



ILLINOIS

JOINT PURCHASING REQUISITION CY'17-'18 New Purchase Commitment

PLEASE RETURN TO:
Illinois Department of
Central Management Services
801 Wm. G. Stratton Building
401 S. Spring Street
Springfield, IL 62706

Email Address for submission:
CMS.BOSS.EC@illinois.gov

 No Thank You,
But keep on mailing list.

Opt-Out-> Our unit does not want to participate in the CY' 2017-2018 Contract Procurement.
Notice:-> Please complete and return the Contact information below to remain on the mailing list.

Joint Purchasing #: J.P. L4264-4270

Government Unit: Village of Orland Park

Mailing Address: 15655 Ravinia Avenue

City / State / Zip: Orland Park, IL 60462

County: Cook County and Will County

Contact Person: John J. Ingram (PW Director)

Telephone Number: 708-403-6350

Fax Number: 708-403-8798

Contact Email: jingram@orlandpark.org

Date: 3 / 10 / 2017

Delivery Point
(Provide Delivery Details To Contract) (Vendor At Time Of Order Placement)
Deliver to 15655 Ravinia Ave. Orland Park, IL 60462
 c/o: Rich Rittenbacher Street Division Manager rrittenbacher@orlandpark.org
<- Please provide Email Address

***** Participant, Complete Only One - Either "Table-A" or "Table-B" Below *****

Table A: Complete this table to have the State "SOLICIT BIDS" for your governmental entity		
ITEM DESCRIPTION	BID QUANTITY (Total Tonnage)	UNIT MEASURE (22 – 25 Ton / Truck)
AASHTO M143 Road Salt or Equivalent Rock Salt, Bulk	4,000	Tons
Please note your Purchase Commitment Percentage for Total Tonnage Quantity as stated above (choose one): OPTION 1 ☒ 80%. minimum purchase requirement/120% maximum purchase requirement OPTION 2 ☐ 100% minimum purchase requirement/120% maximum purchase requirement		

***** Participant, Complete Only One - Either "Table-A" Above or "Table-B" Below *****

Table B: Complete this table to have the State "RENEW" Requirements for your governmental entity		
ITEM DESCRIPTION	QUANTITY (Total Tonnage)	UNIT MEASURE (22 – 25 Ton / Truck)
AASHTO M143 Road Salt or Equivalent Rock Salt, Bulk	<u> </u>	Tons
Note: Renewal is available ONLY under Contracts PSD 4018284, 4018285, and 4018286 for prior CY' 2016-2017. Your quantity may not exceed more than a 20% increase of last season's quantity, and price cannot increase more than 10.% of last season's price. Other Terms & Conditions of Contract will remain the same as last year. Please Check Contract # Below: Note Current CMS Contract: PSD 4018284 (<u> </u>) -or- PSD 4018285 (<u> </u>) -or- PSD 4018286 (<u> </u>)		

I certify that funds are available for the purchase of the items on this Requisition and that such items are for the sole use of this governmental unit, and not for personal use of any official or individual or re-sale.

In addition, I agree to abide by the Joint Purchasing Procedure established by the Department of Central Management Services.

SIGNATURE OF AUTHORIZED OFFICIAL OR AGENT

Printed on Recycled Paper

Village Manager

TITLE



ILLINOIS

Bruce Rauner, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael M. Hoffman, Acting Director

MEMORANDUM

TO: Local Governmental Units Authorized to Participate in Joint Purchasing

FROM: Lance Traynor, Strategic Sourcing Manager,
Bureau Of Strategic Sourcing, Commodities & Equipment

DATE: March 01, 2017

SUBJECT: Deadline for Submission of Bulk Rock Salt (Sodium Chloride)
Requirements for the 2017 - 2018 Winter Season

Action Required!

The State of Illinois, Bureau of Strategic Sourcing is planning to solicit bids for highway ice control (bulk rock salt) in May or June of 2017 for the 2017 - 2018 Winter Season.

Additionally, existing contracts (**PSD 4018284, 4018285, and 4018286**) contain a renewal option at the sole option of the State. Therefore, if you are a participant within one of these contracts and if your community's intention is to renew, then this must be identified.

If your unit of government desires to be included in this year's contract re-procurement solicitation, or wishes to renew one of the existing contracts with a renewal option, **you are required to complete the copy of the attached Joint Purchasing Requisition Form** and return it to the Bureau Of Strategic Sourcing no later than **5:00 P.M. April 01, 2017**. Your choice is to "**SOLICIT BIDS**" or "**RENEW**" or "not be an active participant" in the State's procurement efforts for the 2017 - 2018 Season. **Note: Timeframe for submission is firm, and will not be extended.**

The "RENEW" Renewal Process - Utilize Table B

If your governmental entity is a participant under one of the following contracts - (**PSD 4018284, 4018285, and 4018286**) - and upon receipt of your stated **desire to RENEW** with your updated tonnage quantity requirements, the State will work to finalize renewal on behalf of your governmental entity. Should you choose to renew, all Terms and Conditions shall remain the same as in the present contract, and you will be able to re-state your desired quantities (with cap on quantity increase not to exceed 20.% more than your past year's quantity). **Complete Table B** (only) to indicate your intent to renew and state your desired quantity requirements.

Note that a **Renewal Option** is **not available** under current contracts (**PSD 4018143, 4018144, 4018145, and 4018146**) and you should **complete Table A** (only) to indicate your intent to participant, and state your quantity requirements for re-establishment of competitively bid new contract(s) for the 2017 - 2018 Season.

The “SOLICIT BIDS” ReBid Procurement Process - Utilize Table A

Should a renewal option not exist, or should you wish to participate in the State's bid process for the 2017 - 2018 Season, complete **Table A** (only) to indicate your intent to participate in the bid process, your minimum purchase requirement, and your desired bid quantities as 100.% of your contract commitment.

The State seeks to combine the needs of hundreds of governmental entities across Illinois into a single bid document in an effort to consolidate buying power, and to make it easier for vendors to respond to the individual needs of those hundreds of communities through a single bid response. Award is to the lowest responsible bidder meeting the terms and conditions of the bid solicitation. A single contract is completed for each vendor for all locations awarded through the competitive process. Thereafter, each governmental unit places its own orders with their vendor in compliance with the contract terms and conditions, and is responsible for direct payment to their contract vendor.

CMS does not set pricing, nor does CMS buy salt for resale. Vendors offer pricing under a competitive bid process, in accordance with the Illinois Procurement Code and Rules and the Illinois Joint Purchasing Act. CMS strives to utilize a consistent approach, to the greatest degree possible, in seeking to achieve a highly competitive bid process.

Anticipated Terms – for the 2017 - 2018 Solicitation

This section applies to those units of government participating in the joint purchase of rock salt contract solicitation. Renewing entities will be governed under the existing contract(s). All participants will be required to abide by the respective contract terms and conditions. The major terms for the upcoming season are expected to be as follows:

1. Rock salt specification shall be in accordance with AASHTO Specification M143, Sodium Chloride Type 1, Grade 1, or an acceptable approved alternate.
2. Quantities shown in the invitation for bid are estimates only. The total ton quantity submitted shall be considered sufficient to service the seasonal needs of the local governmental unit, and may be adjusted as stated herein.
3. The purchase percentage agreement is consistent with last season's bid. We are asking local government to identify their purchase percentage commitment (choose one) on the Requisition Form. (**Table-A Option**)
 - 3.a. When submitting rock salt estimated usage for next winter, local governmental unit shall agree to purchase at least 80.% of the amount; and the vendor shall agree to furnish not less than 120.% of the awarded tonnage amount. (Please make selection on Requisition Form)
 - OR**
 - 3.b. When submitting rock salt estimated usage for next winter, local governmental unit shall agree to purchase at least 100.% of the amount; and the vendor shall agree to furnish not less than 120.% of the awarded tonnage amount. (Please make selection on Requisition Form)
 - 3.c. Each governmental unit is responsible for ensuring that the guaranteed purchase requirement is met before the end of the season (**June 30, 2018**).
4. Each governmental unit shall be responsible for issuing their own purchase orders against the resulting contract.
 - 4.a. **Governmental units are strongly encouraged to order early and to store as much salt as possible in order to help prevent potential salt shortages.** Governmental units need to make every effort to place orders in full truckload quantity of (22 - 25 tons). Requests for a quantity of less than a truckload will not be accepted.