



Oak Park Elementary School District 97

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TO: **Dr. Patricia Wernet, Interim Superintendent of Schools
Board of Education**

FROM: **Jeanne Keane, Senior Director of Buildings & Grounds**

SUBJECT: **Mops and Towels Services**

DATE: **May 25th, 2021**

On June 30th, 2021 our current contract for Mops and Towels will expire. An RFP for services was placed in the Wednesday Journal on 4/28/2021 and the bid documents were sent to twelve (12) vendors. Three (3) proposals for the above-captioned project were received at the District Office, 260 W Madison Street, Oak Park IL 60302, on Wednesday May 12th, 2021 and publicly opened at 2:00 p.m. I have enclosed a copy of the Bid Tabulation Sheet summarizing the proposals received.

Bid Recommendation

Cintas is the low-bidder meeting all requirements of the contract documents and bidding requirements at an annual cost of \$50,286.10. Jeanne Keane has verified the scope in their bid to be consistent with the contract documents. The District has also worked with Cintas since 2010 in the same capacity. The term of this agreement is one (1) year and shall commence on July 1st, 2021 and shall expire on June 30th, 2022. This agreement will have an option of two (2) one (1) year extensions.

Administration will be seeking a motion that the Board of Education of Oak Park District 97 approve the Mops & Towels Services at the June 8th, 2021 meeting.