

FY 2018 Transparency Report

Winnebago County Administration



Purchasing

Ann Johns, Director of Purchasing

Associated Budget Funds

14500 General Fund
81100 Central Services
81300 Vehicle Pool, 82100 Copiers

The Winnebago County Purchasing Department works to ensure an open and competitive purchasing process, and assists County departments and agencies in purchasing required goods and services in conformance with the Purchasing Ordinance and Illinois Complied Statutes. Purchasing strives to increase awareness about business opportunities, while maximizing participation from local businesses, including Women-Owned, Veteran-Owned and Minority Business Enterprises. The Department operates the mail center, copier services, vehicle pool, as well as purchasing cards and fleet services for the County.

For more information, please visit www.wincoil.us - [Departments - Purchasing](#).

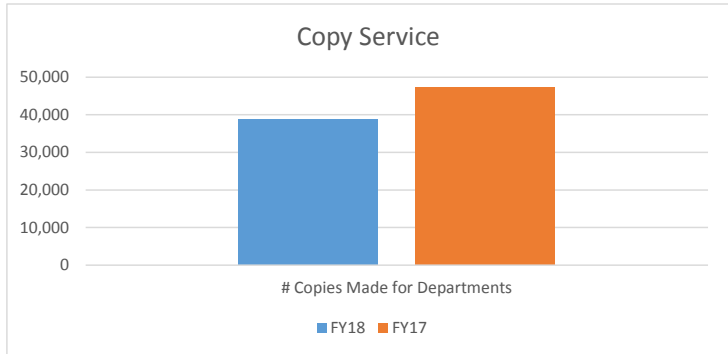
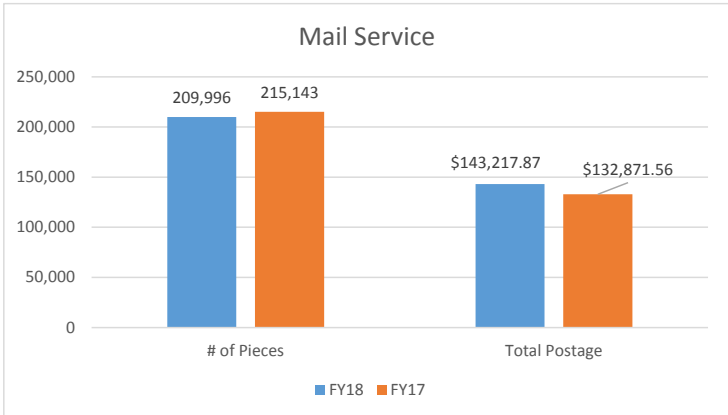
4th Quarter Highlights

Negotiated lower copier rates and replaced one fourth of the copier fleet with new and faster equipment. Exchanged four low mileage Vehicle Pool cars for the building inspectors high mileage vehicles to save on repair costs. Downsized the Vehicle Pool fleet. Disposed of over 7,000 pounds of files, 60 cubic yards of scrap metals and 50 cubic yards of obsolete and/or broken furniture, appliances medical devices, TV's and equipment from RBNH's basement.

1st Quarter Preview

Plan to solicit and award two major multi-year contracts for the WCSO. Continue with procure demolition services for more derelict houses for the WCHD.

	October 1 - September 30	
	4th QTR YTD	4th QTR YTD
Personnel	FY18	FY17
# Full-Time Employees	3	1
Average Years of Service	1.1	0.53
Bidding	FY18	FY17
# Invitation for Bid	26	20
# Request for Proposal	8	7
# Emergency Purchases	0	1
# Request for Quotes	5	1
Vehicle Pool	FY18	FY17
# of Vehicles	19	20
Maintenance Costs	\$11,381.85	\$12,876.07
Mileage Used	169,871	151,909
Mail	FY18	FY17
# of Pieces	209,996	215,143
Total Postage	\$143,217.87	\$132,871.56
# Departments Served	24	19
Miscellaneous	FY18	FY17
# Copies Made for Departments	38,857	47,308
# Purchase Orders Processed	131	138
Purchase Card Spending	\$432,529.93	\$456,814.19
# Fleet Fuel Cards	398	380



*n = newly tracked metric