



MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES
Procurement Division

Patrick Lee, Procurement Director

WELCOME TO PROCUREMENT!

GENERAL INFORMATION

	Main Phone:	Main Fax:	Email Address:
Receptionist & Vendor Maintenance:	(414) 223-8100	(414) 223-8107	procurement@milwaukeecountywi.gov
Patrick Lee – Procurement Director	(414) 278-4137	(414) 223-8124	patrick.lee@milwaukeecountywi.gov
Stephanie Gulizia – Contracts Administrator	(414) 278-4129	(414) 223-8124	stephanie.gulizia@milwaukeecountywi.gov
Patricia Woodhouse– Contracts Administrator	(414) 223-8109	(414) 223-8124	patricia.woodhouse@milwaukeecountywi.gov
Suzanne Carter– Contracts Administrator	(414) 223-8112	(414) 223-8124	suzanne.carter@milwaukeecountywi.gov

PURCHASING CONTACTS

Sung Ye Jacobs – Buyer (4)	(414) 223-8128	(414) 223-8124	sungye.Jacobs@milwaukeecountywi.gov
Carsten Peterson – Buyer (6)	(414) 223-8127	(414) 223-8124	carsten.peterson@milwaukeecountywi.gov

OFFICE SUPPORT STAFF

Milena Durutovic – Administrative Specialist	(414) 223-8114	(414) 223-8107	milena.Durutovic@milwaukeecountywi.gov
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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. Updates from the Procurement Division

VENDOR RESPONSIBILITIES

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.

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



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:

633 West Wisconsin Avenue
9th Floor
Milwaukee, Wisconsin 53203

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.

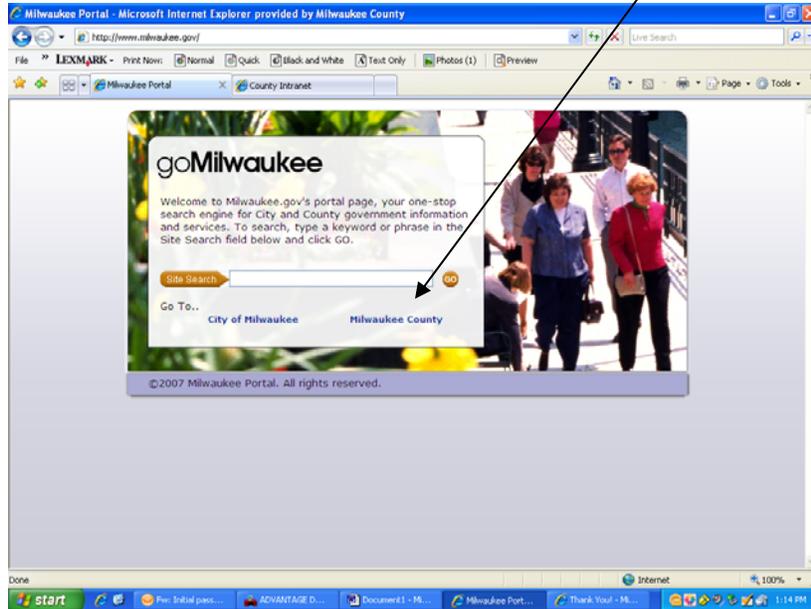
Copies are available for a fee of .15 cents per page, if picked up by the requestor.

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

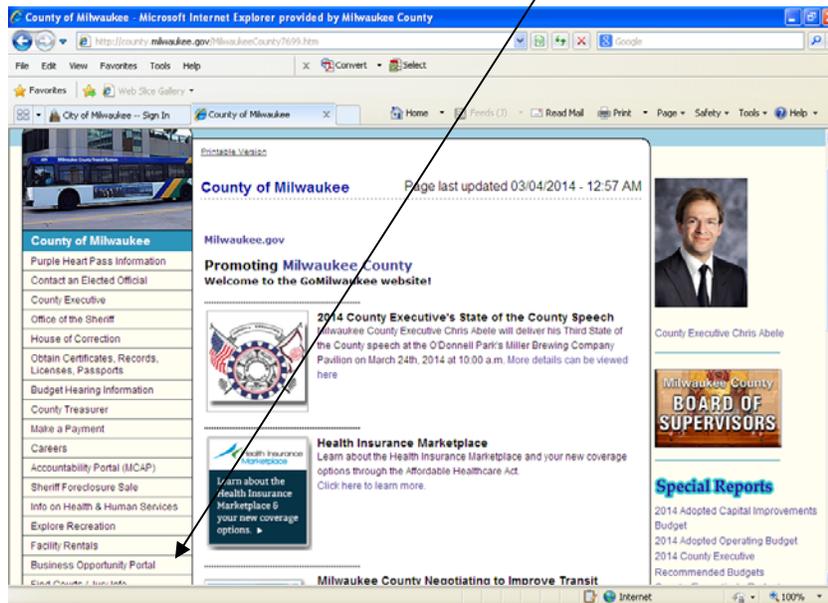
A fee will be imposed upon a requestor for locating a record, not exceeding the actual, necessary, and direct cost of location, if the cost is \$50.00 or more.

E-Notify Vendor Commodity Registration

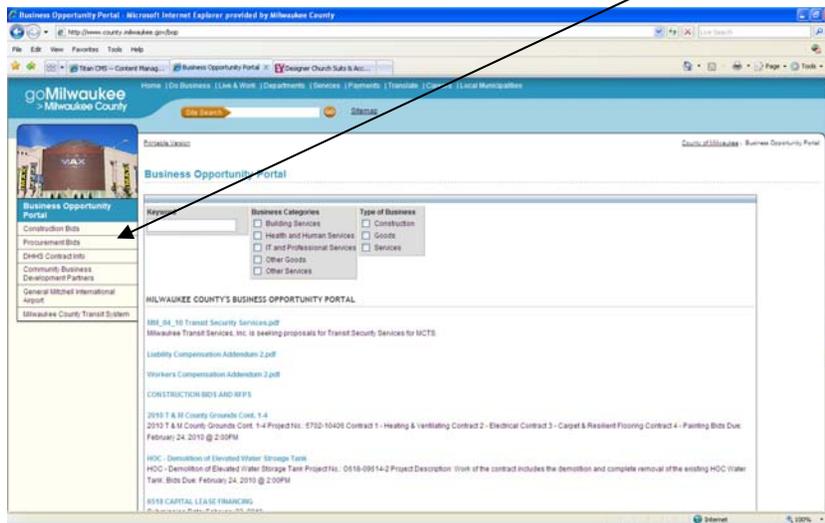
- Go to website: www.milwaukee.gov
- Click on **Milwaukee County**



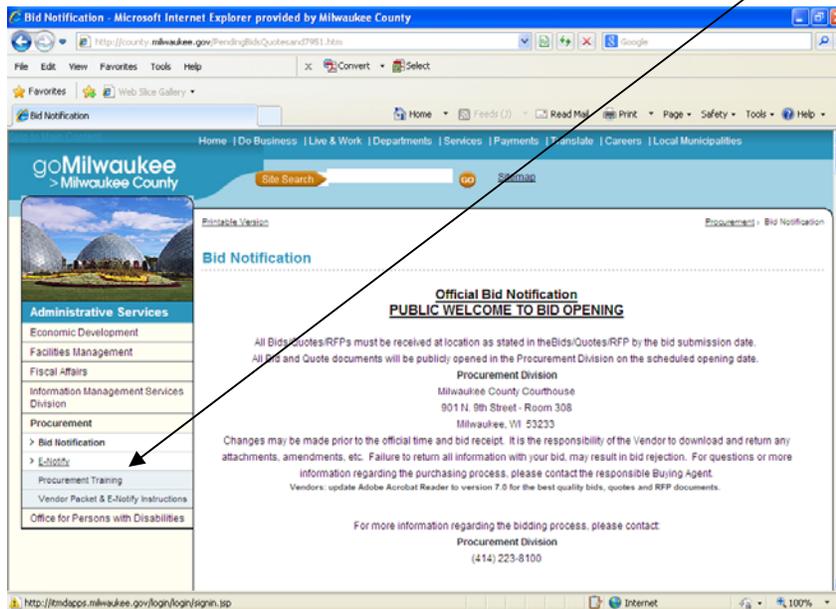
- Scroll down to **Business Opportunity Portal** on the left hand side
- Click on **Business Opportunity Portal (BOP)**



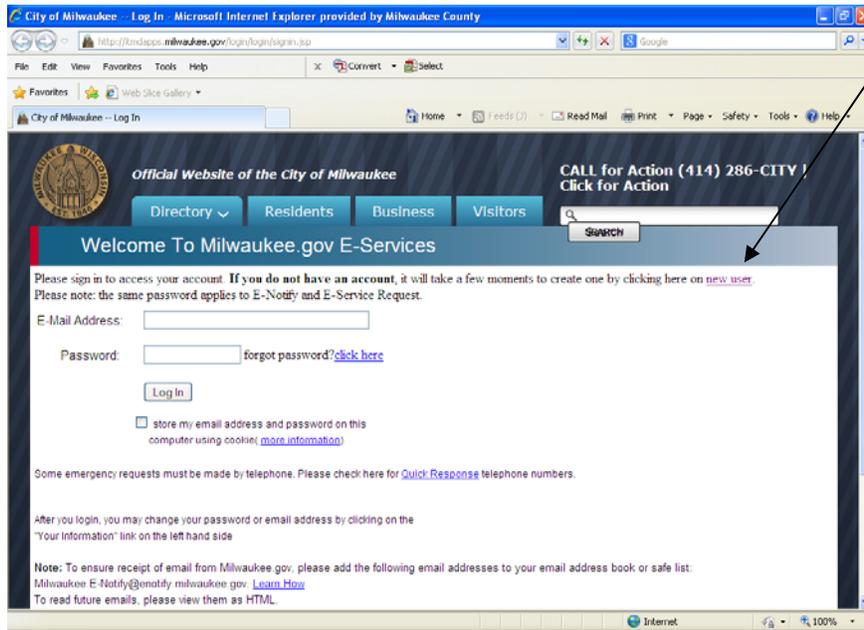
- Click on **Procurement Bids**



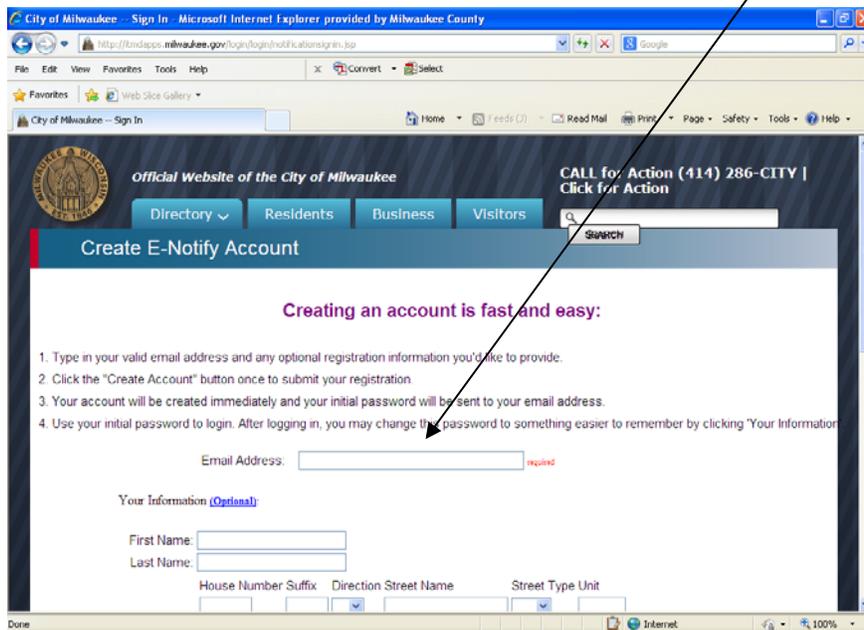
- Click on **E-Notify** and begin your registration with the E-Notify system.



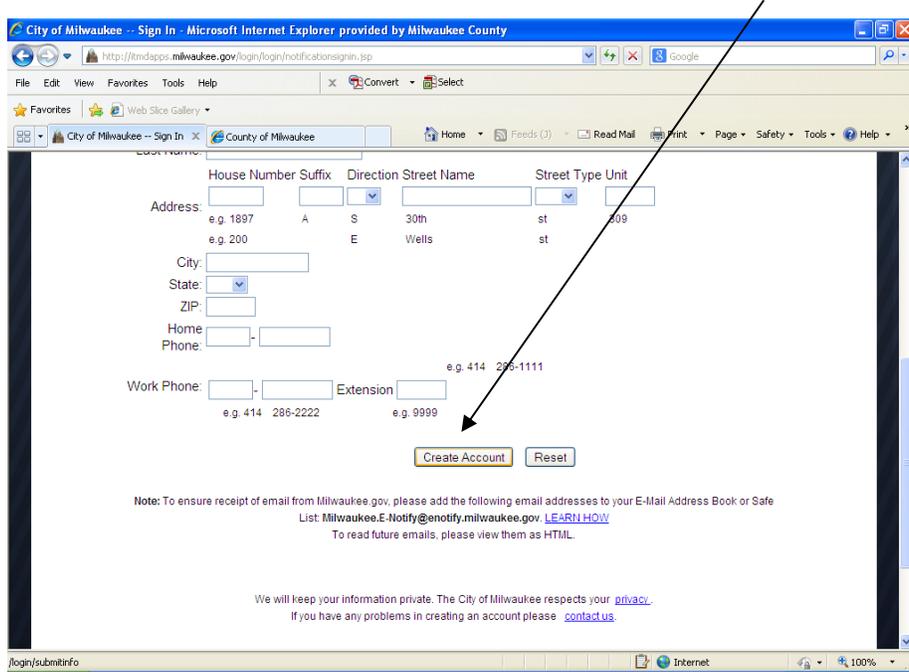
- Click on **New User** (if you are a first time visitor) and set up an account



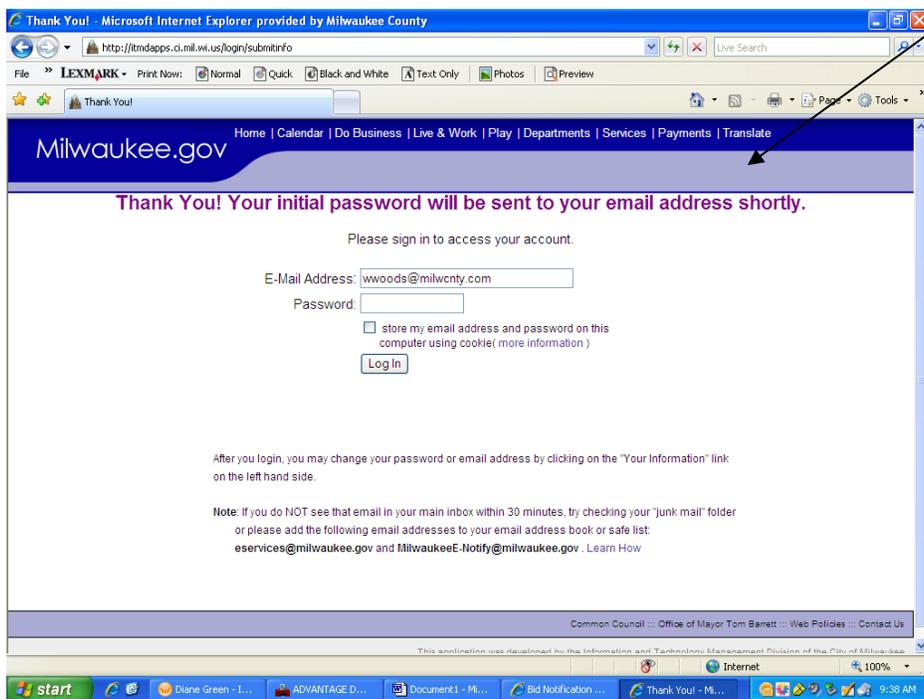
- Enter your **Email Address** (required) and other information (optional).



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



- Once you have completed the registration, 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](http://www.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 click **Log In**.

City of Milwaukee -- Log In

Official Website of the City of Milwaukee

CALL for Action (414) 286-CITY | Click for Action

Directory Residents Business Visitors

WELCOME TO Milwaukee.gov E-SERVICES

Please sign in to access your account. If you do not have an account, it will take a few moments to create one by clicking here on [new user](#). Please note: the same password applies to E-Notify and E-Service Request.

E-Mail Address:

Password: [forgot password? click here](#)

store my email address and password on this computer using cookie ([more information](#))

Some emergency requests must be made by telephone. Please check here for [Quick Response](#) telephone numbers.

After you login, you may change your password or email address by clicking on the "Your Information" link on the left hand side

Note: To ensure receipt of email from Milwaukee.gov, please add the following email addresses to your email address book or safe list: Milwaukee E-Notify@[enotify.milwaukee.gov](mailto:enotify@milwaukee.gov) [Learn How](#)
To read future emails, please view them as HTML.

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

City of Milwaukee

Home | Calendar | Do Business | Live & Work | Play | Departments | Services | Payments | Translate

MILWAUKEE.GOV E-SERVICES

Welcome willie
If you are not willie then [click here](#)

[Your Information](#)

[E-Service Request](#)

[Check Status](#)

[E-Notify](#)

[Text Messaging](#)

[Log Out](#)

[Delete Account](#)

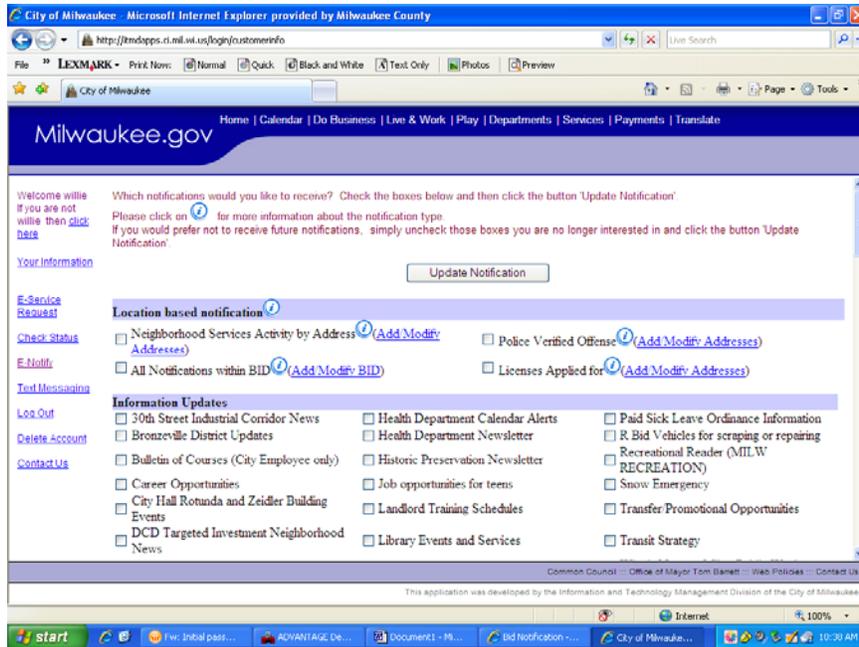
[Contact Us](#)

If you have a request, need an issue resolved, or would like to express a concern, you can use the City of Milwaukee E-Service Request system to notify us of your problem or concern. Your request will be routed to the appropriate City department for action. The city services listed on this Web site are some of the most common requests. If you do not see the type of service you require, please select the "other" category. This web site is intended for non-emergency issues only. For emergency issues, you should call 911.

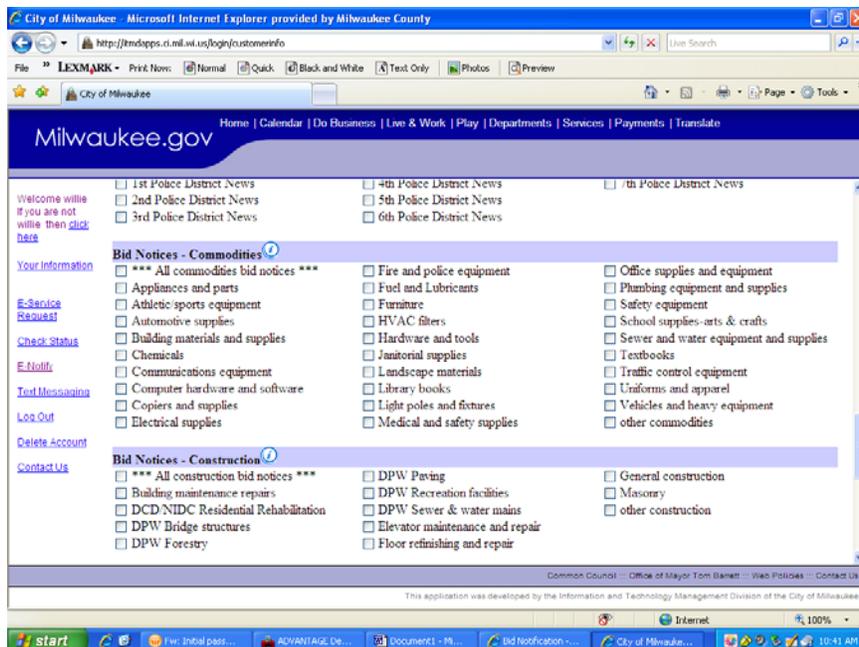
If you would like to know when important events happen in the city or county you can use E-Notify. You can receive many different types of notices from both the City of Milwaukee and Milwaukee County- including news releases, meeting notices and agendas, job announcements, bid notices and many others. Additionally, you will find categories from the Milwaukee Public Schools and Milwaukee Recreation. If you choose any of the "Bid Notice" categories, you will receive notices from both the City of Milwaukee and Milwaukee Public Schools. Once you choose your topics, just sit back and wait for the pertinent information to come directly to you.

Throughout these applications, data items which are required are marked as **required**, other information is optional and should be entered if pertinent to your communication/issue. Certain issues require additional information which is not required for other issues. When this occurs, you will be required to enter this additional information which the servicing area mandates.

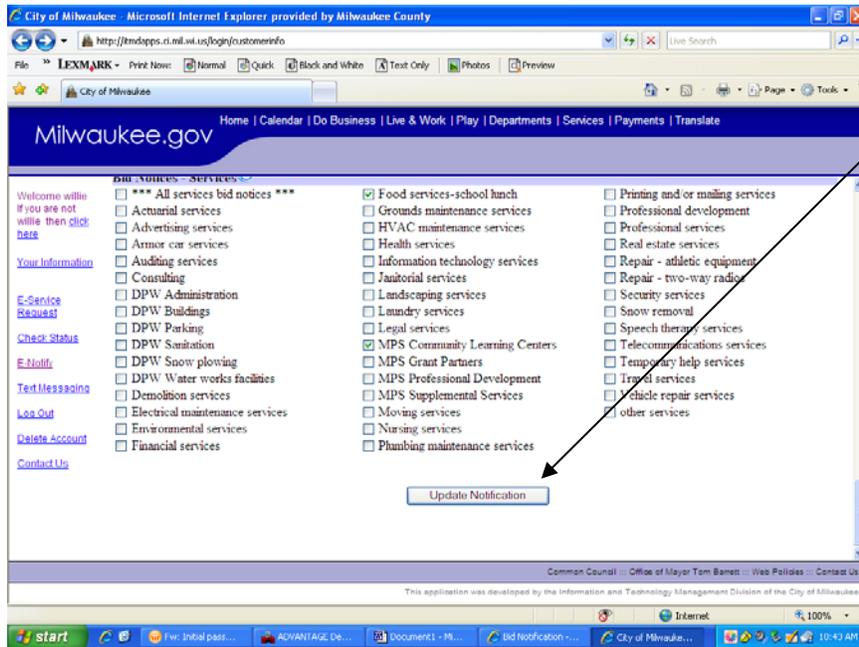
- The following page will appear.



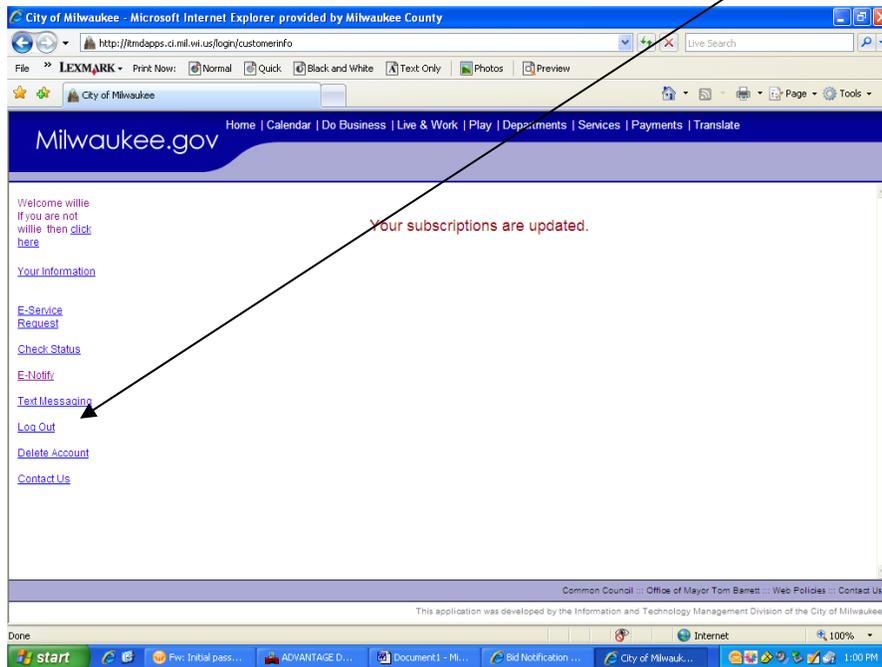
- Scroll down to **Bid Notices and Commodities** and select all categories that you are interested in receiving bids for.



- Once you have entered all commodities and bids you are interested in receiving click **Update 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-Notify system, all bids/RFP's pertaining to the commodity categories you have chosen 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.

Milwaukee County Department of Administrative Services
Procurement Division
633 West Wisconsin Avenue, Suite 901
Milwaukee, Wisconsin 53233
Phone: 414-223-8100
Website: www.county.milwaukee.gov
procurement@milwaukeecountywi.gov