

FY 2019 Transparency Report

Winnebago County Administration



Purchasing

Ann Johns, Director of Purchasing

Associated Budget Funds

14500 General Fund
81100 General Fund
81300 & 82100 General Fund

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 Compiled 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 also 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**.

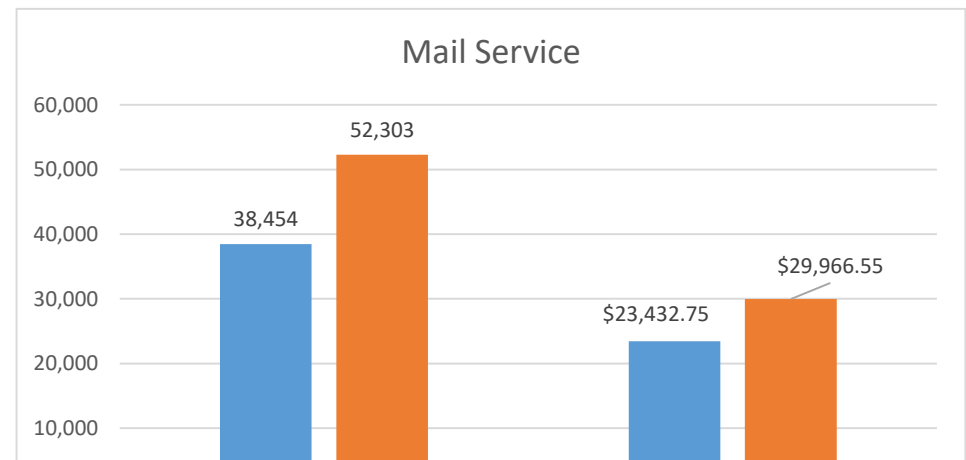
1st Quarter Highlights

(Describe any major projects undertaken, savings, significant accomplishments, collaborations, efficiencies implemented, recognition received, grants won, good news, etc.)
Rolled-out the, Munis based, new **Vendor Self Service (VSS)** initiative. VSS enhances but also simplifies the vendor registration process for businesses seeking County's bid opportunities. Finalized the replacement, of roughly half, of the County's fleet of Canon copiers. Last copier replacements were done in 2012.

2nd Quarter Preview

(Describe any major projects undertaken, savings, significant accomplishments, collaborations, efficiencies implemented, recognition received, grants won, good news, etc.)
Start of the Public Safety Building demolition project with a formal Request for Qualifications to solicit a Project Manager. Hosting the March 20, **Government** Formal bidding process resulting in a new contract for Inmate Health Care Services to replace the prior 2013 agreement. Continued collaboration with the City of Rockford and

	October 1 - September 30	
	1st QTR YTD	1st QTR YTD
	<u>FY19</u>	<u>FY18</u>
<u>Personnel</u>		
# Full-Time Employees	3	3
Average Years of Service	1.3	
<u>Bidding</u>	<u>FY19</u>	<u>FY18</u>
# Invitation for Bid	3	4
# Request for Proposal	1	2
# Emergency Purchases	1	0
# Request for Quotes	4	



*n = newly tracked metric

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Vehicle Pool

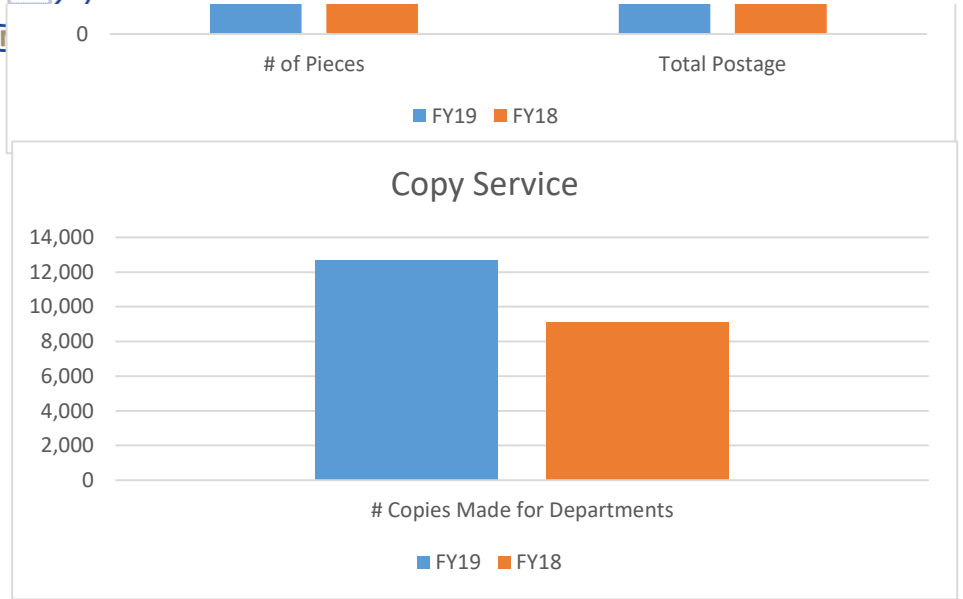
	FY19	FY18
# of Vehicles	17	20
Maintenance Costs	\$2,300.00	\$3,178.31
Mileage Used	36,905	39,354

Mail

	FY19	FY18
# of Pieces	38,454	52,303
Total Postage	\$23,432.75	\$29,966.55
# Departments Served	35	22

Miscellaneous

	FY19	FY18
# Copies Made for Departments	12,658	9,124
# Purchase Orders Processed	14	23
Purchase Card Spending	\$109,888.73	\$95,996.37
# Fleet Fuel Cards	398	398



*n = newly tracked metric