



# Contract Status Notification

**Date**

**Department**

**Department Contact**

**Department Phone**

The Purchasing Division assists all county departments and agencies in purchasing goods and services in conformance with Illinois state law, state regulation, Lake County Purchasing Ordinance, related resolutions of the County Board and administrative policies. Purchasing provides services to efficiently meet department needs through an open, competitive process that encourages participation by Lake County businesses and promotes equality in accordance with the law to spend public funds wisely and fairly and to protect against fraud and favoritism.

**Contract**

This contract is due to expire on:  and has

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*SEN SWALCO*

\* REFER TO SECTION 7  
UNDER  
GENERAL TERMS & CONDITIONS

Please review your department's usage of this contract during the past year and your projected service requirements during the next year. Indicate your desired action below;

Please Choose

Please complete the supplier scorecard below. Purchasing would like to help our suppliers improve and provide the best services and goods possible. We will follow up directly with your department when a rating of unsatisfied is noted.

| Key Performance Indicators     | Rating                   | Comments |
|--------------------------------|--------------------------|----------|
| Overall Experience             | 3 - Completely Satisfied |          |
| On Time Delivery               | 3 - Completely Satisfied |          |
| Quality of Product or Service  | 3 - Completely Satisfied |          |
| Price and Product Availability | 3 - Completely Satisfied |          |
| Customer Service and Support   | 3 - Completely Satisfied |          |

*Thank you!*

**Submit by E-mail to  
the Purchasing  
Mailbox**