



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#:	RFP, BID, QUOTE OR RENEWAL #: OMNIA Contract #222886	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$23,250.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$93,000.00
	CURRENT TERM TOTAL COST: \$23,250.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
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@dupageco.org
VENDOR CONTACT EMAIL: jordanj4@cintas.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-81	
<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.). Requesting a purchase order to Cintas, to furnish and deliver rental of mechanics uniform/floor mats and medical supplies for the DOT. Effective December 1, 2023 through July 14, 2025, for a contract total not to exceed \$23,250.00, per OMNIA Partners 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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. This contract was setup using the cooperative OMNIA Partners 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). DOT recommends approval of this contract awarded to Cintas for the rental of mechanic uniforms/floor mats & medical supplies. The OMNIA Cooperative has proven to be cost savings than going through the bid process.

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@dupageco.org
Address: 1150 Windham Parkway	City: Romeoville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60446	State: IL	Zip: 60187
Phone: 630-343-3143	Fax:	Phone: 630-407-6892	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@dupageco.org
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): Dec 1, 2023	Contract End Date (PO25): Jul 14, 2025
Contract Administrator (PO25): Roula Eikosidekas			

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 Uniform & Floor Mats	FY24	1500	3520	53410		10,000.00	10,000.00
2	1	EA		140 Bldg - Medical Supplies	FY24	1500	3510	52320		2,500.00	2,500.00
3	1	EA		180 Bldg - Medical Supplies	FY24	1500	3520	52320		3,000.00	3,000.00
4	1	EA		Rental of Mechanic Uniforms & Floor Mats	FY25	1500	3520	53410		5,000.00	5,000.00
5	1	EA		140 Bldg - Medical Supplies	FY25	1500	3510	52320		1,250.00	1,250.00
6	1	EA		180 Bldg - Medical Supplies	FY25	1500	3520	52320		1,500.00	1,500.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 23,250.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver rental of mechanics uniform/floor mats and medical supplies for the DOT.
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, Angelo Hernandez (hernandez4@cintas.com), William Bell, 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.

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