

DuPage County Procurement Services

Address:

Jack T. Knueffer Administration Bldg.
421 N. County Farm Road
Third Floor, Room 3-400
Wheaton, IL 60187

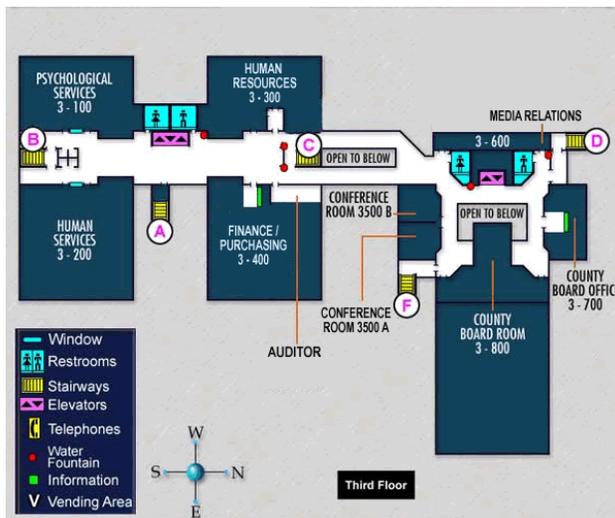
Main Phone: (630) 407-6200

Fax: (630) 407-6201

Email: purchasing@dupageco.org

Website: www.co.dupage.il.us/purchasing/

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.
(excluding holidays)



How to Get Started

If you have a product or service to offer the County of DuPage, your first call should be to the Procurement Services Division. You will find us ready and willing to help you compete for County business. Feel free to stop by our office.

When you arrive, our Bid Coordinator will assist you and direct you to the Buyer responsible for your commodity or service. If you cannot see that particular buyer immediately, your wait will be no longer than is absolutely necessary. We realize you have a busy schedule, so as to avoid delays it is advisable to set up an appointment.

Staff Contact Information

Procurement Officer	John A. Meneghini	630-407-6183
Procurement Services Supervisor	Joan M. Morange, CPPB	630-407-6180
Buyer III	Tina Snyder	630-407-6163
Buyer II	Maria Calamia, CPPB	630-407-6182
Buyer II	Karin Kietzman	630-407-6181
Buyer II	Debby Thompson, CPPB	630-407-6184
Buyer I/ Bid Coordinator	Glenda Vasak	630-407-6190

Professional Affiliations

In order to maintain and promote Purchasing Professionalism and keep pace with the changing market conditions, the Procurement Services Division maintains membership in:

- The National Institute of Governmental Purchasing
- The Illinois Association of Public Procurement Officials
- The Midwest Association of Public Procurement
- Government Finance Officials Association
- IL Association of Government Finance Officials.

The Procurement Division subscribes to the principles and ethics of these Associations and believes their ethical



**Doing Business
with the
County of DuPage,
Illinois**



*A great place to live, work,
and raise a family.*

How to Do Business with the County

Surplus Disposal

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Parking is in the 479 Parking Garage, located directly north of the Administration Building. Take the Red Level walkway to the second floor of the Administration Building. Proceed through both sets of double doors; continue to the elevator, located on the right, just past the Building Security/Information station.

Mission Statement

- To provide centralized, value based, efficient purchasing services to all County departments for the procurement of materials, equipment and services of the best value at the right quality and price, from the right source, and at the right time.
- To ensure that purchasing policies and procedures are followed to maintain consistency in procurement practices and in compliance with Federal, State and Local laws.
- To promote a competitive, fair and impartial environment throughout the vendor community.

Make the Procurement Services Division your first stop when looking to do business with the County of DuPage. Our Buyers will be happy to discuss your lines and assist you in making contact with the appropriate C o u n t y p e r s o n n e l .

Vendor Registration

Procurement Services uses DemandStar by Onvia to advertise our business opportunities. DemandStar is an e-procurement network of hundreds of agencies. We encourage you to participate with us in this efficient new way of doing business. This new electronic purchasing service will notify you immediately by e-mail or fax when a government bid or quote opportunity opens in your areas of interest. You can go to our website at www.co.dupage.il.us and download bid documents free of charge or order them directly from DemandStar for a nominal charge. Blueprints and plans can be viewed online using your internet browser; there are no additional software requirements.

To receive automatic bid notifications, go to www.demandstar.com or call 1-800-711-1712.

Membership in DemandStar by Onvia is not a requirement, although, registration is necessary to download the documents. You will be able to get our bid information through our advertisements in the Daily Herald newspapers. We encourage you to investigate the competitive advantages of automatic notification and electronic quoting by registering with DemandStar.

Procurement Thresholds

\$0 to \$4,999.99 (Maximum)-----3 Quotes
\$5,000.00 to \$24,999.99-----3 E-Quotes
\$25,000.00 and up-----Ssealed Bid

Equal Opportunity

County of DuPage vendors and their employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to

The County disposes of the majority of its surplus property through GovDeals.com. GovDeals is an “E-Bay” type online auction service accessible at <http://www.govdeals.com>.

Surplus vehicles are repurposed or traded-in whenever and wherever possible. The Division of Transportation uses Arena and Tri-City Auto Auctions when vehicles do go to auction.

DuPage Mayors and Managers hold annual Spring and Fall Vehicle and Public Works Equipment Auctions. More information is available at: <http://www.dmmc-cog.org/calendar.aspx>

County Gift Ban

...neither the chairman, county board member or employee, his or her spouse nor family member (collectively hereinafter referred to as recipients) shall intentionally solicit or accept any gift from any prohibited source or in violation of any DuPage County ordinance, federal or state statute, rule or regulation. No prohibited source shall intentionally offer or make a gift that violates this section. (Ord. OFI-003-04, 9-14-2004)

Cooperative Purchasing Agreements

Cooperative Purchasing agreements are a great tool in both the salesperson’s and the public purchaser’s toolbox.

In the interest of saving taxpayer’s dollars on procurements, the Procurement Services Division explores the use of cooperative purchasing contracts. Our staff will be happy to educate interested vendors on the “ins-and-outs” of participating in cooperative purchasing; thereby expanding the vendors government sales potential.

The approved cooperatives that the County utilizes are listed on our website:

<http://www.dupageco.org/purchasing>