



MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES
Procurement Division

Amos D. Owens, Purchasing Administrator
Willie L. Woods, Purchasing Manager

WELCOME TO PROCUREMENT!

GENERAL INFORMATION

Receptionist:	Main Phone:	Main Fax:	Main Website:
Monica Mendez	(414) 223-8100	(414) 223-8107	www.county.milwaukee.gov

OFFICE SUPPORT STAFF

Purchasing Card Coordinator:

Diane Green, Administrative Specialist (414) 223-8114 Diane.Green@milwcnty.com

Vendor Maintenance:

Monica Mendez (414-223-8100)

PURCHASING CONTACTS

Buyer:

Sung Ye Jacobs (4) (414) 223-8128 (414) 223-8124 Sungye.Jacobs@milwcnty.com

Buyer:

Anissa Perkins (5) (414) 223-8127 (414) 223-8124 Anissa.Perkins@milwcnty.com



ON-LINE AMENITIES

DOCUMENTS, FORMS, AND INFORMATION:

1. Procurement Division Contact Information
2. Bids, Quotes, and Requests for Proposals (RFPs), including:
 - a. Amendments, where applicable
 - b. Specifications, where applicable
3. Solicitation Results (Bid Tabulation/Vendor Award)
4. Vendor Packet, including:
 - a. New vendor application form;
 - b. Equal Employment Opportunity Certificate (EEOC); and
5. Updates from the Procurement Division

VENDOR RESPONSIBILITIES

New Vendor Application: New vendors are responsible for downloading and printing the vendor application, EEO certificate, and Internal Revenue certificate, which should be filled in completely and then mailed or faxed to the Procurement Division.

Vendor Records: Vendors are responsible for updating their records with the Procurement Division

Bid, Quote, and RFP Documents: Vendors are responsible for downloading bids, quotes, and RFPs, including specifications, amendments, and attachments, where applicable.

Electronic Notification (E-notify): Vendors are responsible for signing up for electronic notification (e-notify) of new bidding opportunities. Instructions for enrolling in e-notify are included at the end of this vendor packet.



OFFICE POLICIES

SCHEDULING APPOINTMENTS WITH BUYERS

The Procurement Division would like to provide our customers with an excellent level of service, and we will make every effort to meet with you without an appointment. However, to ensure the best service, we encourage you to call our office and schedule an appointment if you would like to speak with a Buyer in person. The appointment schedule is listed below.

Monday thru Thursday

Morning: 9:00 a.m. thru 11:30 a.m.
Afternoon: 2:00 p.m. thru 4:00 p.m.

Friday

By appointment with the designated Buyer

BID RESULTS

Bid results are available on Milwaukee County's website at www.county.milwaukee.gov/bop. To access bid results, click on "Procurement Bids" and scroll to the section titled "Bid Tabulation/Vendor Award."

Bid summaries, including the name of all bidders, can be viewed upon request at the Office of the Procurement Division, Monday through Friday during regular business hours, 8:00 a.m. to 5:00 p.m., excluding holidays. We are located at:

Milwaukee County Courthouse
901 N. 9th Street
Milwaukee, WI 53233

Note: Bid results will not be provided over the telephone, by fax, by email, or by text message.



ACCESS TO PUBLIC RECORDS

The provisions and guidelines of Wis. Stats. Sec. 19.35(1) govern the rights of any person who requests inspection or copies of a public record.

A request to review or copy records are deemed sufficient if it reasonably describes the request record or the information requested.

Copies are available for a fee of .15 cents per page, if picked up by the requestor.

Copies requested by mail are .15 cents per page, plus shipping and handling charges.

A fee will be imposed upon a requestor for locating a record, not exceeding the actual, necessary, and direct cost of location, if the cost is \$50.00 or more.

Amos D. Owens
Purchasing Administrator



Vendor Application

Date:

Company Name Phone No. Fax No.

Street Address City State Zip Code

P.O. Box (if applicable) Email Address FEIN

Accounts Receivable ("Remit to") Address, if different from above

Street Address City State Zip Code

Vendor Contacts:

Bids or Pricing: Name Title Phone No.

Accounts Receivable: Name Title Phone No.

Sales Representative: Name Title Phone No.

Signature/Title Date