

●Payments

When a purchase order is issued to the contracted vendor, the user department will process the purchase order for payment within 30 days after the a) receipt and acceptance of the equipment, materials or services, and b) receipt of a properly completed invoice. All invoices are to be mailed to:

Village of Arlington Heights
Accounts Payable
33 S. Arlington Heights Road
Arlington Heights, IL 60005
(847) 368-5509

●Right to Reject

The Village of Arlington Heights reserves the right to reject any or all bids or quotes, or to accept any presented which meet or exceed specifications, and which would be in the best interests of the Village. The Village is not necessarily be bound to accept the low bid or quote.

●Deliveries

All quotes and bids shall be submitted FOB destination, ready for regular and safe operation, unless otherwise requested. Delivery place will be specified at the time of the order.



●Village Contact Information

Village of Arlington Heights
33 S. Arlington Heights Road
Arlington Heights, IL 60005
(847) 368-5000

www.vah.com

●Purchasing Division

Paula Kereluk, Purchasing Assistant
(847) 368-5505
pkerelek@vah.com



Doing Business with the Village of Arlington Heights



Village of Arlington
Heights
Purchasing Division
Phone (847) 368-5505
Fax (847) 368-5998

●Introduction

The Village of Arlington Heights (pop. 77,000) purchases a variety of goods and services to fulfill its mission of providing exceptional services to its residents. The Purchasing Division, located in the Finance Department, is charged with ensuring Village departments receive the goods and services when needed, and those goods and services are obtained in a fair, equitable, and legal manner. Additional information regarding the Purchasing Division, including a listing of current and past bids, can be found at the Village's website www.vah.com.

●Purchasing Guidelines

Depending on the amount of the purchase/service requested the Village purchases in the following manner:

Purchases less than \$10,000 - If the purchase amount is less than \$10,000, the user department is given the responsibility for obtaining the competitive pricing (quotes) necessary to purchase the good or service.

Purchases greater than \$10,000 - If the purchase amount is greater than \$10,000, formal purchasing procedures are implemented. An Invitation for Bids (IFB) document is developed and mailed to potential bidders. In addition to the mailing of the IFB document, the IFB is advertised in the Daily Herald and on the Village's website, www.vah.com. Once bids are received, the Village Board must approve the purchase.

●Vendor List

The Purchasing Division maintains a Vendor List of those companies interested in doing business with the Village of Arlington Heights. Vendors who are registered will receive bid documents for items for items they sell or services they provide. For purchases less than \$10,000 departments may, but are not required, to consult the Vendor List to obtain quotes. To register on the Vendor List, companies can download a vendor application form from the Village's website and either fax (847) 368-5998 or mail in the form.



●Sales Visits

All sales calls should be directed to the Purchasing Division. A Purchasing Division representative will meet with sales person and gather all pertinent information. The information will be distributed to the user departments and the department will contact the sales person if the product/service is of interest. The Purchasing Division can be contacted at (847) 368-5505 to set up an appointment.

●What the Village Buys

The Purchasing Division, in cooperation with each department, buys or contracts for supplies, equipment, and services for the operation and maintenance of their departments and facilities. Some examples include:

- Administrative and Police Vehicles
- Billing Services
- Commercial Printing
- Computer Hardware and Software
- Development Consulting Services
- Engineering Services
- Equipment Rental
- Fire Safety Equipment and Supplies
- Furniture
- Hauling Services
- HVAC Maintenance
- Janitorial Services
- Janitorial Supplies
- Landscape Services
- Motor Fuel
- Office Supplies and Equipment
- Public Works Equipment/Trucks
- Road & Sidewalk Construction
- Road Maintenance Materials
- Water and Sewer System Supplies

