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**How To Do Business with the Tollway:
Goods and Services**

Goals for Today's Session



Provide understanding of the **procurement process**



Inform vendors of **bid opportunities**



Highlight **certification programs** to help vendors participate



Share **Illinois Tollway assistance** opportunities for all vendors in the procurement process

Overview of Illinois Tollway's Organization

Administration

Business Systems

Diversity and Strategic Development

Engineering

Executive Office and Directors

Facilities and Fleet

Finance

Information Technology

Internal Audit

Legal

Office of the Inspector General

Operations

Planning

Procurement

Security and Safety

Communications



How to Successfully Participate in Business Opportunities at the Illinois Tollway

Contract Types



Construction



**Goods and
Services**



**Professional
Engineering
Services**

Goods and Services Overview

400+ contracts valued at \$1 billion

Contract duration: One-time purchase or up to 10 years

Median contract size: Approximately \$100,000

“Goods” include



- » Rock salt
- » Roadway materials
- » Vehicles and mowing equipment
- » Office supplies
- » Software licenses
- » Work uniforms, outerwear, polo shirts
- » Promotional items
- » Document storage

“Services” include



- » IT consulting services
- » Vehicle repair services
- » Merchant/credit card services
- » Internal auditing services
- » Document shredding
- » Copier repair services

Types of Procurements



Small Purchase – Request for Quote

REGISTERED SMALL BUSINESSES ONLY

Procurements less than small purchase threshold (currently \$100,000)



Invitation for Bid

ANY BUSINESS SIZE, UNLESS SPECIFICALLY SET ASIDE FOR SMALL BUSINESSES

Awarded to lowest responsible and responsive bidder

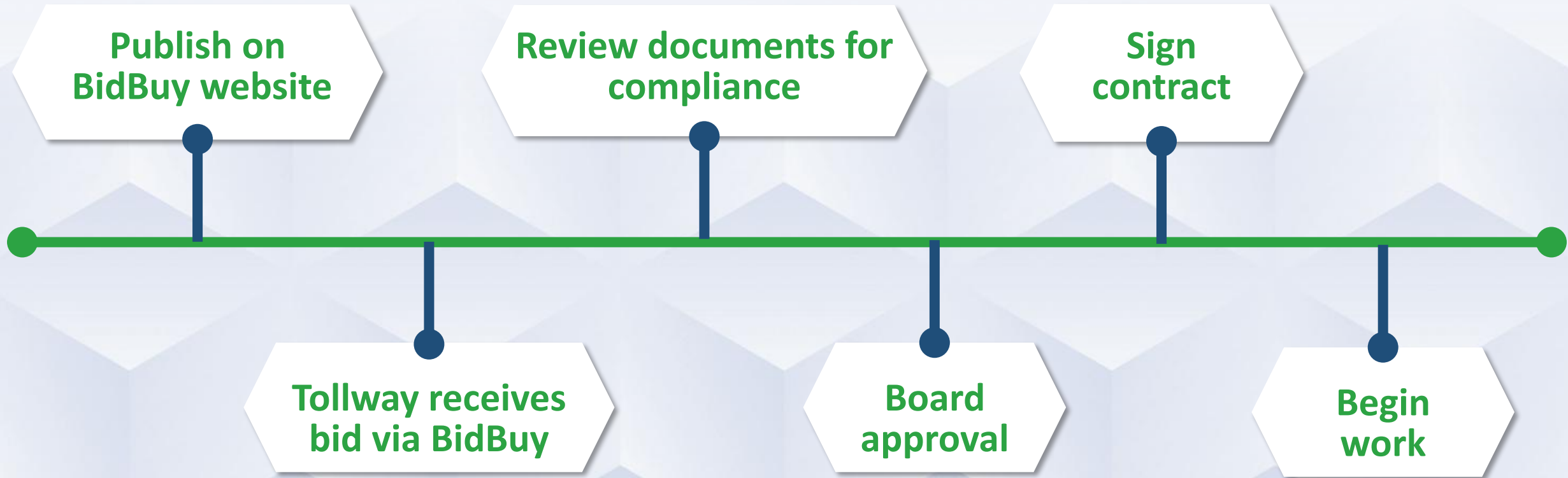


Request for Proposal

ANY BUSINESS SIZE, UNLESS SPECIFICALLY SET ASIDE FOR SMALL BUSINESSES

Awarded to vendor that provides the overall best value and includes technical criteria in addition to price

How Long is the Process?





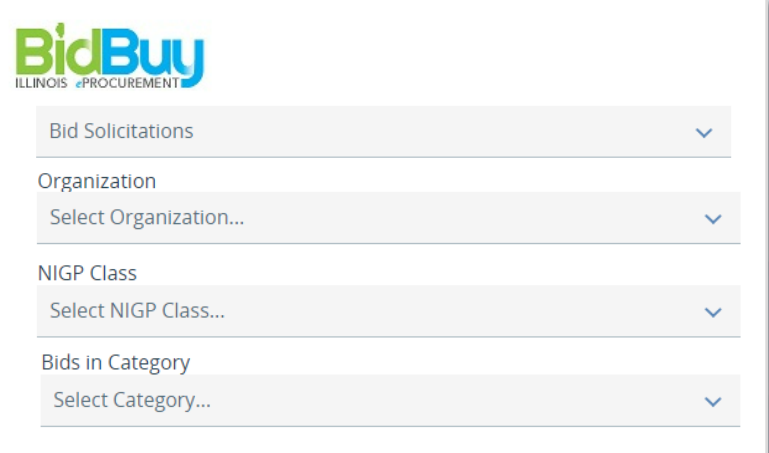
Informing Vendors of Bid Opportunities

What is BidBuy?

BidBuy – www.bidbuy.illinois.gov

BidBuy is the State of Illinois' e-Procurement System, used by agencies under the Chief Procurement Officer of General Services

- » The Illinois Tollway is required to use BidBuy for all procurements
- » Procurement opportunities and awards are listed for more than 70 state agencies for the public to view *(no login required)*
- » Bidders must register in BidBuy to submit bids/offers to the Illinois Tollway



The screenshot shows the BidBuy logo at the top left, with the text "ILLINOIS e-PROCUREMENT" below it. Below the logo is a search filter menu with four dropdown menus:

- Bid Solicitations (dropdown arrow)
- Organization (dropdown arrow, text: "Select Organization...")
- NIGP Class (dropdown arrow, text: "Select NIGP Class...")
- Bids in Category (dropdown arrow, text: "Select Category...")

The Illinois Tollway **only accepts electronic bids through BidBuy.**
Paper bids and bids via fax or email **are not accepted.**

How to Register and Submit Bids

Visit www.bidbuy.illinois.gov

Registration

1. Select correct National Institute of Governmental Purchasing (NIGP) codes for proper solicitation notification
2. Maintain current contact information
3. Register more than one individual



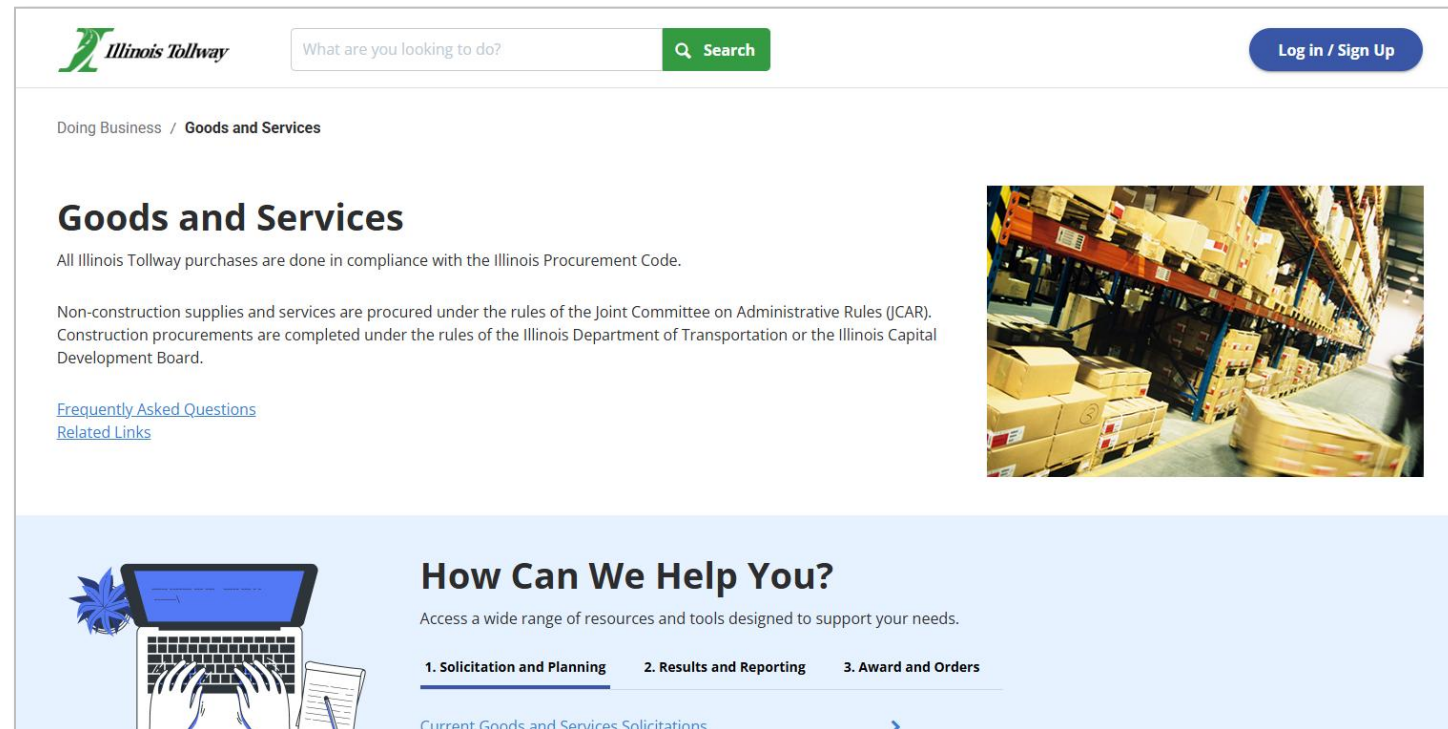
1. Click on **Commodity/Service Codes** tab.
2. To add codes, select from **NIGP Class** and **NIGP Class Item** drop-downs or enter **Keyword**.
3. Click **Search**.

Procurement Opportunities on Illinois Tollway Website

Visit the **Doing Business section** at illinoistollway.com

Find information including

- » Frequently Asked Questions
- » Current Goods and Services solicitations
- » Goods and Services buying plan

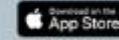


The screenshot shows the Illinois Tollway website interface. At the top left is the Illinois Tollway logo. To its right is a search bar with the placeholder text "What are you looking to do?" and a green "Search" button. Further right is a "Log in / Sign Up" button. Below the navigation is a breadcrumb trail: "Doing Business / Goods and Services". The main heading is "Goods and Services". Below this, a paragraph states: "All Illinois Tollway purchases are done in compliance with the Illinois Procurement Code." Another paragraph follows: "Non-construction supplies and services are procured under the rules of the Joint Committee on Administrative Rules (JCAR). Construction procurements are completed under the rules of the Illinois Department of Transportation or the Illinois Capital Development Board." There are two links: "Frequently Asked Questions" and "Related Links". To the right of the text is a photograph of a warehouse interior with high shelves stacked with cardboard boxes and a pallet jack in the foreground. At the bottom of the page, there is a light blue section titled "How Can We Help You?". It contains the text "Access a wide range of resources and tools designed to support your needs." and a list of three items: "1. Solicitation and Planning", "2. Results and Reporting", and "3. Award and Orders". Below this list is a link "Current Goods and Services Solicitations" with a right-pointing arrow. An illustration of a laptop with hands typing is positioned to the left of the "How Can We Help You?" section.



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Scan and download our
Mobile App



Goods and Services Buying Plan

GOODS AND SERVICES CONTRACT BID LETTING SCHEDULE – **SAMPLE**

PROJECT TITLE	DEPARTMENT	ADVERTISE DATE	BID OPENING DATE	ESTIMATED START DATE	CONTRACT TERMS	CONTACT INFO	DETAILS (LINK)
Plumbing Supplies Electrical Wire & Cable	Facilities / Fleet	1Q 2026	2Q 2026	2Q 2026	2 years	Email	Hyperlink to opportunity
Promotional Items	Operations	4Q 2025	4Q 2026	4Q 2026	2 years	Email	Hyperlink to opportunity

Illinois Tollway Goods and Services Contracts

Information in this document is subject to change. Small Purchases may be restricted initially to registered small businesses. See <https://www.illinois.gov> for additional bidding information.

**GOODS AND SERVICES CONTRACT
BID LETTING SCHEDULE**
(Sorted by Bid Opening)

Other Legend/Notes:
"A" after the dates notes the ACTUAL DATE of the event.
(1) Detail Link to Small Purchases by be Restricted to Small Businesses Registered in BidBuy.

Cost Magnitude Key:
A - \$1 - \$10,000
B - \$10,000 - \$100,000
C - \$100,000 - \$500,000
D - \$500,000 - \$500,000
E - \$500,000 - \$1M
F - \$1M - \$10M
G - \$10M

BID SOLICITATION NUMBER	PROJECT TITLE	CONTRACT NUMBER	PROCUREMENT APPROACH	DEPARTMENT	ADVERTISE DATE	BID OPENING DATE	ESTIMATED BOARD DATE	ESTIMATED START DATE	INITIAL CONTRACT TERM	NSIP CODES	BUYER'S NAME	BUYER'S EMAIL ADDRESS	SEP GOAL	NET GOAL	COST MAGNITUDE (See Key)	DETAIL LINK ⁽¹⁾
24-527THA-ADMIN-B-43361	Professional Printing Supplies	21-0172RRR06	Initiation for Bid	Facilities/Fleet	24-Jul-24 A	15-Aug-24 A	15-Nov-24 A	15-Dec-24	2 Years	62543	Carrie Ponce	CPonce@getpass.com	5%	0%	C	B-43361
24-527THA-ADMIN-B-43728	Employee Assistance Program Services, Peer Support Group, Trauma Workshops	24-00581	Small Purchase	Administration	26-Jun-24 A	9-Jul-24 A	25-Aug-24 A	26-Sep-24	1 Year	94886	Carrie Ponce	CPonce@getpass.com	N/A	N/A	B	B-43728
24-527THA-ADMIN-B-45212	Mitigable Care Act Filing Services 2024-2025	24-02129	Small Purchase	Administration	17-Nov-24 A	3-Dec-24 A	19-Dec-24 A	19-Jan-25	2 Years	94610	Carrie Ponce	cponce@getpass.com	N/A	N/A	TBD	B-45212
24-527THA-ADMIN-B-45214	Health Fair Screenings	24-01608	Small Purchase	Administration	19-Nov-24 A	4-Dec-24 A	19-Dec-24 A	4-Oct-25	3 Years	94833, 94834	Carrie Ponce	cponce@getpass.com	N/A	N/A	B	B-45214
24-527THA-COMMU-B-43933	Graphic Design Enterprise Software with Annual Maintenance and Support for Three (3) Years	24-0037	Small Purchase	Stakeholder Engagement	26-Jul-24 A	2-Aug-24 A	15-Nov-24 A	15-Dec-24	3 Years	26303, 92045, 20800, 20811, 20827, 20827	Denisse Murgueta	DMurgueta@getpass.com	N/A	N/A	B	B-43933
24-527THA-ENGDP-B-43357	Generator Rental Services	24-0043	Initiation for Bid	Facilities/Fleet	5-Jul-24 A	9-Aug-24 A	19-Sep-24 A	19-Oct-24	1 Year	93838, 94163	Nina Snow	NSnow@getpass.com	0%	0%	C	B-43357
24-527THA-ENGDP-B-42919	Chairs, Hooks, and Links	24-0061	Small Purchase	Roadway Maintenance	23-May-24 A	25-Jun-24 A	24-Jul-24 A	25-Aug-24	2 Years	45019	Brian Chilton	BChilton@getpass.com	N/A	N/A	B	B-42919
24-527THA-ENGDP-B-42736	Aluminum Extrusions	24-0062	Initiation for Bid	Roadway Maintenance	23-Aug-24 A	9-Sep-24 A	15-Nov-24 A	1-Jan-25	1 Year	80138	Wael Souzouri	WSouzouri@getpass.com	0%	0%	E	B-42736
24-527THA-ENGDP-B-42730	Wood Sign Posts	24-0119	Small Purchase	Roadway Maintenance	18-Jul-24 A	31-Jul-24 A	20-Aug-24 A	20-Sep-24	2 Years	54873	Brian Chilton	BChilton@getpass.com	N/A	N/A	B	B-42730
24-527THA-FINAN-B-44972	Insurance Brokerage/Consulting Services	24-0094	RFP	Finance	20-Mar-25 A	16-May-25 A	20-Feb-26 A	20-2025	5 Years	91868, 95352	Cheryl Heinz	CHeinze@getpass.com	11%	0%	F	B-44972
24-527THA-INFOT-B-45504	Diligent Software Subscription	24-0201	Small Purchase	Information Technology	14-Nov-24 A	19-Nov-24 A	15-Dec-24	15-Dec-25	1 Year	20800	Nail Posner	NPosner@getpass.com	N/A	N/A	B	B-45504
24-527THA-OPER-B-43851	Medium Duty Trucks	24-0044	Initiation for Bid	Facilities/Fleet	25-Sep-24 A	12-Nov-24 A	21-Nov-24 A	1-Dec-25	1 Time Purchase	07206, 07208	Wael Souzouri	WSouzouri@getpass.com	2%	0%	TBD	B-43851

KEY INFORMATION INCLUDES:

- » Project title
- » Department
- » Advertise, bid opening, start dates
- » Cost magnitude
- » Details Link

Upcoming Procurements Snapshot



ROADWAY MAINT

Sand, Stone, and Gravel

\$100K to \$250K

2-year contract



DIVERSITY

**Technical Assistance
Client Services**

\$1M to \$10M

3-year contract



TOLL OPERATIONS

**I-Pass Transponder
Retail Approach**

\$1M to \$10M

3-year contract



FINANCE

**GASB 87 Software,
Maint. & Support**

\$10K to \$100K

3-year contract



Certification Programs

Helping Vendors Successfully Compete for State Procurements

Small Business Program

What is a “small business”?

- » One that is independently owned and operated, headquartered in Illinois and meets the required size status and the following sales limitations
 - No WHOLESALE business can exceed \$13 million in annual sales
 - No RETAIL business can exceed \$8 million in annual sales and receipts
 - No CONSTRUCTION business can exceed \$14 million in annual sales and receipts
 - No MANUFACTURING business can employ more than 250 persons

How does the program work?

- » Procurements less than \$100,000 – most products or services qualify **OR**
- » More than 600 product and service categories at any dollar amount
- » Any other procurement the Chief Procurement Office deems appropriate to set aside



Firms are listed in the Small Business Database on the Illinois Procurement Gateway

Annual registration along with submittal of the company's annual report is required

Visit <https://ipg.illinois.gov/> to register



Business Enterprise Program and Veteran Business Program

Business Enterprise Program

Certification that fosters opportunities for businesses owned by minorities, women and persons with disabilities

Veteran Business Program

Certification to assist businesses owned by qualified service-disabled and veteran-owned businesses to participate in competitive procurements

Requirements

- » At least 51 percent ownership by minority, woman, or person with disability
- » At least 51 percent of business controlled by one or more minority groups, women or persons with disability
- » Owner must be a citizen or lawful permanent resident of U.S.
- » Annual gross sales of less than \$150 million

Requirements

- » At least 51 percent owned by one or more qualified service-disabled veteran(s) living in Illinois
- » Applicant(s) must have valid DD214
- » Annual gross sales of less than \$150 million
- » Home office in Illinois

Inclusion is the Foundation

Illinois Tollway programs and initiatives provide opportunities for diverse businesses and individuals through

01

Greater Access

Opens doors for individuals and firms interested in doing business

02

Increased Participation

Creates economic opportunities and jobs by setting aspirational goals

03

Opportunities for Advancement

Achieve next level of success through business assistance and training



Vendor Assistance from the Illinois Tollway

Illinois Tollway Resources to Assist

Training, Development and Support

HIGHLIGHTED PROGRAM

Technical Assistance provides customized business development for construction and professional engineering services firms

- » Answer questions or direct vendors to other resources
- » Assist in certification process
- » Project management
- » Business management and operations
- » Bid checklist



TECHNICAL ASSISTANCE

POWERED BY THE ILLINOIS TOLLWAY

Equipping Businesses for Success

FOR MORE RESOURCES

Visit the **Diversity** section at illinoistollway.com



Tips for Success

- ✓ **Read solicitations** in detail and use vendor checklist document available in the solicitation
- ✓ **Bid on ALL line items** for the bid to be considered
- ✓ **Complete required disclosures forms** (either Forms A or Forms B must be submitted)
- ✓ **Ensure all registrations are valid and up-to-date** with the SOS, BOE and IDHR
- ✓ **Submit on time**
- ✓ **Get BEP/veteran certified** and stay current (must certify on an annual basis)
- ✓ **Electronic bids still require a signed offer** along with applicable forms to be uploaded
- ✓ Remember – **bid opportunities are price competitive!**

THANK YOU

Scan now to access:

- Buying Plan
- Workshop presentations
- Survey

