



MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES
Procurement Division

Willie L. Woods, Purchasing Manager
Patrick Lee, Director

WELCOME TO PROCUREMENT!

GENERAL INFORMATION

**Receptionist &
Vendor Maintenance**

Main Phone:

Main Fax:

Main Website:

Milena Durutovic

(414) 223-8100

(414) 223-8107

www.county.milwaukee.gov

OFFICE SUPPORT STAFF

Administrative Specialist

Milena Durutovic

(414) 223-8114

(414) 223-8107

Milena.Durutovic@milwcnty.com

PURCHASING CONTACTS

Buyer:

Sung Ye Jacobs (4)

(414) 223-8128

(414) 223-8124

Sungye.Jacobs@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
5. Updates from the Procurement Division

VENDOR RESPONSIBILITIES

New Vendor Application: New vendors are responsible for downloading and printing the vendor application, 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.



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.

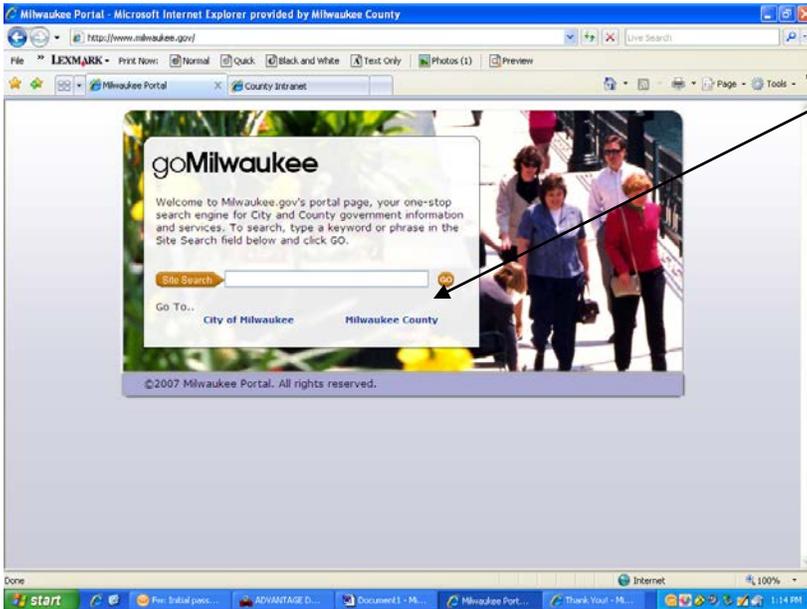
Accounts Receivable: Name Title Phone No.

Sales Representative: Name Title Phone No.

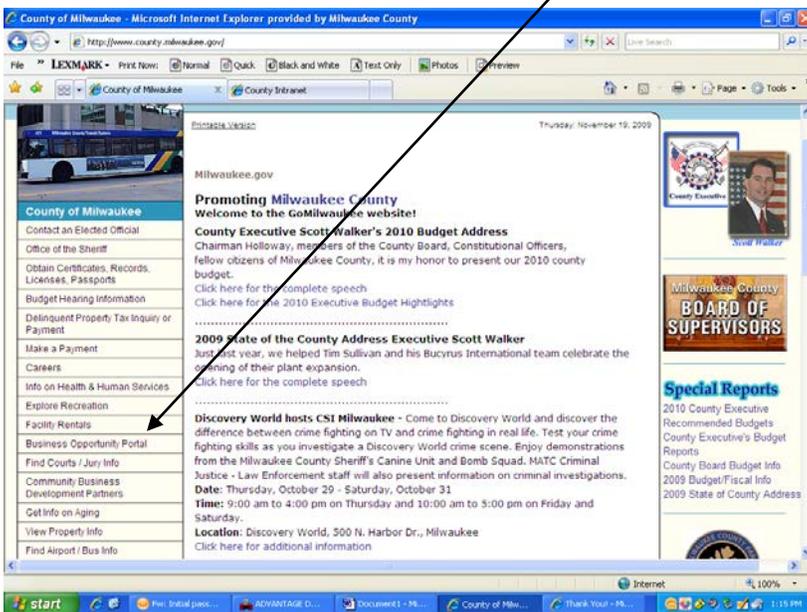
Signature/Title Date

E-Notify Vendor Commodity Registration

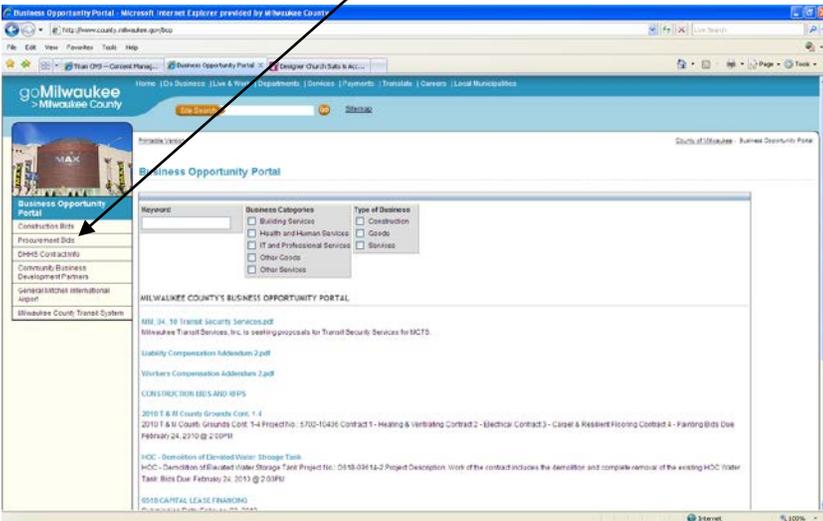
- Go to website: www.milwaukee.gov
- Click on **Milwaukee County**



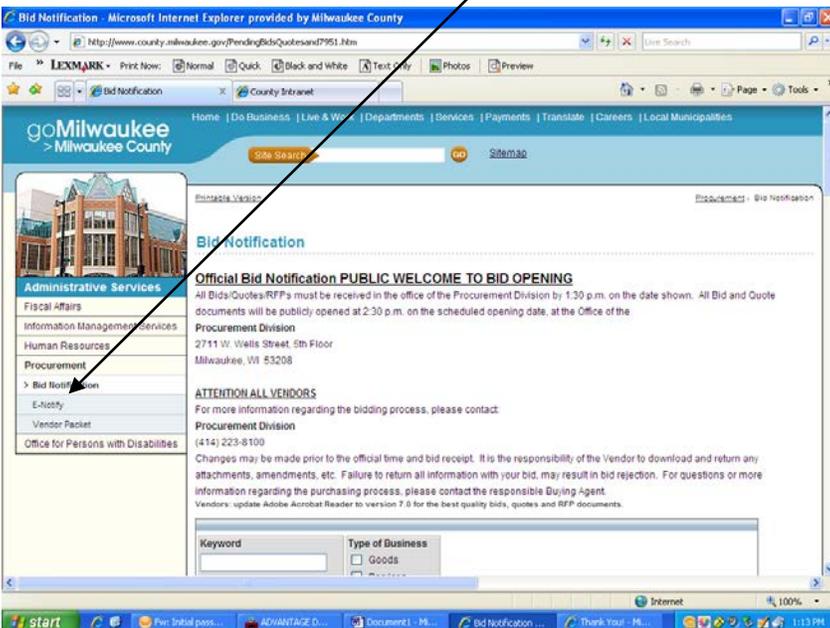
- Scroll down on left hand column to **Business Opportunity Portal**
- Click on **Business Opportunity Portal (BOP)**



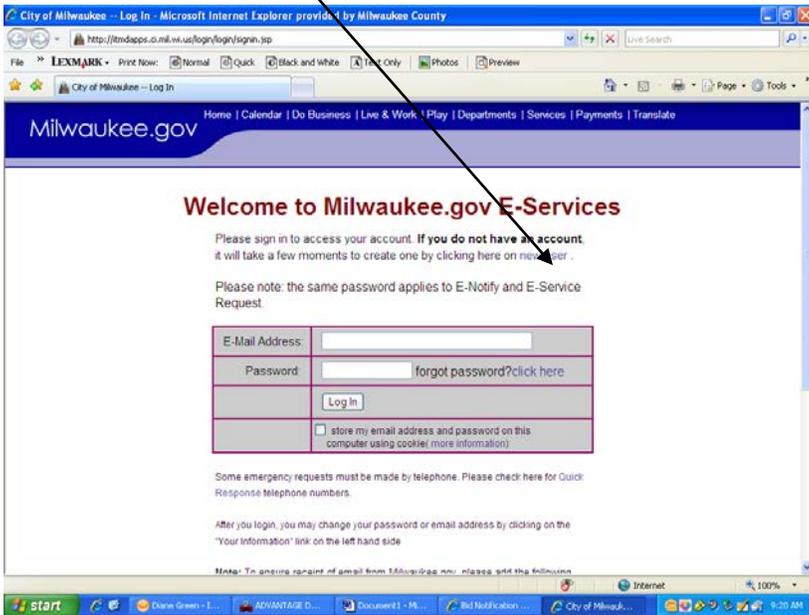
- Click on **Procurement Bids**



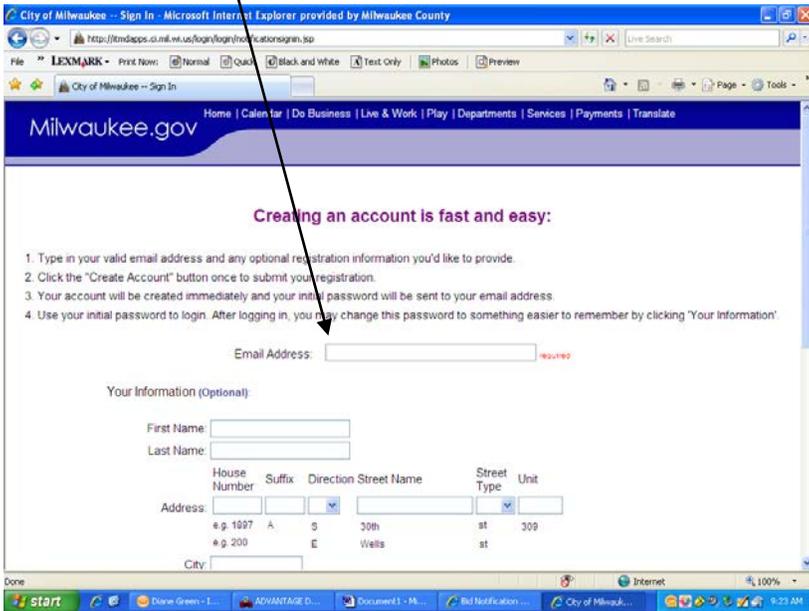
- Underneath the choices click the **E-Notify** indicator and begin your registration with the E-notify system.



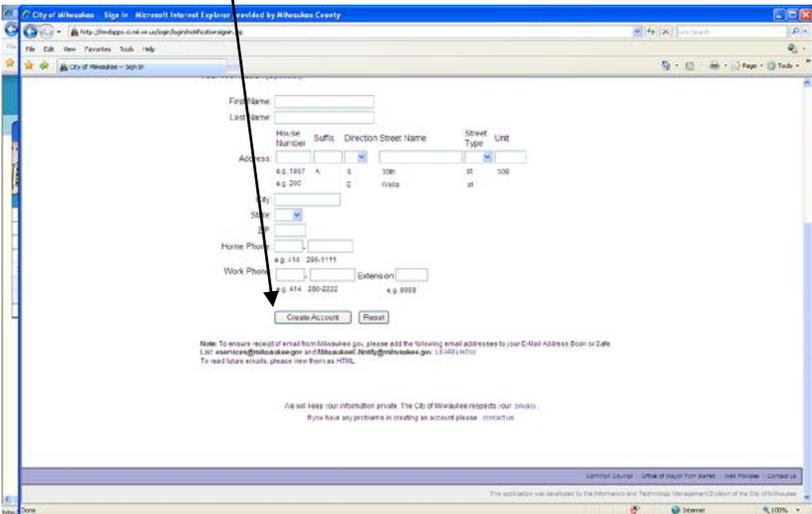
- Click on **New User** if you are a first time visitor and setting up an account



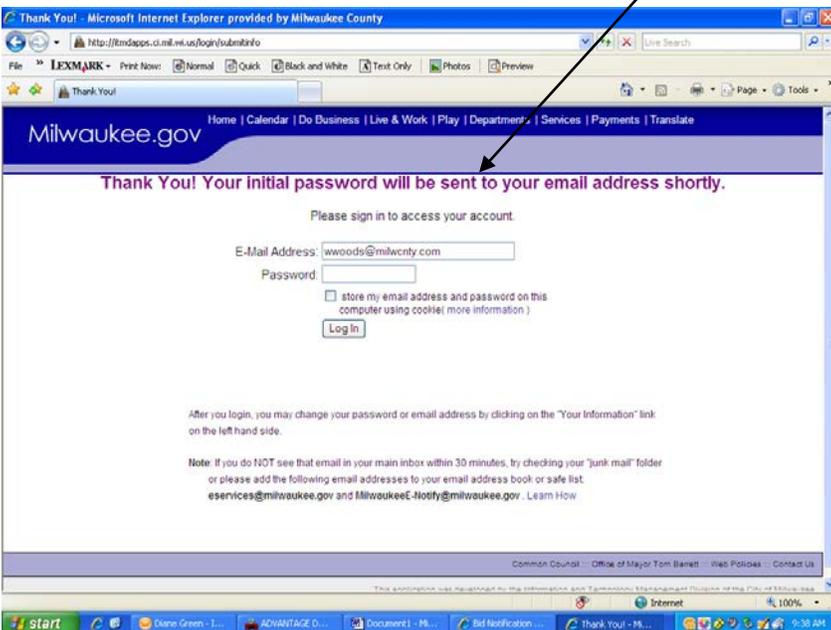
- Fill in **Email Address** (required) and other information (optional).



- Click **Create Account** at bottom of page



- Once you have completed this page you will receive this message:



The message below will be sent directly to your email address given in your initial setup process. (**The password below is for example only.**)

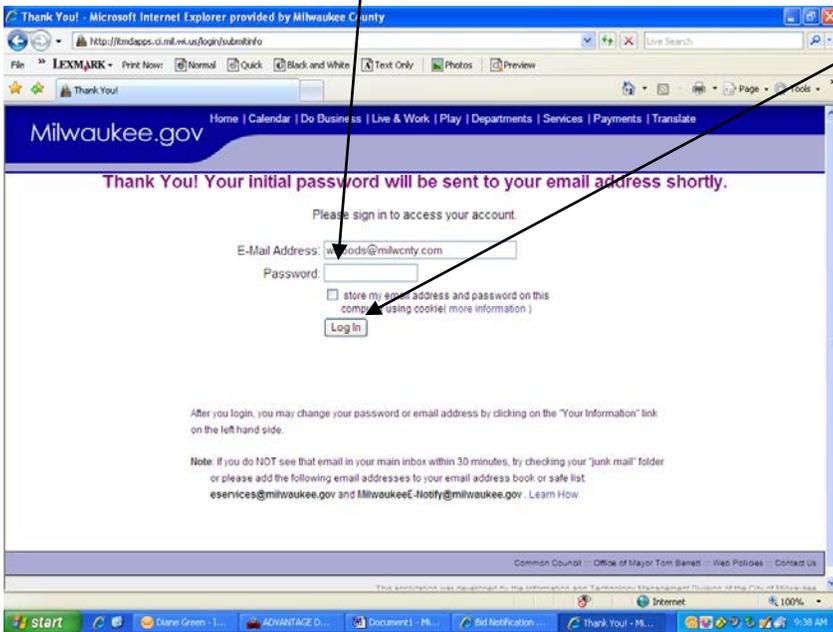
WELCOME TO MILWAUKEE.GOV E-SERVICES

Your initial password has been set to **56666**

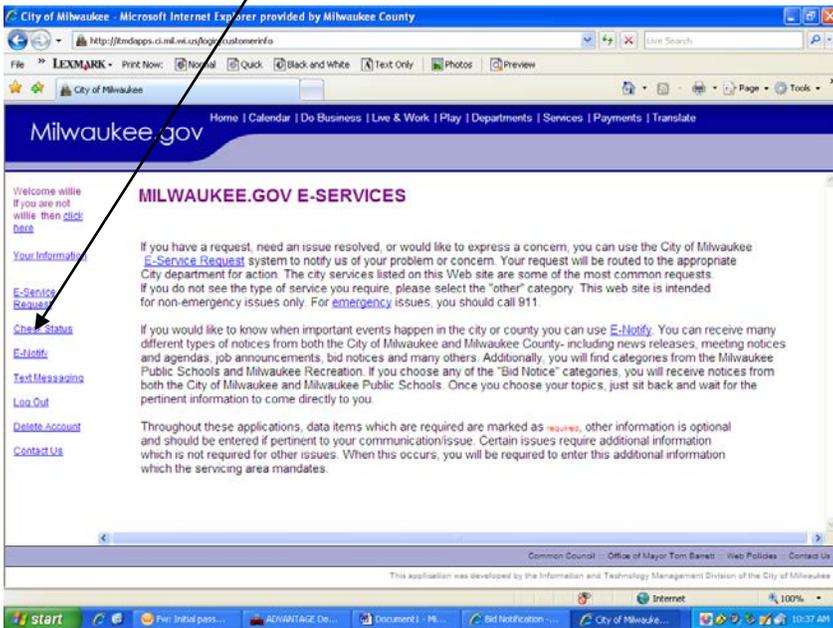
Please use this password to sign in at: www.milwaukee.gov/egovlogin
 After logging in, you may change this password to something easier to remember by clicking 'Your Information'.

Enter the password sent to you via your email address.

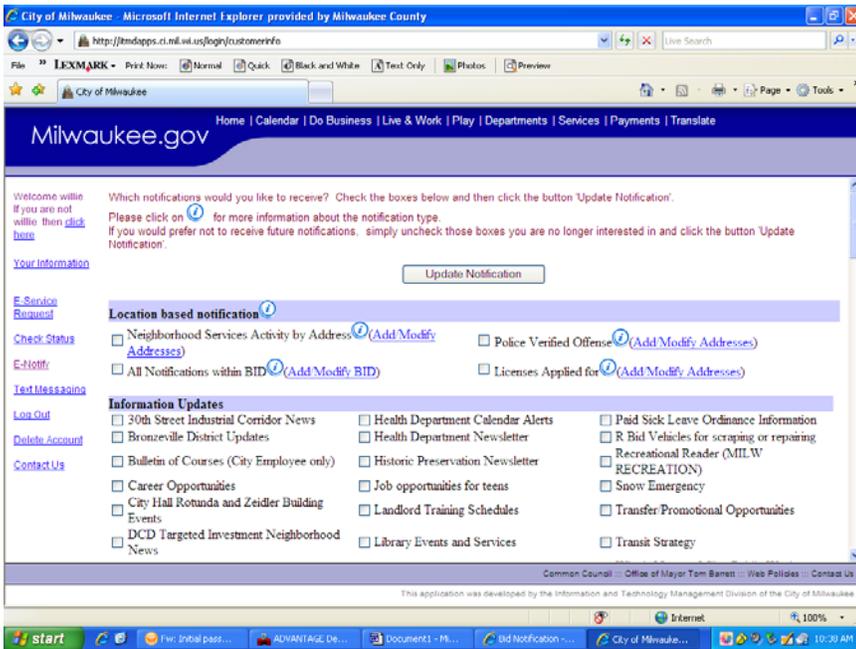
After retrieving your Password from your email, enter it as shown below and **Log In**.



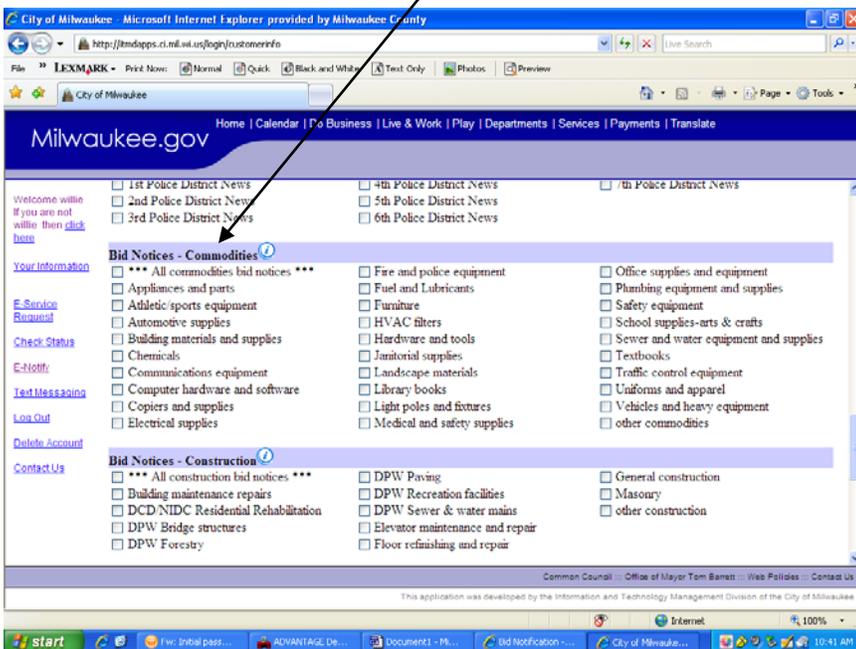
- Click on **E-Notify** on the left hand column.



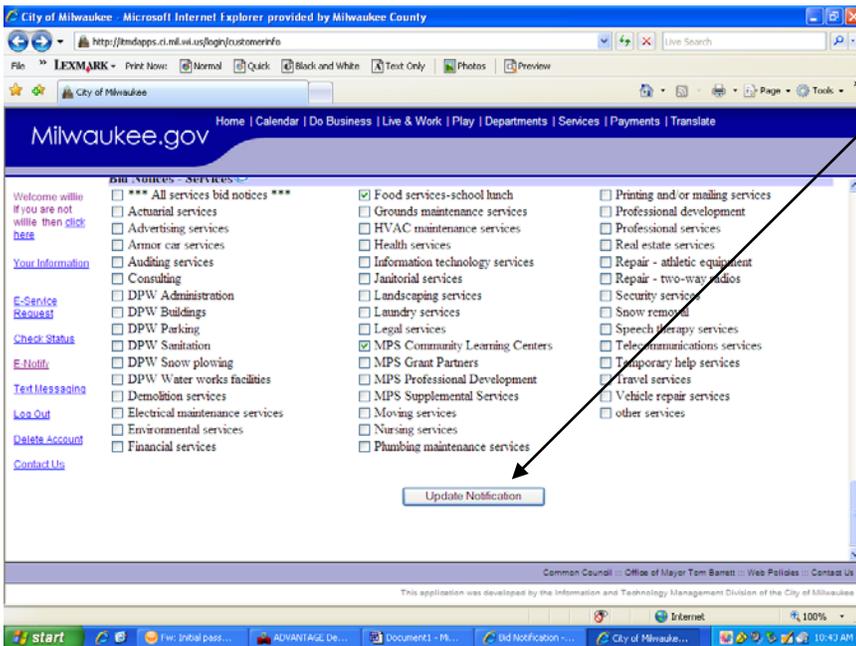
- The following page will appear.



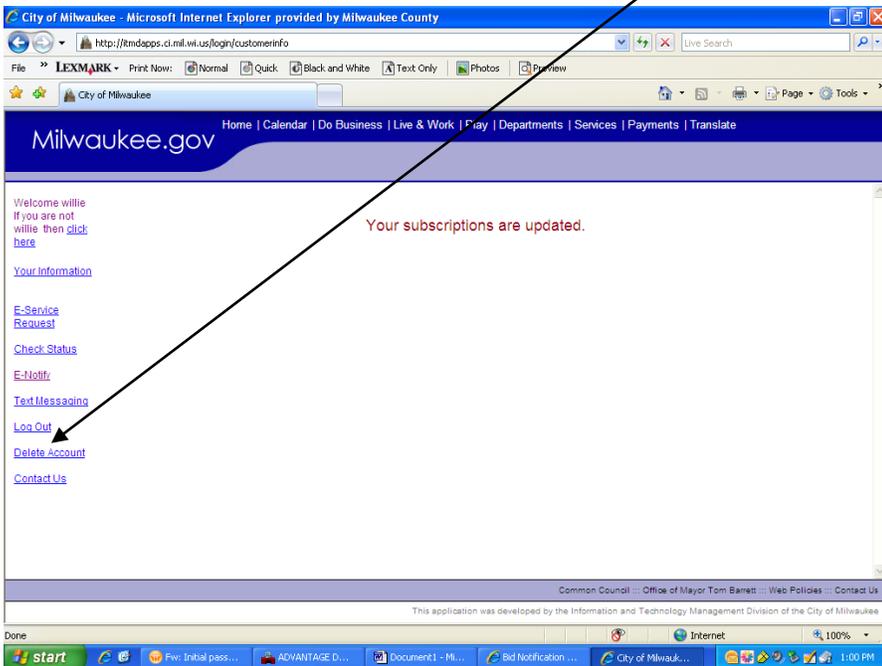
- Scroll down to **Bid Notices and Commodities** and select all categories that you are interested in receiving bids for.



- Once you have entered all commodities and bids you are interested in receiving click **Up Date Notification:**



- Once you have completed all steps click **Log Out.**



- You will receive confirmation that your subscription has been updated/added to the system.

For questions regarding this procedure or to get help with this process, please contact the Milwaukee County Division of Procurement at (414) 223-8100. Once you have registered with the e-notification system, all commodities you have checked off in the Bid/Commodity section will be sent to you via email.

It is the sole responsibility of the vendor to comply with all bid requirements thereafter.

Thank you for registering with E-Notify.