

State of Vermont

Buildings and General Services
Office of Purchasing & Contracting
10 Baldwin St
Montpelier VT 05633-7501
USA

CONTRACT



Vendor ID 0000013382
Unifirst Corporation
125 Etna Road
Lebanon NH 03766
USA

Contract ID 0000000000000000000029510		Page 1 of 2
Contract Dates 07/01/2015 to 06/30/2017		Origin CP
Description: CP-RENTAL MATS,MOPS &WIPING C		Contract Maximum \$70,000.00
Buyer Name Berini,Brian Jon	Buyer Phone 802/828-2217	Contract Status Approved

Phone #:

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
1		RENTAL SERVICE FOR MATS, MOPS, AND WIPING CLOTHS	EA	0.01000	0.00	0.00

CONTRACT TERMS AND ADDITIONAL INFORMATION

STATE OF VERMONT Contract # 29510

STANDARD CONTRACT FOR SERVICES

1. Parties. This is a contract for services between the State of Vermont, Department of Buildings & General Services (hereafter called "State"), and Unifirst Corporation, with a principal place of business in Winooski, VT, (hereafter called "Contractor"). Contractor's form of business organization is Corporation. It is the contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, the contractor is required to have a Vermont Department of Taxes Business Account Number.

2. Subject Matter. The subject matter of this contract is services generally on the subject of Rental service for Mats, Mops and Wiping Cloths. Detailed services to be provided by the contractor are described in Attachment A.

3. Maximum Amount. In consideration of the services to be performed by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$70,000.00.

4. Contract Term. The period of contractor's performance shall begin on July 1, 2015 and end on June 30, 2017, with two (2) additional 12-month renewal options.

5. Prior Approvals. If approval by the Attorney General's Office or the Secretary of Administration is required, (under current law, bulletins, and interpretations), neither this contract nor any amendment to it is binding until it has been approved by either or both such persons.

- Approval by the Attorney General's Office is required.
- Approval by the Secretary of Administration is not required.
- Approval by the CIO/Commissioner DII is not required.

6. Amendment. This agreement represents the entire agreement between the parties; No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.

7. Cancellation. This contract may be canceled by either party by giving written notice at least 30 days in advance.

8. Attachments. This contract consists of 10 pages including the following attachments which are incorporated herein:

- Attachment A - Specifications of Work to be Performed
- Attachment B - Payment Provisions
- Attachment C - "Standard State Provisions for Contracts and Grants" a preprinted form (revision date 03/01/2015).

9. Order of Precedence. Any ambiguity, conflict or inconsistency in the Contract Documents shall be resolved according to the following order of precedence:

- (1) Standard Contract
- (2) Attachment C (Standard Contract Provisions for Contracts and Grants)
- (3) Attachment A
- (4) Attachment B

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THE VISA PURCHASING CARD MAY BE USED AS A FORM OF PAYMENT UNDER THIS CONTRACT.

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the STATE of VERMONT

By the CONTRACTOR

Date: _____

Date: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Email: _____

Email: _____

ATTACHMENT A - SCOPE OF WORK

Contractor shall provide Rental Services for Rental Service for Mats, Mops, and Wiping Cloths.

All work performed on this contract shall be scheduled by the affected agency. The agency contact shall work closely with the contractor to ensure all work is completed in a satisfactory manner. This contract is to be utilized for Rental Service for Mats, Mops, and Wiping Cloths.

1. **DETAILED REQUIREMENTS:** Mats, Mops, and Wiping Cloths shall be delivered in good/near-new condition, freshly laundered and dry. Quantity usage and/or frequency of delivery may be changed at any time at the discretion of the user location (for example, expect reduced use during summer months, approximately May to October).
 - a. MATS, WALK-OFF: RUBBER BACKED TO LAY FLAT AND GRIP FLOOR, WITH PILE TOP SURFACE TO CAPTURE AND HOLD SOIL, MOISTURE AND GREASE. PROTECTS FLOORS AND PROMOTES SAFETY. DELIVERED LAUNDERED AND DRY. VARIOUS COLORS AND SIZES.
 - b. REUSABLE ABSORBANT CARPETS/MATS
 - c. MATS, SCRAPER: FOR USE AT BUILDING ENTRANCE. HEAVY DUTY WITH RIDGES TO REMOVE AND HOLD PARTICLES AND MOISTURE BELOW SURFACE OF MAT. RUBBER BACKING WITH CONTINUOUS RAISED AND BEVELED EDGES TO HOLD WATER AND LIE FLAT.
 - d. MOP, WET: LOOPED ENDS, SUPER ABSORBENT COTTON OR COTTON BLEND, STURDY BACKING. MOP ATTACHMENT AND HANDLE INCLUDED.
 - e. DUST MOP HANDLES: SHALL BE CONSTRUCTED OF STURDY WOOD. THE METAL SNAP ATTACHMENT MECHANISM WILL ALLOW OPTION TO ROTATE MOPHEAD 360 DEGREES OR STATIONARY.
 - f. FENDER COVER CLOTHS: 100% COTTON, THICK AND ABSORBENT. PROVIDES PROTECTION FOR VEHICLE FENDERS, SEATS, ETC.
 - g. WIPING CLOTHS: LAUNDERED, 100% COTTON, STRONG AND ABSORBENT. SHOP TOWEL USE: DYED ORANGE OR RED.
 - h. INK - FURNITURE TOWELS
 - i. VIRGIN (NEW) WIPING CLOTHS: NATURAL/WHITE, ALL-COTTON, STRONG AND ABSORBENT.
 - j. DUCK TOWELS: WHITE, 100% COTTON.
 - k. OIL SOAK MAT
 - l. DRY MOP: LIGHT WEIGHT. THICK-TUFTED YARN WHICH ATTRACTS DIRT AND DUST
 - m. MICROFIBER DUST MOP
 - n. WATER HOG MAT. BEVELED EDGING TRAPS DIRT AND WATER. PREVENTS SLIP HAZARDS. HELPS MAINTAIN INDOOR FLOOR COVERING. WATER TRAPPING SYSTEM HOLDS UP TO 1.5 GALLONS OF WATER PER SQUARE YARD. NITRILE RUBBER BACKING IS CHEMICALLY RESISTANT. BACKED WITH GRIP-NOBS THAT KEEP THE MAT FROM MOVING OVER CARPET AND IMPROVES TRACTION ON HARD SURFACES. CHARCOAL AND GRAY.
 - o. Environmental Safety and Health: Products, handling, cleaning, and disposal of waste shall be handled to assure compliance with all federal, state and local regulations. Contractor shall provide printed material demonstrating compliance, including method of recovering and recycling waste, oils and solvents from soiled products.
 - p. Worn items: Items shall be maintained in a condition satisfactory to the State of Vermont. Contractor shall replace worn or damaged items as a result of normal wear and tear at no additional charge.
 - q. Allowable charges: Price shall include delivery and service per item per location. Charges shall be based on actual usage (for example, cloths shall be billed for quantity used not a pre-set amount). There shall be no additional charges, including replacement charges, allowed.
 - r. Contractor shall work with contact person for each delivery location in all matters pertaining to service. Contract issues, and requests to add additional types of items, must be addressed with the Purchasing Agent.

2. **REPORTING REQUIREMENTS:** Contractors shall submit quarterly product sales report to the purchasing agent pursuant to the schedule below. Each report must contain the following information: contract number; using department's address, contact name, and telephone number; product ordered; quantity ordered; quantity shipped; and price charged, with totals for each product for each reporting period. We reserve the right to request additional information or to modify the reporting periods.

a. **REPORTING PERIODS:** Quarterly reports must be submitted in accordance with the following schedule:

Reporting Period	Report Due
January 1 -March 31	April 15
April 1 - June 30	July 15
July 1 - September 30	October 15
October 1 - December 31	January 15

3. **PERFORMANCE MEASURES:** Contractor shall meet the following performance measures:

- a. The acceptable quality level for on time delivery will be 99%; the customer will report any deliveries that do not meet the contractors promised delivery date to the state contract manager. Contractor's delivery performance will be reviewed in periodic contract review meetings between the State of Vermont (SOV) and the contractor.
- b. The contractor shall complete the reporting requirements outlined in this contract. A failure by the contractor to complete their quarterly reporting on time in two consecutive quarters shall result in a contract review with potential consequences as severe as termination.
- c. Contractor shall respond to customer requests for technical information, pricing, and delivery information within 48 hours or less of the first contact by the customer. The customer will require a 99% compliance to this requirement, with the customer reporting any contractor non-compliance to the state contract manager. The contractor's customer response performance will be reviewed in periodic contract review meetings between the SOV and the contractor.

ATTACHMENT B - PAYMENT PROVISIONS

The State shall pay the Contractor a not-to-exceed amount of \$70,000.00 for services performed on an as needed basis as described in Attachment A, as follows:

1. Contractor shall be paid based on documentation and itemization of work performed and included in invoicing. Invoicing must contain a detail of services, dates, hours of work performed and rates of pay. Invoicing must also contain a detail of items and all cost for any allowable expenses.
2. The State shall not be responsible for any unauthorized expenses or services incurred and/or performed by Contractor.
3. In consideration of the services performed by Contractor, the State agrees to pay Contractor in accordance with the following established rates based. These rates are inclusive of all fees and expenses, including mileage.

DESCRIPTION	SIZE	WEEKLY	BIWEEKLY	MONTHLY
MATS, WALK-OFF: RUBBER BACKED TO LAY FLAT AND GRIP FLOOR, WITH PILE TOP SURFACE TO CAPTURE AND HOLD SOIL, MOISTURE AND GREASE. PROTECTS FLOORS AND PROMOTES SAFETY. DELIVERED LAUNDERED AND DRY. VARIOUS COLORS AND SIZES.				
	3'x 5'	\$ 1.50	\$ 2.25	\$ 3.70
	3' X 10'	\$ 3.00	\$ 4.50	\$ 6.50
	4' X 6'	\$ 2.50	\$ 3.75	\$ 5.00
	4' X 8'	\$ 3.30	\$ 4.95	\$ 6.55
REUSABLE ABSORBANT CARPETS/MATS	18" X 18"	\$ 3.50	\$ 5.50	\$ 6.50
MATS, SCRAPER: FOR USE AT BUILDING ENTRANCE. HEAVY DUTY WITH RIDGES TO REMOVE AND HOLD PARTICLES AND MOISTURE BELOW SURFACE OF MAT. RUBBER BACKING WITH CONTINUOUS RAISED AND BEVELED EDGES TO HOLD WATER AND LIE FLAT.				
	3' X 5'	\$ 1.50	\$ 2.25	\$ 3.70
	4' X 6'	\$ 3.00	\$ 4.50	\$ 6.55
	4' X 8'	\$ 4.00	\$ 5.00	\$ 6.55
MOP, WET: LOOPED ENDS, SUPER ABSORBENT COTTON OR COTTON BLEND, STURDY BACKING. MOP ATTACHMENT AND HANDLE INCLUDED FOR NO ADDITIONAL CHARGE.	-	\$ 0.65	\$ 1.10	\$ 1.90
DUST MOP HANDLES: SHALL BE CONSTRUCTED OF STURDY WOOD. THE METAL SNAP ATTACHMENT MECHANISM WILL ALLOW OPTION TO ROTATE MOPHEAD 360 DEGREES OR STATIONARY.	60"	nc	nc	nc
FENDER COVER CLOTHS: 100% COTTON, THICK AND ABSORBENT. PROVIDES PROTECTION FOR VEHICLE FENDERS, SEATS, ETC.	4' X 3'	\$ 0.45	\$ 0.55	\$ 0.70
WIPING CLOTHS: LAUNDERED, 100% COTTON, STRONG AND ABSORBENT. SHOP TOWEL USE: DYED ORANGE OR RED.				
	18" X 18"	\$ 0.06	\$ 0.12	\$ 0.18
18" x 18" INK/FURNITURE TOWEL	18" X 18"	\$ 0.20	\$ 0.25	\$ 0.30
VIRGIN (NEW) WIPING CLOTHS: NATURAL/WHITE, ALL-COTTON, STRONG AND ABSORBENT.				
	18" X 18"	\$ 0.08	\$ 0.15	\$ 0.20
	18" X 30"	\$ 0.30	\$ 0.30	\$ 0.30
DUCK TOWELS: WHITE, 100% COTTON.	15" X 25"	\$ 0.20	\$ 0.28	\$ 0.38

OIL SOAK MAT	-	\$ 2.50	\$ 3.50	\$ 6.50
DRY MOP: LIGHT WEIGHT. THICK-TUFTED YARN WHICH ATTRACTS DIRT AND DUST	48"	\$ 0.80	\$ 0.95	\$ 1.50
MICROFIBER TOWEL	16" X 16"	\$ 0.14	\$ 0.20	\$ 0.25
MICROFIBER DUST MOP	18"	\$ 0.60	\$ 0.75	\$ 0.90
MICROFIBER DUST MOP	24"	\$ 0.70	\$ 0.90	\$ 1.00
MICROFIBER DUST MOP	36"	\$ 1.10	\$ 1.40	\$ 1.65
MICROFIBER DUST MOP	48"	\$ 1.40	\$ 1.75	\$ 1.95
MICROFIBER WET TUBE MOP	-	\$ 0.70	\$ 1.20	\$ 1.95
MICROFIBER HIGH DUSTER COVER	-	\$ 0.15	\$ 0.19	\$ 0.25
MICROFIBER DUST MOP HANDLE	-	nc	nc	nc
MICROFIBER DUST MOP BASE	18"	\$ 0.25	\$ 0.25	\$ 0.25
MICROFIBER DUST MOP BASE	24"	\$ 0.25	\$ 0.25	\$ 0.25
MICROFIBER DUST MOP BASE	36"	\$ 0.25	\$ 0.25	\$ 0.25
MICROFIBER DUST MOP BASE	48"	\$ 0.25	\$ 0.25	\$ 0.25
MICROFIBER HIGH DUSTER FRAME	-	\$ 0.25	\$ 0.25	\$ 0.25
WATER HOG MAT. BEVELED EDGING TRAPS DIRT AND WATER. PREVENTS SLIP HAZARDS. HELPS MAINTAIN INDOOR FLOOR COVERING. WATER TRAPPING SYSTEM HOLDS UP TO 1.5 GALLONS OF WATER PER SQUARE YARD. NITRILE RUBBER BACKING IS CHEMICALLY RESISTANT. BACKED WITH GRIP-NOBS THAT KEEP THE MAT FROM MOVING OVER CARPET AND IMPROVES TRACTION ON HARD SURFACES. CHARCOAL AND GRAY.				
	3' x 5'	\$ 2.50	\$ 3.00	\$ 4.00
	4' X 6'	\$ 3.50	\$ 4.00	\$ 5.00

4. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.
5. The State shall not pay for any unauthorized labor, materials, equipment or expenses of Contractor.
6. Any services outside of agreement shall not be allowed.
7. Contractor's invoicing must contain a detailed description of all work completed.
8. Payment Terms: Net 30. The State has 30 days from the date the state receives an invoice **with full and complete supporting documentation** to exercise its right to bill or credit adjustments made necessary by internal audits and quality assurance checks.
9. Contractor shall submit invoice with contract number to the applicable project manager using the contract.