

FY 2019 Transparency Report

Winnebago County Administration



Purchasing

Ann Johns, Director of Purchasing

Associated Budget Funds

14500 General Fund
81100 Internal Service Fund
81300 & 82100 Internal Service Fund

The 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.

2nd Quarter Highlights

Awarded new 5-yr contract for Wellness Center Services to SwedishAmerican, after a lengthy bid process. Hosted the Government Purchasing Event on March 20th along with the City of Rockford and Rock Valley College. The event accomplished its goal in educating and attracting current and potential Vendors to enroll in the County Vendor Self-Service program.

3rd Quarter Preview

Ongoing training with Munis support to develop new procedures for the mainstreaming of Vendors and implementing new workflow procedures. Will complete selection of a new vendor for Inmate Food Services. Plan to complete evaluation process for the Project Manager of the PSB demolition or repurposing project.

October 1 - March 31

	2nd QTR YTD FY19	2nd QTR YTD FY18
Personnel		
# Full-Time Employees	3	3
Average Years of Service	1.4	0.6
Bidding		
# Invitation for Bid	8	12
# Request for Proposal	3	4
# Emergency Purchases	1	1
# Request for Quotes	9	
Vehicle Pool		
# of Vehicles	17	20
Maintenance Costs	\$5,321.86	\$5,836.34
Mileage Used	63,846	86,560
Mail		
# of Pieces	87,745	116,273
Total Postage	\$56,129.55	\$63,689.90
# Departments Served	35	24
Miscellaneous		
# Copies Made for Departments	15,361	20,514
# Purchase Orders Processed	42	45
Purchase Card Spending	\$234,916.52	\$209,681.07
# Fleet Fuel Cards	398	398

