



**CONTRACTING WITH GOVERNMENT**  
**Connect. Learn. Grow Your Business.**

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

*Illinois Tollway Procurement*



# 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

- » **294-mile system throughout 12 counties in Northern Illinois**
- » **Five roadways**
- » **More than 1.6 million daily drivers**
- » **User-fee system**



# 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)

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## Invitation for Bid

**ANY BUSINESS SIZE, UNLESS SPECIFICALLY SET ASIDE FOR SMALL BUSINESSES**

Awarded to lowest responsible and responsive bidder

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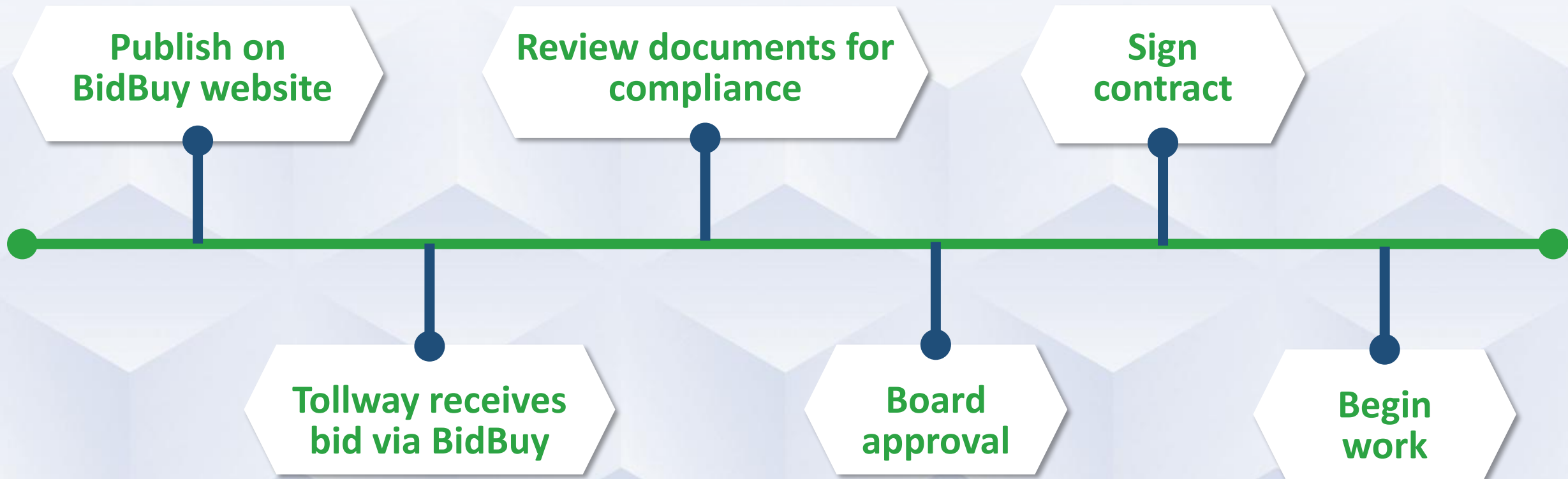
## Request for Proposal

**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?





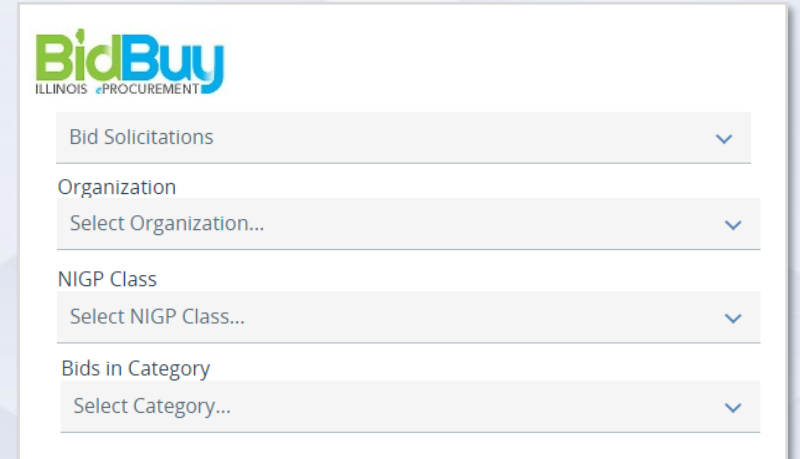
# Informing Vendors of Bid Opportunities

# What is BidBuy?

**BidBuy – [www.bidbuy.illinois.gov](http://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

A screenshot of the BidBuy Illinois e-Procurement system interface. The header shows the BidBuy logo and "ILLINOIS e-PROCUREMENT". Below the header are four dropdown menus: "Bid Solicitations" (with a downward arrow), "Organization" (with "Select Organization..." and a downward arrow), "NIGP Class" (with "Select NIGP Class..." and a downward arrow), and "Bids in Category" (with "Select Category..." and a downward arrow).

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](http://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

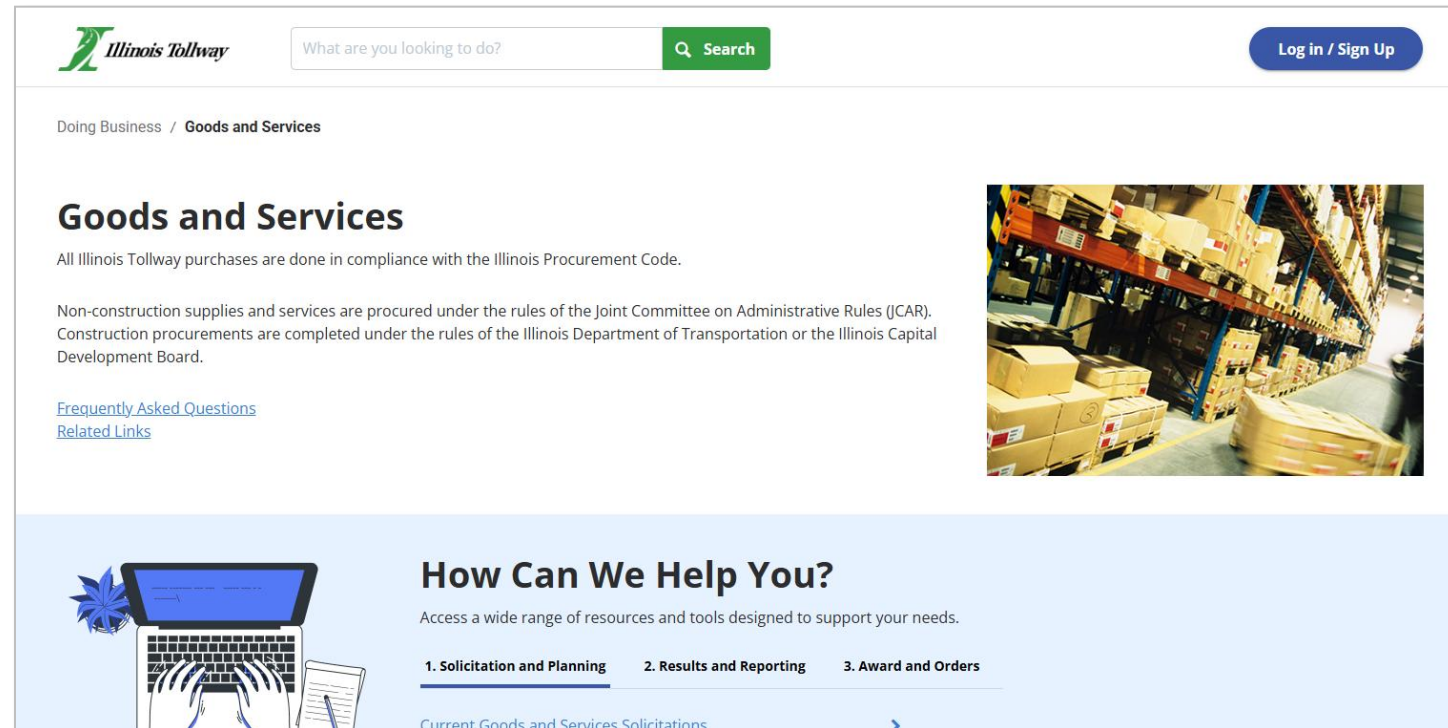
1. Click on **Commodity/Service Codes** tab.
2. To add codes, select from **NIGP Class** and **NIGP Class Item** drop-downs or enter **Keyword**.
3. Click **Search**.

# 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's 'Doing Business / Goods and Services' page. At the top, there is a search bar with the text 'What are you looking to do?' and a green 'Search' button. To the right of the search bar is a blue button that says 'Log in / Sign Up'. Below the search bar, the page is titled 'Doing Business / Goods and Services'. The main heading is 'Goods and Services', followed by a paragraph stating: 'All Illinois Tollway purchases are done in compliance with the Illinois Procurement Code. 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.' Below this text 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. At the bottom of the page, there is a light blue section titled 'How Can We Help You?' with the text 'Access a wide range of resources and tools designed to support your needs.' Below this text are three numbered links: '1. Solicitation and Planning', '2. Results and Reporting', and '3. Award and Orders'. At the very bottom of this section is a link that says 'Current Goods and Services Solicitations' followed by a right-pointing arrow. On the left side of the bottom section, there is an illustration of a laptop with a blue flower-like graphic above it and a document with a pen next to it.

# Goods and Services Buying Plan

<div> <div> <div> <div>Information Tech.</div> <div>Roadway Maint.</div> <div>Facilities/Fleet</div> </div> <div> <div>Administration</div> <div>Business Systems</div> <div>All Other Departments</div> </div> </div> <div>  <div> <b>GOODS AND SERVICES CONTRACT BID LETTING SCHEDULE</b>  <small>(Sorted by Bid-Opening)</small> </div> </div> <div> <b>Other Legend/Notes:</b>                      "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.                 </div> <div> <b>Cost Magnitude Key:</b>                      A - \$1 - \$10,000                      B - \$10,000 - \$100,000                      C - \$100,000 - \$250,000                      D - \$250,000 - \$500,000                      E - \$500,000 - \$1M                      F - &gt;: \$1M - \$10M                      G - &gt; \$10M                 </div> </div> <div>                     Information in this document is subject to change.                      Small Purchases may be restricted initially to registered small businesses.                      See <a href="https://www.bidbuy.illinois.gov">https://www.bidbuy.illinois.gov</a> for additional bidding information.                 </div>																
BID SOLICITATION NUMBER	PROJECT TITLE	CONTRACT NUMBER	PROCUREMENT APPROACH	DEPARTMENT	ADVERTISE DATE	BID OPENING DATE	ESTIMATED BOARD DATE	ESTIMATED START DATE	INITIAL CONTRACT TERM	NIGP CODES	BUYER'S NAME	BUYER'S EMAIL ADDRESS	BEP GOAL	VET. GOAL	COST MAGNITUDE (See key)	DETAILS LINK <sup>(1)</sup>
24-557THA-ADMIN-B-43301	Professional Painting Supplies	21-0172RRRR	Invitation for Bid	Facilities/Fleet	24-Jul-24 A	15-Aug-24 A	15-Nov-24 A	15-Dec-24	2 Years	63543	Connie Ponce	CPonce@getipass.com	5%	0%	C	<a href="#">B-43301</a>
24-557THA-ADMIN-B-43728	Employee Assistance Program Services, Peer Support Group, Trauma Workshops	24-0058R	Small Purchase	Administration	28-Jun-24 A	9-Jul-24 A	29-Aug-24 A	29-Sep-24	1 Year	94886	Connie Ponce	CPonce@getipass.com	N/A	N/A	B	<a href="#">B-43728</a>
24-557THA-ADMIN-B-45512	Affordable Care Act Filing Services 2024-2025	24-0212R	Small Purchase	Administration	17-Nov-24 A	3-Dec-24 A	19-Dec-24 A	19-Jan-25	2 Years	94610	Connie Ponce	cponce@getipass.com	N/A	N/A	TBD	<a href="#">B-45512</a>
24-557THA-ADMIN-B-45514	Health Fair Screenings	24-0160R	Small Purchase	Administration	18-Nov-24 A	4-Dec-24 A	19-Dec-24 A	4-Oct-25	3 years	94833, 94834, 20839, 92045, 20800, 20811, 20827, 20837,	Connie Ponce	cponce@getipass.com	N/A	N/A	B	<a href="#">B-45514</a>
24-557THA-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	93639, 94163	Denisse Murgueitio	DMurgueitio@getipass.com	N/A	N/A	B	<a href="#">B-43933</a>
24-557THA-ENGPF-B-43357	Generator Rental Services	24-0043	Invitation for Bid	Facilities/Fleet	5-Jul-24 A	9-Aug-24 A	19-Sep-24 A	19-Oct-24	1 Year	93639, 94163	Nena Snow	NSnow@getipass.com	0%	0%	C	<a href="#">B-43357</a>
24-557THA-ENGRD-B-42919	Chains, Hooks, and Links	24-0061	Small Purchase	Roadway Maintenance	23-May-24 A	25-Jun-24 A	24-Jul-24 A	29-Aug-24 A	2 Years	45019	Brian Chillmon	BChillmon@getipass.com	N/A	N/A	B	<a href="#">B-42919</a>
24-557THA-ENGSI-B-42736	Aluminum Extrusions	24-0062	Invitation for Bid	Roadway Maintenance	23-Aug-24 A	9-Sep-24 A	15-Nov-24 A	1-Jan-25	1 Year	80138	Khari Sowunmi	KSowunmi@getipass.com	6%	0%	E	<a href="#">B-42736</a>
24-557THA-ENGSI-B-43770	Wood Sign Posts	24-0119	Small Purchase	Roadway Maintenance	18-Jul-24 A	31-Jul-24 A	29-Aug-24 A	29-Sep-24	2 Years	54073	Brian Chillmon	BChillmon@getipass.com	N/A	N/A	B	<a href="#">B-43770</a>
24-557THA-FINAN-B-44972	Insurance Brokerage/Consulting Services	24-0094	RFP	Finance	20-Mar-25 A	16-May-25 A	20-Feb-25 A	2Q 2025	5 Years	91869, 95352	Cheryl Heinz	cheinz@getipass.com	11%	0%	F	<a href="#">B-44972</a>
24-557THA-INFOT-B-45504	Diligent Software Subscription	24-0201	Small Purchase	Information Technology	14-Nov-24 A	19-Nov-24 A	21-Nov-24 A	15-Dec-25	5 - Year	20800	Neil Posmer	NPosmer@getipass.com	N/A	N/A	B	<a href="#">B-45504</a>
24-557THA-OPERA-B-43851	11 Medium Duty Trucks Mobile column lift Rotary MCHM19 or qual. Tower Maintenance & Repair Services	24-0044	Invitation for Bid	Facilities/Fleet	25-Sep-24 A	12-Nov-24 A	21-Nov-24 A	1-Dec-25	1 Time Purchase	07206, 07208	Khari Sowunmi	KSowunmi@getipass.com	2%	0%	TBD	<a href="#">B-43851</a>
24-557THA-OPERA-B-45505		24-0215	Small Purchase	Facilities/Fleet	6-Dec-24 A	17-Dec-24 A	19-Dec-24 A	6-Jan-25	1 Time Purchase	92947	Neil Posmer	nposmer@getipass.com	N/A	N/A	C	<a href="#">B-45505</a>
24-557THA-PROCU-B-43644		23-0100R	Small Purchase	Facilities/Fleet	16-Jul-24 A	6-Aug-24 A	17-Oct-24 A	17-Nov-24	2 Years	15538	Nena Snow	NSnow@getipass.com	N/A	N/A	B	<a href="#">B-43644</a>
24-557THA-PROCU-B-44946	Crane Operator Training and Certifications	24-0147R	Small Purchase	Roadway Maintenance	10-Oct-24 A	15-Oct-24 A	15-Nov-24 A	1-Dec-24	2 Years	56039	Denisse Murgueitio	DMurgueitio@getipass.com	N/A	N/A	B	<a href="#">B-44946</a>
24-557THA-PROCU-B-44950	Roadway Clearing Devices	24-0054R	Invitation for Bid	Facilities/Fleet	30-Sep-24 A	22-Oct-24 A	19-Dec-24 A	1-Jan-25	1 Year	56061	SMJackson@getipass.com	SMJackson@getipass.com	0%	0%	TBD	<a href="#">B-44950</a>
25-557THA-ADMIN-B-46810	Health Fair Screenings	24-0160RR	Small Purchase	Administration	7-Apr-25 A	9-May-25 A	20-Mar-05 A	2Q 2025	2 Years	94833, 94834, 42560, 47045, 42030, 42500, 42548, 96276	Connie Ponce	cponce@getipass.com	0%	0%	B	<a href="#">B-46810</a>
25-557THA-ENGDI-B-45344	Ergonomic Prolonged Seating Chairs	24-0132R	Small Purchase	Engineering - Dispatch	12-Nov-24 A	18-Nov-24 A	19-Dec-24	3-Jan-25	1 Time Purchase	94807	Denisse Murgueitio	dmurgueitio@getipass.com	N/A	N/A	TBD	<a href="#">B-45344</a>
25-557THA-OPERA-B-45114	Promotional Items	24-0213	Small Purchase	Toll Operations	15-Oct-24 A	23-Oct-24 A	21-Nov-24	1-Dec-24	One-time	03778	Brian Chillmon	BChillmon@getipass.com	N/A	N/A	B	<a href="#">B-45114</a>
25-557THA-PROCU-B-43884	Hazardous Waste Removal	23-0057RR	Small Purchase	Roadway Maintenance	11-Jul-24 A	13-Aug-24 A	19-Sep-24 A	19-Oct-24	2 Years	92645	Khari Sowunmi	KSowunmi@getipass.com	N/A	N/A	B	<a href="#">B-43884</a>
25-557THA-PROCU-B-44117	FMLA/VESSAL/WOP/USER RA Administration Services	24-0149R	Small Purchase	Administration	16-Sep-24 A	1-Oct-24 A	15-Nov-24 A	15-Dec-24	3 Years	94807	Brian Chillmon	BChillmon@getipass.com	N/A	N/A	B	<a href="#">B-44117</a>
25-557THA-PROCU-B-44205	Pre-Employment Screening and Testing Services	23-0133RR	Invitation for Bid	Administration	4-Sep-24 A	24-Sep-24 A	17-Oct-24 A	1-Dec-24	5 Years	95207, 19348, 19388, 19389, 19394, 46577, 68024, 94855, 94874, 95239, 95259, 95293, 96130	Shakeyla Jackson	SMJackson@getipass.com	0%	0%	C	<a href="#">B-44205</a>
25-557THA-PROCU-B-44206	Drug and Alcohol Testing Services	23-0136RR	Invitation for Bid	Administration	4-Sep-24 A	24-Sep-24 A	17-Oct-24 A	1-Dec-24	5 Years	95207, 19348, 19388, 19389, 19394, 46577, 68024, 94855, 94874, 95239, 95259, 95293, 96130	Shakeyla Jackson	SMJackson@getipass.com	0%	0%	D	<a href="#">B-44206</a>





# **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](http://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!**



## **CONTRACTING WITH GOVERNMENT**

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# THANK YOU





## **CONTRACTING WITH GOVERNMENT**

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