



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: September 8, 2020  
Subject: Change Order to Purchase Order with Cintas Corporation

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Public Works Director, an amendment to purchase order #10974 with Cintas Corporation, to extend the term from July 31, 2020 to June 30, 2021, with no change to the payment limit, to provide garment rental and laundry services, Countywide.

**FISCAL IMPACT:**

No fiscal impact. The request is only to extend the term of the purchase order.

**BACKGROUND:**

Cintas Corporation provides garment rental and laundry services for Contra Costa County departments, and has offered the County a 2% discount across the board. Cintas Corporation is the single provider selected to standardize the products offered and the services provided to the County. Products include uniforms, towels, linens, and select cleaning supplies. Pricing is fixed throughout the term to allow departments to accurately budget expenses. Cintas Corporation is a local business enterprise.

**CONSEQUENCE OF NEGATIVE ACTION:**

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **09/08/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 8, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Cindy Shehorn (925)  
957-2495

cc:

If this amendment is not approved, Cintas Corporation will not be able to provide the uniforms, towels, linens, and select cleaning products needed by County departments.