

# JOINT PURCHASING MANUAL

*Government Units Reducing Costs  
Through Centralized Procurement*



**Rod R. Blagojevich, Governor**  
State of Illinois

**CMS**

ILLINOIS  
Department of Central Management Services  
Paul J. Campbell, Director



OFFICE OF THE GOVERNOR  
CHICAGO, ILLINOIS 60601

ROD R. BLAGOJEVICH  
GOVERNOR

Dear Local Official:

Every level of government today faces numerous challenges. One of the most formidable is finding ways to stretch our limited resources to respond to the basic needs and demands of our citizens. We have found that partnerships among various Illinois governmental entities can provide great benefit.

The State of Illinois' Joint Purchasing Program offers an excellent way for the State and local government units to work together to control expenses. The Joint Purchasing Act permits any governmental body to purchase goods and services from state contracts. As a result of the purchasing volume achieved in this manner, costs can be reduced significantly. The more participants there are, the greater the savings we can all realize.

A tremendous variety of products and services are available through the Joint Purchasing Program at excellent prices. I encourage you to participate. It is one more way public officials can maximize the use of taxpayer dollars while providing the best possible services.

Sincerely,

A handwritten signature in cursive script that reads "Rod Blagojevich".

Rod R. Blagojevich  
Governor

# CMS

ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Paul J. Campbell, Director

April, 2006

Dear Local Official:

We have good news for you! You now can buy more goods and services than ever before at the low prices negotiated by the State of Illinois, without having to invest your own time and resources to develop specifications, evaluate vendors and negotiate contracts.

CMS recently finished updating our Joint Purchasing Manual, which offers additional goods and services at reduced prices driven by the State's centralized bulk-purchasing power. The manual describes the State's Joint Purchasing Program (JPP), outlines its simple ordering processes and provides a listing of the products and services available. Recent additions to this list include:

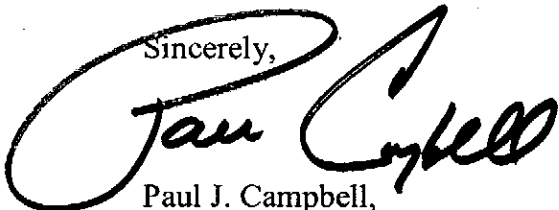
- Microsoft desktop software
- Microcomputers, servers and LAN hardware
- Office supplies from Office Depot

The Program enables you to share the benefits of the State's large-scale purchasing. By linking State requirements with those of local governmental entities of all types, smaller users are able to take advantage of price reductions typically available only to large-volume customers. Joint purchasing also saves the time and cost it takes your organization to write specifications, process bids and award contracts. In addition, you gain the services of the State's professional buyers and greater technical research.

The Joint Purchasing Program is administered by the CMS Bureau of Strategic Sourcing and Procurement and is located in Room 801 of the Stratton Office Building, Springfield, Illinois 62706. Staff can be reached by telephone at (217) 785-6935 or (217) 785-3979 (TDD/TTY) or email at [dennis.smith@illinois.gov](mailto:dennis.smith@illinois.gov).

We hope you will take advantage of this opportunity to save tax dollars through large volume purchasing. Please let us know if you have any questions or suggestions for improving the program.

Sincerely,



Paul J. Campbell,  
Director

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# STATE OF ILLINOIS

## JOINT PURCHASING CONTRACTS

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To view contracts on the Internet, go to the Illinois Procurement Bulletin web page,

<http://www.purchase.state.il.us>

Select **MASTER CONTRACTS**, then select **JOINT PURCHASING** and view the alphabetized list of contracts. You can scroll down the list find a contract title or enter the contract's "T Number" (*shown below next to each contract title*) in the **SEARCH** box and then select the **SEARCH** button.

All contracts are published in a .pdf (portable document format) that requires Adobe Acrobat Reader in order to open. You may download Adobe Acrobat Reader free of charge at <http://www.adobe.com>.

### **LAW ENFORCEMENT**

- T0240** Ammunition
- T1120** Blood/Urine Test Kits
- T1140** Body Armor
- T0500** Brake Pads for Police Pursuit Vehicles
- T1260** Breath Analysis Instruments
- T7100** Collection Cups for Random Drug Testing
- T2415** Dry Gas, Evidential Standards
- T4240** Leather Jackets
- T4280** Light Bars, Police Vehicles
- T6720** Radar, Mobile Moving
- Radio Equipment –*
  - T0250** Microwave Parts, Andrew Corp.
  - T5660** Radio Antennas, Batteries, Parts
  - T5670** Radio Equipment, Low Band/Hi Band
  - T5690** Radio, Portable, Encrypted
  - T5660** VHF Interoperable Mobile Radio
- T5850** Respirators, Gas Masks
- T6110** Shotguns
- T4160** Speed Detectors, Laser
- T6860** Trucks, Multi-Purpose Response Vehicles
- T7200** Vehicles, Police Pursuit
- T5360** Video System, Patrol Car

# MAINTENANCE

## Building

- T0140** Air Conditioners, Window
- T0160** Air Filters (HVAC)
- T3180** Ballasts, Fluorescent & HID Lighting
- T0925** Batteries, Dry Cell, All-Purpose
- T1600** Carpet Squares & Carpet Rolls
- T1700** Chains & Accessories
- T1860** Clocks
- T2240** Disinfectants, Institutional
- T2500** Electrical Supplies, Wiring Devices
- T3040** Fire Extinguishers
- T3140** Flags
- T1460** Garbage Can Liners
- T3820** Hydraulic Hose & Fittings
- T3980** Janitorial & Cleaning Supplies
- T4080** Lamps, Large (Incandescent, Fluorescent)
- T4200** Laundry Bags, Non-Pinned
- T4180** Laundry Chemicals, Institutional (Bleaches, Detergents, etc)
- T4390** Locks & Lock Parts
- T4870** Maintenance, Repair & Operations - Grainger
- T5220** Paint
- T5960** Salt for Water Softener
- T5300** Toilet Tissue
- Tools -*
  - T3540** Hand Tools
  - T3560** Hand Tools, Power
  - T7360** Wrenches, Pneumatic
- T7280** Water Cooler, Electric

## Grounds

- T1680** Chain Saws, Trimmers, Blowers & Accessories
- T3630** Herbicides
- Ice Removal Compounds -*
  - T1380** Calcium Chloride, Liquid
  - T1380** Ice Removal Compound, 50 lb. Bags
  - T4380** Liquid Salt Solution
  - T5920** Rock Salt, Bulk, Delivered in Full Truckloads
- T4510** Mosquito Larvicides
- Mowers & Parts -*
  - T4840** Mower Parts, Bomford
  - T4860** Mowers, Parts & Accessories
  - T6640** Tractors, Mowing Equipment, Farm Implements

## **Road**

- T0360** Attenuators, Crash Cushions
- T0920** Barricades, Warning Lights & Sign Standards
- T1060** Bituminous Mixtures
- T2140** Concrete Saw Blades, Diamond Tip
- T2045** Crack Sealer
- T2540** Engineering Field Supplies & Survey Equipment
- T6800** Flare Kits, Triangular Reflector
- T3420** Fusees, Highway Warning Flares
- T3630** Herbicides

### *Ice Removal Compounds -*

- T1380** Calcium Chloride, Liquid
- T1380** Ice Removal Compound, 50 lb. Bags
- T4380** Liquid Salt Solution
- T5920** Rock Salt, Bulk, Delivered in Full Truckloads
- T4510** Mosquito Larvicides
- T5020** Nuclear Moisture Density Gauge
- T5400** Personal Protection/Safety Items
- T6340** Posts, Steel Sign
- T5800** Reflective Materials
- T6260** Spreader Parts, Flink & Swenson
- T6660** Traffic Cones & Barrels
- T6680** Traffic Control Arrow Panel, Message Board

### *Traffic Marking Paint & Glass Beads -*

- T3450** Glass Beads for Traffic Marking Paint
- T5220** Traffic Marking Paint
- T6760** Traffic Signal Components



## OFFICE

### Equipment & Supplies

**T0080** Addressing & Mailing Equipment

*Audio / Visual Equipment & Supplies -*

**T0380** Audio/Visual Equipment

**T5420** Lamp Bulbs, Photo-Audio/Visual

**T6530** Tape Media, Audio-Video-DVD

**T7240** Video Equipment & Cameras

**T0925** Batteries, Dry Cell, All-Purpose

**T3400** Boxes, Property Storage, Lockable

**T1400** Calendars

*Computers, Servers, Software -*

**TE006** Microcomputers, Servers, LAN Hardware

**TE007** Microcomputers/Workstations, LAN Hardware

Lease - CMC603266F

Purchase - CMC603266H

**TE010** Microsoft Enterprise Agreement - CMS5003360

**T2920** Facsimile Equipment

**T2940** Facsimile Supplies

**T5510** Instant Film & Cameras (Polaroid)

**T5080** Office Supplies

**T5300** Paper, Foam & Plastic Supplies

**TX012** Paper, Xerographic & Bond

**T5480** Photocopy Equipment & Supplies

**T5500** Photographic Supplies & Chemicals

*Printers & Toner Cartridges -*

**T1916** Printers

**T4120** Laser Printer Toner Cartridges

*Radio Equipment -*

**T0250** Microwave Parts, Andrew Corp.

**T5660** Radio Antennas, Batteries, Parts

**T5670** Radio Equipment, Low Band/Hi Band

**T5690** Radio, Portable, Encrypted

**T5660** VHF Interoperable Mobile Radio

### Furniture

**T2060** Data Processing Furniture

**T2135** Design Options Proprietary Data Processing/Desking Systems

**T3220** Folding Tables, Stack Chairs & Classroom Furniture

**T3600** Haworth Proprietary Modular Furniture System

**T3640** Herman Miller Proprietary Modular Furniture System

**T3400** Injection Molded Furniture & Cluster Seating

**T4006** Knoll Proprietary Modular Furniture

## **PERSONAL USE / SAFETY**

<b>T0900</b>	Barber & Beauty Supplies
<b>T1120</b>	Blood/Urine Test Kits
<b>T1260</b>	Breath Analysis Units
<b>T7100</b>	Collection Cups for Random Drug Testing
<b>T2130</b>	Defibrillators
<b>T2200</b>	Dinnerware, Plastic
<b>T2420</b>	Dry Goods (Blankets, Sheets, Towels, etc)
<b>T3240</b>	Food Supplements
<b>T3260</b>	Footwear, Casual & Uniform
<b>T3460</b>	Gloves, Exam, Latex & Vinyl
<b>T3780</b>	Hospital Supplies
<b>T3920</b>	Incontinent Briefs & Underpads
<b>T4240</b>	Leather Jackets
<b>T4920</b>	Napkin & Condiment Kits
<b>T5300</b>	Paper, Foam & Plastic Supplies, Paper Plates
<b>T5400</b>	Personal Protection Items
<b>T5520</b>	Pillows
<b>T5850</b>	Respirators, Gas Masks
<b>T5980</b>	Sanitary Napkins
<b>T5300</b>	Toilet Tissue
<b>T6620</b>	Toothbrushes & Toothpaste
<b>T7300</b>	Wearing Apparel

## **VEHICLES & PARTS**

<b>T0460</b>	Auto Belts, Hoses & Related Items
<b>T0500</b>	Auto Brake Pads for Police Pursuit Vehicles
<b>T0540</b>	Auto Filter Elements
<b>T0510</b>	Auto Glass Service
<b>T0620</b>	Auto Lamps & Flashers
<b>T0640</b>	Auto Maintenance Chemicals
<b>T0740</b>	Auto Tires
<b>T7260</b>	Auto Warning Lights & Parts, Amber
<b>T0800</b>	Auto Windshield Wiper Arms, Blades & Accessories (Anco)
<b>T4320</b>	Auto Auxiliary Lighting
<b>T1700</b>	Chains & Accessories
<b>T6260</b>	Spreader Parts, Flink & Swenson
<b>T6640</b>	Tractors, Mowing Equipment, Farm Implements
<b>T4940</b>	Truck Parts, Navistar OEM
<b>T4860</b>	Vehicles, All-Terrain (Truckster, Gator)
<b>T7155</b>	Vehicles, Cargo Van & Aerial Lift
<b>T5340</b>	Vehicles, Paratransit
<b>T7160</b>	Vehicles, Passenger
<b>T7200</b>	Vehicles, Police Pursuit
<b>T6840</b>	Vehicles, Trucks, Light Duty (Pickup, SUV)
<b>T6860</b>	Vehicles, Trucks, Medium Duty (Dump Truck)



# SECTION 1

## **What is the Joint Purchasing Program?**

The following explanation of the procedures to be followed by local governmental units wishing to participate in the State of Illinois Joint Purchasing Program has been prepared by the Department of Central Management Services Bureau of Strategic Sourcing and Procurement (BOSSAP). As necessity dictates, changes, additions or deletions will be made to this publication.

The Governmental Joint Purchasing Act authorizes certain governmental units to purchase personal property and supplies jointly with the State of Illinois (30 ILCS 525/0.01 et seq.). A copy of the legislation may be found on page 25 of this manual.

The State of Illinois, through BOSSAP, will establish all rules, regulations and procedures in accordance with its policies and the law. It reserves the right to refuse any request for purchase if, in its opinion, pooling of a particular item or items is not beneficial or workable.

The concept of joint purchasing is not new. Volume buying and centralized procurement have meant lower prices for groups ranging from private clubs to the biggest corporations. In recent years joint purchasing by separate governmental legal entities has gained considerable prominence as a means by which local governments can secure a greater return for the expenditure of public funds. In essence, the program extends the promise of benefits of centralized procurement beyond the normal limits. This enables the smaller user to secure the price advantage of larger volume purchasing.

It should be clearly understood that this is a voluntary program. Within the framework of these procedures, each governmental unit determines the extent of its participation.

The State of Illinois does not become the purchasing agent for any governmental unit and has no intention to make sales directly to governmental units. All contracts are placed directly with business firms. Each governmental unit must issue its own purchase orders, accept its own deliveries, and make its own payments. Participation in one purchase or contract does not require participation in other State contracts.

## **What is a Joint Purchasing Entity?**

Joint purchasing entities are the State of Illinois, any public authority which has the power to tax, any other public entity created by statute, and any not-for-profit agency which qualifies under the State Use Law. For the purposes of this manual, a joint purchasing entity shall be referred to as a “governmental unit.”

## **Advantages**

In most cases, joint purchasing results in reduced costs derived from large scale centralized purchasing, improved specifications and increased price competition. Advantages are not limited to actual dollar savings on goods. Indirect savings are also realized by eliminating administrative duplication, thus saving time and manpower, in such ways as:

- Processing requisitions for bids;
- Writing and updating specifications;
- Taking, reading, and evaluating bids and making awards; and
- Gaining the knowledge and experience of professional buyers with greater technical research.

## **Prerequisites**

Factors that contribute to the success of the Joint Purchasing Program:

- The program must start with a determination to promote the best interest of taxpayers without prejudice or favor.
- For a program of this nature to be successful, there must be an agreement to approach the development of standards and specifications with an open mind. Actual usage requirements, rather than a brand or vendor preferences, must be considered. Without such an approach, there is no sound basis for an agreement to abide by the bid results.

## **Expansion of Joint Purchasing Contracts**

Governor Blagojevich is committed to maximizing the benefits of this program. Governmental units are invited to suggest items they would like to see covered by State contracts. When sufficient interest is expressed for items that can be purchased in volume, the State will consider entering into such contracts, whenever possible.

Governmental units are also encouraged to join together in joint purchase of common use items as permitted by the Governmental Joint Purchasing Act.

## **Joint Purchasing Mailing List**

BOSSAP will limit mailings to one location for each governmental unit. In those instances where more than one official or department has need for the information, it is suggested that the local governmental unit make copies of the mailing for local distribution.

## SECTION 2

### **Obligations of Participating Governmental Units**

For the benefit of governmental units wishing to participate in joint purchasing, procedures have been established with the intention of maintaining good vendor relations and confidence in the program. These procedures result in better prices, services and delivery:

- Legal authority must exist for governmental units to make purchases from contracts issued by the State of Illinois. Official action must have been taken by the governing body of the unit authorizing its purchasing officials to participate in such a program.
- A copy of the ordinance or resolution passed by the governing body of the governmental unit **MUST** be sent to Dennis Smith, Coordinator, Joint Purchasing Program, Department of Central Management Services, 801 Stratton Building, 401 South Spring Street, Springfield, Illinois 62706. The official action shall be held in force until such time as it is withdrawn in writing. *A sample resolution is included on Page 27 of this manual for your use.*
- The governmental unit shall make all purchases under State contracts for public use only. Purchases through the contracts for the personal use or consumption by any individual or public employee or official are prohibited.

### **Guidelines for Ordering From Open-End State Contracts**

1. Any governmental unit having a pre-existing contract shall complete that contract before participating in joint purchasing.
2. Governmental units should carefully read the Joint Purchasing Master Contract, as posted on the Illinois Procurement Bulletin issued by Central Management Services on the Internet at <http://www.purchase.state.il.us>, as it may pertain to catalogs and price lists. In some instances, suppliers furnish these items on request. Every effort is made to keep supplier costs at a minimum so governmental entities can enjoy the lowest prices possible.
3. Orders shall be placed with the supplier directly by the governmental unit using its own purchase order forms. The purchase order must reference the State contract number, description of the item, brand and/or model number, unit of measure, unit price and price extension.

4. Purchase orders should not be issued for less than the minimum quantities shown on the Joint Purchasing Master Contract. A violation of this requirement results in loss of bidders and higher prices to the State and other participating governmental units on future contracts. Vendors are **not** required to deviate from the terms of their contract.
5. All items delivered under contracts awarded by BOSSAP should be inspected immediately for compliance with the contract specifications. Governmental units should seek replacement of any items not meeting specifications. Failure of suppliers to comply should be called to the immediate attention of BOSSAP. These calls should be directed to the attention of the buyer shown on the Joint Purchasing Master Contract, as posted on the Illinois Procurement Bulletin website <http://www.purchase.state.il.us>.
6. In the event of a dispute between the local governmental unit and a contract holder, the dispute shall be resolved by the disputing parties. In exceptional cases, however, the State may offer its services in the resolution of a dispute.
7. Governmental units making purchases from a State contract shall accept responsibility for direct payment to the vendor in accordance with the terms and conditions of the contract.

## SECTION 3

### Contracts Requiring a Joint Purchasing Requisition

- *Liquid Salt and Liquid Calcium Chloride*

Firm quantity contracts for the purchase of Liquid Salt and Liquid Calcium Chloride are issued in the month of **August** each year.

Prior to going out for bid, participating governmental units are surveyed to establish their liquid salt and liquid calcium chloride requirements for the upcoming period. The survey, mailed in **May** of each year, consists of a CMS Memorandum explaining the major terms of the contract and the definite time for returning the enclosed Joint Purchasing Requisition Form.

It will be the sole responsibility of the governmental unit to inform BOSSAP prior to the established deadline of its intention to participate in the purchase of Liquid Salt and Liquid Calcium Chloride with the State.

- *Rock Salt*

Open-End Guaranteed Order Minimum-Maximum Furnish type contracts for the purchase of bulk Rock Salt used on roads and highways during the winter season are issued in the month of **September** each year.

Prior to enacting the contract, participating governmental units are surveyed to establish their salt requirements for the upcoming winter season. The survey, mailed in **February** of each year, consists of a CMS Memorandum explaining the major terms of the contract and the definite time for returning the enclosed Joint Purchasing Requisition Form.

It will be the sole responsibility of the governmental unit to inform BOSSAP by the established deadline of its intention to participate in the purchase of Bulk Rock Salt with the State.



- **Traffic Paint and Glass Beads**

Firm quantity contracts for the purchase of White and Yellow Traffic Paint, in bulk and in 55-gallon drums, and Glass Beads are issued in the month of **December** each year.

Prior to enacting the contracts, participating governmental units are surveyed to establish their traffic paint and glass beads requirements for the upcoming traffic-painting period. The survey, mailed in **August** of each year, consists of a CMS Memorandum explaining the major terms of the contract and the definite time for returning the enclosed Joint Purchasing Requisition Form.

It will be the sole responsibility of the governmental unit to inform BOSSAP by the established deadline of its intention to participate in the purchase of Traffic Paint and Glass Beads with the State.

### **Procedures for Submitting Joint Purchasing Requisitions**

All governmental units are required to submit an Illinois Joint Purchasing Requisition Form for the calcium chloride, liquid salt, rock salt, traffic marking paint and glass beads contract items. A single copy of the Joint Purchasing Requisition Form, signed by the authorized official or agent of the governmental unit, is all that is required. To be placed on the mailing list to receive requisition forms, contact Wayne Ilesley, CMS Bureau of Strategic Sourcing and Procurement, at 217-782-8091.

Upon completion of the purchase, the vendor award will be recorded on the Joint Purchasing Requisition Form and returned to the governmental unit at the address shown on the requisition. It will then be the responsibility of the governmental unit to issue the contract vendor a purchase order.

### **Factors to Consider Prior to Filing a Requisition with the State**

1. No subsequent bids covering the same items should be solicited by any governmental unit filing a requisition. The State issues an award based on the requirements covered by requisitions and this quantity must be ordered regardless of whether or not lower prices may be offered locally. The State does not take bids to obtain estimated prices. Withdrawal of a requisition after subsequent solicitation for bids has been made shall not be permitted.

The practice of withdrawing a requisition could destroy the good faith of the State's bid and might lead to price manipulation with State prices used to "beat down local prices." Such a practice would be detrimental to the interest and integrity of the contracts and to the State's entire purchasing program.

2. Overlapping time periods must be identified on the Joint Purchasing Requisition Form so there will be no misunderstanding as to whether or not existing commitments will be honored or as to the date a future commitment will begin.
3. It should be clearly understood that the governmental unit has delegated its authority to purchase items covered by the requisition. Immediately following the award, the governmental unit shall be notified of the contractor and the quoted price.
4. Only specifications established in the invitation for bid shall be accepted.



## SECTION 4

### **Contract Information on the Internet**

BOSSAP publishes Joint Purchasing Program contract information on the Illinois Procurement Bulletin, located on the Internet at <http://www.purchase.state.il.us>. A detailed user manual is available in this area. You are not required to be a registered user of the Illinois Procurement Bulletin in order to access contract information. There is no cost to use this service

A link is available to BOSSAP's standard terms and conditions, as well as those of the CMS Printing Division. You will also find a link to general ordering instructions. Some Joint Purchasing Master Contracts have very specific ordering instructions or may recently have been amended. Therefore, the user should review each contract on-line carefully to ensure up-to-date contract information prior to placing an order.

To view contract details, go to the web page and select the link entitled **Master Contracts**. From the Master Contracts page, select the **Joint Purchasing** link to view the alphabetized list of contracts available to governmental units. Select the blue arrow next to the contract name, then select a contract number, and then select the **Contract File Attachment** to download the contract.

**If your governmental unit is not a member of the Joint Purchasing Program and attempts to order from a posted contract, it could be violating the purchasing laws of your governmental unit.** If you are unsure, please contact Dennis Smith, Coordinator of the Joint Purchasing Program, at 217-785-6935.

### **E-Mail Notification of Contract Awards**

You may subscribe for automated e-mail notifications when new or revised contracts have been awarded. Select the "New Subscription" link on the left navigation pane of the Illinois Procurement Bulletin. The initial subscription page provides general information regarding the automated e-mail notifications.

After reviewing the general information and disclaimer, complete the "Log In/New Subscriber" page. Enter the e-mail address that you will use to receive Joint Purchasing Master Contract e-mail notifications and select "Continue." This same e-mail address will be used when sending automated notifications for new or revised Joint Purchasing Master Contracts, confirming the subscription process and updating your subscription.

When creating a new subscription, the next step is to select the contracts for automated e-mail notifications. Each Joint Purchasing Master Contract has a "T" number. You will only receive e-mail notification for the Joint Purchasing master contracts that match the "T" number(s) you select on your subscription. You must select at least one "T" number to complete this subscription then select the "Add" button to display the "T" number list box.

Save your subscription form by selecting the "Submit" button.

After saving your subscription, you will immediately receive an automatic e-mail notification instructing you to confirm your subscription. The e-mail will contain a link used to complete the confirmation. When you select the link, the Subscription Confirmation page will display. Select the "Confirm" button to complete the confirmation. Your account will be activated and you will begin receiving automated e-mail notifications within one business day.

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**NOTE:**

**Your subscription will not be active and you will not receive automated e-mail notifications until you have confirmed your account using the link contained in the e-mail.**

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Should you need assistance with the Internet information or procedures, please contact:

Illinois Procurement Bulletin Contract Information Help Desk

E-Mail: [webmaster@purchase.state.il.us](mailto:webmaster@purchase.state.il.us)

Phone: 217-557-5695

## SECTION 5

### Questions and Answers

**Q. What is joint purchasing with the State of Illinois?**

A. Joint purchasing is the pooling of State of Illinois procurement requirements with those of local governmental units. It offers local governmental units the opportunity to share with the State the benefits of large scale centralized purchasing.

**Q. How much will governmental units save?**

A. No one can say exactly, except that savings historically average 27.5%. Administrative costs in processing requisitions, taking bids and making awards will be eliminated, while the services of professional buyers and other technical personnel will be available at no cost.

**Q. How much will it cost governmental units to participate?**

A. There is no cost for this service. The Department of Central Management Services reserves the right, however, to review this policy at the end of each year.

**Q. What does the State get out of joint purchasing?**

A. It is a fundamental purchasing principle that increased volume generally causes a reduction in prices. When high quality standards are maintained and a reduction in cost is still obtained, both the State and its governmental units will profit. The real purpose of the Joint Purchasing Program, however, is that the State can be of help to the various local governmental units, which may or may not have established purchasing departments for procurement functions. As a result, reductions can be made in administrative costs incurred in preparation of specifications, solicitation and evaluation of bids, making awards, and availability of professional engineering and testing.

**Q. What items seem to be potentially suitable for joint purchasing?**

A. Suitable items must possess the following characteristics:

1. Common usage with a continuing demand.
2. Similar end uses with identical specifications.
3. Procurement in sufficient quantities with anticipated savings great enough to merit the added time and expense of a joint bid.

**Q. What if an item is not listed as being available for joint purchasing, yet readily appears to be an item suitable for inclusion in the program?**

A. If there are questions concerning items that are not listed but which the unit of government feels could be purchased jointly with the State, contact the Joint Purchasing Coordinator at telephone number 217-785-6935.

**Q. Can other governmental units recommend names of bidders?**

A. Yes. BOSSAP is always glad to receive names of local bidders interested in bidding on any or all of its requirements. However, in order to be eligible, all prospective bidders must be prequalified to do business with the State. To learn how to become a State vendor and download the necessary forms, go to the “CMS Selling to Illinois” web page, [http://www.state.il.us/cms/1\\_selling](http://www.state.il.us/cms/1_selling) .

**Q. Will preference be given to local suppliers because “they are taxpayers in the community”?**

A. Only in the case of tie bids “*when all other things are equal*” and the award would not increase the cost to the taxpayers. Illinois vendors receive awards over out-of-state vendors in these instances. To do otherwise becomes a matter of discrimination in which one small group of taxpayers is given an advantage at the expense of other taxpayers.

**Q. Will the State purchase specialties or items not listed in the procurement schedule used by State agencies?**

A. Not unless special circumstances exist. Inquiries on such items may be made, by letter, to BOSSAP which will make decisions on the basis of individual evaluation.

**Q. If a government unit chooses not to enter into joint purchasing, will the State extend other services?**

A. Yes. The services of BOSSAP are available, on written request, in matters dealing with specifications or prices being paid for commodities or equipment. Lists of qualified bidders for various items will also be made available.

**Q. How will government units be notified of State joint purchasing contracts?**

A. An automated e-mail notification service is available for governmental units wishing to receive notification when new or revised contracts have been added to the Joint Purchasing section of the Master Contracts system. Please go to **Section 4: E-Mail Notification of Contract Awards**, located on page 17 of this publication, to review the steps necessary to subscribe for this service.

**Q. Are there contracts that permit purchases by governmental units without requiring units to submit requisitions for fixed requirements?**

A. Yes. Most centralized State contracts covering estimated quantities contain a price extension clause permitting local governmental units to participate therein. When such a clause is contained in the contract, agencies may use the contract by placing an order directly with the firm. See **Section 2: Guidelines For Ordering From Open-End State Contracts**, located on page 11, for information regarding placing orders.

**Q. What if the governmental unit changes its mailing address, contact person, telephone number, fax number or e-mail address?**

A. The governmental unit is responsible for notifying BOSSAP of all changes in mailing address, contact person, telephone or fax number and e-mail address. This is necessary to ensure that program information is directed to the appropriate person. Please send updated information to the Joint Purchasing Coordinator at the mailing address, fax number or e-mail address shown in the **Contact Information** section on Page 23.

**Q. Does the State have joint purchasing contracts with minority- and female-owned businesses?**

A. Yes. Each Joint Purchasing Master Contract will show a five (5) alpha Business Class Code near the name of the vendor on the Contract Vendors page. This code will identify the ownership and also indicates if the vendor is classified as a small business or a large business. The following is an explanation of each position of the codes:

**Position one Business Ownership:**

- C = Not-For-Profit Rehabilitation Agency for the Handicapped
- F = Agencies of the Federal Government
- G = Governmental Agencies from Other States
- N = Not Applicable or Male Owned
- O = Other
- P = Pending BEP Certification
- R = Rehabilitation Facility - Not DORS Certified
- W = Women Owned

**Position two Business Group:**

- A = Oriental/Asian American
- B = African American
- H = Hispanic
- I = American Indian/Alaskan Native
- N = Non-Minority
- O = Other
- P = Pending BEP Certification



**Position three Business Size:**

L = Large  
P = Pending BEP Certification  
S = Small

**Position four Business Type:**

E = Commodities and Equipment  
J = Commodities/Equipment/Services  
K = Commodities/Equipment/Maintenance/Repair  
M = Maintenance and Repair  
O = Other  
P = Professional and Artistic Services  
R = Renovation/Rehabilitation/Construction  
T = Services/Maintenance/Repair  
U = Unqualified  
V = Services (Contractual)

**Position five Disability Code:**

N = Not applicable/Not Disabled  
P = Person with a Disability  
Q = Supported Employment Vendors

As an example, a business classified as **WBSEN** would be a Woman Owned, African American Owned, Small, Commodities and Equipment Business, whose owner is not a person with a Disability.

- Q. Does the State have joint purchasing contracts that include items made from recycled materials?
- A. It is the intent of the State of Illinois, whenever feasible, to encourage the maximum procurement of goods that are made from recovered materials by an ongoing program to include such products in State contracts.

Specifications of products with recycled material content are designated as such by use of the letter "R" in the first position of the Commodity Identification Number (CIN). An example follows:

5113-588-0000 Paper Products - (Virgin)  
R113-588-0000 Paper Products - (Recycled)

## **Contact Information**

Please contact the Joint Purchasing Coordinator for additional information. If you wish to visit the office, please do so by appointment. Direct communications to:

Dennis Smith, Coordinator  
Joint Purchasing Program  
Bureau of Strategic Sourcing and Procurement  
Department of Central Management Services  
801 Stratton Office Building  
Springfield, IL 62706

Office: 217-785-6935  
Fax: 217-782-5187

E-Mail: [joint.purchasing@illinois.gov](mailto:joint.purchasing@illinois.gov)



**GOVERNMENTAL JOINT PURCHASING ACT**  
**(30ILCS 525/0.01 et seq.)**

AN ACT authorizing certain governmental units to purchase personal property, supplies and services jointly. Approved August 15, 1961 and amended by Public Act 76-641, effective August 5, 1969, Public Act 80-57, effective July 1, 1977, Public Act 86-769, effective September 1, 1989, and Public Act 87-960, effective August 28, 1992 (30ILCS 525/0.01 et seq.).

Section 1. Governmental Unit. For the purposes of this Act, “governmental unit” means State of Illinois, any public authority that has the power to tax, or any other public entity created by statute.

Section 2. Authorization; bids; other laws; not-for-profit agencies

(a) Any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units. All such joint purchases shall be by competitive bids as provided in Section 4 of this Act. The provisions of any other acts under which a governmental unit operates which refer to purchases and procedures in connection therewith shall be superseded by the provisions of this Act when the governmental units are exercising the joint powers created by this Act.

(b) Any not-for-profit agency that qualifies under Section 45-35 of the Illinois Procurement Code and that either (1) acts pursuant to a board established by or controlled by a unit of local government or (2) receives grant funds from the State or from a unit of local government, shall be eligible to participate in contracts established by the State.

Section 3. Agreements for conduct of bid letting. Any agreement of the governmental units, which desire to make joint purchase, one of the governmental units shall conduct the letting of bids. Where the State of Illinois is a party to the joint purchase agreement, the Department of Central Management Services shall conduct the letting of bids. Expenses of such bid letting may be shared by the participating governmental units in proportion to the amount of personal property, supplies or services each unit purchases.

When the State of Illinois is a party to the joint purchase agreement, the acceptance of bids shall be in accordance with the Illinois Procurement Code and rules promulgated under that Code. When the State of Illinois is not a party to the joint purchase agreement, the acceptance of bids shall be governed by the agreement.

The personal property, supplies or services involved shall be distributed or rendered directly to each governmental unit taking part in the purchase. The person selling the personal property, supplies or services may bill each governmental unit separately for its proportionate share of the cost of the personal property, supplies or services purchased.

The credit or liability of each governmental unit shall remain separate and distinct. Disputes between bidders and governmental units shall be resolved between the immediate parties.

Section 4. Letting of bids. The purchases of all personal property, supplies and services under this Act shall be based on competitive, sealed bids. Bids shall be solicited by public notice inserted at least once in a newspaper of general circulation in one of the counties where the materials are to be used and at least five (5) calendar days before the final date of submitting bids. When the State of Illinois is a party to the joint purchase agreement, public notice soliciting the bids shall be inserted in the official newspaper of the State. Such notice shall include a general description of the personal property, supplies or services to be purchased and shall state where all blanks and specifications may be obtained and the time and place for the opening of bids. The governmental unit conducting the bid letting may also solicit sealed bids by sending requests by mail to prospective suppliers and by posting notices on a public bulletin board in its office.

All purchases, orders or contracts shall be awarded to the lowest responsible bidder taking into consideration the qualities of the articles or services supplied, their conformity with the specifications, their suitability to the requirements of the participating governmental units and the delivery terms.

Where the State of Illinois is not a party, all bids may be rejected and new bids solicited if one or more of the participating governmental units believes the public interest may be served thereby. Each bid, with the name of the bidder, shall be entered on a record, which record with the successful bid indicated thereon shall, after the award of the purchase (or order) or contract, be open to public inspection. A copy of all contracts shall be filed with the purchasing agent or clerk or secretary of each participating governmental unit.

Section 4.1. Prompt Payment. Purchases made pursuant to this Act shall be made in compliance with the "Local Government Prompt Payment Act", approved by the Eighty-Fourth General Assembly.

Section 4.2. Procurement of personal property, supplies and services. Any governmental unit may, without violating any bidding requirement otherwise applicable to it, procure personal property, supplies and services under any contract let by the State pursuant to lawful procurement procedures.

Section 5. Application of Act. The provisions of this Act shall not apply to public utility services.

Section 6. Construction of powers and authority conferred. The powers and authority conferred by this Act shall be construed as in addition and supplemental to powers or authority conferred by any other law and nothing in this Act shall be construed as limiting any other powers or authority of any public agency.



**STATE OF ILLINOIS**  
**JOINT PURCHASING PROGRAM**  
**PARTICIPATION RESOLUTION**

Pursuant to the rules promulgated by the Illinois Department of Central Management Services (“Department”) in furtherance of the Illinois Governmental Joint Purchasing Act,

BE IT HEREBY RESOLVED BY THE

\_\_\_\_\_

Name of Governmental Unit

That said governmental unit does hereby agree on a voluntary basis to participate in the Joint Purchasing Program administered by the Department from the date of this resolution until such time as the Department is given written notice this resolution is revoked.

BE IT FURTHER RESOLVED THAT \_\_\_\_\_

Name and Title of Contact Person

Is hereby authorized and directed to execute on behalf of the governmental unit all necessary forms, applications, requisitions, and other documents related to this program.

DATE OF PASSAGE \_\_\_\_\_

OFFICER OF GOVERNMENTAL UNIT (BOARD MEMBER)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Attest: \_\_\_\_\_

Signature and Title of Clerk or other appropriate official of governing body

Contact Information:

Mailing Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

(Area Code)

Fax: \_\_\_\_\_

(Area Code)

Return to: Joint Purchasing Coordinator  
 Department of Central Management Services  
 801 Stratton Office Building  
 Springfield, IL 62706