



Cintas/Unifirst Funding

Cintas and Unifirst annual bulk funding must be done each September for the upcoming fiscal year.

The first step in setting up your Cintas/Unifirst funding is determining what you need. It is recommended that the custodian or contract cleaner help determine what rugs / supplies are needed for the office.

Each office will need to fund their rugs / supplies for spring/summer and fall/winter. Each season has different needs. During the spring/summer months, less product is required. Fund spring/summer for 30 weeks (April 15 – November 1) and fall/winter for 22 weeks.

In eBuy2, the following can be typed in the search option to find the products you need:

- Cintas
 - Cintas 3x5
 - Cintas 4x6
 - Cintas 3x10
 - Cintas wet mop
 - Cintas dust
 - Cintas rag

- **Unifirst**
 - unifirst 3x5
 - unifirst 4x6
 - unifirst 3x10
 - unifirst wet mop
 - unifirst dust
 - unifirst rag

Example

Let's pretend that you need/currently have the following in your office right now and use Cintas as your vendor:

2 – 3x10 rugs, 1 – 4x6 rug, 2 – wet mops

First, we will tackle the fall/winter months. We will either rent new supplies weekly or biweekly; remembering that there are 22 weeks during this period. So, the ebuy2 for these months will look like this:

Name & Description	Unit	Cost	Quantity	Ext
WALK OFF MAT 3X10 NAVY - WEEKLY SERVICE — VOLUME DISCOUNT #3 [GL Code: 52313.000; CUSTODIAL AND BUILDING SERVICES] [CINTAS] (Preferred Vendor) <i>contract</i>	EACH(1)	\$ 2.2500	<input type="text" value="44"/>	
WALK OFF MAT 4X6 NAVY - WEEKLY SERVICE — VOLUME DISCOUNT #3 [GL Code: 52313.000; CUSTODIAL AND BUILDING SERVICES] [CINTAS] (Preferred Vendor) <i>contract</i>	EACH(1)	\$ 1.6500	<input type="text" value="22"/>	
WEEKLY LARGE WET MOP [GL Code: 52313.000; CUSTODIAL AND BUILDING SERVICES] [CINTAS] (Preferred Vendor) <i>contract</i>	EACH(1)	\$ 0.3900	<input type="text" value="44"/>	

Estimate

quest Set Line Codes

	at-a-time	number of times in season	total number ordered
Wet Mop	2	22	44
3x10 Rug	2	22	44
4x6 Rug	1	22	22

Let's move onto the summer months, which get to be a little more complicated. Summer/Spring has 30 weeks in it.

Here's a table to understand how it works:

- **Fall/Winter**

- Weekly
 - (number at a time) * 22
- bi-weekly
 - (number at a time) * 11
- monthly
 - (number at a time) * 6

- **Spring/Summer**

- bi-weekly
 - (number at a time) * 15
- monthly
 - (number at a time) * 8

C - BUFFALO, NY - Shopping Cart				[Specials]
Name & Description	Unit	Cost	Quantity	Ex
MONTHLY LARGE WET MOP [GL Code: 52313.000: CUSTODIAL AND BUILDING SERVICES] [CINTAS] (Preferred Vendor) <i>contract</i>	EACH(1)	\$ 0.7300	<input type="text" value="16"/>	
WALK OFF MAT 3X10 NAVY - WEEKLY SERVICE — VOLUME DISCOUNT #3 [GL Code: 52313.000: CUSTODIAL AND BUILDING SERVICES] [CINTAS] (Preferred Vendor) <i>contract</i>	EACH(1)	\$ 2.2500	<input type="text" value="44"/>	
WALK OFF MAT 3X10 RED - MONTHLY SERVICE — VOLUME DISCOUNT #3 [GL Code: 52313.000: CUSTODIAL AND BUILDING SERVICES] [CINTAS] (Preferred Vendor) <i>contract</i>	EACH(1)	\$ 4.0500	<input type="text" value="16"/>	
WALK OFF MAT 4X6 CHARCOAL - MONTHLY SERVICE — VOLUME DISCOUNT #3 [GL Code: 52313.000: CUSTODIAL AND BUILDING SERVICES] [CINTAS] (Preferred Vendor) <i>contract</i>	EACH(1)	\$ 2.9600	<input type="text" value="8"/>	
WALK OFF MAT 4X6 NAVY - WEEKLY SERVICE — VOLUME DISCOUNT #3 [GL Code: 52313.000: CUSTODIAL AND BUILDING SERVICES] [CINTAS] (Preferred Vendor) <i>contract</i>	EACH(1)	\$ 1.6500	<input type="text" value="22"/>	
WEEKLY LARGE WET MOP [GL Code: 52313.000: CUSTODIAL AND BUILDING SERVICES] [CINTAS] (Preferred Vendor) <i>contract</i>	EACH(1)	\$ 0.3900	<input type="text" value="44"/>	

Now, you'll be ready to submit your ebuy2 request. Be sure that the Ship to and the Bill to match up with the intended station:

Ship To *	<input type="text" value="1823VF"/> 1823VF (MAILING) <input type="text" value="POSTMASTER"/> <input type="text" value="USPS"/> <input type="text" value="2 W MAIN ST"/> <input type="text" value="BATAVIA"/> , <input type="text" value="NY"/> <input type="text" value="140209998"/>
Bill To *	<input type="text" value="350520"/> 350520 BATAVIA PO WESTERN NEW YORK CS - 140 - 4 EASTERN CSAO

If you need handles for the mops, just add one of the replacement handles. These are zero cost items. Don't order the replacements; we don't need to pay for new handles.

Some additional tips:

- Reconcile statement upon arrival
- Decline the funds or rug amount off your FY Funding
- Review the monthly report sent to field via email
- Report rug quality issues to Lou Dileo with pictures. We pay for clean undamaged rugs and anything less is unacceptable
- Signature mats **are not** permitted by HQ.
- **Do not** rent anti-fatigue mats
- If you add an item it needs to have the proper funding. Once you have the approved funding you need to contract the vendor to start that service.
- If you need to add or subtract the amount of an approved funded item, please call the vendor customer service to request (not the driver)

If you have any questions on the charges, please call:

Unifirst – Princess @ 1-800-480-5432 or Princess.Mathews@unifirst.com

Cintas

Buffalo – Renee Linehan @ 716-685-6800 or LinehanR@cintas.com

Rochester – Customer Services @ 585-235-7650

Erie – Gayle Baynor @ 440-352-4003

Syracuse – Jake Frisch @ 315-432-1888