



State of Illinois Locating Statewide Master Contracts Manual

v.1

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Introduction

BidBuy is the State of Illinois's new web based eProcurement system, designed to streamline procurement processes and offer expanded services. Once fully implemented, BidBuy will replace the Illinois Procurement Bulletin (IPB) for General Services as the notification system for procurement opportunities.

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/>



The State of Illinois is pleased to introduce its new eProcurement System!

BidBuy is designed to streamline service, increase efficiency, reduce cycle times and transaction costs, improve availability of information and modernize the tools and resources available to incorporate best practices in Illinois procurement.

State of Illinois Internal Users

For information about BidBuy [Click Here](#).

Vendors

START HERE! [How to Register in BidBuy guides and videos](#).
[How to Respond to Bids \(Solicitations\) step-by-step guide](#).

To view general information about doing business with the State of Illinois, including links to other State of Illinois procurement bulletins, please visit [Pathway to Procurement](#).

Please visit [Sell 2 Illinois](#) to view information about special programs for small and diverse business enterprises.

To view archived or current solicitations published, please go to the [Illinois Procurement Bulletin for General Services](#).

FOR NEW VENDORS: If your business is registered in the [Illinois Procurement Gateway \(IPG\)](#), an account has been created for you in BidBuy. To view and complete your registration in BidBuy choose Login Assistance below.

*Please allow 24-48 hours for your account to show in BidBuy if you have registered in IPG within the last 24 hours.

Login ID: We strongly encourage that an e-mail address be used.
Password Requirements: Must be alpha numeric with a special character.
Minimum length is 8 characters.

For assistance contact the BidBuy Help Desk by email at il.bidbuy@illinois.gov or by phone at 866-455-2897
Hours of Operation: Monday through Friday from 8:30am to 4:30pm CT.

Login

Login ID:

Password:

[Login Assistance](#) | [Register](#)

Register

Register here to begin using BidBuy.
Vendors, please read this [disclaimer](#) prior to registering.

Complete Registration

Complete registration here to begin using BidBuy.
Vendors, please read this [disclaimer](#) prior to completing registration.

Open Bids

Browse open bid opportunities.

Active Contracts

Browse active Contracts/Blankets.

Contract & Bid Search

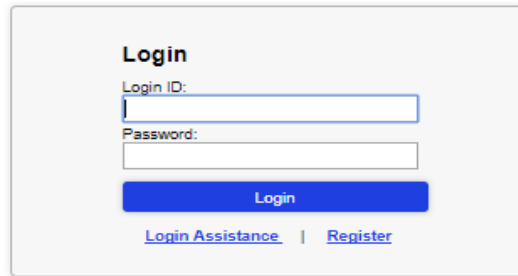
Search for Bids and active Contracts/Blankets.

Registered Vendor Search

Search for registered vendors.

Contract & Bid Search

Towards the bottom of the BidBuy homepage, click on **Contract & Bid Search**.



Login

Login ID:

Password:

[Login Assistance](#) | [Register](#)

[Register](#)

Register here to begin using BidBuy.
Vendors, please read this [disclaimer](#) prior to registering.

[Complete Registration](#)

Complete registration here to begin using BidBuy.
Vendors, please read this [disclaimer](#) prior to completing registration.

[Open Bids](#)

Browse open bid opportunities.

[Active Contracts](#)

Browse active Contracts/Blankets.

[Contract & Bid Search](#)

Search for Bids and active Contracts/Blankets.

[Registered Vendor Search](#)

Search for registered vendors.

Click Here



Advanced Search

Search for: Bids Contracts/Blankets

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Select radio dial next to Contracts/Blankets. After a few seconds, the following screen appears.



Advanced Search

Search for: Bids Contracts/Blankets

Search Using: ALL of the criteria

Search Fields:

Contract/Blanket #	<input type="text"/>	PO Type	<input type="text"/>
Contract/Blanket Description	<input type="text"/>	Buyer	<input type="text"/>
Vendor Name	<input type="text"/>	Bid #	<input type="text"/>
Type Code	<input type="text"/>		
Catalog	<input type="text"/>		
Expiration Date(MM/DD/YYYY): From:	<input type="text"/>	To:	<input type="text"/>
Item Description	<input type="text"/>		
Organization	<input type="text"/>		
Department	<input type="text"/>		
NIGP Class	<input type="text"/>		
NIGP Class Item	<input type="text"/>		
Commodity Code	<input type="text"/>		
Include Expired	<input type="checkbox"/>		

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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 **Find It**. To view all contracts, leave all the fields blank, and click **Find It**.

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



Advanced Search

Search for: Bids Contracts/Blankets

Search Using: ALL of the criteria

Search Fields:

Contract/Blanket #	<input type="text"/>	PO Type	<input type="text"/>
Contract/Blanket Description	<input type="text"/>	Buyer	<input type="text"/>
Vendor Name	<input type="text"/>	Bid #	<input type="text"/>
Type Code	<input type="text"/>		
Catalog	<input type="text"/>		
Expiration Date(MM/DD/YYYY): From:	<input type="text"/>	To:	<input type="text"/>
Item Description	<input type="text"/>		
Organization	<input type="text"/>		
Department	<input type="text"/>		
NIGP Class	<input type="text"/>		
NIGP Class Item	<input type="text"/>		
Commodity Code	<input type="text"/>		
Include Expired	<input type="checkbox"/>		

Results

122 of 200
1 2 3 4 5 6 7 8 9 10 >

Contract/Blanket #	Bid #	Description	Bidder Name	Type Code	Bid Date	Est Date
17-418CM3-BCCM-P-101		Wireless Voice (including push-to-talk) and Data Archive services and equipment	Celco Partnership-cta Verizon Wireless	B	10/03/2016	10/03/2016
17-418CM3-BCCM-P-102		Contract to buy Informatica software, maintenance/support and services.	DLT Solutions LLC	A	12/09/2016	12/28/2016
17-418CM3-BCCM-P-103		Wireless Network equipment, Wireless Switching Equipment, base Maint & professional Services	CDW GOVERNMENT LLC	B	12/09/2016	12/27/2021
17-418CM3-BCCM-P-104		Mobile Computers, associated accessories & support	CDW Office Technologies	A	12/29/2016	12/27/2019
17-418CM3-BCCM-P-105		CDW hardware, licenses, maintenance of both and services	CDW GOVERNMENT LLC	A	11/28/2016	09/30/2021
17-418CM3-BCCM-P-107		Desktop computers, monitors, accessories and support services	CDW GOVERNMENT LLC	A	01/19/2017	01/19/2020
17-418CM3-BCCM-P-108		E-Rate Category 2 Internal Connectors Onco 3	Education Networks of America Inc. DBA: ENE Services	B	11/17/2016	11/16/2021
17-418CM3-BCCM-P-109		Microsoft Certified Large Account Reseller (LAR) for Microsoft software products	CDW GOVERNMENT LLC	A	10/21/2016	09/30/2019
17-418CM3-BCCM-P-111		IBM - Terms and Conditions Only	International Business Machines Corporation	Z	09/03/2009	09/03/2016

Here's an example of entering "truck fleet" in the Item Description field, and clicking **Find It**.



Advanced Search

Search for: Bids Contracts/Blankets

Search Using: ALL of the criteria ▼

Search Fields:


Contract/Blanket #	<input type="text"/>	PO Type	<input type="text"/>
Contract/Blanket Description	<input type="text"/>	Buyer	<input type="text"/>
Vendor Name	<input type="text"/>	Bid #	<input type="text"/>
Type Code	<input type="text"/>		
Catalog	<input type="text"/>		
Expiration Date(MM/DD/YYYY):	From: <input type="text"/> <input type="text"/>	To: <input type="text"/> <input type="text"/>	
Item Description	<input type="text" value="truck fleet"/>		
Organization	<input type="text"/>		
Department	<input type="text"/>		
NIGP Class	<input type="text"/>		
NIGP Class Item	<input type="text"/>		
Commodity Code	<input type="text"/>		
Include Expired	<input type="checkbox"/>		

Results

Contract/Blankets #	Bid #	Description	Vendor Name	Type Code	Begin Date	End Date
CMS5821090		Truck Fleet Overflow Management	Rush Truck Centers of Illinois, Inc	B	07/14/2014	08/30/2019

Click on the underlined 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 underlined 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 CMS5821090					
Header Information					
Purchase Order Number:	CMS5821090	Release Number:	0	Short Description:	Truck Fleet Overflow Management
Status:	3PS - Sent	Purchaser:	Ann Marie Rember	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:	10/26/2016 12:00:00 AM	Control Code:	
Alternate ID:		Retainage %:	0.00%	Discount %:	0.00%
Days ARO:	0	Print Dest Detail:	Always	Release Type:	Direct Release
Catalog ID:		Release Type:	Direct Release	Pcard Enabled:	No
Contact Instructions:		Tax Rate:		Actual Cost:	\$0.00
Agency Reference Number:					
Bulletin Reference Number:					
Publication Date:					
Special Procurement Type:					
Is this subject to Small Business Set Aside?:	No				
Are there any items on this PO on the current CPO Approved ICI List?:	No				
Actual Contract Begin Date:	07/01/2014				
Actual Contract End Date:	06/30/2019				
Date Contract Executed:					
Number of Renewals (number of times you can renew):	0				
Fiscal Year of Obligation:	2017				
Master Contract?:	Yes				Must be "Yes"
Original/ Old Contract Number:	CMS5821090				
Subcontractor Utilization:	No				
Subcontractor Disclosed?:	No				
Travel Indicator:	No				
Fixed Price?:	No				
Advanced Payment?:	No				
Incoterm Key:					
Usage % Alert:					
Validity Alert (Days):					
Agency Attachments:	IPB CMS5821090 Truck Fleet Overflow.pdf				Contract document link

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

Agency Attachment Forms:

Vendor Attachment Forms:

Primary Vendor Information & PO Terms

Vendor: [V0000012 - Rush Truck Centers of Illinois, Inc](#)
 Jodi Wells
 3441 Gatlin Drive
 Springfield, IL 62707
 US
 Email: wellsj1@rushenterprises.com
 Phone: (217)718-2200

Payment Terms: NA
 Shipping Method:
 Shipping Terms:
 Freight Terms:

Master Blanket/Contract Vendor Distributor List

Vendor ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status
V0000012	Rush Truck Centers of Illinois, Inc	Email	Active

Master Blanket/Contract Controls

Master Blanket/Contract Begin Date: 07/14/2014
 Cooperative Purchasing Allowed: Yes

Master Blanket/Contract End Date: 06/30/2019

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

Item Information

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[1](#) [2](#) [3](#)

Print Sequence # 1.0, Item # 1: Truck Fleet Overflow Management: On-road truck repair, regularly hourly labor rate in Greater Chicagoland Area (Cook, Lake, Will & DuPage Counties); \$122/hr 3PS - Sent

NIGP Code: [958-41](#)
 Fleet Management Services

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$122.00	HR - Hour	0.00	\$0.00		\$0.00	\$0.00

Manufacturer: Brand: Model:
 Make: Packaging:
 Additional NIGP Code:
 SAP Material Master Number:
 Item Target Value:

Print Sequence # 2.0, Item # 2: Truck Fleet Overflow Management: On-road truck repair, regularly hourly labor rate Outside the Greater Chicagoland Area; \$112/hr 3PS - Sent

NIGP Code: 958-41
Fleet Management Services

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$112.00	HR - Hour	0.00	\$0.00		\$0.00	\$0.00

Manufacturer: _____ Brand: _____ Model: _____
 Make: _____ Packaging: _____
 Additional NIGP Code: _____
 SAP Material Master Number: _____
 Item Target Value: _____

Print Sequence # 3.0, Item # 3: Truck Fleet Overflow Management: On-road truck repair, after hours hourly labor rate in Greater Chicagoland Area (Cook, Lake, Will & DuPage Counties); \$172/hr 3PS - Sent

NIGP Code: 958-41
Fleet Management Services

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$172.00	HR - Hour	0.00	\$0.00		\$0.00	\$0.00

Manufacturer: _____ Brand: _____ Model: _____
 Make: _____ Packaging: _____
 Additional NIGP Code: _____
 SAP Material Master Number: _____
 Item Target Value: _____

Print Sequence # 4.0, Item # 4: Truck Fleet Overflow Management: On-road truck repair, after hours hourly labor rate Outside the Greater Chicagoland Area; \$162/hr 3PS - Sent

NIGP Code: 958-41
Fleet Management Services

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$162.00	HR - Hour	0.00	\$0.00		\$0.00	\$0.00

Manufacturer: _____ Brand: _____ Model: _____
 Make: _____ Packaging: _____
 Additional NIGP Code: _____
 SAP Material Master Number: _____
 Item Target Value: _____

Print Sequence # 5.0, Item # 5: Truck Fleet Overflow Management: International price list (PL313) to be paid at the "National Fleet Pricing" 3PS - Sent

NIGP Code: 958-41
Fleet Management Services

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

Manufacturer:	Brand:	Model:
Make:	Packaging:	
Additional NIGP Code:		
SAP Material Master Number:		
Item Target Value:		

1-5 of 13
[1](#) [2](#) [3](#)

Exit

To Exit, click **Exit**.



Advanced Search

Search for: Bids Contracts/Blankets

Search Using: ALL of the criteria

Search Fields:

Contract/Blanket #	<input type="text"/>	PO Type	<input type="text"/>
Contract/Blanket Description	<input type="text"/>	Buyer	<input type="text"/>
Vendor Name	<input type="text"/>	Bid #	<input type="text"/>
Type Code	<input type="text"/>		
Catalog	<input type="text"/>		
Expiration Date(MM/DD/YYYY): From:	<input type="text"/>	To:	<input type="text"/>
Item Description	<input type="text"/>		
Organization	<input type="text"/>		
Department	<input type="text"/>		
NIGP Class	<input type="text"/>		
NIGP Class Item	<input type="text"/>		
Commodity Code	<input type="text"/>		
Include Expired	<input type="checkbox"/>		

Find It Clear

Exit

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Click **Exit** to return to the BidBuy homepage.