

Contacts

- **Nick Cramer, Purchasing Manager**
(262) 741-7265
Email: ncramer@co.walworth.wi.us
Responsibilities: Policy, Procedures, Disputes
Procurements greater than \$25,000 for the following departments: Administration, Human Resources, Information Technology, Asset Disposal
Procurements greater than \$25,000 for the following goods and services: Walmart.com
- **Diana Knoll, Senior Buyer**
(262) 741-7261
Email: dknoll@co.walworth.wi.us
Responsibilities: Procurements greater than \$25,000 for the following departments: Administration, County Clerk, Public Works - Facilities and Highway Divisions, Medical Examiner, Sheriff's Office, Veterans Office
Procurements greater than \$25,000 for the following goods and services: Cell Phone & Pagers, Cleaning Services, Interpreting Services, Janitorial Supplies, Trash & Recycling Services, Vehicles
- **Cindy Matz, Buyer**
(262) 741-7266
Email: cmatz@co.walworth.wi.us
Responsibilities: Procurements greater than \$25,000 for the following departments: Clerk of Courts, District Attorney, Finance, Health & Human Services, Lakeland Health Care Center, Lakeland School, Land Use & Resource Management, Register of Deeds, Treasurer, UW-Extension
Procurements greater than \$25,000 for the following goods and services: Copier Equipment, Official Newspaper, Vending Services
- **Stephanie Rodgers, Assistant Buyer/Solid Waste Coordinator**
(262) 741-7264
Email: srodgers@co.walworth.wi.us
Responsibilities: Procurements from \$3,001 to \$25,000 for the following departments: Administration, District Attorney, Public Works - Highway Division, Human Resources, Lakeland Health Care Center, Land Use & Resource Management, Medical Examiner, Treasurer, Veterans Office, Solid Waste Division, Clean Sweep
Procurements from \$3,001 to \$25,000 for the following goods and services: Amazon.com, Interdepartmental Delivery, Munis Training, Office Supplies, Procurement Card
- **Vanessa Mann, Assistant Buyer**
(262) 741-3101
Email: vmann@co.walworth.wi.us
Responsibilities: Procurements from \$3,001 to \$25,000 for the following departments: Clerk of Courts, County Clerk, Public Works - Facilities Division, Finance, Health & Human Services, Information Technology, Lakeland School, Register of Deeds, Sheriff's Office, UW-Extension
Procurements from \$3,001 to \$25,000 for the following goods and services: Office Furniture, Shredding Services, Certificates of Insurance, Open Records Administration



Doing Business with Walworth County

WALWORTH COUNTY

PURCHASING DIVISION

DEPARTMENT PUBLIC WORKS

W4097 COUNTY ROAD NN

ELKHORN, WI 53121

Phone: 262-741-3101

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 are responsible to insure current insurance certificates are on file with Walworth County and/or sent immediately to purchasing@co.walworth.wi.us upon acceptance of a purchase order or contract.

ETHICS

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

