



# Purchasing Department Overview

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Purchasing Director

# Agenda

- Evolution of Procurement Ordinance
- History prior to 2007
- Enhancements Since 2007
- Transparency of Process
- Accomplishments

# The Kane County Code

- The Code amended in 1973
- 2-Page Code guided procurement process
- General duties of Purchasing Department
- Covered commodities over \$10,000
- Exempt from Code
  - Professional Services
  - State and Federal Contracts
  - Sole Source Vendors

# History Prior to 2007

- Purchasing handled primarily office supplies
- Most departments wrote their specifications
- Same terminology used for bids and RFPs
- Incorrect documents used in bids and RFPs
- Limited vendor list received bids and RFPs
- Bids were used for 20% of procurements
- Departments reviewed and executed contracts
- Overall minimal procurement requirements
- Departments responsible for items under \$10,000
- Purchase orders were not issued to vendors

# Procurement Ordinance

- August 14, 2007, County Board approved 30-page Ordinance
- Developed over 2 years
- 2007 Enhancements
  - Duties of Purchasing Director
  - Purchasing regulations and procedures
  - Public notices and access to information
  - Competitive bidding process
  - Request for Proposal process
  - Professional services process
  - Appeals and remedies to bid protests
- 2008 Enhancements
  - Reverse auction
  - Surplus disposal
  - \$30,000 bid threshold

# Improvements Since 2007

- Bids and RFPs
  - Majority of departments assisted with specifications
  - Separate boilerplates used
  - Correct documents used
  - Offer to Contract page used for bids
  - Bids used for 78% of procurements
- Transparency
  - Bids and RFPs posted on website
  - Bid tabulations are posted on website
  - Vendors provided post-award debriefings

# Improvements Since 2007

- Policy for procurement under \$30,000
  - Three quotes required
  - Purchasing assisting with obtaining quotes
  - Purchase orders issued to vendors
- New County-wide Procurements
  - Toner and ink cartridges
  - Document destruction
  - Auto Parts
  - Generator maintenance
  - Elevator maintenance
  - HVAC services
  - Electrical services
  - Plumbing services

# Accomplishments Since 2007

- Increased bid responses by 78%
- Annual bid savings average \$821,589
- Annual savings for small procurements average \$90,880
- Examples:
  - Janitorial Services
    - FY2009 \$472,744
    - FY2010 \$409,080 (13.5% savings) with new Branch Court
    - FY2011 \$363,132 (11% savings)
  - Medical Services at JC
    - Annual savings of \$12,000 for two-year period



# Accomplishments Since 2007

- Examples continued:
  - Drug Testing
    - Specification pricing format revised
    - Annual savings of \$26,500
  - NCR Forms
    - Specification pricing format revised
    - Annual savings of \$15,500
  - Security System (CCTV, access, fire and burglar)
    - Negotiate multiple agreements to expire on same date
    - Annual savings of \$8,185
  - Natural Gas
    - Spot market: 2009 savings \$77,932 from previous year

# Departments & Elected Offices Using County-wide Contracts

Assessor	Water Resources	Environmental
Animal Control	Building Management	KDOT
Finance	Information Technology	Development
Health	Human Resources	KaneComm
Assessor	Sheriff's Ofc. Adm.	Juvenile Center
Coroner	Diagnostic Center	County Clerk
State's Attorney's Ofc.		

# Departments & Elected Offices Using Purchasing for Contracts

Assessor	Water Resources	Environmental
Animal Control	Building Management	KDOT
Finance	Information Technology	Development
Health	Human Resources	Water Resources
Environmental Eng.	Sheriff's Ofc. Adm.	Sheiff's AJC
Treasurer	Diagnostic Center	Juvenile Justice Center
Judiciary & Courts		

Illinois Statute: County elected officials not required to follow the County's procurement ordinance.

Sheriff and Coroner are required to use the Purchasing Department for equipment.

