Introduction

The Village of Elk Grove purchases goods, services, building construction, and maintenance annually. This brochure has been developed to increase the potential for business participation by outlining the procedures necessary to compete for the opportunity to supply goods and services to the Village. The instructions include the process for gaining contracts for goods and non-professional services. This explains how to be included on the mailing list, an outline of the bidding process, the bid opening and award process. Also, a description of procedures used in contracting for professional services and small dollar amount goods and services.

Mailing Lists of Bidders

Inclusion on the current bidders' database is the important first step in the procurement process. From this database, one for each class of goods or services, a determination is made of which firms have the opportunity to be directly solicited by the Village. To be placed on the database, it is necessary to complete a Vendor's Application and Commodity or Service Code. Write or phone the Village's Purchasing Division at (847) 357-4090 and an application will be mailed to you. Complete the form and return it to the Finance Department, Purchasing Division. After receipt, your firm will be added to the database. Whenever a formal solicitation is distributed, randomly selected firms on the database will be mailed a copy.

Bidding Process

Request for Bids (RFB) are mailed to randomly selected firms. These RFB's contain the quantity required, specifications, general instructions and any specific terms or conditions applicable to that commodity or service. Extreme care should be taken to comply with all instructions and conditions to avoid rejection of the bid. Any questions concerning the commodity or service, specifications or the instructions should be addressed to the Purchasing Agent whose name, address and telephone number is listed on the solicitation. All questions should be addressed at least 48 hours prior to the bid opening. Complete the bid request in accordance with the instructions and deliver it before the closing date and time to the Department of Finance, Purchasing Division. Delivery can be made by hand, mail, or courier. Late bids will not be considered and will be returned. On large projects where the plans are expensive to produce, interested bidders may be required to purchase copies of the plans and specifications. In addition, bidders may be required to post a 5% bid bond and, all successful bidders must post a 100% performance bond.

Sealed Bid Opening and Award

Sealed bids received prior to the closing date and hour are secured in the Finance Department until they are to be opened. Upon opening, the bids are publicly read. All bidders are welcome to attend the bid opening. The opening date and time corresponds to the closing date time printed on the first page of the RFB. Please note that award results are not made public at that time. The bids are tabulated and the appropriate Department and Purchasing Agent then analyzes them to determine the lowest responsive responsible bidder before the award can be made. Once the award is made, the purchase order or notice of award is prepared and transmitted to the successful bidder. Bid result information is available by enclosing a stamped, self-addressed envelope with the bid.

Quotations – Unsealed Bids

Either the Purchasing Agent or individual department personnel obtain unsealed written quotations where the estimated cost of the purchase transaction is below the dollar limit set for Sealed Bids. They can be faxed or mailed to the appropriate department or person. There is no public opening and reading of unsealed bids.

Request for Proposals

The process for obtaining professional services begins with a Request for Proposal (RFP). Contained in the RFP is a description of the project and the date and time by which the proposal must be received by the respective Department or Purchasing Division. The request includes the scope and nature of the project, contractual terms, selection factors and any additional information necessary to submit a proposal. On large programs where the plans are expensive to produce, only the RFP notice is mailed and interested firms may purchase copies of the plans. The awarding process is the same as for commodities and non-professional services.

For More Information

The goal of the Village of Elk Grove Purchasing Division is to provide for the timely, cost effective purchase of materials, equipment, supplies and services to meet current and future needs of the Village's departments. In keeping with this goal, we encourage businesses to give us the opportunity to purchase their products or services in a relationship that will be profitable to both the Village and the firm. If you have any questions or would like more information on the Village's purchasing process, please write, phone or schedule an appointment to visit the Purchasing Division.

Village of Elk Grove
Finance Department
901 Wellington Avenue
Elk Grove Village, IL 60007

Judith Pohlman
Purchasing Agent
(847) 357-4090

August, 1999

A Guide on How to Do Business With the Village of Elk Grove

For

Materials
Supplies
Equipment
Services