

Contacts

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

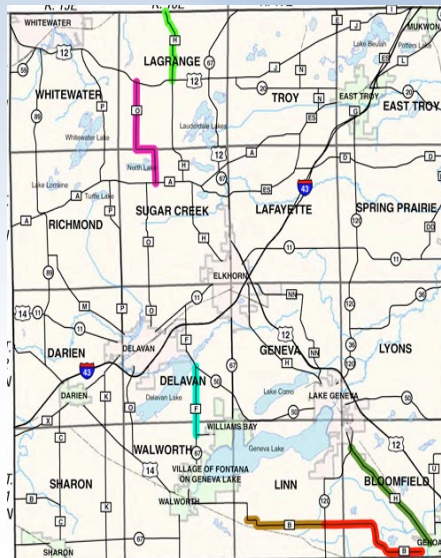
Carolyn Holt
Administrative Clerk III
(262) 741-7267
Email: cholt@co.walworth.wi.us

Shari Krauss
Senior Buyer
(262) 741-7261
Email: skrauss@co.walworth.wi.us
Responsibilities: Procurements for the following departments: Finance, Information Technology, Medical Examiner, Sheriff's Office, Treasurer.

Tana Kunkel
Buyer
(262) 741-7266
Email: mailto:tvanveghel@co.walworth.wi.us
Responsibilities: Procurements for the following departments: Clerk of Courts, District Attorney, Health & Human Services, Lakeland Health Care Center, Lakeland School, Register of Deeds. Procurements for the following goods and services: Copier Equipment, Office Furniture, Interpreter Services, Office Supplies, Shredding Services, Vending Services.

Stephen Flitcroft
Senior Buyer
(262) 741-7264
Email: sflitcroft@co.walworth.wi.us
Responsibilities: Procurements for the following departments: Administration, Land Use & Resource Management, Public Works-Highway Division, Public Works-Fleet/Parks Division. Procurements for the following goods and services: Cleaning Contract, Solid Waste Management.

Vanessa Mann
Buyer
(262) 741-3101
Email: vmann@co.walworth.wi.us
Responsibilities: Procurements for the following departments: County Clerk, Human Resources, Public Works-Facilities Division, UW-Extension, Veterans Services. Procurements for the following goods and services: Amazon.com Account Administration, Interoffice Delivery Services, Office Furniture, Official Newspaper, 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

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) or through the Walworth County website: (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 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 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

