State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701

Brian Sandoval
Governor

Patrick Cates
Director

Jeffrey Haag
Administrator

State of Nevada

Purchasing Division

Request for Proposal: 3485

For

LAUNDRY SERVICES

Release Date: January 22, 2018

Deadline for Submission and Opening Date and Time: February 28, 2018 @ 2:00 PM

Refer to Section 7, RFP Timeline for the complete RFP schedule

For additional information, please contact:

Annette Morfin, Purchasing Officer

State of Nevada, Purchasing Division

515 E. Musser Street, Suite 300

Carson City, NV 89701

Phone: 775-684-0185

Email address: amorfin@admin.nv.gov

(TTY for Deaf and Hard of Hearing: 1-800-326-6868
Ask the relay agent to dial: 1-775-684-0185/V.)

Refer to Section 8 for instructions on submitting proposals

VENDOR INFORMATION SHEET FOR RFP 3485

Vendor Shall:

A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 shall be used for development of the contract;

B) Type or print responses; and

C) Include this Vendor Information Sheet in Section III of the Technical Proposal.

V1	Company Name	Cintas Corporation

V2	Street Address	1312 Capitol Blvd #102

V3	City, State, ZIP	Reno, NV 89434

	Telephone Number		
V4	Area Code: 775	Number: 384-8031	Extension:

	Facsimile Number		
V5	Area Code:	Number:	Extension:

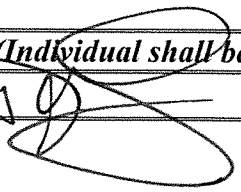
	Toll Free Number		
V6	Area Code:	Number:	Extension:

	Contact Person for Questions / Contract Negotiations, including address if different than above
V7	Name: Daniel Rodrigues
	Title: Major Account Manager
	Address: 1312 Capitol Blvd #102 Reno, NV 89434
	Email Address:rodriguesd@cintas.com

	Telephone Number for Contact Person		
V8	Area Code: 530	Number: 321-0218	Extension:

	Facsimile Number for Contact Person		
V9	Area Code:	Number:	Extension:

	Name of Individual Authorized to Bind the Organization	
V10	Name: Daniel Rodrigues	Title: Major Account Manager

	~~Signature~~ ***(Individual shall be legally authorized to bind the vendor per NRS 333.337)***	
V11	Signature: 	Date: 2-27-18

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Prospective vendors are advised to review Nevada's ethical standards requirements, including but not limited to NRS 281A, which can be found on the Purchasing Division's website at: http://purchasing.nv.gov.

All applicable Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) documentation can be found at: www.leg.state.nv.us/law1.cfm.

1. PROJECT OVERVIEW

1.1 The State of Nevada Purchasing Division is seeking proposals from qualified vendors to provide laundry services statewide on an as needed basis.

1.2 The State may award one (1) or more contracts in conjunction with this RFP, as determined to be in the best interests of the State.

1.3 It is the intention of the State to award contract(s) on a statewide basis; however, proposals may be considered regionally (Northern, Southern, Rural).

1.3.1 Vendor's proposal must identify the geographic region(s) in which services are being offered and be specific as possible to the services being provided.

1.4 This contract will be mandatory for State agencies located in geographic regions serviced by the contract. The University and Community College System, the Court System, the Legislative Counsel Bureau, and Political Subdivisions (i.e., cities, counties, school districts, etc.) may use the contract(s) resulting from this RFP; however, they are not required to do so.

1.5 The State Purchasing Division will administer contract(s) resulting from this RFP. The resulting contract(s) will be for a contract term of four (4) years, anticipated to begin July 1, 2018, subject to Board of Examiners approval and will expire June 30, 2022.

2. SCOPE OF WORK

2.1 PROPOSING VENDORS REQUIREMENTS

2.1.1 Proposing vendors are invited to submit proposals with creative solutions to the State of Nevada for laundry services.

2.1.2 Proposing vendors **must** list the geographic region(s) where service will be provided, i.e. Statewide, Rural, Northern Nevada (Reno, Sparks or Carson City) or Southern Nevada (Las Vegas, Boulder City or Henderson).

2.1.3 Proposing vendors **must** list all participating locations, identify hours of operation and average number of vehicles "in-service".

2.1.4 Proposing vendors **must** indicate the frequency that laundry services will take place, i.e. weekly, monthly, etc.

2.1.4.1 Various agencies will require a mandatory weekly pick-up/delivery and other agencies frequency will vary from weekly, bi-weekly or monthly.

2.1.5 Proposing vendors should submit proposals with two (2) options, and should list available services for each option below or submit proposals for one (1) or both options.

2.1.5.1 Option A: Vendor owned products, like for like replacement and

2.1.5.2 Option B: Agency owned products.

2.2 CONTRACTED VENDOR(S) RESPONSIBILITIES

2.2.1 Contracted vendor(s) shall ensure that conduct is in a professional and courteous manner at all times while on the agency premise.

2.2.2 Contracted vendor(s) shall be required to perform an on-site inventory at each location on a quarterly basis.

2.2.2.1 The purpose of this inventory is to insure that items are being maintained in good repair and inventories are consistent with usage.

2.2.2.2 In addition, this will help prevent excessive charges on items not turned in on a regular schedule.

2.2.3 Contracted vendor(s) should supply hanger holders to be picked up for re-use when hanger holder is full.

2.3 CLOTHING REQUIREMENTS

2.3.1 Proposing vendors should indicate if they can furnish clothing in 100% cotton, non-fading material; as some agencies require this for safety issues.

2.3.2 Proposing vendors should indicate if they can furnish protective clothing, shirts, pants or coveralls, which could possibly be required in various colors and in some cases 100% cotton.

2.3.3 Proposing vendors must be able to provide a clean set of clothing for each workday, five (5) days per week.

2.3.4 Some agencies require shirts and pants and have the need for eleven (11) sets of each. Agencies in outlying areas may require more than eleven (11) sets per person due to delivery distances and delivery frequencies.

2.3.5 It may be required by some agencies that shirts and pants be laundered and pressed on a weekly basis.

2.3.6 Uniform replacement procedures due to normal wear and tear, including excessive staining by grease, oil or paint shall be continuous throughout the contract period.

2.3.6.1 There will be no charge to the agencies for such replacement services except under cases of apparent abuse or when the garments have been in service for a short time frame.

2.3.6.2 Either party may identify items for replacement.

2.3.6.3 Proposers must outline procedures for clothing product replacement due to normal wear and tear for vendor owned products.

2.3.6.4 Proposers must outline procedures for excessive staining by grease, oil or paint.

2.3.7 Personalized measurements will be the responsibility of the contracted vendor(s) and must be maintained on each employee to include uniform specifications, e.g., shirt material, short or long sleeves, pants material, type of waistband for pants, etc.

2.3.8 New employee uniforms or alterations must be delivered by the next scheduled delivery date, not to exceed seven (7) working days. The same seven (7) day period will also be the maximum allowed for logo, nametag or supervisory tag changes.

2.3.8.1 The State understands that unusual circumstances may arise, such as employees that require very large garments. For these instances the seven (7) day requirement will be waived but will not exceed fifteen (15) days.

2.3.9 All clothing must be delivered on hangers and tagged for the intended recipient.

2.3.10 Uniforms being returned are to be equal to the quantity turned in for laundry service the previous week.

2.3.11 In some cases, logo patches will be furnished to the contracted vendor(s) and the contracted vendor(s) will affix patches to each shirt.

2.3.12 Clothing items include:

2.3.12.1 Shirts (cotton or other fabric);
2.3.12.2 Woman's blouses (cotton or other fabric);
2.3.12.3 Pants (cotton or other fabric); and
2.3.12.4 Coveralls (cotton or other fabric).

2.4 MISCELLANEOUS ITEMS

2.4.1 Sheets;
2.4.2 Mattress Pad;
2.4.3 Pillow Cases;
2.4.4 Blankets;
2.4.5 Pad, Geri, Quilted;
2.4.6 Bath Towels and Wash Cloths;
2.4.7 Other Types of Towels;
2.4.8 Lab Coats;
2.4.9 Underwear and Socks;
2.4.10 Aprons;
2.4.11 Shop Towels;
2.4.12 Terry Towels;
2.4.13 Logo Patches;
2.4.14 Name Tags;
2.4.15 Mops;
2.4.16 Floor Mats (rubber bottoms with carpet on top);
2.4.17 Bar Towels;
2.4.18 Napkins in assorted colors;
2.4.19 52 x 52 Table Cloths in assorted colors;
2.4.20 72 x 72 Table Cloths in assorted colors;
2.4.21 120 Round Table Cloths in assorted colors;
2.4.22 85 x 85 Table Cloths in assorted colors;
2.4.23 52 x 114 Table Cloths in assorted colors;
2.4.24 61 x 51 Table Cloths in assorted colors;
2.4.25 61 x 61 Table Cloths in assorted colors;
2.4.26 90 Round Table Cloths in assorted colors;
2.4.27 132 Round Table Cloths in assorted colors;
2.4.28 Wet Mop
2.4.29 Laundry Bags;
2.4.30 Laundry Bag Stand; and
2.4.31 Other Agency needs to be identified at a later date.

2.4.31.1 Special requirements will need to be worked out between the agency and the contracted vendor(s).

3. COMPANY BACKGROUND AND REFERENCES

3.1 VENDOR INFORMATION

3.1.1 Vendors shall provide a company profile in the table format below.

Question	Response
Company name:	Cintas Corporation
Ownership (sole proprietor, partnership, etc.):	Corporation
State of incorporation:	Nevada
Date of incorporation:	1968
# of years in business:	89
List of top officers:	Scott Farmer, CEO; Phillip Holloman COO; J. Michael Hansen CFO

Question	Response
Location of company headquarters, to include City and State:	Mason, OH
Location(s) of the office that shall provide the services described in this RFP:	Reno, NV; Las Vegas, NV;
Number of employees locally with the expertise to support the requirements identified in this RFP:	250+
Number of employees nationally with the expertise to support the requirements in this RFP:	35,000
Location(s) from which employees shall be assigned for this project:	Reno, NV; Las Vegas, NV; Sacramento, CA

3.1.2 A Nevada-based business may apply for a five percent (5%) preference on its proposal. This preference may apply if a business has its principal place of business within Nevada. This preference cannot be combined with any other preference, granted for the award of a contract using federal funds, or granted for the award of a contract procured on a multi-state basis. To claim this preference a business must submit a letter with its proposal showing that it qualifies for the preference.

3.1.3 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state shall register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

3.1.4 The selected vendor, prior to doing business in the State of Nevada, shall be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

Question	Response
Nevada Business License Number:	
Legal Entity Name:	

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	x	No	

If "No", provide explanation.

3.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes		No	x

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	
State agency contact name:	
Dates when services were performed:	
Type of duties performed:	
Total dollar value of the contract:	

3.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	x

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person shall be performing or producing the services which you shall be contracted to provide under this contract, you shall disclose the identity of each such person in your response to this RFP, and specify the services that each person shall be expected to perform.

3.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP shall also be disclosed.

Does any of the above apply to your company?

Yes		No	x

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	Response	
Date of alleged contract failure or breach:		
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:		
Amount in controversy:		
Resolution or current status of the dispute:		
	Court	Case Number

Question	Response	
If the matter has resulted in a court case:		
Status of the litigation:		

3.1.8 Vendors shall review and provide if awarded a contract the insurance requirements as specified in ***Attachment D, Insurance Schedule for RFP 3485.***

3.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

3.1.10 Provide a brief description of the length of time vendor has been providing services described in this RFP to the public and/or private sector.

3.1.11 Financial information and documentation to be included in accordance with ***Section 8.5, Part III – Confidential Financial Information***.

3.1.11.1 Dun and Bradstreet Number

3.1.11.2 Federal Tax Identification Number

3.2 SUBCONTRACTOR INFORMATION

Subcontractors are defined as a third party, not directly employed by the contractor, who shall provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.

3.2.1 Does this proposal include the use of subcontractors?

Yes		No	x

If "Yes", vendor shall:

3.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor shall perform services.

3.2.1.2 If any tasks are to be completed by subcontractor(s), vendors shall:

A. Describe how the work of any subcontractor(s) shall be supervised, channels of communication shall be maintained and compliance with contract terms assured; and

B. Describe your previous experience with subcontractor(s).

3.2.1.3 Provide the same information for any proposed subcontractors as requested in ***Section 3.1, Vendor Information***.

3.2.1.4 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

3.2.1.5 Vendor shall notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in ***Section 3.2, Subcontractor Information***. The vendor shall receive agency approval prior to subcontractor commencing work.

3.3 BUSINESS REFERENCES

3.3.1 Vendors shall provide a minimum of three (3) business references from similar projects performed for private and/or public sector clients within the last three (3) years.

3.3.2 Vendors shall submit ***Attachment E, Reference Questionnaire*** to their business references.

3.3.3 It is the vendor's responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in ***Section 7, RFP Timeline*** for inclusion in the evaluation process. Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.

3.3.4 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

3.4 VENDOR STAFF RESUMES

A resume shall be completed for each proposed key personnel responsible for performance under any contract resulting from this RFP per ***Attachment F, Proposed Staff Resume.***

4. COST

4.1 Vendors must provide detailed fixed prices for all costs associated with the responsibilities and related services. Clearly specify the nature of all expenses anticipated (refer to ***Attachment I, Cost Schedule***).

4.2 Rates proposed will include unlimited mileage and must include all charges.

4.3 Excluded costs include:

4.3.1 Sales Tax;
4.3.2 Service Charges;
4.3.3 Environment Costs;
4.3.4 Energy Costs;
4.3.5 Additional Driver Fees;
4.3.6 Overtime Charges;
4.3.7 Refueling Charges; and
4.3.8 Vehicle License Fees.

4.4 There will be no additional charges for an agency point of contact that is on sick leave, vacation or absent at the time of delivery.

5. FINANCIAL

5.1 PAYMENT

5.1.1 Upon review and acceptance by the State, payments for invoices are normally made within 30-45 days of receipt, providing all required information, documents and/or attachments have been received.

5.1.2 Pursuant to NRS 227.185 and NRS 333.450, the State shall pay claims for supplies, materials, equipment and services purchased under the provisions of this RFP electronically, unless determined by the State Controller that the electronic payment would cause the payee to suffer undue hardship or extreme inconvenience.

5.2 BILLING

5.2.1 The State does not issue payment prior to receipt of goods or services.

5.2.2 The Contracted vendor(s) shall bill the State as outlined in the approved contract and/or payment schedule.

5.2.3 The State presently has a Procurement Card Program that participating State agencies may use to pay for some of their purchases. The Program is issued through a major financial institution and is treated like any other major credit card. Using agencies may desire to use the card as a method of payment. No additional charges or fees shall be imposed for using the card. Please indicate in your proposal response if you will accept

5.3 TIMELINESS OF BILLING

The State is on a fiscal year calendar. All billings for dates of service prior to July 1 shall be submitted to the State no later than the first Friday in August of the same year. A billing submitted after the first Friday in August that forces the State to process the billing as a stale claim pursuant to NRS 353.097, shall subject the contractor to an administrative fee not to exceed $100.00. This is the estimate of the additional costs to the State for processing the billing as a stale claim and this amount shall be deducted from the stale claims payment due the contractor.

6. WRITTEN QUESTIONS AND ANSWERS

The Purchasing Division shall accept questions and/or comments in writing regarding this RFP as noted below:

6.1 QUESTIONS AND ANSWERS

6.1.1 The RFP Question Submittal Form is located on the Solicitation Opportunities webpage at http://purchasing.nv.gov. Select the Solicitation Status, Questions dropdown and then scroll to the RFP number and the "Question" link.

6.1.2 The deadline for submitting questions is as specified in ***Section 7, RFP Timeline***.

6.1.3 All questions and/or comments shall be addressed in writing. An email notification that the amendment has been posted to the Purchasing website shall be issued on or about the date specified in ***Section 7, RFP Timeline***.

7. RFP TIMELINE

The following represents the proposed timeline for this project. All times stated are Pacific Time (PT). These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time.

Task	Date/Time
Deadline for submitting questions	02/07/2018 @ 12:00 PM
Answers posted to website	On or about 02/14/2018
Deadline for submittal of Reference Questionnaires	No later than 4:30 PM on 02/27/2018
Deadline for submission and opening of proposals	No later than 2:00 PM on 02/28/2018
Evaluation period (approximate time frame)	03/02/2018 – 03/13/2018
Selection of vendor	On or about 03/14/2018
Anticipated BOE approval	06/12/2018
Contract start date (contingent upon BOE approval)	07/01/2018

8. PROPOSAL SUBMISSION REQUIREMENTS, FORMAT AND CONTENT

8.1 GENERAL SUBMISSION REQUIREMENTS

8.1.1 Vendors shall submit their proposals on one (1) CD or flash drive appropriately labeled with the RFP # and vendor's name in accordance with the instructions below.

8.1.2 The one (1) CD or flash drive shall contain a maximum of four (4) PDF files which may include:

8.1.2.1 Technical Proposal
8.1.2.2 Confidential Technical (if applicable)
8.1.2.3 Cost Proposal
8.1.2.4 Confidential Financial

8.1.3 Proposals shall have a technical response, which may be composed of two (2) parts in the event a vendor determines that a portion of their technical response qualifies as "confidential" per NRS 333.020 (5) (b).

8.1.4 If complete responses cannot be provided without referencing confidential information, such confidential information shall be provided in accordance with ***Section 8.3, Part IB – Confidential Technical Proposal and Section 8.5, Part III Confidential Financial Information.***

8.1.5 Specific references made to the section, page, and paragraph where the confidential information can be located shall be identified on ***Attachment A, Confidentiality and Certification of Indemnification*** and comply with the requirements stated in ***Section 8.6, Confidentiality of Proposals.***

8.1.6 The remaining section to be submitted is the cost proposal.

8.1.7 Proposals that do not comply with the requirements may be deemed non-responsive and rejected at the State's discretion.

8.1.8 Although it is a public opening, only the names of the vendors submitting proposals shall be announced per NRS 333.335(6). Technical and cost details about proposals submitted shall not be disclosed.

8.1.9 Assistance for handicapped, blind or hearing-impaired persons who wish to attend the RFP opening is available. If special arrangements are necessary, please notify the Purchasing Division designee as soon as possible and at least two (2) days in advance of the opening.

8.1.10 For ease of evaluation, the technical and cost proposals shall be presented in a format that corresponds to and references sections outlined within this RFP and shall be presented in the same order. Written responses shall be in ***bold/italics*** and placed immediately following the applicable RFP question, statement and/or section.

8.1.11 Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Expensive color displays, promotional materials, etc., are not necessary or desired. Emphasis shall be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

8.1.12 For purposes of addressing questions concerning this RFP, the sole contact shall be the Purchasing Division as specified on Page 1 of this RFP. Upon issuance of this RFP, other employees and representatives of the agencies identified in the RFP shall not answer questions or otherwise discuss the contents of this RFP with any prospective vendors or their representatives. Failure to observe this restriction may result in disqualification of any subsequent proposal per NAC 333.155(3). This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.

8.1.13 Any vendor who believes there are irregularities or lack of clarity in the RFP or proposal requirements or specifications are unnecessarily restrictive or limit competition shall notify the Purchasing Division, in writing, as soon as possible, so that corrective addenda may be furnished by the Purchasing Division in a timely manner to all vendors.

8.1.14 If a vendor changes any material RFP language, vendor's response may be deemed non-responsive per NRS 333.311.

8.1.15 The vendor understands and acknowledges that the representations made in its proposal are material and important, and shall be relied on by the State in its evaluation of a proposal. Any misrepresentation by a vendor shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

8.2 PART IA – TECHNICAL PROPOSAL

8.2.1 The Technical Proposal ***shall not include*** cost and/or pricing information. Cost and/or pricing information contained in the technical proposal may cause the proposal to be rejected.

8.2.2 Vendors shall provide one (1) PDF Technical Proposal file that includes the following:

8.2.2.1 Section I – Title Page with the following information:

Part IA – Technical Proposal	
RFP Title:	Statewide Laundry Services
RFP:	2048
Vendor Name:	Cintas Corporation
Address:	1312 Capitol Blvd Reno, NV 89434
Opening Date:	February 28, 2018
Opening Time:	2:00 PM

8.2.2.2 Section II – Table of Contents

An accurate and updated table of contents shall be provided.

8.2.2.3 Section III – Vendor Information Sheet

The vendor information sheet shall be completed and signed by an individual authorized to bind the organization.

8.2.2.4 Section IV – State Documents

The State documents section shall include the following:

A. The signature page from all amendments signed by an individual authorized to bind the organization.

B. Attachment A – Confidentiality and Certification of Indemnification signed by an individual authorized to bind the organization.

C. Attachment B – Vendor Certifications signed by an individual authorized to bind the organization.

D. Copies of any vendor licensing agreements and/or hardware and software maintenance agreements.

E. Copies of applicable certifications and/or licenses.

8.2.2.5 Section V – Scope of Work

Vendors shall place their written response(s) to ***Section 2, Scope of Work*** in ***bold/italics*** immediately following the applicable RFP question, statement and/or section.

8.2.2.6 Section VI– Company Background and References

Vendors shall place their written response(s) to ***Section 3, Company Background and References*** in ***bold/italics*** immediately following the applicable RFP question, statement and/or section. This section shall also include the requested information in ***Section 3.2, Subcontractor Information***, if applicable.

8.2.2.7 Section VII – Attachment F – Proposed Staff Resume

A. Vendors shall include all proposed staff resumes per ***Section 3.4, Vendor Staff Resumes*** in this section.

B. This section shall also include any subcontractor proposed staff resumes, if applicable.

8.2.2.8 Section VIII – Other Informational Material

Vendors shall include any other applicable reference material in this section clearly cross referenced with the proposal.

8.3 PART IB – CONFIDENTIAL TECHNICAL PROPOSAL

8.3.1 Vendors only need to submit Part IB if the proposal includes any confidential technical information ***(Refer to Attachment A, Confidentiality and Certification of Indemnification)***.

8.3.2 If needed, vendors shall provide one (1) PDF Confidential Technical Proposal file that includes the following:

8.3.2.1 Section I – Title Page with the following information:

Part IB – Confidential Technical Proposal	
RFP Title:	Statewide Laundry Services
RFP:	3485
Vendor Name:	
Address:	
Opening Date:	February 28, 2018
Opening Time:	2:00 PM

8.3.2.2 Section II – Confidential Technical

Vendors shall cross reference the confidential technical information back to the technical proposal, as applicable.

8.4 PART II – COST PROPOSAL

8.4.1 The cost proposal shall not be marked "confidential". Only information that is deemed proprietary per NRS 333.020 (5) (a) may be marked as "confidential".

8.4.2 Vendors shall provide one (1) PDF Cost Proposal file that includes the following:

8.4.2.1 Section I – Title Page with the following information:

Part II – Cost Proposal	
RFP Title:	Statewide Laundry Services
RFP:	3485
Vendor Name:	Cintas Corporation
Address:	1312 Capitol Blvd #102 Reno, NV 89434
Opening Date:	February 28, 2018
Opening Time:	2:00 PM

8.4.2.2 Section II – Cost Proposal

Vendor's cost proposal response shall be included in this section.

8.5 PART III – CONFIDENTIAL FINANCIAL INFORMATION

8.5.1 If needed, vendors shall provide one (1) PDF Confidential Financial Information file that includes the following:

8.5.1.1 Section I – Title Page with the following information:

Part III – Confidential Financial Information	
RFP Title:	Statewide Laundry Services
RFP:	3485
Vendor Name:	
Address:	
Opening Date:	February 28, 2018
Opening Time:	2:00 PM

8.5.1.2 Section II – Financial Information and Documentation

Vendors shall place the information required per ***Section 3.1.10*** in this section.

8.6 CONFIDENTIALITY OF PROPOSALS

8.6.1 As a potential contractor of a public entity, vendors are advised that full disclosure is required by law.

8.6.2 Vendors are required to submit written documentation in accordance with ***Attachment A, Confidentiality and Certification of Indemnification*** demonstrating the material within the proposal marked "confidential" conforms to NRS §333.333, which states "Only specific parts of the proposal may be labeled a "trade secret" as defined in NRS §600A.030(5)". Not conforming to these requirements shall cause your proposal to be deemed non-compliant and shall not be accepted by the State.

8.6.3 Vendors acknowledge that material not marked as "confidential" shall become public record and shall be posted to the Purchasing website upon contract award.

8.6.4 It is the vendor's responsibility to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation.

8.6.5 Failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by release of said information.

8.7 PROPOSAL PACKAGING

8.7.1 Vendors shall submit their proposals on one (1) CD or flash drive appropriately labeled in one (1) sealed package or envelope in accordance with the instructions below.

8.7.2 Vendors are encouraged to utilize the copy/paste feature of word processing software to replicate the label for ease and accuracy of proposal packaging.

Annette Morfin, Purchasing Officer State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3485
OPENING DATE:	February 28, 2018
OPENING TIME:	2:00 PM
FOR:	Statewide Laundry Services
VENDOR'S NAME:	Cintas Corporation

8.7.3 Proposals shall be received at the address referenced below no later than the date and time specified in ***Section 7, RFP Timeline***. Proposals that do not arrive by proposal opening time and date shall not be accepted. Vendors may submit their proposal any time prior to the above stated deadline.

8.7.4 The State shall not be held responsible for proposal packages or envelopes mishandled as a result of the package or envelope not being properly labeled.

8.7.5 Email or facsimile proposals shall not be considered.

9. PROPOSAL EVALUATION AND AWARD PROCESS

The information in this section does not need to be returned with the vendor's proposal.

9.1 Proposals shall be consistently evaluated and scored in accordance with NRS 333.335(3) based upon the following criteria. The following criteria are listed in order of importance.

Criteria Description	Weight
Cost Cost proposals will be evaluated based on the following formula: *Lowest Cost Submitted by a Vendor = Price Factor* *Proposers Total Cost* *Price Factor X points = Cost Criteria Score*	25
Demonstrated Competence	20
Experience in performance of comparable engagements	20
Customer Service	20
Conformance with the terms of this RFP	15

9.2 Effective July 1, 2017, a five percent (5%) preference will be awarded to businesses based in Nevada. A Nevada business is defined as a business which certifies either that its 'principal place of business' is in Nevada, as identified in ***Section 3.1, Vendor Information***, or that a 'majority of goods provided for the contract are produced' in Nevada. The preference will be applied to the total score.

9.2.1 Financial stability shall be scored on a pass/fail basis.

9.3 Proposals shall be kept confidential until a contract is awarded.

9.4 The evaluation committee is an independent committee comprised of a majority of State officers or employees established to evaluate and score proposals submitted in response to the RFP pursuant to NRS 333.335.

9.5 The evaluation committee may solicit information from any available source concerning any aspect of a proposal and seek and review any other information deemed pertinent to the evaluation process.

9.6 Each vendor shall include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending which involves the vendor or in which the vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any proposal. The State reserves the right to reject any proposal based upon the vendor's prior history with the State or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures. Refer generally to NRS 333.335.

9.7 Clarification discussions may, at the State's sole option, be conducted with vendors who submit proposals determined to be acceptable and competitive per NAC 333.165. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals. Such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors. Any modifications made to the original proposal during the best and final negotiations shall be included as part of the contract.

9.8 A Letter of Intent (LOI) shall be issued in accordance with NAC 333.170 notifying vendors of the State's intent to award a contract to a vendor, pending successful negotiations. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached. All information remains confidential until the issuance of the formal Notice of Award (NOA). If contract negotiations cannot be concluded successfully, the State upon written notice to all vendors may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

9.9 A Notification of Award (NOA) shall be issued in accordance with NAC 333.170. Vendors shall be notified that a contract has been successfully negotiated, executed and is awaiting approval of the Board of Examiners (BOE). Any award is contingent upon the successful negotiation of final contract terms and upon approval of the BOE, when required. Any non-confidential information becomes available upon written request.

9.10 Any contract resulting from this RFP shall not be effective unless and until approved by the Nevada State Board of Examiners (NRS 333.700).

10. TERMS AND CONDITIONS

10.1 PROCUREMENT AND PROPOSAL TERMS AND CONDITIONS

The information in this section does not need to be returned with the vendor's proposal.

10.1.1 This procurement is being conducted in accordance with NRS Chapter 333 and NAC Chapter 333.

10.1.2 The State reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the State to do so.

10.1.3 The State reserves the right to waive informalities and minor irregularities in proposals received.

10.1.4 For ease of responding to the RFP, vendors are encouraged to download the RFP from the Purchasing Division's website at http://purchasing.nv.gov.

10.1.5 The failure to provide clearly marked, separate PDF file(s) for ***Part IB and Part III***, which contain confidential information, trade secrets and/or proprietary information, shall constitute a complete waiver of any and all claims for damages caused by release of the information by the State.

10.1.6 The State reserves the right to reject any or all proposals received prior to contract award (NRS 333.350).

10.1.7 The State reserves the right to limit the scope of work prior to award, if deemed in the best interest of the State. (NRS 333.350)

10.1.8 The State shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the State of Nevada after all factors have been evaluated (NRS 333.335).

10.1.9 Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of the project, may be rejected.

10.1.10 Proposals from employees of the State of Nevada shall be considered in as much as they do not conflict with the State Administrative Manual (SAM), NRS Chapter 281 and NRS Chapter 284.

10.1.11 Proposals may be modified or withdrawn by written notice received prior to the proposal opening time. Withdrawals received after the proposal opening time shall not be considered except as authorized by NRS 333.350(3).

10.1.12 Prices offered by vendors in their proposals are an irrevocable offer for the term of the contract and any contract extensions. The awarded vendor agrees to provide the purchased services at the costs, rates and fees as set forth in their proposal in response to this RFP. No other costs, rates or fees shall be payable to the awarded vendor for implementation of their proposal.

10.1.13 The State is not liable for any costs incurred by vendors prior to entering into a formal contract. Costs of developing the proposal or any other such expenses incurred by the vendor in responding to the RFP, are entirely the responsibility of the vendor, and shall not be reimbursed in any manner by the State.

10.1.14 Proposals submitted per proposal submission requirements become the property of the State, selection or rejection does not affect this right; proposals shall be returned only at the State's option and at the vendor's request and expense. The flash drive or CD from each vendor shall be retained for official files.

10.1.15 Any unsuccessful vendor may file an appeal in strict compliance with NRS 333.370 and NAC Chapter 333.

10.1.16 NRS 333.290 grants a preference to materials and supplies that can be supplied from a "charitable, reformatory or penal institution of the State" that produces such goods or services through the labor of inmates. The Administrator reserves the right to secure these goods, materials or supplies from any such eligible institution, if they can be secured of equal quality and at prices not higher than those of the lowest acceptable bid received in response to this solicitation. In addition, NRS 333.410 grants a preference to commodities or services that institutions of the State

are prepared to supply through the labor of inmates. The Administrator shall apply the preferences stated in NRS 333.290 and 333.410 to the extent applicable.

10.2 CONTRACT TERMS AND CONDITIONS

The information in this section does not need to be returned with the vendor's proposal.

10.2.1 The awarded vendor shall be the sole point of contract responsibility. The State shall look solely to the awarded vendor for the performance of all contractual obligations which may result from an award based on this RFP, and the awarded vendor shall not be relieved for the non-performance of any or all subcontractors.

10.2.2 The awarded vendor shall maintain, for the duration of the contract, insurance coverages as set forth in the fully executed contract. Work on the contract shall not begin until after the awarded vendor has submitted acceptable evidence of the required insurance coverages. Failure to maintain any required insurance coverage or acceptable alternative method of insurance shall be deemed a breach of contract.

10.2.3 The State shall not be liable for Federal, State, or Local excise taxes per NRS 372.325.

10.2.4 The State reserves the right to negotiate final contract terms with any vendor selected per NAC 333.170. The contract between the parties shall consist of the RFP together with any modifications thereto, and the awarded vendor's proposal, together with any modifications and clarifications thereto that are submitted at the request of the State during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, any modifications and clarifications to the awarded vendor's proposal, the RFP, and the awarded vendor's proposal. Specific exceptions to this general rule may be noted in the final executed contract. The State shall not indemnify vendor from any liability or damages, including but not limited to attorney's fees and costs, arising under any contract resulting from this RFP.

10.2.5 Local governments (as defined in NRS 332.015) are intended third party beneficiaries of any contract resulting from this RFP and any local government may join or use any contract resulting from this RFP subject to all terms and conditions thereof pursuant to NRS 332.195. The State is not liable for the obligations of any local government which joins or uses any contract resulting from this RFP.

10.2.6 Any person who requests or receives a Federal contract, grant, loan or cooperative agreement shall file with the using agency a certification that the person making the declaration has not made, and shall not make, any payment prohibited by subsection (a) of 31 U.S.C. 1352.

10.2.7 Pursuant to NRS Chapter 613 in connection with the performance of work under this contract, the contractor agrees not to unlawfully discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment

advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including, without limitation apprenticeship.

The contractor further agrees to insert this provision in all subcontracts, hereunder, except subcontracts for standard commercial supplies or raw materials.

10.2.8 The State may implement an administrative fee of not more than 2% on contracts procured or negotiated by the Purchasing Division. This fee may be assessed over the time of the contract period. Vendors will be provided 30 days written notice before fees are assessed. Fees shall be paid quarterly, 45 days after the close of the quarter, on all purchases under the contract.

10.3 PROJECT TERMS AND CONDITIONS

The information in this section does not need to be returned with the vendor's proposal.

10.3.1 Award of Related Contracts

10.3.1.1 The State may undertake or award supplemental contracts for work related to this project or any portion thereof. The contractor shall be bound to cooperate fully with such other contractors and the State in all cases.

10.3.1.2 All subcontractors shall be required to abide by this provision as a condition of the contract between the subcontractor and the prime contractor.

10.3.2 Right to Publish

10.3.2.1 All requests for the publication or release of any information pertaining to this RFP and any subsequent contract shall be in writing and sent to the Contract Manager, Nevada State Purchasing or designee.

10.3.2.2 No announcement concerning the award of a contract as a result of this RFP can be made without prior written approval of Contract Manager, Nevada State Purchasing or designee.

10.3.2.3 As a result of the selection of the contractor to supply the requested services, the State is neither endorsing nor suggesting the contractor is the best or only solution.

10.3.2.4 The contractor shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of any State facility, except with the specific advance written authorization of Contract Manager, Nevada State Purchasing or designee.

10.3.2.5 Throughout the term of the contract, the contractor shall secure the written approval of the State per ***Section 10.3.2.2*** prior to the release

of any information pertaining to work or activities covered by the contract.

10.3.3 Protection of Sensitive Information

10.3.3.1 Sensitive information in existing legacy applications shall encrypt data as is practical.

10.3.3.2 Confidential personal data shall be encrypted.

10.3.3.3 Any electronic transmission of personal information shall comply with NRS 603A.215 (2 & 3).

10.3.3.4 Sensitive data shall be encrypted in all newly developed applications.

Cintas Executive Summary

Terms & Conditions

Cintas will enter into agreement once the RFP has been awarded. Cintas will accept the terms and conditions as outlined with the exception of those redlined on the supplied agreement.

Please note that the final contract will supersede any quotes and/or specifications and will require legal review.

All questions regarding this RFP response or requests for additional information should be directed to:

Daniel Rodrigues
Major Account Manager
Cintas Corporation
rodriguesd@cintas.com
530-321-0218

Introduction to Cintas

Richard T. Farmer, Cintas' Founder & Chairman Emeritus says, "Corporate culture is the single most important distinguishing factor between greatness and mediocrity. It is a major reason Cintas is different from our competitors and other companies. It is our ultimate competitive advantage." Since 1929, when "Doc" Farmer began his family business, a key to our success has been a culture that encourages meaningful, respectful relationships between the company and our employee-partners and the commitment to always do what's right. This spirit of teamwork, camaraderie and trust has become our most important competitive advantage and is a cornerstone of the Cintas culture.

Culture at Cintas is comprised of three elements:

Our Principle Objective
We will exceed our customers' expectations to maximize the long-term value of Cintas for its shareholders and working partners.

Our Corporate Character
We are professional. We have high ethical and moral values, a sense of competitive urgency and positive discontent.

Our Management System
We have a dynamic management system of policies and procedures.

Cintas leads the industry in supplying corporate identity uniform programs, providing entrance and logo mats, restroom supplies, promotional products, first aid, safety, fire protection products and services, and industrial carpet and tile cleaning. We operate more than 400 facilities in North America—including six manufacturing plants and eight distribution centers. Cintas provides highly specialized products and services to over 900,000 customers that range from independent auto repair shops to large hotel chains and many national airlines.

Cintas is committed to four core values; Environment, Diversity, Corporate Citizenship and Safety. These values and our corporate culture are the foundation of our success and providing our customers with exceptional service and value. For additional information we invite you to visit http://www.cintas-corp.com/company/

U.S. Communities

Since 2012, Cintas is the U.S. Communities approved provider of Uniforms, Floor Mats, Facility Services, Floor Care and First Aid & Safety. Cintas can provide the State of Nevada a single source solution for a variety of services provided on the US Communities agreement. Our service and pricing can provide significant savings to your state.

11. SUBMISSION CHECKLIST

This checklist is provided for vendor's convenience only and identifies documents that shall be submitted in order to be considered responsive. Any proposals received without these requisite documents may be deemed non-responsive and not considered for contract award.

Part IA– Technical Proposal Submission Requirements		Completed
Part IA submitted in one (1) separate PDF file		
Section I	Title Page	
Section II	Table of Contents	
Section III	Vendor Information Sheet	
Section IV	State Documents	
Section V	Scope of Work	
Section VI	Company Background and References	
Section VII	Attachment F – Proposed Staff Resume(s)	
Section VIII	Other Informational Material	
Part IB – Confidential Technical Proposal Submission Requirements		
Part IB submitted in one (1) separate PDF file		
Section I	Title Page	
Section II	Appropriate sections and information that cross reference back to the technical proposal	
Part II – Cost Proposal Submission Requirements		
Part II submitted in one (1) separate PDF file		
Section I	Title Page	
Section II	Cost Proposal	
Part III – Confidential Financial Information Submission Requirements		
Part III submitted in one (1) separate PDF file		
Section I	Title Page	
Section II	Financial Information and Documentation	
Reference Questionnaire Reminders		
Send out Reference Forms for Vendor (with Part A completed)		
Send out Reference Forms for proposed Subcontractors (with Part A and Part B completed, if applicable)		

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **shall not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the submittal instructions of this RFP, vendors are requested to submit confidential information in separate files marked "**Part IB Confidential Technical**" and "**Part III Confidential Financial**".

The State shall not be responsible for any information contained within the proposal. If vendors do not comply with the labeling and packing requirements, proposals shall be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that shall be in an open meeting format, the proposals shall remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act shall constitute a complete waiver and all submitted information shall become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information.

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part IB – Confidential Technical Information			
YES		NO	
Justification for Confidential Status			

Part III – Confidential Financial Information			
YES		NO	
Justification for Confidential Status			

Company Name

Signature

Print Name

Date

This document shall be submitted in Section IV of vendor's technical proposal

CINTAS
READY FOR THE WORKDAY™

Technical Proposal

At Cintas, we pride ourselves on being the best uniform and service solutions provider and we are committed to providing your organization with the best service. Our success is measured by your satisfaction with our service and attention to your needs. In the first year, we will send out a quarterly survey to benchmark our progress in completely satisfying your needs. We will also schedule annual reviews to meet live and ensure we are providing the most secure and efficient solution for you.

For every one of our customers we have a team of people making sure you remain a satisfied Cintas customer. Let us take a minute to describe the roles of each of these individuals.

Major Account Manager
Responsible for the Executive Relationship for Cintas services. Includes Rental, First Aid and Safety, Fire Protection Services, Deep Clean and Sanitization, Supplies as well as all high level business support. A single point of contact for high level needs.

Market Sales Manager
The Market Sales Manager is your point of contact for all things related to your rental program. This includes program set up, product delivery and invoicing requirements, as well as assisting in garment selection etc. for your new account.

Service Sales Representative
Our SSRs will be the weekly, biweekly or monthly points of contact for each individual site needing service. They are specially trained (and undergo a 49-day training period when hired) to meet your day to day needs and will be able to provide delivery as well as handle any invoicing questions. They carry personal route computers to enable them to handle all requests on the spot.

Service Manager
The Service Manager of each local Cintas Office is responsible for the goodwill of their location's accounts. They are the local point of contact for any questions, concerns, changes or issues your locations might need assistance with. They assure that service is provided to each location in accordance to your agreement.

General Manager
The General Manager at each location oversees the entire service and service management team. If there are any requirements beyond the scope of the service manager the general manager would handle this.

Customer Service Team
Cintas provides World Class Customer Service at each of our locations. Our normal hours of operation are 7:00 AM-5:00 PM Monday- Friday. In addition, we offer a 24-hour customer service hotline via email or 1-800 Cintas-1. Emails and voicemails are dispatched to local service centers and responded to within 24 hours.

Handling Customer Requests
Whether you want to add a new employee or have a service question, your calls are important to us. They are documented, and on your first call, an immediate plan of action is agreed upon between you and a full time customer service representative.

Cintas Uniqueness's

TruCount

Cintas offers a scanning system completely unique to the industry. Not only will you have full accountability for where your garments are at all times, but you will also have a weekly report of turned in and delivered garments as well as proactive replacement of missing garments. TruCount is an On-Site scanning of all picked up garments complete with a separate On-Site Printed Garment Pick-Up Report, the following service a printed reconciliation called a Service Summary Report detailing all information to garments picked up the previous service. Cintas, as a company, has now realized greater than 99% return of all garments that have been picked up. Cintas is now the industry leader by a tremendous margin.

Pami/Sami

Cintas offers a pant individual inspection process, as well as a shirt individual inspection process proactively, every time every garment hits our wash facility. Every garment is individually inspected every single week. 97% of all errors are proactively caught by this process.

Leaders in Garment Quality

Cintas is a leader in the uniform industry. Not only does Cintas manufacture the majority of its garments, but we have built exclusive partnerships with companies like Carhartt. We have people who specialize in every industry, including protective apparel to ensure your employees are safe.

Additional Information

Supplier Diversity & Sustainability

Cintas is committed to having a representative supply base that is as wide and diverse as the markets in which we serve. Our dynamic Supplier Diversity program actively engages with and recruits Minority and Women owned business enterprises (M/WBE) with which to do business. Cintas holds itself accountable to create opportunities for M/WBE's to add value for our clients.

Listed below is a brief description of Cintas Supplier Diversity Program:

- Our Supplier Diversity Program reports to Cintas' Diversity Committee, which is chaired by our CEO
- We have a corporate-wide initiative to educate our partners on the importance of having a diverse supply chain.
- Look to increase the number of small, minority and woman owned businesses that provide us with products and services, while maintaining our high standards of quality, competitive pricing and customer service.
- Ensure that every small, minority and woman owned business is treated fairly during the supplier qualification process.
- Encourage and guide M/WBEs to become certified through the appropriate national organizations.
- Help M/WBEs to understand Cintas' requirements and vendor related policies and procedures.
- Dedicated partners that not only administrate our Supplier Diversity initiatives, but we also ones that highlight those initiatives and our M/WBE vendors in the sales process.

Sustainability

Cintas is committed to improving the lives of our customers, partners and communities by integrating environmentally sustainable practices, principles and solutions across our business lines. We are focused on what call the 5 R's:

- ***Reclaim*** from used products/materials from their manufacturing and use them in the manufacturing of new products. Different from Reuse, where products are not destroyed and remanufactured but cleaned and repaired.
- ***Reduce*** the amount of energy and materials used
- How can we ***restore*** damaged natural, social, and economic systems in our area?
- Use an item more than once. This includes conventional ***reuse*** where the item is used again for the same function and new-life reuse where it is used for a new function.
- ***Re-think*** processes that produce waste

Cintas was the first uniform provider to offer washable suiting created from plastic bottles. The bottles are recycled into polyester thread which is turned into fabric. Each suit uses approximately 25 plastic bottles. In 2017 this effort alone saved over 19.5 million bottles from entering our landfills. Cintas is working to adapt this same fabric technology into other products

we provide. As we continue to focus on innovation and sustainability, Cintas is currently exploring manufacturing floor mats using similar technology.

Our uniform rental and facility services operations are equally focused on sustainability. Our locations...

- Use less water and recycle water, unlike home washing systems.
- Earth-friendly wash formulas save up to 15,000 gallons of water every day.
- Our facilities use soap and water and do not involve commercial dry-cleaning materials
- Many of the Cintas chemicals used with our Sanis UltraClean Systems for our restroom, as well as cleaning chemicals offered through the SIGNET™ Cleaning Chemical Service are Green Seal Certified
- DfE Chemicals-Cleaning agents that are "Designed for the Environment" (DfE) were designed by the EPA. Cintas uses DfE chemicals in their Drain Line Maintainer Service.
- Package-Free Products -Our cleaning chemical dispensing platform delivers concentrated products to customers in a package-free way, which reduces the amount of packaging consumed and disposed of versus buying product at retail.
- Cintas SafeWasher -The Cintas SafeWasher uses environmentally friendly chemicals that are non-toxic and non-hazardous, and never go down the drain. Cintas does not use solvents.

Since Cintas runs several hundred routes delivering products and services to our customers each day. We realize that fuel consumption has a significant impact on our environment and part of our sustainability program is to utilize ways to minimize this impact. Cintas has incorporated the following initiatives:

- More than 75% of Cintas' 5 day routes have been geo-coded and condensed into 4-day routes. Watch Video
- Cintas recently purchased 100 new Hybrid Electric Vans to begin deploying in California - a significant first step in establishing our commitment to a greener fleet, and being socially responsible. Learn More
- Cintas has optimized the size of our trucks to minimize fuel usage.
- Cintas performs emissions tests on our vehicles as required and makes any necessary upgrades to keep vehicles compliant.
- Our company lease programs encourage hybrid auto purchase.
- Cintas has installed idle shutoff software on delivery trucks to reduce fuel consumption.

Safety

Safety is embedded in the fabric of Cintas. At Cintas, we embrace the lessons learned from our safety journey every day. And we live them-our employee-partners practice the safety habits learned on the job with their families and in their homes, from teaching family members how to use fire extinguishers to making conscious decisions not to text while driving.

In the State of Nevada alone, Cintas has been awarded two of the only 10 OSHA VPP "Star" awards possessed in the entire state.

SCOPE OF WORK

Service Territories:

Northern Nevada- Reno, Carson Valley, Lemon Valley, Fernley all areas within
Southern Nevada- Greater Las Vegas Metro, Henderson, Boulder City, Mesquite all areas within
Eastern Nevada (Elko)- Depending on size, may be serviced from Salt Lake City

Service Locations:

Reno, NV: 1312 Capitol Blvd #102 Reno, NV
Northern Las Vegas: 4670 Vandenberg Dr. N. Las Vegas
Las Vegas: 3460 Kiel Way Las Vegas
Potentially Salt Lake City for Elko: 1586 S 5350 W, Salt Lake City

All facilities have routes running 5 days per week and some weekends in exception. Hours of operation are 4am-9pm Mon-Fri and weekends for processing facilities. Cintas has the capacity and capability to provide all bid upon services.

Fleet:

Operating fleet of approximately 112 vehicles with better than 50% being "clean" Electric Hybrid.

Recommendation for increased safety and compliance:

1. Replace 100% garments with Flame Resistant garments for employees exposed to Electrical Hazards in the workplace or exposed to molten metal or flash fire environments. NFPA70e and OSHA 1910 now require employers to provide these garments as part of the employees Personal Protective Equipment.
2. Provide ANSI compliant High Visibility garments for employees working in roadways with speeds in excess of 25 mph.

Closing

Again, thank you so much for your consideration of Cintas. There is a reason we are the industry leader in Uniform Rental, Uniform Purchase, Fire Protection and First Aid and Safety. We look forward to forming a long-lasting and mutually beneficial partnership, helping your employees stay "Ready" for the Workday, after all it is the critical component or our Deeper Knowhow and Caring Service.

ATTACHMENT B – VENDOR CERTIFICATIONS

Vendor agrees and shall comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and shall not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, shall remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, shall remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals shall be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion shall be in writing and included in the proposal at the time of submission.

(7) Each vendor shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict shall be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest shall automatically result in the disqualification of a vendor's proposal. An award shall not be made where a conflict of interest exists. The State shall determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and shall be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor shall certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal shall be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Cintas Corporation
Vendor Company Name

Vendor Signature
Daniel Rodrigues
Print Name

February 27, 2018
Date

This document shall be submitted in Section IV of vendor's technical proposal

ATTACHMENT C – CONTRACT FORM

Vendors shall review the terms and conditions of the standard contract used by the State for all services of independent contractors. It is not necessary for vendors to complete the contract form with their proposal. To review the contract form, click on the following link:

Contract Form

A. Termination Without Cause. Regardless of any terms to the contrary, this Contract may be terminated upon written notice by mutual consent of both parties. The State unilaterally may terminate this contract without cause by giving not less than thirty (30) days' notice in the manner specified in *Section 4, Notice*. If this Contract is unilaterally terminated by the State, Contractor shall use its best efforts to minimize cost to the State and Contractor will not be paid for any cost that Contractor could have avoided. *If awarded, Cintas requests negotiation of this section.*

If you are unable to access the contract form, please contact Nevada State Purchasing at amorfin@admin.nv.gov for an emailed copy.

ATTACHMENT D – INSURANCE SCHEDULE FOR RFP 3485

Vendors shall review the Insurance Schedule, as this will be the schedule used for the scope of work identified within the RFP.

Section D - Insurance Schedule

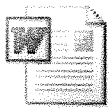
To open the document, double click on the icon.

If you are unable to access the above inserted file once you have doubled clicked on the icon, please contact Nevada State Purchasing at amorfin@admin.nv.gov for an emailed copy.

ATTACHMENT E – REFERENCE QUESTIONNAIRE

The State of Nevada requires proposing vendors to submit business references. The purpose of these references is to document the experience relevant to the scope of work identified within the RFP and provide assistance in the evaluation process.

INSTRUCTIONS TO PROPOSING VENDOR	
1.	Proposing vendor or vendor's proposed subcontractor shall complete Part A and/or Part B of the Reference Questionnaire.
2.	Proposing vendor shall send the Reference Questionnaire to each business reference listed for completion of Part D, Part E and Part F.
3.	Business reference is requested to submit the completed Reference Questionnaire via email or facsimile to: State of Nevada, Purchasing Division Subject: ***RFP 3485*** Attention: ***Purchasing Division*** Email: amorfin@admin.nv.gov Fax: 775-684-0188 Please reference the RFP number in the subject line of the email or on the fax.
4.	The completed Reference Questionnaire shall be received ***no later than 4:30 PM PT February 27, 2018.***
5.	Business references are **not** to return the Reference Questionnaire to the Proposer (Vendor).
6.	In addition to the Reference Questionnaire, the State may contact any and all business references by phone for further clarification, if necessary.
7.	Questions regarding the Reference Questionnaire or process shall be directed to the individual identified on the RFP cover page.
8.	Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.



Reference Questionnaire.doc

To open the document, double click on the icon.

If you are unable to access the above inserted file once you have doubled clicked on the icon, please contact Nevada State Purchasing at amorfin@admin.nv.gov for an emailed copy.

State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701

Brian Sandoval
Governor

Patrick Cates
Director

Jeffrey Haag
Administrator

BUSINESS REFERENCE'S RESPONSE TO REFERENCE QUESTIONNAIRE FOR STATE OF NEVADA REQUEST FOR PROPOSAL (RFP) 3485 STATEWIDE LAUNDRY SERVICES

PART A – TO BE COMPLETED BY PROPOSING VENDOR – *Please type or print*	
Name of Company Submitting Proposal:	Cintas Corporation

PART B – IF APPLICABLE, NAME OF COMPANY ACTING AS SUBCONTRACTOR FOR VENDOR IDENTIFIED IN PART A – *Please type or print*	
Name of Subcontractor:	

PART C – BUSINESS REFERENCE INSTRUCTIONS	
1.	This Reference Questionnaire is being submitted to your organization for completion as a business reference for the company listed in Part A or Part B, above.
2.	Business reference is requested to submit the completed Reference Questionnaire via email or facsimile to: State of Nevada, Purchasing Division Subject: ***RFP 3485*** ***Attention:*** ***Purchasing Division*** Email: rfpdocs@admin.nv.gov Fax: 775-684-0188 Please reference the RFP number in the subject line of the email or on the fax.
3.	The completed Reference Questionnaire **MUST** be received ***no later than 4:30 PM PT February 27, 2018.***
4.	Do **NOT** return the Reference Questionnaire to the Proposer (Vendor).
5.	In addition to the Reference Questionnaire, the State may contact references by phone for further clarification, if necessary.
6.	Questions regarding the Reference Questionnaire or process should be directed to the individual identified on the RFP cover page.
7.	When contacting the State, please be sure to include the RFP number listed at the top of this page.
8.	We request all questions be answered. If an answer is not known please answer as "U/K". If the question is not applicable please answer as "N/A".
9.	If you need additional space to answer a question or provide a comment, please attach additional pages. If attaching additional pages, please place your company/organization name on each page and reference the RFP # noted at the top of this page.

PART D – COMPANY PROVIDING REFERENCE – *Please type or print* **CONFIDENTIAL INFORMATION WHEN COMPLETED**	
Company Providing Reference:	NV Energy
Contact Name:	Richard Jimenez
Title:	Director of Purchasing
Contact Telephone:	702-402-5000
Contact Email Address:	rjiminez@nvenergy.com

RATING SCALE:

Where a rating is requested and using the Rating Scale provided below, rate the following questions by noting the appropriate number for each item. Please provide any additional comments you feel would be helpful to the State regarding this contractor.

Category	Rating
Poor or Inadequate Performance	0
Below Average Performance	1 – 3
Average Performance	4 – 6
Above Average Performance	7 – 9
Excellent Performance	10

PART E – QUESTIONS:

1. In what capacity have you worked with this vendor in the past?

2. Rate the firm's knowledge and expertise.	**RATING:**
Comments:	

3. Rate the vendor's flexibility relative to changes in the project scope and timelines.	**RATING:**
Comments:	

4. Rate your level of satisfaction with hard copy materials produced by the vendor.	**RATING:**
Comments:	

5. Rate the dynamics/interaction between the vendor and your staff.	**RATING:**
Comments:	

6. Rate your satisfaction with the products developed by the vendor.	**RATING:**
Comments:	

7. Rate how well the agreed upon, planned schedule was consistently met and deliverables provided on time. *(This pertains to delays under the control of the vendor.)*	**RATING:**
Comments:	

8. Rate the overall customer service and timeliness in responding to customer service inquiries, issues and resolutions.	**RATING:**
Comments:	

9. Rate the knowledge of the vendor's assigned staff and their ability to accomplish duties as contracted.	**RATING:**
Comments:	

10. Rate the accuracy and timeliness of the vendor's billing and/or invoices.	**RATING:**
Comments:	

11. Rate the vendor's ability to quickly and thoroughly resolve a problem related to the services provided.	**RATING:**
Comments:	

12. Rate the vendor's flexibility in meeting business requirements.	**RATING:**
Comments:	

13. Rate the likelihood of your company/organization recommending this vendor to others in the future.	**RATING:**
Comments:	

14. With which aspect(s) of this vendor's services are you most satisfied?
Comments:

15. With which aspect(s) of this vendor's services are you least satisfied?
Comments:

16. Would you recommend this vendor to your organization again?
Comments:

PART F – GENERAL INFORMATION:

1. During what time period did the vendor provide these services for your organization?				
Month/Year:		TO:	Month/Year:	

ATTACHMENT F– PROPOSED STAFF RESUME

The embedded resume shall be completed for all proposed prime contractor staff and proposed subcontractor staff.

Proposed Staff Resume.doc

To open the document, double click on the icon.

If you are unable to access the above inserted file once you have doubled clicked on the icon, please contact Nevada State Purchasing at amorfin@admin.nv.gov for an emailed copy.

CINTAS
READY FOR THE WORKDAY™

Cintas Internal Resume

June 2010- December 2015:

Uniform Sales Representative/ MDR (Hybrid) $47k in sales

Accomplishments:

2012 President's Club,13 Achiever's/Summit Club Awards,3 Top Sales Rep in the Company Cintas Trucks, Q3 2012 Sales Representative of the Quarter NW Group, Numerous Sales Contest Award Wins, Captain's Cub

December 2015- July 2017:

Uniform Sales Manager $129,000 in sales

July 2017-Current:

Major Account Manager

Accomplishments:

2015 Exceeded Projection by 13% (Location OAA), 2016 Exceeded Projection by 4%, 1 Rep to President's Club (Currently 2 on pace for PC), 2016 Most Improved Team of the Year, Member RISE2 D&I Group, Zero Turnover Rolling 12, 0 Auto Liability Rolling 12

Cintas Training/Education:

Captain's Club

Sales Manager College

Meticulous Hiring

Corporate Culture

Strength:

A proven strong leader and sales professional completely engaged in the Cintas Culture. Ability to build strong rapport with clients, staff and prospects. Hunter by nature, very good at farming. Strong passion for our business and the value that Cintas brings to our clients/prospects. Great ability to influence without authority, a pivotal element to be a successful Matrix Partner. Unparalleled work ethic and drive.

Brian DeHuff
9643 Shadowstone Way
Reno, NV 89521

(c) 415-215-8368
dehuffb@cintas.com

CAREER SUMMARY

Proven track record of identifying and acquiring new opportunities and driving change to create and improve predictable processes that support a sales organization that increase growth and profitability. Significant experience in both sales and operations environments allowing me to clearly understand the relationship between the two improving communication and collaboration. Accomplishments have been the result of creativity and resourcefulness in developing and implementing change brought on by the implementation of sales and operational strategies. I have a solid understanding of business environments, embrace change as opportunity, am goal-oriented with a strong sense of urgency, and consistently exceed expectations.

Leadership and Presence

- Strategic Operational Planning
- Change Management
- Organizational and Personnel Development
- Drive Scorecard Improvement
- Project and Crisis Management

Vision and Direction

- Identify Opportunities and Execute Change
- Administrative and Team Management
- Implement Consistent, Reliable Processes
- Service Contract Negotiations
- Forecasting and Financial Analysis

PROFESSIONAL EXPERIENCE

CINTAS CORPORATION – Cincinnati, OH (1995 – present)

General Manager – Reno, NV (May, 2013 – Present)

- General Operations Manager responsible for driving profitable growth through change management accomplished with high customer satisfaction, and customer retention for entire location.
- Coordinated all aspects of the location's functions, identifying needs, and creating change to improve all processes from the time of sale through customer implementation.
- Consistent annual growth in excess of 20% in each of the past 5 years.
- Executed processes that annually led to exceeding Y-O-Y growth and profit projections.
- Identified needs and implemented change that annually drove Y-O-Y reduction in turnover.

Regional Account Manager – Foodservice; Reno, NV (August, 2010 – May, 2013)

- Manage all aspects of growth and profit in a Portfolio consisting of the largest companies in the foodservice industry from Texas west for the nation's largest outsourcing company specializing in uniform sales, industrial textile rental, first aid & safety, document management, fire protection, and promotional products.
- Portfolio consisted of 264 Global & Regional accounts with focus primarily on new opportunities.
- Signed 5 new national contracts in the past 14 months
- Achieved 42 percent compound annual growth over prior through the first 7 months of current fiscal year.

Major Account Manager – Hospitality & Gaming; Sparks, NV (June, 2008 – August, 2010)

- Managed all aspects of growth and profit in a Portfolio of customers in the Hospitality and Gaming industries throughout NV, Lake Tahoe, and AZ.
- Portfolio consisted of 250 customers with total annual sales of nearly $8 million across six business lines.
- Owned the largest Portfolio in the country (30 people in this position) by more than $1.5 million.
- Completed FY '09 with 22 percent recurring revenue growth.
- Qualified for President's Club Diamond Leven by finishing FY '10 #1 in the company.

Market Director of Sales; Reno, NV (Nov., 2006 – June, 2008)

- Managed 6 Sales Managers, 1 Major Accounts Manager, 42 sales partners covering 6 different business units in Sacramento, CA, Northern NV, and Northern UT.
- Responsible for all aspects of recruiting, hiring, training, and developing all partners within the Group's sales departments.
- Qualified for President's Club in FY '08 by also qualifying six Sales Representatives from five different Business Units, a Major Accounts Manager, and two Market Sales Managers.
- Staffed the Market at 100% for the beginning of FY '09.
- Beat FY '08 New Business objectives in DM and FAS by 19 and 31 percent, respectively.
- Promoted four partners to Market Sales Manager and Major Accounts Manager roles.

Regional Sales Director; Reno, NV (Apr., 2006 – Nov., 2006)

- Managed 9 Sales Managers and 87 sales representatives in Northern CA, Northern NV, and Northern UT.
- Responsible for all aspects of recruiting, hiring, training, and developing all partners within the Group's sales departments.
- Improved staffing from a deficit of 24 partners to that of only 3 partners.
- Reduced turnover in first quarter by 32 percent over previous fiscal year.
- Exceeded first quarter's new business projections by nearly 15 percent.

Branch Manager; Reno, NV (Dec., 2003 – Apr., 2006)

- General Operations Manager responsible for driving profitable growth through change management accomplished with high customer satisfaction, and customer retention for entire location.
- Coordinated all aspects of the location's functions, identifying needs, and creating change to improve all processes from the time of sale through customer implementation.
- Finished both fiscal years with growth rates in excess of 34 percent.
- Executed processes that annually led to exceeding Y-O-Y growth and profit projections.
- Identified needs and implemented change that annually drove Y-O-Y reduction in turnover.

Service Director; San Francisco, CA (Sept., 2000 – Dec., 2003)

- Service Operations Manager responsible for thirty-seven service personnel providing after-sale service to the customer.
- Responsible for department which generates $10 million dollars annually through the service of 2,800 customers each week, with an annual budget of $1.9 million.
- Coordinated all aspects of the location's operating functions, identifying needs and creating change to improve all customer related processes.
- Drove implementation of program specifics within the customer base and increased customer satisfaction, giving time in the field back to sales partners.
- Accomplished goals by recruiting, hiring and training personnel.
- Developed and promoted three individuals.
- Top five percent nationwide in four of five key measured categories; number one in the Northwest Region in two of them.

Branch Manager – Facility Services Division; San Francisco, CA (July, 1999 – Sept., 2000)

- General Operations Manager responsible for driving profitable growth based on high customer satisfaction, and customer retention for division within the San Francisco & Oakland locations.
- Responsible for new business generation, the weekly service of 500 customers and a $1,000,000 annual budget.
- Accomplished all goals by recruiting, hiring and training personnel to exceed expectations in new business sales, internal growth, and customer retention.
- Qualified two sales representatives for company's "Winner's Circle" and developed three people who were later promoted.

Sales Manager; San Diego, CA (Apr., 1997 – July, 1999)
Sales Representative and Sales Associate; Portland, OR (Feb., 1995 – Apr., 1997)

- Began with Cintas as a Sales Associate and received steady promotions to Sales Manager.
- Accomplished growth goals by driving recruitment, hiring, and training.
- Developed two President's Club individuals who were later promoted.
- Exceeded sales objectives for every quarter in position.
- Qualified for President's Club before the end of third quarter of fiscal year.
- Earned Sales Rep. of the Year Award for top Sales Representative in the Western Group.
- Performed at 123% above President's Club goal throughout tenure.

CIRCUIT TECHNOLOGY, INC. – Portland, OR
Sales Representative (1994 – 1995)

- Responsible for generating new accounts and maintaining existing business for manufacturer of complex, short-production run circuit boards.
- Met with engineers and researchers to discuss needs, arrange for orders, and to troubleshoot product concerns.

FIBERTECH, INC. – Portland, OR
Sales Representative (1993 – 1994)

- Sold high-end customized fiber optic lighting displays and signage.
- Responsible for coordinating all aspects of the sale, production, and delivery.
- Self-reliant in acquiring all accounts and materials necessary for sold product to be built and shipping containers to be constructed.

EDUCATION

University of Nevada, Reno Reno, NV
1993 – B.S. Business Administration; Marketing Emphasis

Relevant Training

- The New Reality; Change Leadership
- Focus Outlook Seminar
- Effective Performance Management
- Requirements-Based Selling
- HAACP Compliance
- Fierce Conversations
- Power of Negotiating
- Trust Triangle Selling
- Strategic & Spin Selling
- ServSafe Certified
- Executive Presentation Skills
- Advanced Sales and Profitability
- Advanced Customer Relations
- Employee Engagement
- OSHA – VPP Certified