

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 .

3rd Quarter Highlights

The Winnebago County Board approved the new Purchasing Ordinance, which had been in development for nine months. The foremost change raised the formal bid-purchasing threshold from \$12K to \$25K for products and general services and from \$12K to \$50K for professional and construction related services. This change enables Department Heads and Elected Officials to obtain quotes for purchases under these new threshold limits in place of the more burdensome formal bid process done through the Purchasing Department.

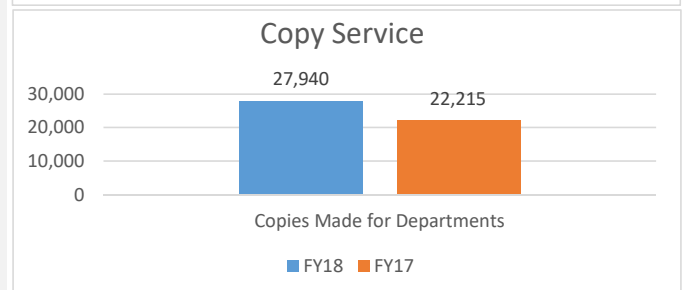
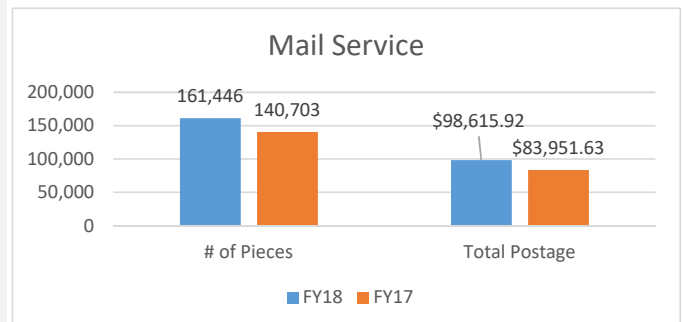
Saving were achieved through several joint purchasing Initiatives between County and local partners; e.g. City of Rockford, Rockford Park District and the Rockford Public Library. Contracted services included Printing Services, Bulk Rock Salt, Pest Control Services and Seal Coating.

4th Quarter Preview

The next major initiative is the creation of a County Surplus Policy that will provide guidance (and forms) on the disposal, sale and donation of equipment and surplus goods. Upcoming projects include developing new multi-year service contracts for WCSO Corrections including Inmate Health Care Services, Food Services, and Commissary. The first of many WCHD demolition and debris removal blight reduction projects will be procured as approved by the Board's Host Fee Fund grants. The Purchase Card review and approval process will be implemented to streamline reporting procedures.

October 1 - June 30

	3rd QTR YTD FY18	3rd QTR YTD FY17
Personnel		
# Full-Time Employees	2	3
Average Years of Service	0.9	6.09
Bidding		
Invitations for Bid	23	17
Requests for Proposal	6	3
Emergency Purchases	0	0
Vehicle Pool		
# of Vehicles	20	20
Maintenance Costs	\$7,969.00	\$7,753.70
Mileage Used	127,642	107,779
Mail		
# of Pieces	161,446	140,703
Total Postage	\$98,615.92	\$83,951.63
# Departments Served	24	19



*n = newly tracked metric

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Miscellaneous

	<u>FY18</u>	<u>FY17</u>
Copies Made for Departments	27,940	22,215
Purchase Orders Processed	86	90
Purchase Card Spending	\$330,585.24	\$354,717.76
Fleet Fuel Cards	398	380

3rd Quarter YTD Significant Variance Explanations

Overall, centrally provided services are being increasingly utilized across County departments, including five departments that shifted mail processing to the Purchasing Dept.