

Rock Island County Purchasing

- Instructions and Disclaimer -

IMPORTANT! - Please Read -

Instructions:

Suppliers **MUST REGISTER** in order to conduct business with Rock Island County.

After reading these instructions, please proceed to the registration page. Complete the registration form and select the goods and/or services your company can provide to Rock Island County.

Those who are unable to register online can be added to the registration list by contacting the Rock Island County Purchasing Department at (309) 558-3630.

Requests for Proposals indicated on this web site are for purchases in excess of \$1,000.00. All bid documents and forms are provided free of charge in PDF format on the Requests for Proposals page. You must be registered to be considered in the bidding process. Please indicate if you would like to be notified by e-mail when your selected goods and/or services are made available for bid. A link to the bid specification documents is included in all e-mail notifications. Notification of Requests for Proposals are also published in the Rock Island Argus and The Dispatch.

Suppliers with multiple sales representatives need to register each representative separately. Those completing and submitting the registration form will be provided a Registration Identification Number and added to the Rock Island County supplier list according to the goods and/or services indicated on the form.

The registration form contains three sections. The first section requires information on your company and its contact. The second section provides the main list of goods and services to select from. (If you would like to review the entire listing, it is available for download on all Purchasing Department pages in the links section). The final section provides a detailed "sub-category" list based on selections made from the main listing.

Your registration is complete after clicking the " Submit Registration" button. An e-mail will be sent with details of your registration along with your Registration Identification Number. This number will be required for ALL bids submitted to Rock Island County.

If a supplier is unable to participate in the bid downloading process, please contact the Purchasing Department at (309) 558-3630 to receive the appropriate documents by mail. A \$10.00 service fee will be charged (payable in advance) to have the bid documents mailed. You may also pick up bid documents at the Purchasing Department, located in the basement of the Rock Island County Office Building at 1504 Third Avenue, in Rock Island, Illinois. The \$10.00 service fee will be due at that time.

Submitting Requests for Proposals:

Suppliers are required to complete the bid documents in full, sign and return (with the Registration Identification Number), as directed in the bid specification documents. All completed bids must be addressed and mailed as stated in the individual bid specification

and the envelope must clearly state the Bid ID Number, Registration ID Number and Bid Opening Date for inclusion in the bid process.

E-mail transmitted bids will NOT be accepted.

Formal bids must be received and time stamped prior to the time and date specified in each bid document. Late bids will not be accepted and will remain unopened. It is the bidder's responsibility to allow sufficient time for receipt of the bid prior to the deadline. Facsimile bids may be accepted if the bid document so designates. Once the bid has been awarded, the bid results will be posted on the Requests for Proposals page.

If possible, all purchases are made on a competitive basis, pursuant to precise specifications. In determining the lowest responsible bidder, the County Board shall take into consideration the qualities of the articles supplied; their conformity with the specifications; their suitability to the requirements of the County; availability of support services; uniqueness of the service, materials, equipment, or supplies as it applies to networked, integrated computer systems; compatibility to existing equipment; and the delivery terms.

The County Board also may take into consideration whether a bidder is a private enterprise or a State-controlled enterprise. [55 ILCS 5/5-1022(b)] as per a proclamation adopted by the County Board on August 15, 2000; specifications shall include the County's preference of American Made, Union Label products. Rock Island County uses authorized purchase orders for county purchases.

Contractors shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

Disclaimer:

We do not guarantee continuous, uninterrupted or secure access to our services, and operation of this site may, on occasion be affected by factors outside our control. We will do our best to correct any problems that fall within our control in a timely manner. If you are experiencing difficulty with our website, please notify the [Webmaster](#) of Rock Island County as soon as possible. For assistance with bid documents, contact Donna Wilkerson at 309-558-3630.

The County is not responsible for errors or omissions occurring in the transmission or downloading of any specifications from this website.