

## Contacts

**Jen White**  
**Purchasing Manager**  
(262) 741-7265  
Email: [jwhite@co.walworth.wi.us](mailto:jwhite@co.walworth.wi.us)

**Carolyn Holt**  
**Administrative Clerk III**  
(262) 741-7267  
Email: [cholt@co.walworth.wi.us](mailto:cholt@co.walworth.wi.us)

**Shari Krauss**  
**Senior Buyer**  
(262) 741-7261  
Email: [skrauss@co.walworth.wi.us](mailto:skrauss@co.walworth.wi.us)

**Responsibilities:** Procurements for the following departments: Finance, Health & Human Services, Information Technology, Medical Examiner, Sheriff's Office, Treasurer. Procurements for the following goods and services: Emergency Vehicles, Interoffice Delivery Services, Major Software Projects.

**Tana Kunkel**  
**Buyer**  
(262) 741-7266  
Email: [mailto:tkunkel@co.walworth.wi.us](mailto:mailto:tkunkel@co.walworth.wi.us)

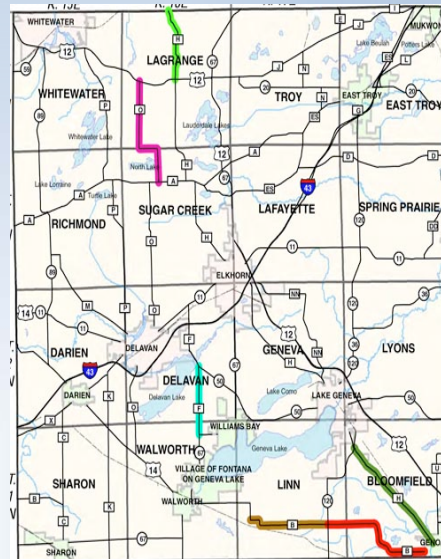
**Responsibilities:** Procurements for the following departments: Clerk of Courts, District Attorney, Lakeland Health Care Center, Lakeland School. Procurements for the following goods and services: Copier Equipment, Interpreter Services, Office Furniture, Office Supplies, Shredding Services, Vending Services.

**Stephen Flitcroft**  
**Senior Buyer**  
(262) 741-7264  
Email: [sflitcroft@co.walworth.wi.us](mailto:sflitcroft@co.walworth.wi.us)

**Responsibilities:** Procurements for the following departments: Administration; Corporation Counsel; Land Use & Resource Management; Public Works-Highway, Facilities, Fleets and Parks Divisions. Procurements for the following goods and services: Architectural and Engineering Services, Cleaning Services, Non-emergency Vehicles, Solid Waste Management.

**Vanessa Mann**  
**Buyer**  
(262) 741-3101  
Email: [vmann@co.walworth.wi.us](mailto:vmann@co.walworth.wi.us)

**Responsibilities:** Procurements for the following departments: County Clerk, Human Resources, Register of Deeds, UW-Extension, Veterans Services. Procurements for the following goods and services: Amazon Account Administration, Newspaper Publication Services, Office Furniture, Walmart Account Administration.



## Doing Business with Walworth County

### WALWORTH COUNTY

PURCHASING DIVISION

W4097 COUNTY ROAD NN

ELKHORN, WI 53121

Phone: 262-741-7265

Fax: 262-741-3195

### Website

[www.co.walworth.wi.us](http://www.co.walworth.wi.us)

### Hours of Operations

7:30 AM to 3:30 PM

Monday through Friday

## VENDOR REGISTRATION



### How do I get started?

1. All solicitations for Walworth County are posted on Demandstar by Onvia.
2. Register with Demandstar by Onvia ([www.onvia.com/wapp](http://www.onvia.com/wapp)) or through the Walworth County website: ([www.co.walworth.wi.us](http://www.co.walworth.wi.us))
3. Registered vendors will receive automatic notifications of written quotes, bids or proposals.



### Information needed to register with Onvia Demandstar:

1. Company Name
2. Contact Name
3. Contact Email Address
4. Company Address
5. Commodity Codes

## PROCUREMENT METHODS

Walworth County utilizes several methods to purchase goods and services for all county departments and divisions.

- Micro Purchases
- Small Purchases
- Request for Quotes
- Competitive Sealed Bidding for Good & Services
- Request for Proposals
- Cooperative Purchases
- Sole source or Waiver of Bid Purchases
- Contracts

## TERMS & CONDITIONS

Vendors are responsible to read and comply with the Standard Terms and Conditions found on the Walworth County's website [www.co.walworth.wi.us](http://www.co.walworth.wi.us) Go to: Purchasing Division; Standard Terms and Conditions.

As a municipal government entity, Walworth County is Tax exempt. # CES045129 FEIN# 39-6005752

## CERTIFICATION OF INSURANCE

Vendors must provide current insurance certificates. Insurance certificates may be sent to [purchasing@co.walworth.wi.us](mailto:purchasing@co.walworth.wi.us) upon acceptance of a purchase order or contract.

## ETHICS

The Walworth County Purchasing Division is committed to providing professional and efficient procurement services to all Walworth Counties departments and divisions. We will foster fair, transparent, and open competition, while maintaining compliance with all applicable Federal, State, and local laws and regulations.

In additions to ethical standards set forth in Wisconsin Statutes Section 19.59, Walworth County has adopted an Ethics Policy that is applicable to County employees in conducting County business.

Walworth County promotes and encourages participation of small and disadvantaged businesses, women's business enterprises and minority businesses. Walworth County requires all contracted vendors and subcontractors to promote the participation from these entities.

Vendors are encouraged to familiarize themselves with Walworth County Ordinances found at [www.co.walworth.wi.us](http://www.co.walworth.wi.us)

