

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: September 17, 2020

NOTICE OF CONTRACT

COMMODITY: Shop Towel Laundering and Floor Mat Services

CONTRACT NO.: 8002759 NIGP: 954-7000, 954-7030, 954-7076

VENDOR: Cintas Corporation No. 2 VENDOR #: 177689
6800 Cintas Boulevard
Mason, OH 45040

CONTACT PERSON(S): Aiman Barakat, Government Account Manager
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Amanda Wetterer, Global Account Manager
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Customer Service: 1-800-246-8271

EFFECTIVE FROM: September 17, 2020 through August 31, 2022

PAYMENT & TERMS: Payments shall be made via ACH.

INVOICING & PAYMENTS: Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice.

F.O.B.: F.O.B. Destination to any location within the State of New Hampshire

ORDERING: State agencies will place their orders direct to vendor by electronic order entry, by e-mail, by FAX, or they may establish a standard delivery order. Eligible participants will utilize their own individually established ordering procedures.

QUESTIONS: Direct any questions to Erica Brisson, 603-271-7272 or
Erica.Brisson@DAS.NH.Gov

MINIMUM ORDERS: There is no minimum order required under this contract.

SCOPE OF SERVICES:

SHOP TOWEL LAUNDERING SERVICES

The Contractor shall provide clean shop towels to the State including removal and laundering of used shop towels in accordance with State of New Hampshire Code of Administrative Regulations Hazardous Waste Regulations (env-Hw) 401.03 (a) (11) and 401.03 (g).

The State's maintenance shops use shop towels for daily maintenance operations. Shop towels are used in cleaning and degreasing processes (see Definition in Env-Hw 401.02 (e)). Used shop towels may contain dirt, used oils, used grease, and solvents included in the definition of Solvent-Contaminated Wipe in Env-Hw 401.02 (d). The intent is for maintenance shop to always have shop towels sufficient to support maintenance operations, and for soiled towels to be removed expeditiously, transported and laundered in an environmentally responsible manner.

Shop towels will be 18" x 18" or comparable size, free of holes, tears, frayed edges and foreign materials including but not limited to dirt, mold, residue, and disagreeable odor. Shop towels are of quality comparable to industry standards for absorption, durability, and functionality.

The Contractor must restock shop towels bi-weekly (every two weeks) intervals or monthly at 30-day intervals depending on the agency's request.

The Contractor shall provide documentation of clean shop towels delivered and document quantity of soiled shop towels removed. The invoice shall be signed by an agency supervisor or manager upon receipt detailing the date and amount of clean shop towels delivered. The agency supervisor or manager will receive a copy of the invoice.

The Contractor must empty all soiled shop towel receptacles at each State facility or maintenance shop at intervals of bi-weekly or monthly as scheduled by the participating agency. Old liners removed and new liners emplaced in shop towel receptacles as part of pick-up.

The Contractor must be responsible for transportation of soiled shop towels. The Contractor must transport the soiled shop towels in tightly sealed containers to prevent leaks and emissions. Such containers for transport will be clearly labeled Excluded Solvent-Contaminated Wipes. No free liquids present in containers during transports. Any unserviceable soiled shop towels shall be disposed of in accordance with Chapter Env-Hw 401.03 (b)(28), New Hampshire Code of Administrative Rules.

All shop towels shall be laundered in New Hampshire or a state that has adopted the exclusion at 40 CFR 261.4(a)(26), 7/1/14 edition, and at a facility whose discharge, if any is regulated under sections 301 and 402 or section 307 of the Clean Water Act.

The Contractor must dispose of any unserviceable soiled shop towels in accordance with Chapter Env-Hw 402.03(b)(28), New Hampshire Code of Administrative Rules or the Rules applicable to the State that the laundering facility is located.

The Contractor must provide a letter of compliance identifying the name and address of the laundering facility, the facilities compliance with Section 301 and 402, or 307 of the Clean Water Act, its permitting status (permitted through local Publicly Owned Treatment Works (POTW) or CWA Discharge permit). The Contractor will provide updated or revised letters of the facility changes or permit status has changed (new or revised permit).

For the New Hampshire Code of Administrative Rules – Chapter Env-Hw 400 IDENTIFICATION AND LISTNIG OF HAZARDOUS WASTES, please click here - <https://www.des.nh.gov/organization/commissioner/legal/rules/index.htm#waste>

FLOOR MAT SERVICES

Contractor shall supply the State with weekly mat services includes the deliver and place clean mats and replace soiled mats in designated areas on a weekly, bi-weekly, monthly or as scheduled by participating agency. Initial delivery shall be coordinated by each participating agency’s designated representative, to schedule delivery days/times, direct placement locations and, if applicable, to transition services from any previous contract without disruption. The Contractor shall replace unsightly and/or unserviceable mats, as determined by the agency’s representative, at no additional cost. The Contractor will supply the both walk-off (carpet) mats and scraper mats.

Walk-off (carpet) mats shall be made of nylon, are non-slip, and made with type-6 nitrile rubber backing. Heavy-duty nylon tufted entrance mats with absorbent carpet top surface that traps and holds up to a gallon of water per square year. They shall be fade resistant, adhere to the floor surface and be ADA compliant design.

Scraper mats shall be of 100 % nitrile rubber material, non-slip, beveled edges and ADA compliant design Mats must be molded bidirectional or similar cleats that remove dirt and moisture from footwear before entering a building.

Mats that show visible cracks, torn edges, snags or are faded will not be acceptable by participating agencies.

The State and its agencies shall put their request for specific quantities and sizes directly to the Contractor.

Mats provided by the Contractor shall remain the property of the contractor during the contract term.

Other types of mat (e.g. drainage/splash, anti-fatigue, greeting, kitchen, etc.) if available from the Contractor, may be requested as part of the Contractor’s balance of product line.

PRICING:

SHOP TOWEL LAUNDERING SERVICES	
DESCRIPTION OF ITEM/SERVICE	UNIT PRICE
18" X 18" Towels/ Bi-Weekly Services	\$0.17
18" X 18" Towels/ Monthly Services	\$0.28

FLOOR MAT SERVICES	
Description of item	unit price
3' X 5' Scraper Mat	\$2.43
4' X 6' Scraper Mat	\$3.17
3' X 5' Walk Off Mat	\$2.87
4' X 6' Walk Off Mat	\$3.54
4' X 8' Walk Off Mat***	\$7.20
3'x 10' Walk Off Mat	\$4.22

*** Cintas recommends using either a 4'x6' mat (\$3.54 unit price) or a 3'x10' mat (\$4.22 unit price), as a 4'x8' is not a standard Cintas size and is priced higher to reflect this.

BALANCE OF PRODUCT LINE ITEMS

During the term of contract, the State may purchase other items in relation to shop towels laundering or floor mat services from the Contractor's Balance of Product Line. All items ordered will include all shipping/charges. Please see contract for further product details.