



State of Illinois Locating Statewide Master Contracts Manual

v22.1

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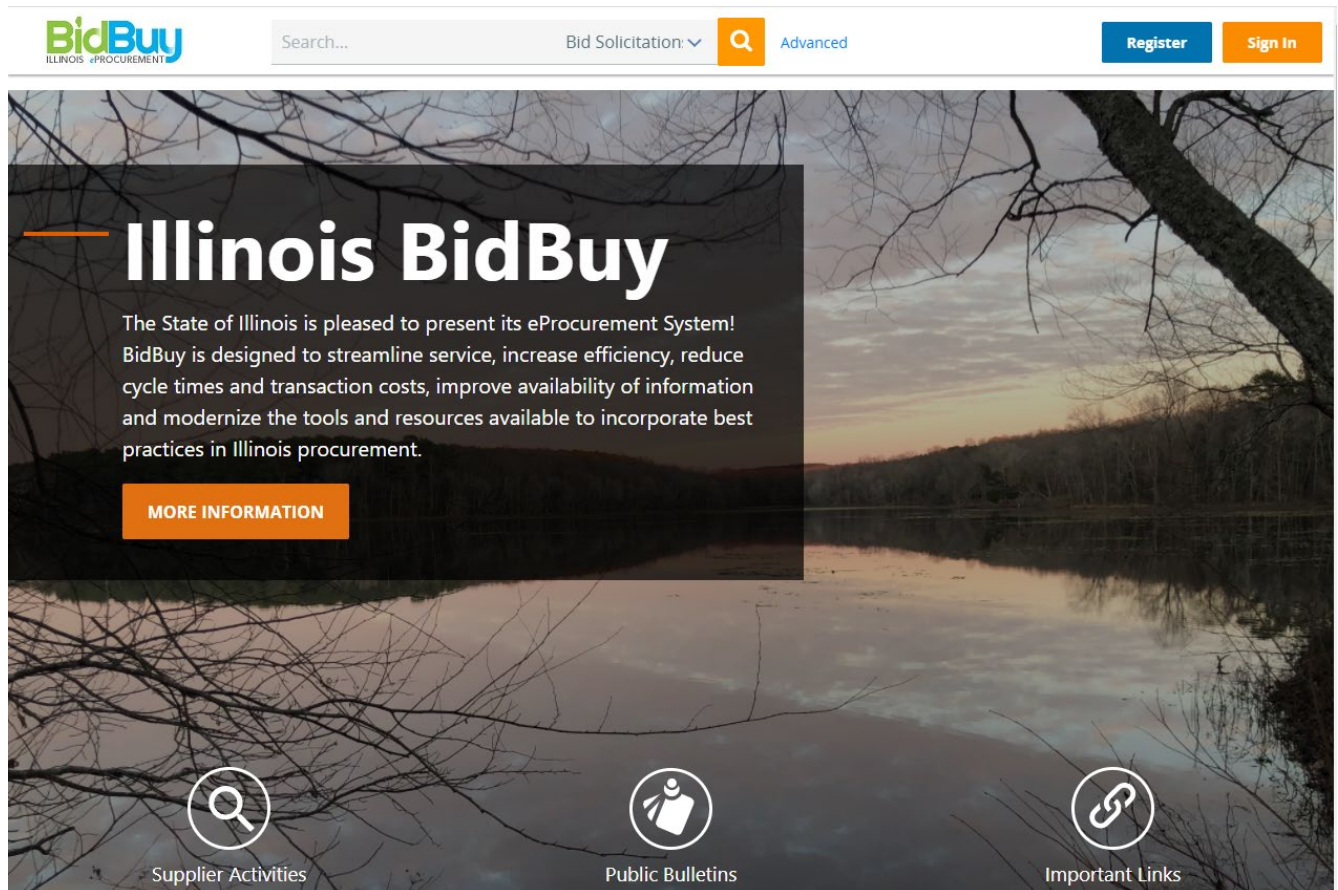
Introduction

BidBuy is the State of Illinois's web based eProcurement system, designed to streamline procurement processes and offer expanded services.

Government entities who are eligible to procure off the statewide master contracts can use the following instructions to search all contracts and download the actual contract document. Your current process for placing orders will remain the same.

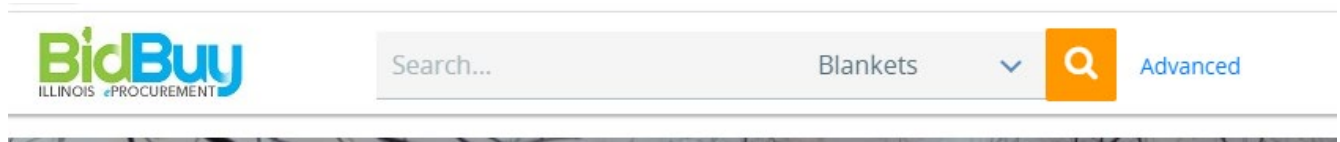
BidBuy Home Page

To access the BidBuy homepage shown below, use <https://www.bidbuy.illinois.gov/bs/>



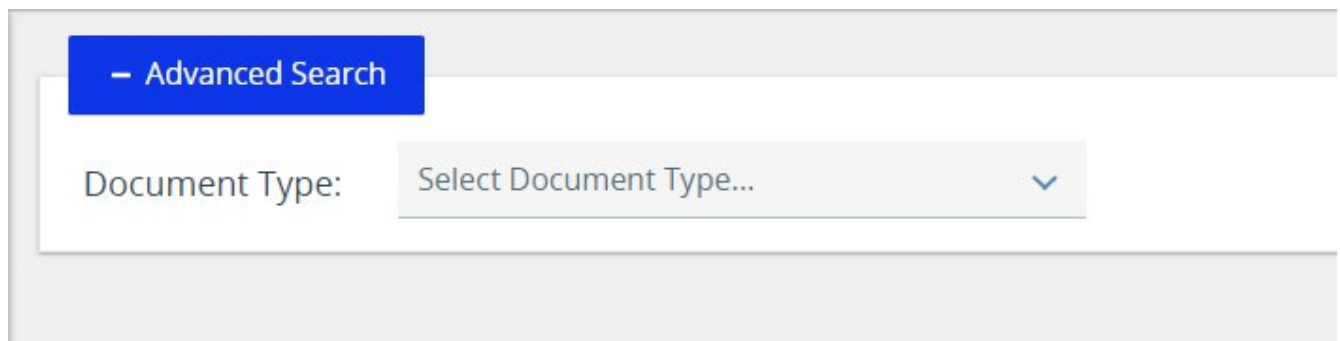
Contract & Bid Search

Towards the Top of the BidBuy homepage, click on Advanced.



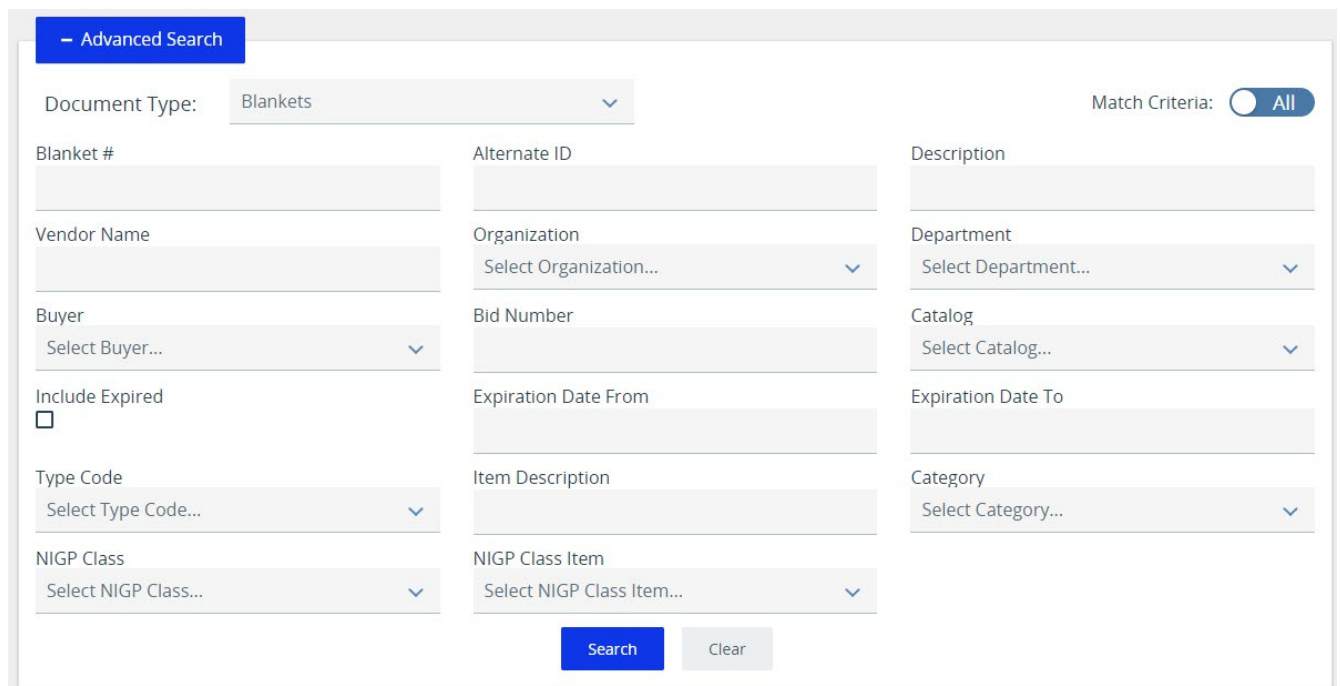
The screenshot shows the top navigation bar of the BidBuy website. On the left is the BidBuy logo with 'ILLINOIS PROCUREMENT' underneath. To the right of the logo is a search bar with the placeholder text 'Search...'. Further right is a dropdown menu currently showing 'Blankets' with a downward arrow. To the right of the dropdown is an orange search button with a magnifying glass icon. To the far right is a link labeled 'Advanced'.

After a few seconds, the following screen appears.



The screenshot shows the 'Advanced Search' form. At the top left is a blue button labeled '- Advanced Search'. Below it is the 'Document Type:' label followed by a dropdown menu that has 'Blankets' selected. The rest of the form is currently hidden.

Change the drop down to Blankets and your search criteria fields will be available.



The screenshot shows the 'Advanced Search' form with all search criteria fields visible. At the top left is a blue button labeled '- Advanced Search'. Below it is the 'Document Type:' label followed by a dropdown menu that has 'Blankets' selected. To the right of the dropdown is a 'Match Criteria:' toggle switch set to 'All'. The form is organized into three columns. The first column contains: 'Blanket #' (text input), 'Vendor Name' (text input), 'Buyer' (dropdown menu with 'Select Buyer...' option), 'Include Expired' (checkbox), 'Type Code' (dropdown menu with 'Select Type Code...' option), and 'NIGP Class' (dropdown menu with 'Select NIGP Class...' option). The second column contains: 'Alternate ID' (text input), 'Organization' (dropdown menu with 'Select Organization...' option), 'Bid Number' (text input), 'Expiration Date From' (text input), 'Item Description' (text input), and 'NIGP Class Item' (dropdown menu with 'Select NIGP Class Item...' option). The third column contains: 'Description' (text input), 'Department' (dropdown menu with 'Select Department...' option), 'Catalog' (dropdown menu with 'Select Catalog...' option), 'Expiration Date To' (text input), and 'Category' (dropdown menu with 'Select Category...' option). At the bottom center are two buttons: 'Search' (blue) and 'Clear' (gray).

Enter data into Search Fields and/or click on the down arrow to see options in the drop-down box. Once you've selected all the search criteria, click **Search**. To view all contracts, leave all the fields blank, and click **Search**.

The following reflects the search with all the fields left blank.

| 1-25 of 1465 << < 1 2 3 4 5 6 7 8 9 10 > >>    | | | | | | | | | |
|---|-------|---|--|-----------|-----------------------|-----------------------------------|------------|------------|------------|
| Contract / Blanket # | Bid # | Description | Vendor | Type Code | Dollars Spent to Date | Organization | Status | Begin Date | End Date |
| PSD4018035 | | PSD MAINTENANCE, REPAIR, AND OPERATIONS | W.W. Grainger, Inc. | A | \$15,235,960.19 | CMS - Central Management Services | 3PS - Sent | 05/01/2015 | 12/31/2021 |
| PRT4018277 | | SECA BOOKLETS POSTERS AND FLYERS | R. R. DONNELLEY & SONS COMPANY | A | \$0.00 | CMS - Central Management Services | 3PS - Sent | 07/15/2016 | 07/14/2022 |
| ICICATALOG | | ICI Complete Catalog | Illinois Correctional Industries | Z | \$381,710.00 | DOC - Corrections | 3PS - Sent | 10/01/2018 | 12/31/2021 |
| CMS5836550 | | Natural Gas Supplier | Constellation NewEnergy - Gas Division LLC | A | \$0.00 | CMS - Central Management Services | 3PS - Sent | 07/01/2014 | 06/30/2022 |
| CMS5831320 | | Statewide Security Services | Universal Protection Service, LP | B | \$7,690,613.52 | CMS - Central Management Services | 3PS - Sent | 07/01/2014 | 06/30/2022 |
| CIS4729840 | | SWCAP Maximus Consulting | Maximus Consulting Services, Inc. | B | \$240,736.00 | CMS - Central Management Services | 3PS - Sent | 03/10/2014 | 03/09/2024 |
| CIBFHUMAN A | | Humana Benefits Plan, Inc. HMO MA-PD | Humana Health Plan of Illinois | B | \$0.00 | CMS - Central Management Services | 3PS - Sent | 10/23/2013 | 12/31/2022 |

Here's an example of entering "fleet" in the Description field and clicking **Search**.

Document Type: Blankets
Match Criteria: All

Blanket #

Alternate ID

Description
fleet

Vendor Name

Organization
Select Organization...

Department
Select Department...

Buyer
Select Buyer...

Bid Number

Catalog
Select Catalog...

Include Expired
☐

Expiration Date From

Expiration Date To

Type Code
Select Type Code...

Item Description

Category
Select Category...

NIGP Class
Select NIGP Class...

NIGP Class Item
Select NIGP Class Item...

Search
Clear

Results

1-1 of 1 << < 1 > >>

| Contract / Blanket # | Bid # | Description | Vendor | Type Code | Dollars Spent to Date | Organization | Status | Begin Date | End Date |
|----------------------|-------|-----------------------------|----------|-----------|-----------------------|-----------------------------------|------------|------------|------------|
| 17-416CMS-BOSS4-P-39 | | MC Fleet Fuel Card Services | WEX BANK | B | \$269,900.00 | CMS - Central Management Services | 3PS - Sent | 07/01/2016 | 06/30/2025 |

Click on the highlighted Contract/Blanket# to review.

The following screens display the contract information. The Header Information provides overall contract information. For government entities to utilize the contract, the **Master Contract?** column must be "Yes". To open a copy of the contract document, next to the **Agency Attachment** column, click on the highlighted document name. The contract document will contain most of the information the next screen shows. It will also state which entities can utilize the contract. If you have any questions regarding the contract, contact the person whose name is located next to the **Purchaser** column. (The actual contract document should also provide a contact name.)

Master Blanket Purchase Order 17-416CMS-BOSS4-P-39

Header Information

| | | | | | |
|---|--|------------------------|----------------------------|---------------------------|-----------------------------|
| Purchase Order Number: | 17-416CMS-BOSS4-P-39 | Release Number: | 0 | Short Description: | MC Fleet Fuel Card Services |
| Status: | 3PS - Sent | Purchaser: | Veronica Williams | Receipt Method: | Quantity |
| Fiscal Year: | 2017 | PO Type: | Blanket | Minor Status: | |
| Organization: | CMS - Central Management Services | Location: | AG001 - Strategic Sourcing | Type Code: | Competitive Sealed Proposal |
| Department: | BOSS41610 - Strategic Sourcing | Entered Date: | 01/11/2017 11:47:12 AM | Control Code: | |
| Alternate ID: | 9100000098 | Retainage %: | 0.00% | Discount %: | 0.00% |
| Days ARO: | 30 | Release Type: | Direct Release | Actual Cost: | \$0.00 |
| Print Dest Detail: | If Different | Tax Rate: | | | |
| Catalog ID: | | | | | |
| Contact Instructions: | veronica.williams2@illinois.gov | | | | |
| Print Format: | | | | | |
| Is this a Small Business Set Aside Procurement?: | No | | | | |
| Date Contract Executed: | 06/30/2016 | | | | |
| Master Contract?: | Yes | | | | |
| Original/ Old Contract/PO Number: | CMS7903500 | | | | |
| Incoterm Key: | | | | | |
| Incoterm Location (City): | | | | | |
| Release Begin Date: | | | | | |
| Release End Date: | | | | | |
| Is there a BEP/VBP Participation Goal?: | No | | | | |
| Agency Attachments: | Contract Renewal Fleet Fuel for P 39 Executed 6 30 2021 Redacted.pdf | | | | |

Mustbe "Yes"

Contract document link

Below the Item Information Header are the items, quantities, and costs associated with the contract.

Primary Vendor Information & PO Terms

Vendor: V00005760 - WEX BANK
97 DARLING AVENUE
SOUTH PORTLAND, ME
US
Email:

Payment Terms:

Shipping Method:

Shipping Terms:

Freight Terms:

PO

Acknowledgements:

| Document | Notifications | Acknowledged Date/Time |
|----------------|---|------------------------|
| Change Order 1 | Emailed to kristine.jacobs@wexinc.com at 04/23/2018 04:17:20 PM | |
| Change Order 2 | Emailed to kristine.jacobs@wexinc.com at 06/25/2018 01:58:28 PM | |
| Change Order 3 | Emailed to kristine.jacobs@wexinc.com at 08/14/2018 02:14:04 PM | |
| Change Order 4 | Emailed to kristine.jacobs@wexinc.com at 07/01/2021 09:10:56 AM | |
| Change Order 5 | Emailed to kristine.jacobs@wexinc.com at 07/01/2021 09:39:19 AM | |

Master Blanket/Contract Vendor Distributor List

| Vendor ID | Vendor Name | Preferred Delivery Method | Vendor Distributor Status |
|-----------|-------------|---------------------------|---------------------------|
| V00005760 | WEX BANK | Email | Active |

Master Blanket/Contract Controls

Master Blanket/Contract Begin Date: 07/01/2016 **Master Blanket/Contract End Date:** 06/30/2025
Cooperative Purchasing Allowed: Yes

| Organization | Department | Dollar Limit | Dollars Spent to Date | Minimum Order Amount |
|--|--------------------------------------|--------------|-----------------------|----------------------|
| ALL ORG - Organization Umbrella Master Control | AGY - Agency Umbrella Master Control | \$0.00 | \$269,900.00 | \$0.00 |

Item Information

Print Sequence # 1.0, Item # 1: Fuel Card: Price per active card per month 0-999 cards. 3PS - Sent

NIGP Code: 946-35
Credit Card, Charge Card Services

| Receipt Method | Qty | Unit Cost | UOM | Discount % | Total Discount Amt. | Tax Rate | Tax Amount | Total Cost |
|-----------------------|-----|-----------|-------------|------------|---------------------|----------|------------|------------|
| Quantity | 0.0 | \$0.80 | MON - Month | 0.00 | \$0.00 | | \$0.00 | \$0.00 |
| Manufacturer: | | | Brand: | | Model: | | | |
| Make: | | | Packaging: | | | | | |
| Additional NIGP Code: | | | | | | | | |

Print Sequence # 2.0, Item # 2: Fuel Card: Price per active card per month 1,000-9,999 cards. 3PS - Sent

NIGP Code: 946-35
Credit Card, Charge Card Services

| Receipt Method | Qty | Unit Cost | UOM | Discount % | Total Discount Amt. | Tax Rate | Tax Amount | Total Cost |
|-----------------------|-----|-----------|-------------|------------|---------------------|----------|------------|------------|
| Quantity | 0.0 | \$0.60 | MON - Month | 0.00 | \$0.00 | | \$0.00 | \$0.00 |
| Manufacturer: | | | Brand: | | Model: | | | |
| Make: | | | Packaging: | | | | | |
| Additional NIGP Code: | | | | | | | | |

Print Sequence # 3.0, Item # 3: Fuel Card: Price per active card per month 10,000 + cards.

3PS - Sent

NIGP Code: 946-35

Credit Card, Charge Card Services

| Receipt Method | Qty | Unit Cost | UOM | Discount % | Total Discount Amt. | Tax Rate | Tax Amount | Total Cost |
|----------------|-----|-----------|-------------|------------|---------------------|----------|------------|------------|
| Quantity | 0.0 | \$0.40 | MON - Month | 0.00 | | \$0.00 | \$0.00 | \$0.00 |

Manufacturer:

Brand:

Model:

Make:

Packaging:

Additional NIGP Code:

Print Sequence # 4.0, Item # 4: Fuel Card: Truck stop fee per card swipe at Tier 1 truck stops

3PS - Sent

NIGP Code: 946-35

Credit Card, Charge Card Services

| Receipt Method | Qty | Unit Cost | UOM | Discount % | Total Discount Amt. | Tax Rate | Tax Amount | Total Cost |
|----------------|-----|-----------|-----------|------------|---------------------|----------|------------|------------|
| Quantity | 0.0 | \$3.00 | EA - Each | 0.00 | | \$0.00 | \$0.00 | \$0.00 |

Manufacturer:

Brand:

Model:

Make:

Packaging:

Additional NIGP Code:

Exit

Click **Exit** to close the window.