



Oak Park Elementary School District 97

970 Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

TO: Members, Board of Education
Dr. Carol Kelley, Superintendent of Schools

FROM: Alicia Evans, Assistant Superintendent for Finance & Operations

RE: Towel, Wet Mop and Dust Mop Approval

DATE: July 26, 2016

Since 2010, District 97 has rented towels and mops from Cintas. The rental costs have been steadily increasing over the years, so the items were bided in June 2016 for the 2016-2017 school year.

The bid documents were sent to five vendors. Two vendors attended the mandatory June 22, pre-bid meeting. However, on June 29, 2016, only one bid from G&K was submitted.

The estimated annual rental cost for mops and towels is \$21,005.92.

The quantity delivered can be adjusted during the summer and breaks as needed.

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attachment