



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 24-0764	RFP, BID, QUOTE OR RENEWAL #: 23-136-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$22,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/05/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$88,000.00
	CURRENT TERM TOTAL COST: \$22,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Cintas Corporation No. 2	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Eric Johnson	VENDOR CONTACT PHONE: 630-914-9777	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sandra.martinez@dupagecounty.gov
VENDOR CONTACT EMAIL: JohnsonE@cintas.com	VENDOR WEBSITE: https://www.cintas.com	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). To supply work uniforms for Public Works employees for a one-year period from 03/13/24 through 03/12/ 25 per Bid #23-136-FM in the amount of \$22,000.00. This contract has three possible one-year renewals.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Uniforms are provided to Public Works employees for safety and identification purposes.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	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.
MARKET TESTING	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.
AVAILABILITY	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: Cintras Corporation No.2	Vendor#:	Dept: DuPage County Public Works	Division: Public Works
Attn: Eric Johnson	Email: JohnsonE@cintas.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 6800 Cintas Blvd	City: Mason	Address: 7900 S. Route 53	City: Woodridge
State: Ohio	Zip: 45040	State: Illinois	Zip: 60517
Phone: 312-813-3333	Fax:	Phone: 630-985-7400	Fax: 630-985-4802
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAVE AS ABOVE	Vendor#:	Dept: SAME AS ABOVE	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 13, 2024	Contract End Date (PO25): Mar 12, 2025
Contract Administrator (PO25): Sandra Martinez			

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		Uniforms for Public Works employees per Bid #23-136-FM for a one-year period from 03/13/24 through 03/12/25	FY24	2000	2665	52220		1,700.00	1,700.00
2	1	EA		Uniforms for Public Works employees per Bid #23-136-FM for a one-year period from 03/13/24 through 03/12/25	FY24	2000	2640	52220		1,300.00	1,300.00
3	1	EA		Uniforms for Public Works employees per Bid #23-136-FM for a one-year period from 03/13/24 through 03/12/25	FY24	2000	2555	52220		16,000.00	16,000.00
4	1	EA		Uniforms for Public Works employees per Bid #23-136-FM for a one-year period from 03/13/24 through 03/12/25	FY25	2000	2555	52220		3,000.00	3,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 22,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: ☐ W-9 ☒ Vendor Ethics Disclosure Statement