

## Mission:

The Kenosha County Purchasing Services Division is committed to providing professional and efficient procurement services for all Kenosha County departments and divisions by maintaining procedures which:

- Foster fair and open competition;
- Are in strict compliance with all Federal, State and local laws;
- Inspire public confidence that all contracts are awarded equitably and economically;
- Provide the greatest possible value and quality in the products and services we purchase, at the lowest possible price, with timely delivery and in compliance with all specifications and terms.

## Contacts:

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**Purchasing Office Fax:** 262-653-2604

**Purchasing Website Address:**

<http://www.kenoshacounty.org/109/Purchasing>

**Shannon Stricker, Contract Specialist**

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<http://www.kenoshacounty.org/151/Doing-Business-w-DHS>

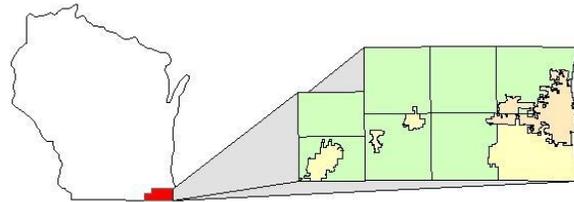
## Hours of Operation:

8:00 AM to 5:00 PM Monday through Friday, except closed for county-observed legal holidays.

Impromptu visits by sales representatives are welcome, but it is recommended to schedule appointments to ensure appropriate staff availability.

## About Kenosha County:

Kenosha County is located in the southeast corner of the state of Wisconsin, in the Chicago to Milwaukee corridor. With the City of Kenosha as the county seat, 12 other municipalities are represented by Kenosha County government.



With over 160,000 residents, Kenosha is one of the fastest growing counties in the United States.

## Ethics:

In addition to ethical standards set forth in Wisconsin Statutes Section 19.59 for all County employees and officials (either elected or appointed), Kenosha County has adopted an Ethics Policy that is applicable to County employees in conducting County business.

Vendors are encouraged to familiarize themselves with this policy which can be viewed at:

<http://www.kenoshacounty.org/DocumentCenter/Home/View/578>



## Doing Business with Kenosha County Government Offices

Kenosha County  
Division of Purchasing Services  
1010 – 56<sup>th</sup> Street  
Kenosha, Wisconsin 53140

Telephone: 262-653-2603

Fax: 262-653-2604

Website:

<http://www.kenoshacounty.org/109/Purchasing>

**Samantha Kerkman  
County Executive**

**Matthew Fleming  
Purchasing Director**

## Governance:

Kenosha County government consists of seven elected department officials, four appointed department directors, 19 division directors and approximately 1000 full time employees, administratively supervised by an elected County Executive and governed by an elected, 28 -member County Board of Supervisors.

The Kenosha County Purchasing Division conducts business in compliance with specific rules and regulations as set forth in federal and state law, as well as sections 3.11 and 3.62 of the Kenosha County Municipal Code. In compliance with these codes, the Purchasing Division purchases, leases, rents or otherwise acquires all necessary materials, supplies, machinery, equipment, vehicles, and service contracts for any and all of the offices, boards, departments, divisions, committees and commissions of Kenosha County.

As a municipal government entity, Kenosha County is tax exempt.

## What Does the County Buy?

Because of the wide variety of operations of the County, our needs for products and services are many and diverse. From squad cars and ammunition for the Sheriff's Department to medical equipment for our Health Division and residential nursing home, to lawn chemicals for the County's two golf courses, we are continually purchasing many items throughout the year. The services we require range from complex Information Technology services to social services providers for our Human Services Department and banking and investment services for our County Treasurer.

Public Work construction projects vary from small remodeling projects to the construction of new buildings and roads.

These are just a few examples of the County's needs. To name all of the products and services the County requires would take many pages. If you are not sure if

your product line would be applicable to the County's needs, feel free to contact any Purchasing Division staff.

## Procurement Methods:

The County of Kenosha utilizes several methods to purchase goods and services for County departments and divisions.

- Small Purchases
- Requests for Quotes
- Competitive Sealed Bidding for Products or Goods
- Requests for Proposals / Competitive Negotiations
- Public Work/Construction Bidding
- Sole Source Purchases
- Contracts
- Purchasing Consortiums

The specific procurement method used depends on the product or service required, the scope of work, and the total dollar amount of the project.

All formal competitive bids or RFP's conducted by the Purchasing Division are posted on the State of Wisconsin VendorNet website. Human Services Department RFP's are posted on the Human Services Department website. Informal quotes are not necessarily posted on the website, but may also be distributed via email or fax.

Submitting a bid in response to a solicitation obligates you to honor your bid price and to meet Kenosha County's terms and conditions for the full term of the contract.

## Vendor Registration:

Kenosha County utilizes the State of Wisconsin's VendorNet bid website <https://vendornet.wi.gov/>. Bids and Proposals are posted on VendorNet and are freely available for download.

Vendors may register with the State of Wisconsin's eSupplier system <https://esupplier.wi.gov/> and select commodity codes for products or services that they

supply. When a bid is posted on VendorNet for a commodity for which you have registered, an email announcement may be sent to the email address you have provided during the registration process. Whenever new documents are added to that bid or RFP, another email notification may be sent. Certain spam filters, virus software, or technical issues may block email to your system. Therefore, it is the vendor's responsibility to check the website frequently during a bid process to ensure they have received the most current documents.

Qualifications of bidders are not reviewed when a vendor registers on eSupplier. Therefore, acceptance of a vendor's registration does not mean that the Purchasing Division considers your firm a "responsible" bidder. The Purchasing Division reviews "responsibility" on an individual bid-by-bid basis as noted in the Request for Bid or Request for Proposals documents.

For most formal competitive bids or RFP's, a vendor will be required to complete a statement of responsibility providing detailed information on their business structure, financial stability and legal history.



Wisconsin Association of Public Purchasers