



CITY OF COCOA
CINTAS UNIFORM FIELDING PLAN
Contract No. CoC-21-PBG-CINTAS-001-00

Purpose: To establish a fielding plan for the purpose of setting forth a schedule of events during the fitting and sizing of new uniforms to be issued to City Employees under Contract No. CoC-21-PGB-CINTAS-001-00.

Schedule and guidelines: CINTAS will conduct fitting and sizing at each Department location coordinated through Purchasing to ensure dates and times are coherent with the availability of Department personnel. Due to COVID constraints, all personnel conducting sizing or personnel being fitted must wear face coverings during this process. CINTAS must provide a clothing disinfectant plan for the clothing used during sizing to Purchasing prior to arrival at the perspective Department locations.

Departments will provide a listing of personnel by last name, first initial to Purchasing in the following format the week prior to scheduled fitting and sizing:

Monday:	Last names	A – F
Tuesday:	Last names	G – L
Wednesday:	Last names	M – R
Thursday:	Last names	S – Z
Friday:	Reserved	

Priority of fitting, sizing and fielding of new uniforms will follow as specified:

1. Utilities
2. Public Works
3. Utility Support Services

Issue of New Uniforms: Upon receipt of new uniforms, issuance will follow suit the same sequence as specified with the fitting and sizing plan. At time of pick-up, a CINTAS representative will ensure the proper fit and appearance meets Department standards and to correct any potential errors in sizing or other issues that may arise. If resizing or a change of uniform is required, the employee will continue to wear his/her old uniform until the CINTAS replacement is received.

Old Uniform Turn-Ins: All personnel will turn-in Unifirst issued uniforms through their perspective Department Administrators on (TBD). Individuals must ensure all uniforms issued by Unifirst are returned in the exact quantities issued by the date specified to avoid being charged for potential loss or failure to return garments. Purchasing will coordinate through the Department Administrators a date (TBD) to schedule pick-up by Unifirst. Purchasing will provide a courtesy copy of the contractual termination letter between the City of Cocoa and Unifirst to retain on file or provide to Unifirst pick-up / delivery driver(s) if requested.

New Uniform Care: Under contract, by and between the requirements set within the Liuna Contractual guidelines, all uniforms issued will be laundered, tailored, refit / resized and otherwise serviced through CINTAS. Employees must follow the laundering guidelines set forth within the laundering schedule established through CINTAS to avoid the possibility of incurring personal expenses. The purpose of honoring the laundering and service schedule through CINTAS is to provide each employee an all-inclusive uniform care program at no out of pocket expense. It is highly recommended that all personnel adhere to the service schedule the City has contracted CINTAS to conduct.