

## **PURCHASING DEPARTMENTS FAQ's**

- 1. Where can a Vendor Application forms be obtained?**
  - a. Call the Purchasing Dept. to request that a form be sent to you (630) 232-5912.
  - b. Pick a form up at the Purchasing Department located on the second floor, building A, 719 S. Batavia Ave., Geneva IL 60134.
  - c. Go to the Kane County Web site [www.countyofkane.org](http://www.countyofkane.org) under either Purchasing Department or Bids and Proposals.
  
- 2. Where can I find the current bid opportunities?**
  - a. The Purchasing Department advertises its Invitation for Bids and Request for Proposals in the Kane County Chronicle.
  - b. Call, write or e-mail the Purchasing Department [purchasing@co.kane.il.us](mailto:purchasing@co.kane.il.us) regarding specific projects, commodities and services.
  - c. Go to the Kane County Web site [www.countyofkane.org](http://www.countyofkane.org) under Bids and Proposals to check for new additions.
  
- 3. Where can I obtain information on the County's purchasing procedures and regulations?**
  - a. Purchasing regulations can be found on the County's Web site [www.countyofkane.org](http://www.countyofkane.org) under the Quick Links drop down list.
  
- 4. How do I get on the Kane County's Vendor List?**
  - a. Call, write or e-mail the Purchasing Department [purchasing@co.kane.il.us](mailto:purchasing@co.kane.il.us) to request to be added to specific projects, commodities and service projects.
  - b. Request a Vendor Application Form by mail or e-mail, or pick one up at the Purchasing Department.
  - c. Complete the form and return it to the Purchasing Department.
  
- 5. How are questions handled regarding clarifications, inquiries or requests as to change bid requirements?**
  - a. Refer to the bid terms and conditions outlined in the bid document: Insurance/bid bond/performance bond requirements. Submit questions in writing to the Purchasing Department's contact person.
  - b. Request for site inspection and/or extension of the bid due date are also submitted in writing to the Purchasing Department.
  
- 6. What is the process of approvals that leads to the award of the purchase contract?**
  - a. Initially, the department reviews the bid responses and selects the lowest responsive, responsible bidder.
  - b. The next decision is made during the department's committee meeting and then it goes to the Executive Committee meeting.
  - c. The final approval via a resolution is presented at the County Board meeting.
  - d. After approval from all the committees and the Board, the awarded final bid abstract is available and the participating Vendor's are notified.
  
- 7. If a Vendor is not awarded the contract, when is the bid bond check returned to the Vendor?**
  - a. Bid bond checks will be returned either immediately after both the department review and committee approval of the lowest responsive, responsible bidder or within 120 days of the required reviewing process.
  - b. Bond checks may be returned sooner. Contact the Purchasing Department after the bid opening.