



Procurement Review Comprehensive Checklist  
 Procurement Services Division  
 This form must accompany all Purchase Order Requisitions

**SECTION 1: DESCRIPTION**

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1539	RFP, BID, QUOTE OR RENEWAL #: 26-028-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$16,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 06/02/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$64,000.00
	CURRENT TERM TOTAL COST: \$16,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Now Linen, LLC	VENDOR #: 48134	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Darryl Gras - Parlyka	VENDOR CONTACT PHONE: 630-868-9168	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupagecounty.gov
VENDOR CONTACT EMAIL: darryl@nowlinens.com	VENDOR WEBSITE:	DEPT REQ #: 7579	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Furnish and deliver various linens for the DuPage Care Center, for the period August 10, 2026 through August 9, 2027, for a contract total not to exceed \$16,000.00, per bid #26-028-DCC. NOTE: this bid has been split between 2 vendors - Now Linen and Standard Textile			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement linens for the DuPage Care Center, as needed.			

**SECTION 2: DECISION MEMO REQUIREMENTS**

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

**SECTION 3: DECISION MEMO**

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
<b>MARKET TESTING</b>	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
<b>AVAILABILITY</b>	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Now Linen, LLC	Vendor#: 48134	Dept: DuPage Care Center	Division: Laundry
Attn: Darryl Gras - Parlyka	Email: Darryl@nowlinens.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 1101 N. Lombard Road	City: Lombard	Address: 400 N. County Farm Road	City: Wheaton
State: Illinois	Zip: 60148	State: Illinois	Zip: 60187
Phone: 630-868-9168	Fax:	Phone: 630-784-4273	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Now Linen, LLC	Vendor#: 48134	Dept: DuPage Care Center	Division: Laundry
Attn: Judy Hancock	Email: judy@nowlinens.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 1101 N. Lombard Road	City: Lombard	Address: 400 N. County Farm Road	City: Wheaton
State: Illinois	Zip: 60148	State: Illinois	Zip: 60187
Phone: 630-424-8000	Fax:	Phone: 630-784-4273	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): August 10, 2026	Contract End Date (PO25): August 9, 2027

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Various Linens	FY26	1200	2030	52230		5,300.00	5,300.00
2	1	EA		Various Linens	FY27	1200	2030	52230		10,700.00	10,700.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 16,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver various linens for the DuPage Care Center, for the period August 10, 2026 through August 9, 2027, for a contract total not to exceed \$16,000.00, per bid #26-028-DCC. NOTE: this bid has been split between 2 vendors - Now Linen and Standard Textile
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. June 2, 2026 HS Committee
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. this bid is for the following items - split with vendor Standard Textiles #5 - underpads, #6 - Pillows and #7 Hamper bags
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.