



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1743	RFP, BID, QUOTE OR RENEWAL #: OMNIA Contract #222886	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$15,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$60,000.00
	CURRENT TERM TOTAL COST: \$15,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Cintas Corporation No. 2	VENDOR #: 11863	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Jeremy Jordan	VENDOR CONTACT PHONE: 630-343-3143	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: jordanj4@cintas.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-59	

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.).

Recommendation for the approval of a contract purchase order to Cintas Corporation., to furnish and deliver rental of mechanics uniforms, floor mats and medical supplies for the Division of Transportation, for the period September 12, 2025 through August 31, 2026, for a contract total not to exceed \$15,000.00; contract pursuant to the Intergovernmental Cooperation Act (OMNIA Contract #222886).

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

Employee uniforms are necessary to identify County Employees and to supply employees with safety clothing and apparel while performing the day to day operations of the Division of Transportation. First aid supplies help staff respond effectively to common injuries and emergencies. Floor mat rentals capture dirt and liquids to protect flooring and provide a safe surface to walk on near entryways.

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.

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This contract was setup using the cooperative OMNIA Contract #222886.
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). 1. DOT staff recommends issuing a purchase order to Cintas Corporation, using the OMNIA Contract #222886. 2. The OMNIA cooperative has proven to be cost savings over going out for bid.

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: Cintas Corporation No. 2	Vendor#: 11863	Dept: Division of Transportation	Division: Accounts Payable
Attn: Jeremy Jordan	Email: jordanj4@cintas.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 1150 Windham Pkwy	City: Romeville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60446	State: IL	Zip: 60187
Phone: 630-343-3143	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Cintas Corporation No. 2	Vendor#: 11863	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: PO Box 88005	City: Chicago	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60680-1005	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 12, 2025	Contract End Date (PO25): Aug 31, 2026

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		Rental of Mechanic Uniforms & Floor Mats	FY25	1500	3520	53410		2,000.00	2,000.00
2	1	EA		140 Bldg - Medical Supplies	FY25	1500	3510	52320		1,000.00	1,000.00
3	1	EA		180 Bldg - Medical Supplies	FY25	1500	3520	52320		1,000.00	1,000.00
4	1	EA		Rental of Mechanic Uniforms & Floor Mats	FY26	1500	3520	53410		7,000.00	7,000.00
5	1	EA		140 Bldg - Medical Supplies	FY26	1500	3510	52320		2,000.00	2,000.00
6	1	EA		180 Bldg - Medical Supplies	FY26	1500	3520	52320		2,000.00	2,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 15,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver rental of mechanics uniforms, floor mats and medical supplies for the Division of Transportation.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Jeremy Jordan, William Wilcox (wilcoxw@cintas.com), William Bell, Roula Eikosidekas and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. see above.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.