the City Manager or designee shall terminate this Agreement on written notice to SERVICE PROVIDER, effective immediately.

D. In addition, if SERVICE PROVIDER fails to comply with the Living Wage Policy in any manner, SERVICE PROVIDER shall pay to CITY a fine of $500 and shall pay to any employee providing services under this Agreement a penalty of three times the amount or value of the compensation owed to such employee under the Living Wage Policy. SERVICE PROVIDER shall pay such fine and penalty within fifteen (15) calendar days after the City Manager or designee provides written notice to SERVICE PROVIDER of the amount owed.

CITY OF OXNARD LIVING WAGE REQUIREMENTS
EFFECTIVE JULY 1, 2024

SERVICE PROVIDER shall compensate any employee of SERVICE PROVIDER who provides services under this Agreement in accordance with the Living Wage Policy, attached hereto and incorporated herein by reference as Exhibit D. While this Agreement is in effect, SERVICE PROVIDER shall pay such employee no less than $19.51 per hour for each hour that such employee provides services under this Agreement. This hourly rate shall be adjusted on July 1, 2025, and each July 1 thereafter, according to the percentage change in the Consumer Price Index, all items, prepared by the Bureau of Labor Statistics for the Los Angeles area relating to all urban consumers (CPI-U), index base 1982-84=100, comparing May of the previous year to May of the current year. In addition, while this Agreement is in effect, SERVICE PROVIDER shall provide to such employee no less than 96 hours of paid leave per calendar year.

a. SERVICE PROVIDER agrees to post, at a location readily accessible to those employees providing services to the CITY, a copy of the Living Wage Policy adopted by the Oxnard City Council on July 9, 2002 and effective October 1, 2002.

b. If SERVICE PROVIDER fails to compensate such employee pursuant to the Living Wage Policy, the City Manager or designee shall terminate this Agreement on written notice to SERVICE PROVIDER, effective immediately.

c. In addition, if SERVICE PROVIDER fails to comply with the Living Wage Policy in any manner, SERVICE PROVIDER shall pay to CITY a fine of $500 and shall pay to any employee providing services under this Agreement a penalty of three times the amount or value of the compensation owed to such employee under the Living Wage Policy. SERVICE PROVIDER shall pay such fine and penalty within fifteen (15) calendar days after the City Manager or designee provides written notice to SERVICE PROVIDER of the amount owed.

EXHIBIT E

TRADE SERVICES AGREEMENT
(CITY of Oxnard and UniFirst Corporation)

PREVAILING WAGE

1. SERVICE PROVIDER acknowledges that the Project defined in the Agreement between SERVICE PROVIDER and CITY is a "public work" as defined in Division 2, Part 7, Chapter 1 of the California Labor Code ("Chapter 1"), and that this Agreement is subject to Chapter 1 and the rules and regulations established by the Director of Industrial Relations ("DIR") implementing such statutes. SERVICE PROVIDER shall perform the Project as a public work. SERVICE PROVIDER shall comply with and be bound by all the terms, rules and regulations described in Chapter 1 and the DIR's rules and regulations as though set forth in full herein.

2. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages for each craft, classification, or type of worker needed to perform the Agreement are on file at City Hall and will be made available to any interested party on request. SERVICE PROVIDER acknowledges receipt of a copy of the DIR determination of such prevailing rate of per diem wages, and SERVICE PROVIDER shall post such rates at each job site covered by this Agreement.

3. SERVICE PROVIDER is required to post job site notices, as prescribed by regulation. See Labor Code Section 1771.4(a)(2).

4. SERVICE PROVIDER shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. SERVICE PROVIDER shall, as a penalty to CITY, forfeit not more than $200 for each calendar day or portion thereof for each worker paid less than the DIR's determined prevailing rates for the work or craft in which the worker is employed pursuant to this Agreement by SERVICE PROVIDER or any subcontractor. The Labor Commissioner shall determine the amount of the penalty as described in Section 1775.

5. SERVICE PROVIDER shall comply with Labor Code Section 1776, which requires SERVICE PROVIDER and each subcontractor to (1) keep accurate payroll records and verify such records in writing under penalty of perjury, (2) certify and make such payroll records available for inspection, and (3) inform CITY of the location of the records.

6. SERVICE PROVIDER shall comply with Labor Code Sections 1777.5, 1777.6 and 1777.7 and California Administrative Code Title 8, Section 200 et seq. concerning the employment of apprentices on public works projects for all apprenticeable occupations. Before commencing work under this Agreement, SERVICE PROVIDER shall provide CITY with a copy of the information submitted to any applicable apprenticeship program. Within 60 days after concluding the Project, SERVICE PROVIDER and each of its subcontractors shall submit to CITY a verified statement of the journeyman and apprentice hours performed under this Agreement.

7. SERVICE PROVIDER may not be debarred or suspended throughout the Agreement Term pursuant to Labor Code Section 1777.1 or 1777.7. If he, she or it becomes debarred or suspended in the Agreement Term, SERVICE PROVIDER must immediately notify CITY.

8. SERVICE PROVIDER is not qualified to bid on, be listed in a Bid proposal, or engage in the performance of any contract for public work, as defined in Labor Code Sections 1720 through 1861, unless currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5. SERVICE PROVIDER shall continue without interruption to stay registered and qualified to perform public work pursuant to Section 1725.5 for the duration of the term of this Agreement. This provision does not apply to construction, alteration, demolition, installation or repair work of $25,000 or less or to maintenance work of $15,000 or less.

9. SERVICE PROVIDER acknowledges that 8 hours labor constitutes a legal day's work. SERVICE PROVIDER shall comply with and be bound by Labor Code Section 1810.

10. SERVICE PROVIDER shall comply with and be bound by Labor Code Section 1813 concerning penalties for workers who work excess hours. SERVICE PROVIDER shall, as a penalty to CITY, forfeit $25 for each worker employed in the performance of this Agreement by SERVICE PROVIDER or by any subcontractor for each calendar day during which such worker is required or permitted to work more than 8 hours in any calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code Section 1815, work performed by SERVICE PROVIDER's employees in excess of 8 hours per day and 40 hours per week shall be permitted upon public work upon compensation for all hours worked in excess of 8 hours per day at not less than 1 ½ times the basic rate of pay.

11. The Project listed in the Agreement is subject to compliance monitoring and enforcement by the DIR.

12. SERVICE PROVIDER shall be responsible for each and every one of its subcontractors' compliance with Chapter 1, the DIR's rules and regulations, and Labor Code Sections 1860 and 3700. SERVICE PROVIDER shall include in the written contract between it and each subcontractor a copy of, and a requirement that each subcontractor shall comply with, those statutory provisions. SERVICE PROVIDER shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractors' compliance, including without limitation, conducting a periodic review of the certified payroll records of each subcontractor, and upon becoming aware of the failure of the subcontractor to pay its workers the specified prevailing rate of wages, SERVICE PROVIDER shall diligently take corrective action to halt or rectify any failure.

13. To the maximum extent, SERVICE PROVIDER shall hold harmless, defend (with counsel approved by the City Attorney) and indemnify CITY, its legislative bodies, and its officials, officers, employees and agents from any demand or claim for damages, compensation, fines, penalties or other amounts arising out of or incidental to any acts or omissions listed above by any person or entity (including Service Provider, its subcontractors, and each of their officials, officers, employees and agents) in connection with any work undertaken or in connection with the Agreement, including without limitation the payment of all attorneys' fees and other related costs. All duties of SERVICE PROVIDER under this Section shall survive Agreement termination.

EXHIBIT F

TRADE SERVICES AGREEMENT
(CITY of Oxnard and UniFirst Corporation)

IRAN CONTRACTING ACT CERTIFICATION

(TO BE EXECUTED AND SUBMITTED WITH THE AGREEMENT)
Public Contract Code Sections 2202-2208

Pursuant to Public Contract Code 2204.(a) A public entity shall require a person that is submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a public entity with respect to a contract for goods or services of one million dollars ($1,000,000) or more to certify, at the time the bid is submitted or the contract is renewed, that the person is not identified on a list created pursuant to subdivision (b) of Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Section 2202.5 or as a person described in subdivision 9b) of Section 2202.5, as applicable.

To comply with this requirement, please insert your company/entity and Federal ID number (if available) and complete **one** of the options below. Please note, California law established penalties for providing false certifications, including civil penalties equal to the greater of $250,000 or twice the amount of the contract for which the false certification was made, contract termination and three-year ineligibility to bid on contract in accordance with Public Contract Code section 2205.

OPTION No.1 – CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the company/entity identified below, and the company/entity identified below is not on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person or entity, for 45 days or more, if that other person or company/entity will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS in accordance with subdivision (b) of Public Contract Code 2203.

Company Name/Financial Institution (printed): Federal ID Number (or n/a):

_____ _____

By (Authorized Signature):

_____

Printed Name & Title of Person Signing: Date Executed

_____ _____

Executed in the County of_____in the State of _____

OPTION No.2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below and attach documentation demonstrating the exemption approval.

Company Name/Financial Institution (printed): Federal ID Number (or n/a):

_____ _____

By (Authorized Signature):

_____

Printed Name & Title of Person Signing: Date Executed

_____ _____

Executed in the County of_____in the State of _____

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

Sourcewell

Solicitation Number: RFP #011124

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and UniFirst Corporation, 68 Jonspin Road, Wilmington, MA 01887 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Uniforms with Related Products and Services from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

EXPIRATION DATE AND EXTENSION. This Contract expires March 25, 2028, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. SURVIVAL OF TERMS. Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All purchased Equipment and Products provided under this Contract must be new and the current model. All rented Products provided under this Contract will be new at the time each site is initially installed into service. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and when new and prior to use are free from defects in design, materials, and workmanship. All Products will be processed, mended, and finished in accordance with the generally accepted standards of the textile rental industry Supplier makes no other representations, warranties, or conditions, express or implied by law, statutory or otherwise, including, without limitation, the design or condition of the Products, their merchantability or their fitness, capacity or durability for any particular use. To the extent assignable, any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. AUDIT. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. ASSIGNMENT. Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

C. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. WAIVER. Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. CONTRACT COMPLETE. This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any negligent act or omission in the performance of this Contract by the Supplier or its agents or employees.. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
    a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination*. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*
Workers' Compensation: As required by any applicable law or regulation.
Employer's Liability Insurance: must be provided in amounts not less than listed below:
Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.
Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for products liability-completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:
$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to "federal" should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier's Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

DocuSign Envelope ID: 9A06440F-93CF-4BA6-92E3-A8FCF0DECD8F

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell	UniFirst Corporation
DocuSigned by:	DocuSigned by:
By: Jeremy Schwartz C0FD2A139D06489...	By: David M. Katz C1504866F1CF420...
Jeremy Schwartz	David M. Katz
Title: Chief Procurement Officer	Title: Executive Vice President
Date: 6/11/2024 | 1:43 PM CDT	Date: 6/11/2024 | 9:11 AM CDT

RFP 011124 - Uniforms with Related Products and Services

Vendor Details

Company Name:	UniFirst Corporation
Address:	68 Jonspin Rd Wilmington, MA 01887
Contact:	Jesse Daggett
Email:	jesse_daggett@unifirst.com
Phone:	903-279-1442
HST#:	

Submission Details

Created On:	Friday November 17, 2023 08:21:21
Submitted On:	Thursday January 11, 2024 08:31:57
Submitted By:	Robert Crossley
Email:	Robert_Crossley@unifirst.com
Transaction #:	91878458-cae2-4a2d-94e9-481c95f372ea
Submitter's IP Address:	207.126.196.16

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond “N/A” if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	UniFirst Corporation	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Parent UniFirst Corporation 68 Jonspin Rd Wilmington, MA 01887 (800) 347-7888 Provides uniforms and work apparel to customers throughout the U.S. and Canada primarily through managed purchase and rental programs. It also provides various facility services products, such as floor mats, mops, wiping towels, and restroom products. Manufacturing UniFirst Corporation Manufacturing Damian Carmona No 5 Ebano, San Luis, Mexico 79100 UniFirst Corporation Manufacturing Calle Antiguo Libramineto S/N Col. Altavista CD Valles, San Luis Potosi, Mexico 79050 Cardenas-Mexico Ave Municip Libre Esquina Con Higinio Olivo S/N Cardenas, SL CP 79380 UniFirst Nicaragua S.A. Km 47 Carretera Tipitapa A Masaya Zona Franca Astro Nicaragua Nave #23 Managua, Nicaragua, NI Cave City Mat Manufacturing 1 UniFirst Drive Cave City, AR 72521 Distribution Owensboro Distribution Center 2801 UniFirst Drive Owensboro, KY 42301 Mississauga Distribution Center 5250 Orbitor Drive Mississauga, Ontario, L6W 5G7 Subsidiaries: UniFirst Canada, Limited 5250 Orbitor Drive Mississauga, Ontario L4W 5G7 A separate operating unit, UniFirst Canada Ltd. manages all the Canadian Direct Sale programs for Canadian customers from their Head Office and main Distribution Centre located in Mississauga, Ontario. Rental laundry facilities are located across Canada in Montreal, Quebec City, Toronto, London, Ottawa, Pickering, Lethbridge, Calgary, Edmonton, Saskatoon and Vancouver. More than two-thirds of Canada’s population can be served from these facilities. UniTech	*

		P.O. Box 51957 295 Parker Street Springfield, MA 01151 The leading supplier of high-tech laundry and protective clothing programs to the nuclear industry. For more than 40 years, a network of strategically located facilities and a fleet of dedicated delivery vehicles and mobile units (laundry, metal decon, and respirator) have provided radiological laundry and protective wear services to nuclear facilities around the world. UniFirst First Aid & Safety 4159 Shoreline Drive St. Louis, MO 63045 (314) 344-1100 Provides companies like yours with high quality first aid cabinets, supplies and specialty kits to enable greater worker safety and full OSHA compliance. With UniFirst First Aid + Safety's combination of products, training and service, your work force will be healthier, more productive and stay on-the-job longer. UniClean 8 Industrial Park Drive Nashua, NH 03062	
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	UniFirst Corporation Manufacturing UniFirst Corporation Manufacturing UniFirst Nicaragua S.A. Cave City Mat Manufacturing UniFirst Canada, Limited UniTech UniFirst First-Aid Corporation UniClean	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	0ZSG7	*
5	Proposer Physical Address:	UniFirst Corporation 68 Jonspin Road Wilmington, MA 01887	*
6	Proposer website address (or addresses):	https://unifirst.com/	*
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the “Proposer’s Assurance of Compliance” on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	David M. Katz Executive Vice President Sales & Marketing UniFirst Corporation 68 Jonspin Road Wilmington, MA 01887 Office: 978.658.8888, ext. 4060 Mobile: 978.404.6647	*
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Marcos Branch National Account Executive UniFirst Corporation 6928 Commerce Avenue El Paso, TX 79915 Cell: 480.516.3996 Marcos_Branch@UniFirst.com	*

9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Rick Shaw Director – National Account Services UniFirst Corporation 68 Jonspin Road Wilmington, MA 01887 Office: 888-256-5255 ext. 8364 Cell: 360-852-4647 Richard_Shaw@UniFirst.com Brian Dorris Apparel Program Sales Executive UniFirst Corporation 9951 Inkster Rd. Taylor, MI 48174 248.786.9703 Brian_Dorris@UniFirst.com Scott A. Radvin National Account Manager Corporate Trainer UniFirst First Aid + Safety 3499 Rider Trail South Earth City, MO 63045 239.287.7312 Scott_Radvin@unifirst.com https://unifirstfirstaidandsafety.com/ https://www.sgworldusa.com/pages/unifirst

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	History From our modest beginnings in an eight-stall garage in Boston in 1936, UniFirst Corporation has become an industry leader and remains one of the fastest growing companies in the $39 billion Uniform and Textile Services business. Core values Our Founder, Aldo Croatti, was the Visionary who made UniFirst the industry leader it is today. His core values in business were the building blocks of our company and remain the foundation of our Corporate culture today. They are: CUSTOMER FOCUS RESPECT FOR OTHERS COMMITMENT TO QUALITY Philosophy Our mission "To Serve The People Who Do The Hard Work; Helping them succeed and deliver for what gives their lives meaning,", is a powerful commitment to taking care of our customers and our Team Partners which has always been core to our culture at UniFirst. It became clearer than ever during the pandemic that our hardworking customers make up the essential workforce in our country that is critical to supporting our communities and the economy. They are making and serving food, supporting our energy infrastructure, taking care of us when we are sick, manufacturing essential products, and much, much more. IWe certainly include our own Team Partners as part of that essential group of hardworking people as well. We are committed to conducting our business in a fair, honest, and responsible manner in accordance with all environmental and government regulations and with the highest standards of business ethics. As we enter our ninth tenth decade of service to North American business, all of us at UniFirst are working hard to ensure our company's continued leadership in the 21st. century. All of our ongoing investments and efforts are focused on accomplishing one thing, which is our number-one long-term goal: to become universally recognized as the best service provider in our industry. We recognize that staying on top depends on the level and quality of our service, and we realize that if we are to excel, we must be seen as exceptional by every customer we serve. Each UniFirst employee-partner understands this and it's their commitment and effort that will be the driving force behind our success. Listening to our customers and prospective customers is a continuing priority.

Related Longevity
UniFirst has been in business providing uniform services for 87 years. As the only public company within its industry to grow revenues every year since 1936, including each of the recent recessionary years, UniFirst may have just such a “secret formula.” UniFirst supplies and services uniforms that are “job-fitted work clothes” tailored to the needs of companies throughout the U.S. and Canada.

UniFirst’s overall Customer retention rate for the past 3 years is over 97%. Over the past 10 years our annual percentage of controllable lost accounts has remained under 5% and our contract renewal rate has actually increased year- to- year. We’ve dedicated ourselves to achieving it and as a result are widely recognized as being the premium service provider in the industry. With industry averages approaching 90%, we believe we are setting the pace for business retention in the industry as the Premium Supplier. Our “Customers for Life” programs and overall business philosophy is a key differentiation between UniFirst and its competitors.

Products
Standard Work-wear:
From factory coveralls to lab coats, to foodservice smocks – UniFirst’s Industrial Wear line offers apparel for workers in virtually every occupation. Beyond a complete selection of primary garments, cover-ups, and outerwear, UniFirst also provides accessory items like gloves, hats, footwear, and protective gear - making "head-to-toe" outfitting more than just a marketing slogan. Most of the line's apparel items boast our Industrial Laundry Safe seal, meaning they are ideally constructed to hold up to UniFirst's rigorous industrial laundry process.

Compared to home laundering, we use stronger detergents, longer agitation cycles, and higher temperatures to get even hard-use clothing their cleanest. UniFirst currently self-manufactures 607% of its overall industrial garment needs.

Flame Resistant Apparel:
Wherever business is hot (literally), UniFirst is on the job. Our Fflame-rResistant (FR) apparel offers important secondary protection from flash fire, electric arcs, and other potentially hazardous flame conditions. Our FR garments look and feel comfortable but offer great durability and the added protection of flame-resistance. UniFirst currently self manufactures over half of its overall FR needs. UniFirst also carries Flame ResistantFR Aapparel specific for the foodservice industry - Samples are available.

Hi Visibility Garments:
For those whose jobs place them in potentially hazardous traffic environments, UniFirst offers the latest HIGHVISIBILIY WORKWEAR SOLUTIONS. Our ANSI compliant Hi-Vis garments make workers visible to drivers at much greater distances than simple enhanced visibility wear. And workers who are more easily seen by motorists and oncoming traffic are safer and happier on the job.

Corporate Casual Attire:
All across North America, the casual dress trend has taken hold. But the need for professional polish remains as strong as ever. UniFirst responds with Corporate Casual attire that allows employees to "dress down" while maintaining a decidedly business-like look. Our growing Corporate Casual line includes hundreds of items, all available with our own embroidered or screen-printed personalization. In this and other product categories, UniFirst offers the industry's fastest new installation and replenishment service available, thanks largely to our ISO 9001:2015 registered, 320,000 sq. ft. Owensboro, KY Central Distribution Facility, the only such facility in the industrial rental garment business. *

Floorcare and Dust Control Services:
Creating a safe, attractive workplace is a process that begins from the ground up. It's no wonder, then, that UniFirst's floorcare products are underfoot in offices and factories from coast-to-coast. Through our rental programs, we regularly clean and rotate items, saving businesses significant maintenance time and expense. Supplying walk-off and logo mats; scraper and anti-fatigue mats; wet and dry mops; as well as various wiping products, UniFirst keeps workplaces clean and inviting, while protecting employees and your Members alike.

UniFirst self-manufactures over 97% of its total floorcare needs (mats and dust mops) from its Arkansas manufacturing facility so that we provide customers with an even greater level of color selection, and overall value than was previously available.

In business, quality and image are around-the-clock imperatives, often extending beyond work apparel. Restroom Services from UniFirst benefits both a company's employees and its Customers. Products such as hand soaps, sanitizers, air fresheners, disposable towels and tissue, as well as required dispensers, address health and sanitary concerns, while conveying a focus on cleanliness that speaks of a total commitment to quality.

		Services When you participate in a full-service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of your choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product). Rent, lease, or buy work uniforms Sourcewell's Members can assume as little or as much responsibility as they wish for their overall uniform program by electing to rent, lease, or buy. With the proper care and ongoing maintenance, Members can be assured their UniFirst workwear (and facility service) products are always in top shape. Work Uniform Rental includes program administration, laundering, delivery, repairs, replacements, and more. UniFirst full-service uniform rental programs include: When you participate in a full-service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of your Member's choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your Member's employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product). How our rental programs work More than 270 UniFirst service centers throughout the U.S. and Canada provide a total uniform and Facility Service package. With a full-service rental program, you get: • Professional on-site needs analysis • More than 40,000 in-stock product SKUs to choose from • Measurement/fitting of each wearer conducted at your location(s) • Specified number of garments for each individual • Professional laundering and finishing • Regularly scheduled uniform deliveries and product replenishment • Inspection of all work clothing for rips, flaws, missing buttons, etc. • Automatic garment repairs • Automatic replacement of overly worn or damaged garments • Inventory control with itemization by employee (or product) • Quick outfitting of new employees • Full program management Triple Pro Service You will get three dedicated UniFirst professionals working on your account at all times. There's a dependable Route Service Representative who'll keep your program running smoothly day- in and day- out, a Service Manager whose primary responsibility is to see that you're getting everything you need when you need it, and a helpful local Customer Service Representative who's always ready to provide immediate assistance. Through the efforts of this hard-working team, we guarantee 24-hour response to any problem, question, or request. Every delivery day your Route Representative will check with you to see if there are any new employees to be added to the program. If there are, these additional people will be documented on the invoice. If you don't want to wait until your next delivery day, call your local UniFirst office and ask to speak with the Customer Service Rep. The Route Representative will size all new employees (or you can give their sizes over the phone) and uniforms will be ordered within 24 hours. You can expect stock garments in standard sizes to arrive on the next delivery day. Non-stock garments or non-standard sizes will take a little longer. For rental uniforms UniFirst does not measure your employees. Rather, we have your employees actually try on the garments, as we have found that this process better ensures proper fit. We have also found that lists, prepared in advance, that detail the employees to be sized, at a given sizing session, and the type and number of garments that each employee is entitled to receive, greatly assists the sizing process.	
11	What are your company's expectations in the event of an award?	In the years UniFirst has held the contract for uniforms, we've grown Sourcewell (formerly NJPA), to be our largest National Account Preferred Vendor program with annual revenues exceeding $10M. In the event we're able to re-secure Sourcewell' s uniform contract we are confident our program will, at a minimum, double over the course of the contract if not grow 2.5-3X based on our experience, ongoing sales efforts, management and rep awareness of the program and all the marketing and educating of Sourcewell members and/or prospective members these past years.	*

12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	UniFirst has been in business providing uniform services for 87 years. As the only public company within its industry to grow revenues every year since 1936, including each of the recent recessionary years, UniFirst may have just such a "secret formula." UniFirst supplies and services uniforms that are "job-fitted work clothes" tailored to the needs of companies throughout the U.S. and Canada. Strong Financial History Long history of consistent growth, including during recession Stable, contractual revenues in the core laundry business Strong cash flows UniFirst is debt free, our Debt Free/Cash Rich balance sheet position, allows us to commit to our industry leading product/facility reinvestment. That reinvestment will allow your members to enjoy the best-in-class service from the Premium Supplier in the industry for the life of the Sourcewell Uniform Program partnership . . . UniFirst had no long-term debt outstanding as of August 26, 2023. UniFirst has cash, cash equivalents and short-term investments totaled $89.6 million as of August 26, 2023. . . and is essentially debt-free for over 10 years. As the only public company within its industry to grow revenues every year since 1936, including each of the recent recessionary years, UniFirst may have just such a "secret formula." UniFirst is debt free, our balance sheet position allows us to commit to our industry leading product/facility reinvestment. That reinvestment will allow you to enjoy the best-in-class service from the Premium Supplier in the industry for the life of the facility service partnership. FY 2023 Revenues: $2.233 Billion . . . an increase of 11.6% over previous FY. Please see the attached "UniFirst Quarterly Report or the quarterly period ended November 25, 2023."	*
13	What is your US market share for the solutions that you are proposing?	16%	*
14	What is your Canadian market share for the solutions that you are proposing?	17%	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No	*
16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	During the fiscal year ended August 26, 2023 ("fiscal 2023"), we manufactured approximately 60% of the garments we placed in service. These were primarily work pants and shirts manufactured at three of our plants located in San Luis Potosi, Mexico, one plant located in Managua, Nicaragua, as well as at subcontract manufacturers that we utilize within our sourcing strategy to balance demand and optimize costs. Because we design and manufacture a majority of our own uniforms and protective clothes, we can produce custom garment programs for our larger customers, offer a diverse range of such designs within our standard line of garments and better control the quality, price and speed at which we service such garments. Headquartered in Wilmington, Massachusetts, we are a North American leader in the supply and servicing of uniform and workwear programs, as well as the delivery of facility service programs. Together with our subsidiaries, we also provide first aid and safety products, and manage specialized garment programs for the cleanroom and nuclear industries. We manufacture our own branded workwear, protective clothing, and floorcare products, as well as offer products from industry leading suppliers; and with 270 service locations, over 300,000 customer locations, and approximately 16,000 employee Team Partners, we outfit more than 2 million workers each business day.	*

17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	UniFirst is in good standing in the state of its incorporation, is qualified to do business in each state in which it proposes to provide products and/or services and has all licenses and permits necessary or required to provide such products and/or services. UniFirst operates the largest network of ISO 9001:2015 Ccertified laundry facilities in the world. It has manufacturing facilities, and its primary distribution center is ISO 9001:2015 Certified. This process includes the creation of detailed training and communication programs for all team partners on maintaining appropriate procedures for quality and service controls. UniFirst maintains a state-of-the-art distribution center in Owensboro, Kentucky and three ISO 9001-2015 Certified garment manufacturing facilities in Mexico and also a manufacturing facility in Nicaragua. In-house manufacturing, producing millions of garments annually, provides a unique level of vertical integration that not only lowers the cost of uniforms we offer through our uniform programs, but also permits the creation of custom-designed garments for image-conscious companies. The latter often affords UniFirst a distinct competitive advantage. UniFirst belongs to the following Associations: Food Service Grocery Manufacturers/Food Products Association American Association of Meat Processors International HACCP Alliance. Environmental Uniform and Textile Service Association (UTSA) Textile Rental Services Association (TRSA) Laundry Environment Stewardship Program (LaundryESP®) U.S. Green Building Council (USGBC) Canada Green Building Council (CaGBC). Energy Star and Green Lights® Business Partner Green SealTM certified. Eco-LogoM certified. Healthcare AORN (Association of Operating Room Nurses) APIC (Association for Professionals in Infection Control and Epidemiology) ASHES (American Society for Healthcare Environmental Services) NADONA (National Association Directors of Nursing Administration) NFSI (National Floor Safety Institute), We also offer food industries specialized uniform programs that are consistent with the guidelines of Hazard Analysis Critical Control Point (HACCP) and the Global Food Safety Initiative (GFSI).	*
18	Provide all “Suspension or Debarment” information that has applied to your organization during the past ten years.	We manufacture our own branded workwear, protective clothing, and floorcare products, as well as offer products from industry leading suppliers; and with 270 service locations, over 300,000 customer locations, and approximately 16,000 employee Team Partners, we outfit more than 2 million workers each business day. As such, to the best of our knowledge and belief, and without any duty of investigation, we have no knowledge, in the last 10 years of any suspension or debarment proceedings that apply to UniFirst as defined under 48 CFR Chapter 1 - Federal Acquisition Regulation.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
19	Describe any relevant industry awards or recognition that your company has received in the past five years	Our Company continues to be honored by communities throughout North America for our environmental efforts. Utilities in Missouri and Texas, for example, presented UniFirst with “gold” awards for water safety and environmental-friendly treatment processes; other sanitation districts from Virginia to Kansas have also presented UniFirst with “Green” awards for the care we take in protecting local environmental resources. We have even been recognized for our environmental efforts within the specialized field of laundering and decontaminating apparel for the nuclear power industry. Exelon Corporation, one of the nation’s largest nuclear power providers, presented our company with its Environmental Leadership Award, citing our “lengthy record of (processes and) services that are environmentally responsible, safe, and of superior quality.” These are just a few of the many types of awards and recognitions we	

receive every year.

UniFirst has secured the No. 9 spot on Apparel magazine's "Top 50" apparel companies list. This is the 13th consecutive year that Apparel magazine ranked UniFirst as one of America's top 50 apparel companies, and the second time the company has appeared in the top 10. To be eligible for the Apparel listing, public companies had to record at least $100 million in annual sales; rankings were based on overall performance and financial management. UniFirst appears in the top 10 alongside some of America's most popular clothing companies including Nike, Canadian Goose, and lululemon athletica.

UniFirst has, once again, been named to Selling Power's list of "50 Best Companies to Sell For." We've been a mainstay on Selling Power's list for nearly two decades and this is a testament to our world-class sales team and the customer-driven sales culture we've built here. For 2023, our ranking moved up to 22.

Wilmington, Mass. (November 2022) – UniFirst Corporation (NYSE:UNF), a North American leader in providing customized business uniform programs, facility service products, and first aid and safety services, received the 'Content Management Master' award at the annual Seismic Shift Customer Conference, held last week in San Diego, CA. The award demonstrates UniFirst's success in leveraging the Seismic sales enablement platform to create a content-rich environment that sales teams can use to provide customers and prospects with the information they need to make informed buying decisions.

Wilmington, Mass. (January 2022) – UniFirst was named a silver winner in the 11th annual Best in Biz Awards in the Corporate Social Responsibility (CSR) Program of the Year category. Best in Biz Awards is an independent business awards program judged annually by prominent editors and reporters from top-tier publications in North America. 2021 marked a year that drew intense competition from more than 700 entries from public and private companies of all sizes and spanning all geographic regions and industries in the U.S. and Canada.

This year's judges were particularly focused on the winning companies' resilience and adaptability that allowed them to manage within and to overcome the COVID-19 pandemic-related challenges of the past 20-plus months for the betterment of the communities in which they serve while attaining annual business goals. Companies were also judged on levels of dedication to their customers and targeted efforts made to maintain and deepen their commitments to communities and the environment during these tough times.

UniFirst was named this year's silver winner based on the company's swift and compassionate response to the COVID-19 pandemic to support its employee team partners, customers, and local communities to help keep businesses up and running. Among the many purpose-driven efforts included the company's involvement with local Chambers of Commerce throughout North America to help facilitate UniFirst donations of significant supplies of face masks, hand sanitizer, and other PPE where they were needed most. This included a sizable donation made to The Greater Boston Food Bank consisting of 500,000 disposable masks, nearly 200,000 reusable face masks, and over 120,000 bottles of hand sanitizer. GBFB's then shared these items across 600 food distribution partners in 190 cities and towns.

Wilmington, Mass. (October 2021) – UniFirst was awarded two separate Community Service Awards by the Textile Rental Services Association (TRSA), an international organization representing linen, uniform, and facility services companies. *

The TRSA Community Service Awards recognize Operators and Associates whose volunteer projects make significant contributions to their local communities. UniFirst earned one award in recognition of "company efforts," while the other accolade recognized "employee/staff contributions."

UniFirst Corporation and its employee Team Partners have a history of mobilizing precisely when they're needed most in the communities in which they live and serve. This was especially evident throughout the COVID-19 pandemic. In 2021 alone, UniFirst donated significant supplies of facemasks, hand sanitizer bottles, and personal protective equipment (PPE) to communities and essential workers throughout the U.S. and Canada, including donations of over a million dollars-worth of safety supplies to The Greater Boston Foodbank.

UniFirst's Corporate Social Responsibility (CSR) efforts have been instrumental in not only inciting additional local-level support from UniFirst employee Team Partners, but also bringing to light important overarching social and environmental issues that inspire the company's corporate executives to do even more.

		The TRSA supports the linen, uniform, and facility services industry by building and promoting a stronger, safer, and more environmentally conscious community through advocacy, education, certification, research, benchmarking, and information-sharing. For more information about UniFirst's community service efforts, please visit CSR.UniFirst.com. Top 5, A+ ranking on list of "America's Most Trustworthy Public Companies" (TGF Analytics). Forbes' Platinum 400 List "Best Big Companies in America." Forbes Magazine Names UniFirst Corporation to its 2019 America's Best Employers List. UniFirst has been selected as one of "America's Best Large Employers" for 2019. The list ranks the top 500 employers across 25 different industries in the United States… Glassdoor's "25 Best Companies for Career Opportunities" list. UniFirst Ranked by Newsweek as One of "America's Best Customer Service" Providers 2020. UniFirst has been included on Barron's second annual list of the 100 Most Sustainable Companies in the United States… Boston Globe's "Top 100 Performing Companies" list. All companies on the list are judged by their increased sales, profits, and return on shareholder's equity. Capital IQ, a Standard & Poor's business, provided the analytics for this year's Globe 100 using Securities and Exchange Commission filings and corporate reports. UniFirst was once again recognized for its commitment to diversity from two different organizations—2020 Women on Boards and the TRSA (Textile Rental Services Association). UniFirst has won a 2019 APEX Award of Excellence for the design and implementation of the company's recent President's Club promotional mail campaign. This is the second consecutive APEX award that UniFirst has earned for their marketing communications programs—last year having won an award for the cover design of the company's Uniform Rental Catalog. This year's winning entry focused on UniFirst's President's Club, a prestigious designation that recognizes and rewards top salespeople for achieving challenging year-long sales goals. UniFirst has won a Bronze Stevie® Award for its LEAP (Leadership, Education, and Performance) management development program in a new category for 2019—Sales Recruitment Initiative of the Year…	
20	What percentage of your sales are to the governmental sector in the past three years	Government sector sales falls under "Other" (16%), which includes: • Oil and Gas Extraction, • Government, Retail, • Other Industries	*
21	What percentage of your sales are to the education sector in the past three years	The Education sector sales (15%), falls under "General Services," which includes: • Business Services • Health and Educational Services	*
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	UniFirst is an approved contracted supplier for these and other Group Purchasing Organizations (GPOs): Amerinet Champs Group Purchasing MedAssets Premier Sales volumes are confidential.	*
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	UniFirst does not have any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that we hold.	*

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
We are reluctant to provide names.	and contact information n what may become a public document	i 480.516.3996,	*
Out of respect for our Customer's valuable time, and the effort they expend in serving as references, we refrain from publishing their contact information until you have committed to calling them.	We will be happy to disclose their names and contacts to you when we move to the next stage of this process.	480.516.3996,	*
Marcos Branch, your National Account Executive: Cell: 480.516.3996, will notify the references and tell them to expect a call from the person you select.	We know you will appreciate this policy should you become a referenceable account.	480.516.3996,	*

Table 5: Top Five Government or Education Customers

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
TBP	Government	Virginia - VA	Uniform/Facility Services Rental	$1,905 (Average weekly invoice)	$297,201	*
TBP	Non-Profit	Washington - WA	Uniform/Facility Services Rental	$1,874 (Average weekly invoice)	$292,288	*
TBP	Government	Virginia - VA	Uniform/Facility Services Rental	$1,650 (Average weekly invoice)	$257,451	*
TBP	Government	North Carolina - NC	Uniform/Facility Services Rental	$678 (Average weekly invoice)	$105,710	*
TBP	Education	California - CA	Uniform/Facility Services Rental	$672 (Average weekly invoice)	$104,836	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
26	Sales force.	Direct employees across the US and Canada for Sales = 1288, and for Route Service Team partners that overlap with delivery and Route Sales = 2542	*

27	Dealer network or other distribution methods.	We manufactured approximately 60% of all garments we placed in service during fiscal 2023. These garments were primarily work pants and shirts manufactured at three of our plants located in San Luis Potosi, Mexico, one plant located in Managua, Nicaragua, as well as at subcontracted manufacturers that we utilize within our sourcing strategy to balance demand and optimize costs. The balance of the garments used in our programs are purchased from a variety of industry suppliers. While we currently acquire the raw materials with which we produce our garments from a limited number of suppliers, we believe that such materials are generally readily available from other sources. To date, we have experienced limited difficulty in obtaining any of our raw materials or supplies although at certain times, we have sourced raw materials or supplies from alternative sources or experienced costs increases for such raw materials and supplies. Currently, we also manufacture approximately 99% of the mats we place in service at our plant in Cave City, Arkansas. We manufactured approximately 67% of all garments which we placed in service during fiscal 2019. These garments were primarily work pants and shirts manufactured at three of our plants located in San Luis Potosi, Mexico, one plant located in Managua, Nicaragua, as well as at subcontract manufacturers that we utilize to supplement our manufacturing capacity in periods of high demand. The balance of the garments used in our programs are purchased from a variety of industry suppliers. Currently, we also manufacture approximately 97% of the mats we place in service at our plant in Cave City, Arkansas. We note that our three apparel manufacturing plants in Cardenas, Valles and Ebano, Mexico have been awarded ISO 9001:2015 certification by Perry Johnson Registrars, an internationally recognized certifying authority. This ensures that the garments and emblems we design are produced with better quality, greater economy, and shorter response times to our customers. This ISO 9001:2015 certification speaks volumes about our commitment to quality in general and in particular about the quality manufacturing management systems that UniFirst now has in place at these garment manufacturing facilities. The output of these plants is shipped directly to our ISO 9001:2015 certification Distribution Center in Owensboro, KY for subsequent utilization by our customer service centers located throughout North America. This state-of-the-art Owensboro Distribution Center has systems and processes that allow for the incredibly fast delivery of products to our customers. * Fast, accurate delivery -- UniFirst has invested over $35 million in the state-of-the-art distribution center in Owensboro Kentucky, designed from the ground-up to support high-volume National Account service requirements. In-stock product can be picked, routed, inspected, packed and shipped within five (5) business days. UniFirst's centralized distribution center in Owensboro, KY is a state-of-the-art facility which improves shipping and labor costs and increases the service level we can provide Sourcewell. With regard to our delivery partners, our preferred freight provider is UPS. UniFirst and UPS have partnered to provide our customers with the fastest delivery timeframe in the industry. Our Distribution Center's strategic locations (90 minutes from UPS's largest U.S. sorting facility), allows for prompt processing at UPS distribution. Additionally, UPS and UniFirst have the UPS entire "first sort" completed by the time each trailer leaves the UniFirst distribution facility. All tracking information is stored with each order placed, and is available for review immediately after shipment. In-house manufacturing, producing millions of garments annually, provides a unique level of vertical integration that not only lowers the cost of uniforms the Company offers through Rental Programs, but also permits the creation of custom-designed garments for image-conscious companies. The latter often affords UniFirst a distinct competitive advantage. UniFirst has excellent geographic coverage for rental programs. We have extensive rental service operations. Our network of over 270 Locations, serve Customers in 44 US States & the majority of Canada (not in HI, MT, ND, SD,WY and AK). For locations where we would not have coverage, we would use our best effort to subcontract to a local service provider. All services provided to all customers with operating locations within UniFirst's rental services area are provided exclusively by UniFirst personnel utilizing UniFirst owned or leased facilities and equipment. For locations that we do not currently service, we will use our best effort to subcontract to a local service provider. We serve over 300,000 customers throughout North America, putting nearly 2 million people in work apparel each business day.

28	Service force.	476 Service force	*
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Every delivery day your Member's Route Representative will check with you them to see if there are any new employees to be added to the program. If there are, these additional people will be documented on the invoice. If you they don't want to wait until your their next delivery day, they can call your the local UniFirst office and ask to speak with the Customer Service Rep. The Route Representative will size all new employees (or you they can give their sizes over the phone) and uniforms will be ordered within 24 hours. You They can expect stock garments in standard sizes to arrive on the next delivery day. Non-stock garments or non-standard sizes will take a little longer. For rental uniforms UniFirst does not measure your employees. Rather, we have your employees actually try on the garments, as we have found that this process better ensures proper fit. We have also found that lists, prepared in advance, that detail the employees to be sized, at a given sizing session, and the type and number of garments that each employee is entitled to receive, greatly assists the sizing process.	*

30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	We believe that effective customer service is the most important element in developing and maintaining our market position. Our commitment to service excellence is reflected throughout our organization. Our route service representatives are the first line of continuing customer contact, who are supported by local customer service representatives, local service management staff and local operations management leaders, all of whom are focused on addressing the ongoing needs of customers, constantly delivering high-value service and pursuing total customer satisfaction. Our proprietary information systems and our support service center enables us to respond to customer inquiries or issues within 24 hours, and our service personnel are specially trained to handle the daily contact work necessary to effectively manage customer relations. We measure the speed and accuracy of our customer service efforts on a weekly basis and, through our “Customers for Life’’ program, we continuously survey, record and report satisfaction levels as a means of evaluating current performance and highlighting areas for improvement. UniFirst’s business hours are 8:00 A.M. to 5:00 P.M. daily local time (holidays and weekends excluded). To ensure Sourcewell and its members will have direct access to National Accounts we will also customize internal communication tools for your Member’s employees. An example of those communications would be a customized 800 phone hotline, email (example: (MEMBER)@unifirst.com) and customized posters on all sites so that local people know who to contact for assistance and how to contact them. Your members experience countless customer interactions every day, so it’s important that all of their team members look their best. As your uniform and facility services provider it’s our job to make that happen. To accomplish this, we take a team approach to servicing your accounts. Your local UniFirst service team consists of the following trained service professionals working on your Member’s account all the time.... *Route Representative . . . they keep the program running smoothly day in and day out. They are responsible for picking up dirty uniforms and delivering clean ones. There’re also empowered to replace worn garments as needed, provide size exchanges and to handle any service issue on the spot. They are in short, the embodiment of UniFirst. *Service Manager . . . Their primary responsibility is to see to it your members are getting everything they need when they need it. *Customer Service Rep . . . available to provide immediate telephone assistance. In addition, this local team is aided by the National Account Service Team. Led by Sourcewell’s dedicated Account Executive (Marcos Branch Marcos_Branch@UniFirst.com), this team is available in the event an issue needs extra attention, or your Member is not satisfied with our local response. Simply use the Service Hotline to communicate the issue. We will work with your Members and our local service team to ensure your Member’s issue is resolved to their satisfaction, quickly and efficiently. UniFirst Contact Information: Local Service Team: Call the local phone number provided on the weekly invoice. Account Executive: Marcos Branch (contact via Hotline) Service Hotline: 877-382-4629 or membernamehotline@unifirst.com If the local service team does not resolve the issue in the time specified, please contact the national account department using the dedicated Hot Line phone number or email.	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	UniFirst Corporation is a North American leader in providing customized business uniform programs, facility service products, and first aid and safety services. We operate the largest network of ISO-9001 certified laundry facilities with more than 270 service locations throughout the U.S. and Canada. Specifically, within the US we are present in 44 states excluding HI, MT, ND, SD, WY, and AK.	*

32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Rental laundry facilities are located across Canada in Montreal, Quebec City, Drummondville, Toronto, London, Ottawa, Scarborough, Fredericton, Lethbridge, Calgary, Edmonton, Reed Deer, Grand Prairie, Saskatoon, Regina, Taber, Medicine Hat, Vancouver, Kelowna, Barrie, Vaughn, Sussex, Dartmouth, and Fort McMurray. UniFirst looks forward to continuing and expanding upon our existing successful relationship with Sourcewell and across Canada.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Specifically, within the US we are present in 44 states excluding HI, MT, ND, SD, WY, and AK. More than 85% of Canada's population can be served from our Canadian facilities.	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	UniFirst will fully service all Sourcewell participating entity sectors that fall within our service territory. All services provided to all customers with operating locations within UniFirst's rental services area are provided exclusively by UniFirst personnel utilizing UniFirst owned or leased facilities and equipment. For locations that we do not currently service, we will use our best effort to subcontract to a local service provider.	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	For Hawaii and Alaska locations that we do not directly service, we subcontract to local service providers who currently service some of our existing National Account Customers who have other locations outside of these areas. Further discussions are required for participating entities who are solely located in either Hawaii or Alaska. Please note that due to the cost of doing business in Alaska and Hawaii, Subcontractors in these states may charge a minimum of two times the prices quoted above. We will do our best to find a Subcontractor that will honor the program pricing, however actual prices are a function of the product in the program and the Subcontractors local business practices. Any alternative pricing for Alaska and Hawaii will be submitted for your approval prior to subcontracting any of your sites to a third party.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	The goal of the UniFirst marketing program is to create a consistent understanding of our partnership both internally and externally. We leverage multiple channels for communication to get this message across in the most effective and relevant way possible. Our local team members are eager to expand on our existing successful national partnerships because they know how it leads to professional success. Our marketing material is simple and effective and speaks of the relevant concerns of your members and our local team's ability to successfully create partnerships. We are very dexterous in our ability communicate with your members and our local teams. It is the design of our marketing that ultimately creates that facilitates habits and behaviors that are conducive to success. We do this today and have been successfully promoting this opportunity. Please see the attached "Sourcewell sample welcome kit."	*

37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	UniFirst manages and optimizes its comprehensive internet-based Search Engine Optimization (SEO) and Search Engine Marketing (SEM) prospecting program to maximize UniFirst brand exposure via the web, gain increased website traffic to UniFirst.com, collect more qualified sales leads, and increase closed sale dollars directly related to these efforts. Programs include trackable results, reporting, and analyses, as well as direct ROI information. UniFirst Digital Marketing programs are intended to improve quality and numbers of current sales leads and conversions to new rental sales via UniFirst.com contact forms and call-ins to MRD. The goal is to continually increase related revenues annually, primarily through more targeted efforts and campaigns performed by our Digital Marketing Specialists, increased AdWord-type spends to include target markets/keywords, Shopify pages, and social media advertising. But, over time, the biggest boost we expect will come with the integration of our Marketo/Call Tracking platform and Microsoft Dynamics. This provides additional ROI long-term via more accurate program tracking, as well as email marketing and other ongoing prospect “nurturing” opportunities, like ongoing targeted email campaigns to sales prospects, leading to improved results. UniFirst invests in cutting-edge Digital Marketing technologies to better compete in today’s digital age and to effectively manage, track, and measure accurate ROI on all DM programs. Programs allow us the ability to more effectively run and more accurately report on DM activities, campaign data, testing, appointments, and sales results, as well as call-in leads and all sales leads from website form submissions. The following are some DM technologies that UniFirst currently invests in for both SEO and SEM: Marketo, CallTrackingMetrics (CTM), SEMrush, Web-CEO, SEOmoz, Premium Store Locator (zip code lookup), Google AdWords, Bing Search Ads, Google Remarketing/Retargeting, Social Media Advertising (Facebook, Instagram, Twitter, LinkedIn, etc.), Shopify (online catalogs), ZMags (interactive, flip-catalogs online), Google Reviews, Google Local Search	*
38	In your view, what is Sourcewell’s role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	It's clear that you're focused on the success of this partnership like we are. Your support and buy-in is vital to long term mutually beneficial success. Our ability to coordinate our communication is one that will open many doors for both our organizations on the local level.	*
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Yes. For those who prefer to own, UniFirst offers competitive pricing and an extensive workwear selection - as all of our items are available for purchase. Program Requirements: A service agreement would serve the best interest of both parties in the event that special or otherwise non-standard products, that UniFirst would also be expected to place into inventory, are specified. All our uniform rental items are available for your Customers to purchase. You may choose from thousands of UniFirst-manufactured products or other popular brands from trusted names like Landau, Fashion Seal, Dickies, Tri-Mountain & Port Authority. UniFirst can offer a custom e-procurement storefront web site personalized with for your Customer’s graphics and content. Your Customer’s logo can be included to give the feel the web site is an extension of their entity. The custom web site would only offer products and prices defined in the Contracted Offer. Orders can be transacted directly from the e-procurement web site. The e-procurement storefront is full-featured and completely functional with item personalization, order history, product specification, product graphics, purchase/spending limits. Once registration is completed each user would have a unique username and password with settings defining their authorized web site. The custom web storefront would be presented to the individual once logged in. A brief list of e-procurement storefront features and capabilities include: • On-line Registration for the Program by employees via the Storefront. • On-line Order placement by registered employees via the Storefront • On-line Order placement by a purchasing agent on behalf of a group of users. • On-line Order history review by registered employees or by a purchasing agent on behalf of a group of users. • The Program will manage specific products, attributes, and pricing and personalization options for your contracted offer. • Purchase Limits via our Managed Program module. Your Customer’s balances would be loaded here • Tracking and enforcement of pre-defined spending limits at the individual employee level. • Payment methods available are: Accounts receivable (A/R), Credit card, and Individual purchase limit (A/R). • In addition to the products included in the offer, the entire UniFirst product catalog can be accessed, if desired, by a separate registration. • Accessible 24 hours, seven days a week. • On-line display by login showing spend by employee, if applicable. • Estimated Delivery Date	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	UniFirst can provide training or instruction for our goods and services through the local Service Centers. At the time of your Member's transition. The Account Executive can help identify further areas that your Members feel may require further instruction. Additionally, they may contact the Customer Service team at the local Service Centers for further assistance. For Rental Programs during implementation, a dedicated account executive will coordinate the time and efforts of our Site General Manager, District Service Manager, Route Sales Representative, Office Services Personnel, & Customer Services Representatives. The account executive will coordinate with your Member's representative to ensure their site managers are informed of the implementation plan the same time UniFirst managers are. We will require the willing participation of a site representative or representatives (perhaps from each functional area . . . defined to mean any area or group that requires individual billing) to attend site installation planning meetings, and a meeting room within your Member's facility suitable for sizing and meeting purposes. Employees will have to be made available for sizing purposes, according to an agreed upon plan and schedule; and ideally Member's should have available pre-prepared forms that detail each employee name (by sizing group), indicating the type and quantity of garments that each individual is entitled to receive. Necessary site permits, if any, will have to be secured and any site orientation sessions, including any safety programs that our employees may be required to attend, will also have to scheduled and coordinated. Visits are planned with each functional group (i.e. plant manager, safety manager, buyer, etc. …) prior to the installation of services. During this visit, our representatives will introduce UniFirst and explain the uniform rental process in detail, being careful to answer any and all questions fully. Orientation pieces entitled "Welcome to UniFirst" will also be left in each functional area. Following installation, repeat visits will be scheduled to ensure that each functional area and each employee fully understands the Member/UniFirst uniform services program. We will have a UniFirst service team of suitably qualified personnel in place to support the supplies and services being offered to the Members. In the implementation and day-to-day servicing of a program, questions and issues can and do come up. The UniFirst service team will be there to support the Members and deal with questions and issues effectively and quickly. Your Member's service team will consist of… • Customer Service Manager . . . His/Her primary responsibility will be to see to it Members are getting everything they need when they need it. • Customer Service Reps . . . Committed to exceeding your Member's expectations. Customer Service Reps are trained service professionals that are empowered to deliver consistent and reliable service every day. If service issues arise our Customer Service Reps will be ready to resolve any problems your Members may have. • Account Executive . . . Provides direction and council to our Customer Service Reps. The Account Executive will coordinate any changes to the established Member's program. In addition, he/she will audit performance and work to ensure that we perform up to your Member's expectations. To assist and guide your Member's team through a Direct Purchase program we can provide them with" • A classroom style training introducing the features of the program. We can review the basic set-up of an account; step-by-step demonstrated the ordering process and walk the user through the final steps in placing the order. One location, one- or two-day training session. • Training is normally done by scheduled conference call with Users accessing their own custom website with practice orders being placed. • Provide documentation to highlight the one... two … three's… of the storefront and the ordering process • Or, if they decide to go it alone their storefront will be designed with an easy to access help feature • Our professionally trained Customer Service Representative are ready to resolve any	*

		problems your Member's may have UniFirst can help you design a training program to fit your Member's needs. The portal is guaranteed to be as easy to use as many found on the web today, but there may be questions. We can also provide instruction on how to access the portals for reporting or Direct Purchase programs.	
41	Describe any technological advances that your proposed products or services offer.	Our most recent product innovation was a 65/35 shirt fabric weight coverall with knit cuffs, grippers and pocketless added to our line. This product is being tested with great success with a food manufacturer who was looking for a solution to cut costs associated with the most recent donning and doffing regulations. Because this garment is quicker to get in and out of than a traditional shirt and pant, it can save on the amount of time that it takes for your employees to get to the production floor. Another benefit to this garment is that it is .05 less per piece total cost resulting in a significant savings annually. (Quick example on 5,000 employees x .05 x 11 x 52 = $143,000 potential annualized savings). Another side benefit has been employee satisfaction. Employees that work in a hot environment welcome the fact that the pant portion of the coverall is significantly lighter weight than the tradition 65/35 pant fabric. UniFirst believes in continually doing business better: remaining committed to innovative approaches toward our systems and service offerings with the underlying belief that our ability to follow advances in science and technology can only mean greater benefits for our customers, our Team Partners, and our company. Our UniFirst Business Solutions (UBS) system is tablet based route accounting. Route service personnel check-in with customer contacts to get information on new employee uniforms needed, inventory changes, etc., service the account, check back with the customer contact to review the on-line invoice, including corrections. When your site contact signs the screen, all adjustments are already made, and the invoice goes to the cloud. UBS includes garment tracking establishing & maintaining chain of custody. This includes scanning at customer sites, and tracking through the UniFirst laundry facilities. This tracking assures uniform wearers uniforms come back to them from UniFirst every week, it also helps reduce garment loss charge expenditures. UniFirst has long maintained a leadership position in developing and implementing technology for the textile service industry. From our ISO 9001:2015 certified state-of-the-art Distribution Center (325,000 Sq. Ft.), our newly implemented PeopleSoft platforms with deliverable eCommerce solutions via the Internet, to our new CRM system, UniFirst is leading the industry in delivering advanced business solutions. Capital reinvestment in technology for new systems and automated facilities continues to exceed that of our competitors. We welcome the opportunity to host your supplier selection team at any of our operations to further demonstrate the UniFirst difference. The UniFirst fleet of customer delivery and support vehicles follows proper maintenance schedules and all our drivers consistently follow best practices to conserve fuel consumption. We use "Roadnet® Route Optimization," which consolidates routes for increased efficiencies. By driving significantly fewer miles, we're drastically reducing our carbon footprint. This is an ongoing initiative being followed by our delivery vehicles throughout the United States and Canada. The benefit to your Members: We're driving fewer miles each day, keeping costs and emissions down, while delivering the same levels of excellence in service to our customers. UniFirst also uses electric-powered vans for customer deliveries. The vans, which produce zero emissions, are currently being used in Stratford, CT and Chicago, IL—two densely populated areas that offer the biggest opportunity for UniFirst to make significant reductions in carbon emissions and pollution. UniFirst has developed a National Account Charter with an intensive focus on our most important deliverable…CONSISTANT APPLICATION OF PRODUCTS, SERVICES AND PRICING ACROSS ALL REGIONS OF NORTH AMERICA. To this end, UniFirst has developed a system called NACS . . National Account Customer Setup (NACS). NACS enables us to efficiently communicate your Member's program requirements to each local UniFirst Customer Service Center that will be servicing the Member. We create a customized National Account Customer Profile that details how the Member's account will be serviced. It includes pricing, product as well as all service requirements. NACS allows us to distribute the Customer Profile on a schedule mutually agreed to by the Member and UniFirst. NACS also creates the officially recognized Installation Authorization that tells our local Service Centers to begin the program implementation. It also allows us to track implementation progress to ensure that target dates are met. This carefully orchestrated internal communication is essential to us applying your Member's programs consistently across all of their locations.	*

		UniFirst's proprietary bar-coding system provides an accurate pick-up and delivery report to the Client, at the time of product delivery, on a weekly basis. These weekly reports, printed on your premises, detail the number of garments that are picked up for cleaning from, and delivered clean to, a given location or sub location, within a given location. This, in turn, will enable the Client to clearly identify who last had possession of the garments, and thus who is responsible for any loss of the subject garments. UniFirst tracks garments throughout all internal and external processes using advanced laser and digital camera bar code technologies. This proprietary system is ideal to help prevent delivery shortages and secure information better than other scanning methods, including radio frequency (RF) chip systems. And unlike RF tracking, that embeds chips into garments to transmit information, our approach does not transmit data and never compromises wearer comfort or privacy. When your Members participate in a full-service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of their choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your Member's employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product).
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Environmental Stewardship UniFirst was one of the first in the textile services industry to re-engineer all of its operations to become a "greener" and more environmentally friendly Company. We were also one of the first members of the EPA's Green Lights and Energy Star Buildings programs, which combine business strategies with environmental protection and energy conservation at all corporate facilities. And every single UniFirst laundry production facility uses computerized processing equipment to maximize fuel and energy efficiencies, while minimizing waste. In 1997, UniFirst joined the Laundry Environment Stewardship Program (LaundryESP), an industry initiative with a singular focus to protect the environment. As a result of reworking all routine operational practices, UniFirst (and our industry) achieved and continues to maintain considerable reductions in water and energy usage.* 1. Water use: 12.5 percent reduction. 2. Energy use: 11.8 percent reduction. 3. Pollutants discharged: 40 percent reduction. 4. Peroxide bleaches: 100 percent increase in usage for wash formulas, resulting in less use of chlorine bleaches (which can combine with other chemicals to create non-biodegradable byproducts). 5. Enzyme-based detergents: 57 percent increase (these cleaners are primarily used in food and healthcare textiles; their use reduces the need for higher temperature wash formulas, thereby reducing energy costs). * All data was subject to a quality check by Collier Shannon Scott, Environomics of Bethesda, Maryland and Georgetown Economics (D.C.). From the moment a piece of clothing or other textile product enters one of our processing facilities, every item is carefully sorted and placed into specially designed slings that are tagged as to garment type and soil level. They are then weighed and sent to designated washers that have been pre-programmed — based on the specifics of the load — to use the exact amounts of cleaning agents, water, and cleansing temperatures to maximize processing efficiencies and prevent unnecessary waste. Computerized wash formulas determine the correct water levels and temperatures, what detergents and additives are needed, the length of the wash cycle, and any other additional information that the specific clothing or soil type might require. And when the cleaning cycle is completed, sophisticated computer controls automatically tip and empty washers onto moving conveyors which transfer the laundry to preprogrammed computerized driers. Under these advanced systems, there's little likelihood for human error or accidental waste of resources. We take extraordinary care with all the by-products produced by our laundry operations. Our ongoing investments in water and air treatment technologies help assure that everything we return to the environment is "clean," safe, and nonpolluting. Environmental Sustainability Additional services and benefits that are "typical" services are a testament to how UniFirst is an environmentally friendly company. At UniFirst Corporation, we believe in protecting the environment. That's why we continually focus on sustainability and always strive to become a "greener," more environmentally friendly Company in all aspects of our operations. Whether it's the precise uniform processing procedures we follow to ensure resource conservation and environmental protection, the thoughtful energy-saving practices we use at our 2760 facilities, the careful fleet maintenance and driving procedures we have firmly in place, the manner in which our ancillary services and products are designed and manufactured, or the work uniform and facility services options we provide our customers to help them meet their sustainability goals…all we do consistently takes environmental sustainability into consideration. Our Values From modest beginnings in an eight-stall garage in Boston, MA in 1936, UniFirst has grown to become a billion-dollar industry leader in the Uniform and Textile Services business. In part, our modern-day success story is a result of our following the three Core

Business Values established by our founder Aldo Croatti. These values, which continue to act as the foundation for our corporate culture, are:
1. CUSTOMER FOCUS — Customer Satisfaction is the best measure of how well we deliver quality. It's our overriding goal and at the center of our "Customers for Life" business philosophy.
2. RESPECT FOR OTHERS — We consistently treat those in our personal and business lives with the same consideration and understanding we wish for ourselves.
3. COMMITMENT TO QUALITY — Evidenced by our constant focus on "doing it right the first time" and our commitment to ISO certifying each of our service operations to ensure quality is the hallmark of all we do.

In order to fulfill our overriding goal for total Customer Satisfaction, UniFirst Team Partners annually pledge to our "10 Essentials of Service."
1. Every Team Partner contributes directly to the Company's image.
2. It's in each of our jobs to handle any Customer requests quickly and address any user problem immediately.
3. We will always strive to fully understand each Customer's needs and aim to deliver service that exceeds their expectations.
4. Every Team Partner is responsible for identifying any defects in our products, processes and work methods, and for making recommendations for improvements.
5. We are ambassadors of the business, both inside and outside of the workplace.
6. We will take pride and care in our personal appearance.
7. Being part of a team means we can count on those around us.
8. There is no dishonor in not having the right answer, only in not acting quickly to seek it out.
9. Mistakes are inevitable. How quickly we correct them and how well we communicate the remedies makes the difference between customers who remain upset and those who come away more loyal than before.
10. We must ultimately create exceptional job stability and continuously increase shareholder value.

In the Office

In 2008, our Information Services Department initiated a project to reduce the number and size of both servers and personal computers. By adopting latest technologies, the initiative reduced electrical costs and lowered the amount of cooling required from air-conditioning units. The project also extends the life of many computers, keeping unwanted waste materials out of recycling bins and landfills. In addition, paper and bottle recycling bins are located throughout all areas of our corporate offices and remote locations. *

Additionally, all 2760 UniFirst facilities are networked by more than 3,000 PCs and we consistently add new technologies that allow for more electronic options with our routine business activities – both internally and externally – thereby significantly reducing overall paper usage.

Route planning and optimization software has saved roughly 1.7 million gallons of fuel annually, which produces nearly 34 million less pounds of CO2 each year.

Uniforms, Work Apparel

Compared to purchasing, renting uniforms saves energy and decreases natural resource consumption (as noted above). Plus, our work garments are built to last longer than store bought apparel, our service programs maintain customer clothing to extend wear life, and our apparel is reused whenever possible. . . thereby resulting in reduced raw textile usage and less waste entering landfills and incinerators.

When appropriate, we also refurbish and transform pre-worn customer apparel into "like new" offerings for garment replacements. And when wear and tear finally takes its toll and the professional image of our customers could become compromised, we look to donate such clothing items to needy organizations in the U.S and abroad — in effect, giving them a "second life."

Our Company manufactures more than half of the shirts and pants used in our rental service programs, and all aspects of the construction consistently keep clothing "longevity" in mind. For instance, our shirt and pant designs use reinforced triangular tacking at the corners of pockets to prevent ripping and tearing that could be caused by repeated contact. Similarly, our fabrics are carefully selected for weight/hand (feel) to withstand constant abrasion, as well as the industrial laundry process. And, although we use more stitches per fabric inch to produce higher quality construction, this additional thread use is more than offset by the extended garment life we achieve. We've also computerized our textile cutting systems to assure minimal waste of fabric and our "modular" assembly construction process maximizes efficiencies and the overall use of resources.

Virtually all of our millions of rental uniforms in service are delivered to customers on recycled wire hangers. Helping to prevent them from simply being tossed into waste bins, UniFirst maintains hanger recycling programs at customer sites. We also recycle such items as wood pallets, paper products, and fluorescent light bulbs wherever possible.

Finally, to ensure that all our processes are operating as efficiently as possible and resources are being conserved, our uniform manufacturing and distribution facilities have earned ISO certification. And we're currently on schedule to have all our laundering service facilities ISO certified as well.

Ancillary Products

		UniFirst offers a wide variety of environmentally friendly programs in Floorcare and Restroom/Hygiene Services. These products have been designed with environmental sustainability in mind. And when they're included as part of a fully managed service program, they can help our customers earn LEED* points that qualify them for environmental certification by the U.S. Green Building Council. (*Leadership in Energy and Environmental Design, a national benchmark for the design construction and operation of high-performance green buildings.) Floor Mats Our floor mats are 100% PVC free and are specially constructed to capture and hold dirt and moisture from the soles of shoes and to prevent track-off and unnecessary soiling and cleaning of customer facilities. By literally trapping pounds of contaminants, UniFirst mat systems help protect expensive flooring surfaces, ventilation systems, and sensitive electronic equipment — all of which translates into less cleaning and use of chemicals. We manufacture all our floor mats to last for at least five years and recycle our scrap by-products. By comparison, mats purchased at most retail outlets will typically last just one year, thereby adding more vinyl and rubber components to the "waste stream." Microfiber Mop/Wiper Technology Our reusable Microfiber mops and wipers are ultra-light and designed to clean hard surfaces without chemicals and water. The U.S. Environmental Protection Agency (EPA) notes that such products can reduce chemical usage by 95 percent. For soiled surfaces requiring water and cleaning agents, we offer wet mops and towels that feature super absorbent natural fibers that have been treated with antimicrobial agents in order to prevent the growth of mold, mildew, and odor-causing bacteria. The result: one-time, faster, more efficient cleanings. By using these reusable Company products versus disposables, EPA life cycle assessments show that solid waste can be reduced by 210 percent and water usage by as much as 12,590 percent. Hand Towels and Sanitary Tissue Our towel and tissue products are Green Seal and Eco-Logo certified, and manufactured from base paper that is 100 percent recycled. And our portion-control (one-at-a-time) paper dispensing systems are available with both mechanical and electronic touch-free options to help reduce unnecessary waste. Studies have shown that these dispensers reduce paper usage by 25-35 percent, resulting in less landfill dumping and incineration. Soaps and Hand Care Our soap and hand care products are provided by vendor-partner GOJO, a manufacturer of a wide range of "green" and biodegradable hand cleaning/disinfecting products. GOJO's Green Seal and Eco-Logo designated products are specially formulated for use in the types of work environments our Company serves and are available in a variety of touch and non-touch, portion controlled, dispensing options so as to minimize waste Odor Control Systems We offer three environmentally conscious odor control program solutions. Our most popular system, called TCell, contributes to clean and fresh air in a 100% environmentally friendly way. All air freshener delivery systems are 100 percent EPA compliant and refill components are recyclable.	
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	UniFirst is a proud member of the U.S. Green Building Council (USGBC) and Laundry Environment Stewardship Program (LaundryESP), is an Energy Star and Green Lights Business Partner, and offers Green Seal and Eco-Logo certified products.	*
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	UniFirst does not qualify as Women or Minority Business Entity, Small Business Entity, or veteran owned business.	*

45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities (customization, personalization, alteration, fitting, and/or sizing)? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities (laundering, cleaning, mending and/or repair services)?	We're highly experienced at sourcing custom garments both domestically and internationally. And our company-owned manufacturing plants give us unique flexibility when it comes to self-producing special items that may be included in large national programs. Custom personalization is a key element in most image apparel programs and UniFirst's extensive experience in both screen printing and embroidery represents an advantage for us as well. We have our own in-house screen printing and operate our own embroidery machinery. In our Owensboro distribution facility UniFirst owns and operates our own embroidery equipment for emblem making and direct embroidery. Our advanced emblem, embroidery, logo, and employee name personalization options keep your employees looking sharp and easily identifiable in your business branded logo apparel. Our in-house graphics staff creates and digitizes scores of new customer personalization designs daily. Software allows us to quickly produce an electronic rendition of any embroidery design or emblem. This gives us greater control over the process of creating and delivering unique customer images through the combination of specially selected clothing and custom-applied design. UniFirst has the industry's largest complement of personalization equipment. Our proprietary personalization workflow software enables us to personalize over 30,000 items every day, and 6,000 emblems per hour. For Direct Purchase: Custom inseam lengths for pants are available at the point of order entry. UniFirst will hem to a specified length prior to shipment of the order. As part of the service offering, UniFirst will accept returns for size exchanges within sixty (60) days of order receipt at no additional charge (i.e. no restocking fees). Freight to ship returned merchandise is paid by the customer unless the return was necessitated by a UniFirst error. Custom sized garments, not in stock, that do not require a "special manufacturing cut" will ship in approximately 14 - 17 business days from the date of order receipt. Custom garments that require a special cut, depending on the particular circumstances at hand, could take up to 12 weeks to procure. For Rental Programs: UniFirst does not measure your employees. Rather, we have your employees actually try on the garments as we have found that this process better ensures proper fit. We have also found that lists, prepared in advance, that detail the employees to be sized, at a given sizing session, and the type and number of garments that each employee is entitled to receive greatly assists the sizing process. With our Change-As-Needed system, uniform garments are regularly replaced on a rotating basis when they reach a point where either appearance or function is compromised. There is no specific schedule, and actual replacements are very much dependent upon the type of garment, the material from which it is manufactured and the nature of its use.	*

Table 9A: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
46	Do your warranties cover all products, parts, and labor?	All Products furnished under the Agreement shall conform to Sourcewell's specifications as set forth in the Agreement and, in all instances will be processed, mended and finished in accordance with the generally accepted standards of the textile rental industry. UniFirst makes no other representations, warranties or conditions, express or implied by law, statutory or otherwise, including, without limitation, the design or condition of the Products, their merchantability or their fitness, capacity or durability for any particular use or purpose, the quality of the Products or workmanship of the Products.	*

47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Any garment with, tears, rips, holes, excessive staining, or other non-repairable defect incurred while in service or upon termination of the Agreement at a Facility is considered “Damaged.” Damage is in excess of normal wear and tear (which is defined as a gradual thinning of the fabric over time) a garment experiences through normal wash and wear cycles and inhibits the re-issue of the garment to another employee. Additionally, pursuant to contractual language, a garment has been personalized through Direct Embroidery or other customer dictated modification may be considered “Damaged” if the modification inhibits the ability to re-issue the garment. This damage beyond repair category is designed to ensure a balance between the need for a cost-effective solution while maintaining a high level of appearance integrity. Under this criterion, a garment will be deemed as “damaged beyond repair” for any of the following: • Any hole or tear regardless of size • Any single pen mark larger than one- and one-half inch • Any combination of ten or more pen marks • Any garment purposely written on • Any single stain larger than one inch in diameter • Any combination of ten stains or more • Any broken or poorly functioning zipper • Any broken straps or clips or missing snaps • Any bioburden or hazardous material contamination	*

48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	This is not applicable to an Industrial Landry Program. At the service level, any garment placed into service that was defective in any way, at the time of its installation, would be immediately replaced at no additional charge to your Members. And we take care to inspect every rental garment every time we handle it. Upon pick-up and return to our service center, each garment receives a comprehensive ten-point inspection. This system is backed-up by our wearer communication system which provides a continuous supply of service request tags at your Member's place of business so that any special repair needs can also be flagged by wearers to ensure that they get our immediate attention. UniFirst's exclusive "mend system" provides for a comprehensive ten-point inspection of every garment every time it's processed. This system is backed up by our wearer communication system which provides a continuous supply of service request tags at your place of business so that any special needs can also be flagged by wearers to ensure that they get our immediate attention. For shirts the 10-point inspection examines: • Garment Cleanliness • Wearer Identification Tag • Collar • Shoulder Panel • Emblems and Pockets • Buttons and Front Panel • Underarm and Side Seams • Sleeves • Cuffs and Cuff Buttons • Back Panel For pants the 10-point inspection examines: • Garment Cleanliness • Wearer Identification Tag • Waistband and Belt Loops • Buttons and Fasteners • Zipper • Pockets • Crotch • Side Seams and Inseams • Seat Seam • Hem In general, we believe that the garment should be repaired whenever it is possible to do so, provided its appearance or function is not materially impacted by the repair. This "judgment call" we leave to the discretion of operating staff. Some Customers require that they and they alone approve the retirement from service of any damaged garment. This process remains acceptable to UniFirst. Repairs to individual garments are made so as to ensure the return of the repaired item with the Customer's next weekly delivery. In other words, a damaged garment picked up on Tuesday will be repaired and returned the following Tuesday. Our Change-As-Needed system provides for the automatic replacement of garments before they become so worn as to impact appearance or function. And, unlike many (if not all) of our competitors, UniFirst replaces all garments which wear out as a consequence of normal wear and tear with "new" garments.	*
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	This is not applicable to an Industrial Landry Program. UniFirst's exclusive "mend system" provides for a comprehensive ten-point inspection of every garment every time it's processed. This system is backed up by our wearer communication system which provides a continuous supply of service request tags at your place of business so that any special needs can also be flagged by wearers to ensure that they get our immediate attention.	*
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Yes.	*

51	What are your proposed exchange and return programs and policies?	Any garment placed into service that was defective in any way, at the time of its installation, would be immediately replaced at no additional charge to your Members. UniFirst recognizes that not every employee stays the same size over time, so at no charge, we provide for clothing size exchanges whenever necessary.	*
52	Describe any service contract options for the items included in your proposal.	UniFirst offers as an option a Garment Maintenance Program (GMP). The Program involves an additional Weekly charge for each garment that is placed in service and replaces the practice of having ruin charges added to the weekly invoice. The practice of inspecting and reviewing garments on-site with Member Management is thus eliminated and the Weekly or Monthly service invoice remains relatively fixed. This allows Member Management and UniFirst Service teams to focus on providing “World Class” service to our Customers. Lost or unreturned garment fees are not currently covered under such a program. Developing a program for lost garments would be subject to further discussion at the appropriate time.	*

Table 9B: Performance Standards or Guarantees

Describe in detail your performance standards or guarantees, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your performance materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
53	Describe any performance standards or guarantees that apply to your services (product longevity or wear- resistance).	PERFORMANCE GUARANTEE. UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired, and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges. Guarantee -- Any rental garment placed into service that was defective in any way, at the time of its installation, would be immediately replaced at no additional charge to you. You will get three dedicated UniFirst professionals always working on your account. There’s a dependable Route Service Representative who’ll keep your program running smoothly day-in and day-out, a Service Manager whose primary responsibility is to see that you’re getting everything you need when you need it, and a helpful local Customer Service Representative who’s always ready to provide immediate assistance. Through the efforts of this hard-working team, we guarantee 24-hour response to any problem, question, or request. Evaluating our performance We’re always measuring your Member’s service and satisfaction levels to ensure that everything lives up to their expectations and our guarantee. That means offering: • Face-to-face goodwill visits with their local Service Manager • Performance Report Card service ratings (99% service satisfaction) • Wearer Satisfaction Survey Cards.	*

54	Describe any service standards or guarantees that apply to your services (repairs, cleaning turnaround times, etc.).	We invest so much time, effort, and resources into creating and maintaining a service infrastructure that's second to none. It's this commitment that helps us forge long-lasting relationships with our customers. Getting started • Our service commitment to you begins long before any deliveries are made. • Our consultative Customer Needs Analysis (CNA) helps determine the right workwear and ancillary products to meet your needs. • We make recommendations how to best maintain, improve, or establish a new business image for your company in the most cost-effective manner. • We schedule "Try-for-Size" on-site fittings for every rental wearer to ensure a perfect uniform fit. • We thoroughly review all aspects of your new managed program with you prior to our seamless program installation. Always on time, no shortages We guarantee your uniforms and facility service supplies are delivered as expected and on the agreed upon schedule. It's that simple. We also keep extra inventories at your local UniFirst servicing center to help make sure your employees always have what they need, when they need them. When we process your hygienically laundered and finished uniforms, we check them at least four times prior to delivery to be sure you always receive back what is turned in. To help eliminate shortages, we scan or count your garments: 1. Upon pickup at your facility 2. After processing and sorting 3. When loading into delivery truck 4. At delivery back to you 10-point garment inspections Our Automatic Mend System includes a comprehensive, 10-point inspection of every garment every time it's processed. It's how we ensure that needed repairs (or replacements) are taken care of even before you ever have to ask. Learn more about our automatic repairs and replacements. In general, we believe that the garment should be repaired whenever it is possible to do so, provided its appearance or function is not materially impacted by the repair. This "judgment call" we leave to the discretion of the customer. Some Customers require that they and they alone approve the retirement from service of any damaged garment. This process remains acceptable to UniFirst. UniFirst will reinvest a minimum 18% of its garment revenues into free garment upgrades beginning week 53 through the life of our partnership to ensure sustainable safety and quality. Our Change-As-Needed system provides for the automatic replacement of garments before they become so worn as to impact appearance or function. UniFirst is the only company in our industry who takes the additional step of proactively upgrading garments for our customers. Much of what our competitor's bill out as "damage" is the result of worn-out uniforms that have not been replaced. Unlike many (if not all) of our competitors, UniFirst replaces all garments which wear out because of normal wear and tear with "new" garments, UniFirst also recognizes that not every employee stays the same size over time, so we provide for clothing size exchanges whenever necessary. UniFirst recognizes that not every employee stays the same size over time, so we provide clothing size exchanges whenever necessary . . . again at no cost.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
55	Describe your payment terms and accepted payment methods.	CUSTOMER agrees to make payments within 30 days of invoice receipt.	*
56	Describe any leasing or financing options available for use by educational or governmental entities.	Depending upon individual needs, some may prefer our Val-U-Lease program. Customers enjoy all of the service, convenience, and benefits of our rental program, with the sole exception of the weekly water-wash service. • Suitability: Best suited for circumstances or situations that involve moderate to high employee turnover rates, coupled with low or light soil environments. • Program Requirements: Same as the Rental Program.	*
57	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	We note that the condition precedent to the delivery of any merchandise and services hereunder is the execution of a corporate textile rental service agreement, which more fully details the expectations of each party, in terms acceptable to each party. We leave for another day the discussion as to the specific requirements of any such agreement, except to note that all such requirements are common to the textile rental services industry in general. Please see the attached redlined MSA on the specific provisions in the RFP and Agreement. All merchandise supplied by UniFirst hereunder will conform to customer's specifications as set forth in the Textile Rental Services Agreement, and in all instances will be processed, mended and finished in accordance with generally accepted standards of the textile rental industry.	*
58	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes. Customers can pay weekly invoices using a company credit or P-cared. Our accounts receivable department will apply the weekly invoice amounts to the credit or P-card for each customer location.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	

59	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	UniFirst evaluates the total potential volume for any particular National Account customer and prices the entire in accordance with our pricing models. Total usage levels are evaluated as part of the pricing, and UniFirst takes this into consideration and leverages the total potential of each account in order to come up with the most competitive rates available. In general, UniFirst provides service quotes to its Customers that represent its very best prices for the projected volume of business and the associated terms and conditions of service, as determined by our review of the RFP documents. This does not mean, however, that we necessarily expect to receive all of this business immediately, or even necessarily within the first year or two of the term of our Agreement, for that matter, as we realize that we frequently are required to await the natural expiration (by their terms) of any pre-existing agreements that our Customer might then have in place with any third-party vendors. As with all things there is at least one exception to this general rule, which would arise in the event that a given Customer elected to award all of its business to two or more preferred vendors, each of whom was then expected to solicit business from each Customer operating location. In this instance, we would downgrade the value of the projected business volumes (raise the bid prices that we initially quoted) and then offer incentives (reduced prices) to be granted upon the attainment of certain specified earned revenue thresholds. The most Customer friendly option is the former, where our very best prices are offered from day one of the Agreement. Once our agreement is finalized our Account Management System ensures that only those products and prices set out in the agreement can be invoiced locally. Consistent application of products and pricing across all of the local Member's operations is guaranteed. All requests for exceptions (additions) to the originally negotiated contract requirements must be processed through predefined channels for approval. All pricing will be developed using the same pricing model used in the original bid effort to incorporate the same volume considerations. Rental Services Include: » Water-wash of Rented Uniforms and Rented Items. Including inspection of all garments during the cleaning process and the pressing (US only), of all garments at no additional cost » Delivery of clean Rented Uniforms and Rented Items, on a stated weekly schedule. » Removal of soiled Ranted Uniforms and Rented Items, on a stated schedule. » Existing garments may be exchanged due to an Employee's changing size requirements at no cost to the Customer, though the emblem and garment preparation charges specified by the agreement will apply. » All Garment repairs needed due to normal wear and tear will be done at no cost to the Customer. » UniFirst will automatically replace garments before they become so worn as to impact either appearance or function. This replacement will be done at no charge to the Customer, though the emblem and garment preparation charges specified by agreement will apply.	*
60	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Sourcewell's program pricing is constant across the nation and therefore the discount/savings varies by market, i.e. savings on the Sourcewell program might be as high as 60-70% in metropolitan markets such as NYC whereas in central Kentucky the savings might only be 20-30%.	*

61	Describe any quantity or volume discounts or rebate programs that you offer.	A. Rental. UniFirst will pay Sourcewell a new incentives tiered rebate based on growth volumes of the sales to Sourcewell or Sourcewell Members of Products and Services resulting from Sourcewell net of returns and allowances and, with regard to the Products procured hereunder, less applicable delivery charges. With regard to the Services procured hereunder the specified administrative fee will be paid net of any garment preparation, emblem, loss/damage, minimum stop the truck or applicable DEFE (Delivery, Energy, Fuel and Environmental) surcharges. Said administrative fees are to be paid within thirty (30) days after the end of each calendar quarter and commencing on the effective date of this Agreement on the following: Admin fee/rebate: $ 0-$350,000……2% $350,001-$450,000……2.5% $450,001 + …….. 3% B. Direct Sales Pricing will only have 1 tier for best available. Pricing will be Ceiling price so if necessary we can adjust downward based on local pricing needs for a specific account.	*
62	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	UniFirst is a full-service provider of textile services, with many of the products being manufactured and much of the services being provided directly by UniFirst. As a part of our continued growth, we have aligned ourselves with several trusted vendor partners whenever we have customer requirements that don't align with our manufacturing core competencies (i.e. Non-Standard Options). All vendor partners must pass through our Vendor Approval process to ensure that they are financially solvent and adhere to all manufacturing best practices and appropriate child/forced labor laws. Our vendor partners have been carefully selected based on product offering breadth, stocking position, and mutual business goals. This is an on-going effort to leverage our influence over these vendor partners in order to better guarantee the quality of services provided by any such vendor to any one of our customers. As an industry leader, UniFirst is able to leverage our size in order to negotiate the most favorable pricing and terms in the industry, a benefit that gets passed on directly to our customers. In situations where our vendor partner's products are used to support our customers, we will issue standard UniFirst (bulk) Purchase Orders for merchandise, on an as necessary basis. These orders will be filled and shipped directly to our distribution center in Owensboro, KY. Our vendor partners will then invoice UniFirst directly for their services. All other services (order administration, pick, pack, ship, customer services and overall program administration and management) will be directly performed by UniFirst personnel, utilizing UniFirst owned equipment and facilities.	*
63	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Please see the attached “Sourcewell Proposal,” for a complete listing of all the associated Service Charges.	*
64	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Rental: The delivery cost is included in the weekly rental rate. Direct Sales: Pricing is quoted F.O.B. Origin, sans applicable sales taxes, with applicable freight and handling charges being prepaid and added to the shipment invoice. • United States - All Purchased Items are shipped via UPS standard ground service from our ISO registered Central Distribution Center in Owensboro, KY, unless instructions to the contrary are specified on the order. • Canada - All Purchased Items are shipped via Canadian Post standard ground service from our Central Distribution Center in Mississauga, ON, unless instructions to the contrary are specified on the order. Expedited shipping (overnight) is available via FedEx or UPS Express. The cost of expedited shipping will be calculated on a case-by-case basis and we will pass along the true cost of shipping.	*

65	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Due to the cost of doing business in Alaska and Hawaii, subcontractors in these states may charge a minimum of two times the prices quoted above. We will do our best to find a subcontractor that will honor the program pricing, however actual prices are a function of the product in the program and the Subcontractors local business practices. Any alternative pricing for Alaska and Hawaii will be submitted for your approval prior to subcontracting any of your sites to a third party.	*
66	Describe any unique distribution and/or delivery methods or options offered in your proposal.	UniFirst's combination of the full weight of our ISO Certified Distribution Center Capabilities and our National Service Coverage can be brought to bear on the Sourcewell's requirements. Direct Sale and Rental programs are all supported from a merchandise perspective by our Owensboro, KY "state-of-the-art" Distribution Center. This facility has been built with the specific objective of providing the fastest most accurate order turnaround times in the industry and we are confident that this will enhance the UniFirst value proposition for Sourcewell Members. Our proposal represents "Best-in-Class" pricing based upon the Sourcewell estimated contract value and usage. Furthermore, we offer the following value-added services: • ISO Certified Manufacturing and Distribution: UniFirst manufactures and distributes the majority of its garments through a strict process-controlled ISO certified manufacturing and distribution system. This capability allows us to better manage our supply chain and negotiate favorable rates with fabric mills. The ISO Certification ensures that consistently high-quality manufactured garments will be delivered to your Member in a timely manner, through a proven documented distribution system. • Guaranteed rates and charges: Our proprietary Account Management System (AMS Mozart) guarantees only the charges authorized and specified in our service agreement can be invoiced, Only the items of merchandise and/or services specifically authorized in the agreement can be provided to the Member. Items of merchandise and/service not authorized in the enabling service agreement can only be invoiced with prior client approval. • Virtually Unlimited Catalog: By using our partnerships with our long-term vendor partners, our catalog is essentially limitless, Even if a desired garment is not currently manufactured by UniFirst, or featured in our Workwear Direct catalog, by leveraging our relationships with our trusted vendor partners we can guarantee best-in-class pricing and service for any work apparel item. Service excellence is central to our culture, it begins with highly trained Customer Representatives who are fully dedicated to total Customer satisfaction and extends to all the contact personnel in our National Accounts Group who specialize in dealing quickly and efficiently to ensure that the specific service requirements of our National Account Customers are understood and consistently applied by our entire field Customer service centers.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
67	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Please see the attached Proposal. "Better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments."

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	

68	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	During the Term, UniFirst will, upon not less than thirty (30) business days prior written request, make available to Sourcewell no more than once per calendar year, at UniFirst's corporate offices, during normal business hours, the invoice reports and/or invoice documents from UniFirst pertaining to all invoices sent by UniFirst and payments made by Sourcewell's Members for all Products and Services procured under this Agreement. Sourcewell may employ an independent auditor or choose to conduct such audit on its own behalf. UniFirst shall have the right to approve the independent auditor, which approval shall not be unreasonably withheld. Upon approval and after the auditor has executed an appropriate confidentiality agreement, UniFirst will permit the auditor to review the relevant UniFirst documents. Sourcewell shall be responsible for paying the auditor's fees. The parties will make every reasonable effort to fairly and equitably resolve discrepancies to the satisfaction of both parties.	*
69	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Performance will be measured according to the following standards: A. Uniform Rental Services Your Account Executive will meet with you to discuss and identify continuous improvement targets. We will then create baselines from which we can measure future improvements. The Account Executive will then incorporate these improvement reports into the quarterly program review. Some of the areas we have included in continuous improvement projects for other customers include: 1. On Time Installation: New locations will be installed into Service within eight (8) weeks following the conclusion of Company's employee measurement sessions. The time frame assumes standard garments within normal size ranges as defined in the contract price schedule. The target on-time installation rate for new locations is 98%. 2. Issue Resolution All service-related issues that are communicated to Company will be addressed within 24 hours and Customer will notify Company when the issue is resolved to Customer's satisfaction. Company will utilize its RFCA (Request for Corrective Action) system to track any and all issues. Company will report all service issues and the time it takes to resolve issues to Customer's satisfaction. The following specific service issues may be submitted locally by Customer to Company. Company will address these issues at the local level following standard corrective actions. a. On Time Delivery and Pick Up: A delivery and pick up will be considered on-time if the Merchandise arrives at the relevant locations on the specified delivery day, excluding Holidays, in which event, Company will give timely notice of the Holiday delivery schedule. Late deliveries resulting from a natural disaster, severe weather emergency, or road closures, will be excluded from this measurement. Late deliveries will be recorded in the Company's RFCA system and the appropriate action plan communicated to the Customer's local manager. Performance will then be monitored until Customer's local manager is satisfied that the issue has been corrected. b. Service For New Employees: New employees will receive their garments within one (1) week of the request for standard garments in normal size ranges as defined in the contract price schedule. Instances of new employees not outfitted in one week will be recorded in the Company's RFCA system and the appropriate action plan communicated to the Customer's	

local manager. Performance will then be monitored until Customer's local manager is satisfied that the issue has been corrected.

c. Merchandise Acceptance:
Merchandise will be considered accepted if the Merchandise is properly water-washed, pressed or steam tunneled and has no rips or tears that have not been repaired. If stains cannot be removed the Rented Uniforms or Rented Items, as applicable, the same will be reviewed with Customer's representative to determine responsibility for replacement costs. *

Instances where merchandise is delivered in unacceptable condition will be recorded in the Company's RFCA system and the appropriate action plan communicated to the Customer's local manager. Performance will then be monitored until Customer's local manager is satisfied that the issue has been corrected.

B. Uniform Direct Sale

Order Fulfillment
A minimum of 98% of in-stock inventory will be shipped to Customer within 5 – 7 business days after the order is placed.

2. Order Accuracy
Company will achieve a minimum of 98% order accuracy measured as a function of returned orders.

Total Customer Satisfaction is measured in terms of customer retention rates. At UniFirst, our minimum goal is 95%. All Customer Service Centers are required to do all things necessary to retain a minimum of 95% of their Customers (the "Customers for Life Program"). Again, each Customer Service Center is ranked best to worst and financial incentives are associated with the attainment of this goal.

UniFirst's Route Sales Representatives (RSR's) are paid on delivered revenue at a 7% commission rate. In addition to the commission program all RSR's have a $6000 annual bonus opportunity based primarily on Customer Satisfaction and Customer Retention. The annual bonus opportunity generally represents between 15 and 20 percent of total compensation.

We believe that effective customer service is the most important element in developing and maintaining our market position. Our commitment to service excellence is reflected throughout our organization. Our route sales representatives are the first line of continuing customer contact, who are supported by local customer service representatives, local service management staff and local operations management leaders, all of whom are focused on addressing the ongoing needs of customers, constantly delivering high-value service and pursuing total customer satisfaction. Our proprietary information systems and our support service center enable us to respond to customer inquiries or issues within 24 hours, and our service personnel are specially trained to handle the daily contact work necessary to effectively manage customer relations.

We measure the speed and accuracy of our customer service efforts on a weekly basis and, through our "Customers for Life'' program, we continuously survey, record and report satisfaction levels as a means of evaluating current performance and highlighting areas for improvement.

Every customer is audited a minimum of twice a year to ask specifically about levels of satisfaction, areas where we can improve, and whether or not there are problems which need correcting. This proactive approach lets us uncover issues that might normally remain hidden and surfaces problems we

		might otherwise not hear about. But it benefits both us and our customers and it's one of the reasons that over 98% of all current customers give us an "completely satisfied" or "satisfied" performance rating.	
70	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	UniFirst will pay Sourcewell a new incentives tiered rebate based on growth volumes of the sales to Sourcewell or Sourcewell Members of Products and Services resulting from Sourcewell net of returns and allowances and, with regard to the Products procured hereunder, less applicable delivery charges. With regard to the Services procured hereunder the specified administrative fee will be paid net of any garment preparation, emblem, loss/damage, minimum stop the truck or applicable DEFE (Delivery, Energy, Fuel and Environmental) surcharges. Said administrative fees are to be paid within thirty (30) days after the end of each calendar quarter and commencing on the effective date of this Agreement on the following: Admin fee/rebate: $ 0-$350,000……..2% $350,001-$450,000……2.5% $450,001 + …….. 3%	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
71	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	We offer apparel products from our UniFirst Family of Brands as well as 100's of our manufacturing and distribution partners. a. Work Apparel i. UniFirst Brands ii. Industrial Uniforms iii. Automotive Apparel iv. Work Shirts v. Work Pants vi. Jeans vii. Shorts viii. Outerwear ix. Flame Resistant Clothing x. High Visibility Workwear xi. Healthcare Uniforms & Apparel xii. Food Service Apparel xiii. ESD & Anti-Static Garments b. Corporate Apparel i. T-Shirts ii. Button Downs iii. Polos iv. Fleece and Sweatshirts v. Outerwear vi. Pants vii. Jeans viii. Shorts ix. Promotional Accessories	*

72	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Work Apparel UniFirst Brands Industrial Uniforms Work Shirts Work Pants Outerwear Flame Resistant Clothing High Visibility Workwear Healthcare Uniforms & Apparel Food Service Apparel ESD & Anti-Static Garments Uniform Services Uniform Rental Programs Val-U-Lease Program Direct Purchase Programs National Account Programs Facility Services Floor Mat Services • WALK-OFF MATS • SCRAPER MATS • ANTI-FATIGUE MATS • “WET AREA” MATS • MESSAGE & LOGO MATS Floor Mop Services • WET & DRY FLOOR MOPS • MICROFIBER FLOOR MOPS Wiper & Towel Services • SHOP TOWELS • MICROFIBER TOWELS Restroom Services • SOAPS & HAND CARE • HEAVY-DUTY HAND CLEANERS • PAPER TOWELS & SANITARY TISSUE • AIR FRESHENERS • SHAMPOO, SHOWER & BATH Hand Hygiene Services • PURELL HAND SANITIZERS • MEDICAL SOAPS & SURGICAL SCRUBS Cleaning Solution Dispensing Services Safety & PPE • Safety Masks • Ear Plugs • Eyewash Stations • Flame Resistant Clothing • Industrial Safety Gloves • Hard Hats • High Visibility Clothing • Safety Glasses	*

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
73	Uniform apparel, uniform accessories, and footwear;	(•) Yes ( ) No	Yes	*
74	Rental and leasing services incidental to the offering of the uniform apparel, uniform accessories, and footwear described in Line 73 above;	(•) Yes ( ) No	Yes	*
75	Customization, personalization, alteration, fitting, and sizing services incidental to the offering of the uniform apparel, uniform accessories, and footwear described in Line 73 above;	(•) Yes ( ) No	Yes	*
76	Laundry, cleaning, mending, and repair services incidental to the offering of the uniform apparel, uniform accessories, and footwear described in Line 73 above; and,	(•) Yes ( ) No	Yes	*
77	Incidental offering of facility supplies and related services such as, floor mats, mops, cleaning supplies, first-aid supplies, and related items to the extent they are complementary to the offering of the uniform apparel, uniform accessories, and footwear described in Line 73 above.	(•) Yes ( ) No	Yes	*

Table 15: Exceptions to Terms, Conditions, or Specifications Form

Line Item 78. **NOTICE**: To identify any exception, or to request any modification, to Sourcewell standard Contract terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Contract Template provided in the “Bid Documents” section. Proposer must upload the redline in the “Requested Exceptions” upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Contract.

Do you have exceptions or modifications to propose?	Acknowledgement *
	(•) Yes ( ) No

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”

- Pricing - NATIONAL ACCOUNT PROPOSAL FOR Sourcewell 1.11.24.docx - Thursday January 11, 2024 08:29:52
- Financial Strength and Stability - 12. UniFirst Quarterly Report or the quarterly period ended November 25, 2023 .docx - Wednesday January 10, 2024 14:11:40
- Marketing Plan/Samples - Sourcewell sample welcome kit.pdf - Wednesday January 10, 2024 14:12:25
- WMBE/MBE/SBE or Related Certificates (optional)
- Warranty Information (optional)
- Standard Transaction Document Samples (optional)
- Requested Exceptions - Sourcewell RFP #011124 - Qualifying Comments - January 2024.docx - Wednesday January 10, 2024 14:10:27
- Upload Additional Document (optional)

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.

3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.

5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.

6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.

7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.

8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

11. Proposer its employees, agents, and subcontractors are not:
    1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;

    2. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://sam.gov/SAM/; or

    3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - David Katz, Executive Vice President, Sales & Marketing, UniFirst Corporation

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_4_Uniforms_with_Related_Products_and_Services_RFP_011124 Mon December 18 2023 03:08 PM	☑	2
Addendum_3_Uniforms_with_Related_Products_and_Services_RFP_011124.pdf Thu December 14 2023 02:18 PM	☑	3
Addendum_2_Uniforms_with_Related_Products_and_Services_RFP_011124 Tue December 12 2023 01:10 PM	☑	1
Addendum_1_Uniforms_with_Related_Products_and_Services_RFP_011124 Mon November 20 2023 04:35 PM	☑	2

Agreement 32500106 with UniFirst Corporation for Uniform Rental and Laundry Services for Public Works

Public Works & Transportation Committee
October 8, 2024

Eric Zetz
Environmental Resources Manager

CITY OF OXNARD CALIFORNIA

RECOMMENDATION

That the Public Works and Transportation Committee recommended that the City Council approve and authorize the Mayor to execute an Agreement with UniFirst Corporation for an initial three-year term from November 1, 2024, to October 31, 2027, with the option for two consecutive one-year period extensions ending October 31, 2029, for a total amount not to exceed $1,090,000 for uniform rental and laundry services for various City Departments utilizing Sourcewell contract #011124-UFC.

BACKGROUND

- The City of Oxnard supplies employee uniforms from a vendor for a variety of divisions and departments: Environmental Resources, Water, Wastewater, Streets, Parks, Facilities, Fleet, Special Districts and Fire

- Employees receive pants, shirts and outerwear specific to the type of work being performed which includes laundry services

- Employees are exposed to heavy oils, solvents, chemicals, and other materials while performing their daily duties

BACKGROUND

- Providing City staff with uniforms aligns with the Memorandum of Understanding (MOU) between the International Union of Operating Engineers (IUOE) as well as the Service Employees International Union (SEIU) labor groups:

> ***"City shall provide uniforms, or portions of uniform costs, or uniform service, to each Unit employee required to be "uniformed." Unit employees designated as "uniformed" are those required to wear uniforms and/or safety shoes as a condition of employment. In addition, City will provide legally required safety equipment, and pay the cost for repairing uniforms damaged in the course and scope of employment without negligence by such employee."***

DISCUSSION

- Uniforms are an integral part of the City's operations, as they provide clean and safe uniforms daily and provides identification of employees when working in the community

- Vendor will handle all the maintenance and cleaning themselves ensuring uniforms are always cleaned with no wear and tear

- Depending on the Department or Division, rentals are preferred over purchasing due to the daily duties of an employee or need for professional laundry services

DISCUSSION

- Previously, the City solicited services for uniform purchases, rental, and laundry services for various City Departments and no bids were received

- Two separate agreements will be created for uniforms, one for rentals and the other for purchases

- City Purchasing Policy allows for the use of governmental-cooperative contracts for the purchase of goods, equipment and contractual services when the contract has been competitively bid and awarded in accordance with local, State, and Federal laws that govern public procurement

DISCUSSION

- UniFirst Corporation (UniFirst) holds a cooperative contract with Sourcewell #011124-UFC. UniFirst has been providing rental services to the City for the past ten years

- This agreement includes uniform rentals, shop towels/rags and laundry services. Upon request, UniFirst can supply uniforms that include reflective material

- Additionally, the Fire department will utilize this contract to provide mats at fire stations and administration building

FINANCIAL IMPACT

- Total cost of the agreement for five years with UniFirst. shall not exceed $1,090,000 through October 31, 2029

- The estimated spending for FY 2024-25 is $126,500

- The remaining contract balance will be requested in subsequent fiscal year budgets

- Due to various factors such as personnel vacancies and any change in service levels, actual spending will vary during the fiscal years

CITY OF OXNARD CALIFORNIA

Questions