

Purchasing Agencies

If your business is able to provide goods or services to any of the following purchasing agencies within Peoria County Government, we recommend contacting those agencies directly.

Allied Agencies	(309) 672-6341
Auditor's Office	(309) 672-6006
Bel-Wood Nursing Home	(309) 697-4541
Coroner's Office	(309) 669-2000
County Administration	(309) 672-6056
County Clerk's Office	(309) 672-6059
County Jail	(309) 697-8515
Court Administration	(309) 672-6088
Emergency Management Agency	(309) 691-3111
E.T.S.B. (E - 911)	(309) 697-8524
Facilities Management	(309) 672-6069
Fleet Management	(309) 697-5105
Health Department	(309) 679-6000
Highway Department	(309) 697-6400
IT Services	(309) 672-6016
Juvenile Detention Center	(309) 634-4200
Recycling & Resource Conservation	(309) 681-2550
Sheriff's Office	(309) 697-8515

Visit Peoria County's website periodically for current bids and Requests for Proposals (RFP) at www.peoriacounty.org, select "Bid Information."

EEO Certification

The County of Peoria is one of the largest consumers of goods and services in the Tri-County region. As such, we strongly encourage all segments of the local business community, including women and minority business owners, to contract with the County for goods and services. Our intent is to treat fairly and equitably all persons involved in public purchasing.

Peoria County requires all its vendors to prove Equal Employment Opportunity (EEO) Certification. All bid submissions should be accompanied by an Employer Report Form CC-1 or a current EEO number. To obtain EEO Certification, contact the City of Peoria's Equal Opportunity Office at (309) 494-8530. Completed EEO applications may be returned to the City of Peoria per application directions.

Mission Statement

Peoria County Government is financially sound and provides core county services in a cost-effective manner.

The County has a quality work force and an engaged citizenry.

The County is a regional leader.



Become a Vendor



Finance Department Purchasing Division

Peoria County Courthouse
Room 501
324 Main St.
Peoria, IL 61602
(309) 672-6931
www.peoriacounty.org
(select "Bid Information")

Becoming a Peoria County Vendor

Larger Purchases

When a purchase is expected to exceed \$20,000, the Purchasing Department sends a formal solicitation to those businesses who have the capability to provide the necessary product or service based upon the registered vendor file.

- 1. Invitation to Bid.** The invitation includes specifications or general descriptions and non-negotiable contractual terms and conditions. The invitation also includes submission deadline date/time; bid opening date/time; and evaluation criteria.
- 2. Public Notice.** Public notice of the Invitation to Bid is posted at least 14 days prior to the bid submittal deadline. Peoria County bids are published in the Peoria Journal Star, posted on a bulletin board inside the County Courthouse, and listed on our website.
- 3. Public Bid Opening.** Bids are opened publicly. All submitted bids are unconditionally accepted. The record of each bid remains open to the public.
- 4. Bid Award.** Following public opening of the bid, the department requesting the bid evaluates all submissions for responsiveness to the specifications set forth in the invitation. The contract is awarded to the lowest responsible bidder whose bid meets the requirements and criteria previously established. **Please note:** *The lowest bidder may not always be the most responsible bidder and therefore may not always be awarded the contract. Requests for proposals are evaluated on several criteria, listed in RFP.*

Smaller Purchases

Formal bids are not required for purchases below \$20,000. Purchasing agencies within Peoria County are authorized to independently make purchases of this nature. Therefore, it may be beneficial to contact these agencies directly. Contact information for Peoria County purchasing agencies is included in this brochure.

The internal process for smaller purchases is as follows:

- < \$1000:** The agency may make the purchase in a manner deemed to be in the County's best interest.
- \$1000 - \$5000:** The agency must obtain verbal quotes from at least three (3) vendors.
- \$5000 - \$20,000:** The agency must obtain written quotes from at least three (3) vendors. Quotes must be in written form from the vendor or appear in a product catalog.

To become a vendor

or select "Bid Information" at
www.peoriacounty.org

Purchasing agencies within Peoria County spend more than \$30 million annually on supplies, contractual services and capital improvements. Our purchasing agencies adhere to the County of Peoria's Purchasing Ordinance and Illinois State Statutes. Rules and regulations of both have been condensed here to provide guidance for becoming a vendor for the County of Peoria. The abbreviated nature of this document, however, precludes us from including all exceptions or variances. Therefore, we *recommend reviewing and downloading a copy of Peoria County's Purchasing Ordinance from our website, www.peoriacounty.org.*

Vendors interested in doing business with Peoria County should complete a vendor application to ensure your business is invited to bid for suitable goods and services expected to exceed \$20,000. Vendors are also encouraged to contact the various purchasing agencies directly to ensure your business is considered for appropriate goods and services below \$20,000. A list of these agencies is found within this brochure.

A vendor application can be picked up in the County Purchasing Office or downloaded from our website, www.peoriacounty.org, by selecting "Bid Information" from the menu. An application will be faxed or mailed upon request. Applications may be submitted at any time, but must be on file to receive notification when bids or RFP's are issued. The application should include all goods and services which your business can supply.