



**Facilities & Services**  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

## **Procurement Service — BEP Certified Contractor Vendor Tool User Guide**

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## Change log

Date	Changes	Author
04/12/22	Initial Draft	Maria Thompson
5/19/22	Final	Maria Thompson

## A. Where to locate BEP Contractor Vendor tool

The BEP vendor tool is located at [https://erin.fs.illinois.edu/BEP Contractor Vendor Tool](https://erin.fs.illinois.edu/BEP_Contractor_Vendor_Tool)

OR

- Login to **ERIN** at <https://erin.fs.illinois.edu/>
- Click on **Resources/Procurement & Financial Services Module**
- Under **“Reports”** click on **“BEP Contractor/Vendor Tool”**  
[https://erin.fs.illinois.edu/BEP Contractor Vendor Tool](https://erin.fs.illinois.edu/BEP_Contractor_Vendor_Tool)
- **Contractors listed in this tool are registered with a University of Illinois vendor ID and exist in the F&S AiM System.**

## B. Basic Search

Select the “Vendor Search” tab.

Search by **Specialty or Contractor**

Specialty	Contractor
electrical	Search

### 2.1 Search by Specialty

Specialty
Electrical

Enter a specialty in the “Specialty” search field

Ex. **“Electrical”** – All contractors that have “electrical” in their specialty id description will appear. The “contractors” that meet the criteria will appear in the “Contractor ID” and the “Specialty ID” frame.

Contractor ID	Contractor Name	Phone
@00506118	GLESCO ELECTRIC INCORPORATED	217-328-7700
@01008429	MIDCO ELECTRIC SUPPLY INC	708-599-7777
@01266552	KRUT'S ELECTRIC INCORPORATED	217-688-3100
@01318772	PRODUCTION DISTRIBUTION COMPANIES	708-489-0195
@01978771	MOLITE ELECTRIC INCORPORATED	773-568-2900
@02332000	D A S CONSULTING SERVICES LLC	217-299-0598
@02413375	ELECTRO-KINETICS INCORPORATED	630-595-6700
@02501811	TAYLOR ELECTRIC COMPANY	773-346-5658
@02550224	MZI BUILDING SERVICES INC/MZI GROUP INC	312-492-8740
@02552470	LIVEWIRE ELECTRICAL SYSTEMS INCORPORATED	708-535-6001
@03099840	CODE ENGINEERING SERVICES	630-953-8586
@03202955	ALRON ELECTRIC INC	815-463-1355
@03295854	AC GENTROL INCORPORATED	309-274-5486
@03493664	RUSSELL ELECTRIC CONTRACTING LLC	618-524-9406
@03549879	OBAMA ENERGY CORPORATION	708-201-1800

Specialty ID	Specialty
28517	Conduit and Fittings, EMT (Electrical Metallic, Tubing)
45025	Cords, Power, Electrical
91438	Electrical
55725	Electrical Accessories and Parts, Not Lighting
55940	Electrical Accessories and Parts, Not Lighting
28000	ELECTRICAL CABLE AND WIRE, NOT ELECTRONIC
96837	Electrical Contracting
92531	Electrical Engineering, Including Cogeneration Design Services
28500	ELECTRICAL EQUIPMENT AND SUPPLIES, EXCEPT CABLE AND WIRE
99837	Electrical Equipment and Supplies, Sale of Surplus and Obsolete Items
06037	Electrical Parts, Not Ignition, (Not Otherwise Classified)
46529	Electrical Safety Analyzers, For Current Leakage Detection)
28569	Misc. Electrical Equipment and Supplies (Not Otherwise Classified)
28597	Miscellaneous Electrical Equipment and Supplies
83226	Tape, Electrical

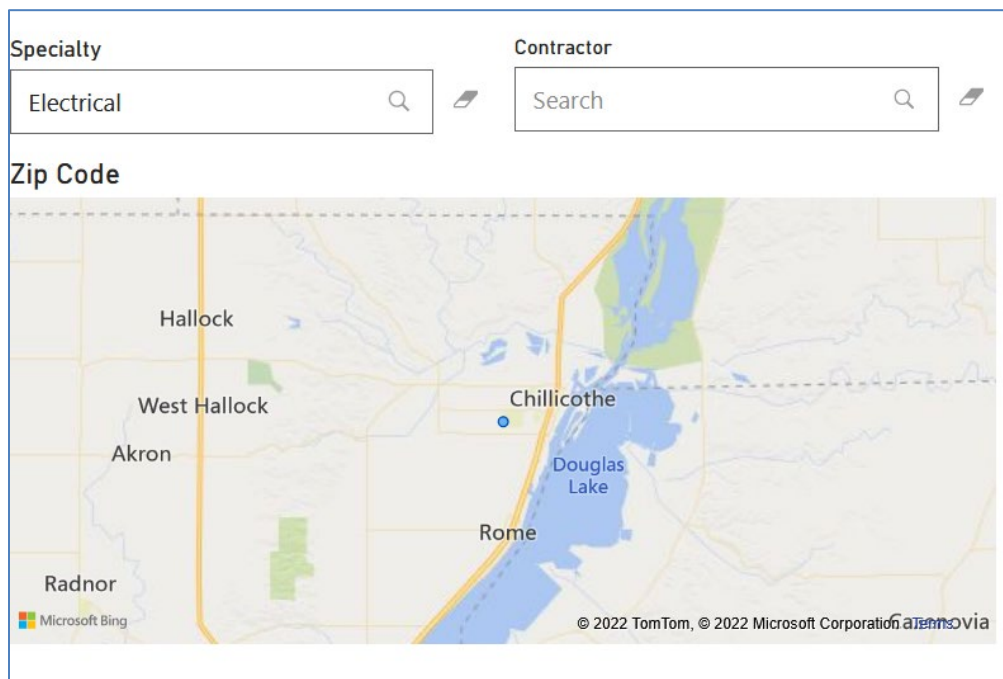
Double click on the specific contractor and the contractor id, name and phone will be highlighted as well as the specialty id information.

Contractor ID	Contractor Name	Phone
@03295854	AC GENTROL INCORPORATED	309-274-5486
@03202955	ALRON ELECTRIC INC	815-463-1355
@03705082	BAUTISTA ELECTRIC ENTERPRISES INC	217-637-0659
@04373443	CANINO ELECTRIC CO	708-681-2800
@04241738	CAPITOL CONSTRUCTION GROUP LLC/EGIZII ELECTRIC	217-528-4001
@03999228	CICERO MANUFACTURING & SUPPLY COMPANY INCORPORATED	847-724-8088
@03099840	CODE ENGINEERING SERVICES	630-953-8586
@02332000	D A S CONSULTING SERVICES LLC	217-299-0598
@04245111	DUNKER ELECTRIC SUPPLY INC	217-428-3483
@03999226	ELECTRI-COMM INCORPORATED	
@02413375	ELECTRO-KINETICS INCORPORATED	630-595-6700
@03625400	EMM ELECTRIC INC/MORAN ELECTRICAL CONTRACTING	708-597-9011
@00506118	GLESCO ELECTRIC INCORPORATED	217-328-7700
@03695624	GORDON ELECTRIC SUPPLY	800-892-1866
@03669826	GREEN HOME EXPERTS	708-443-6090

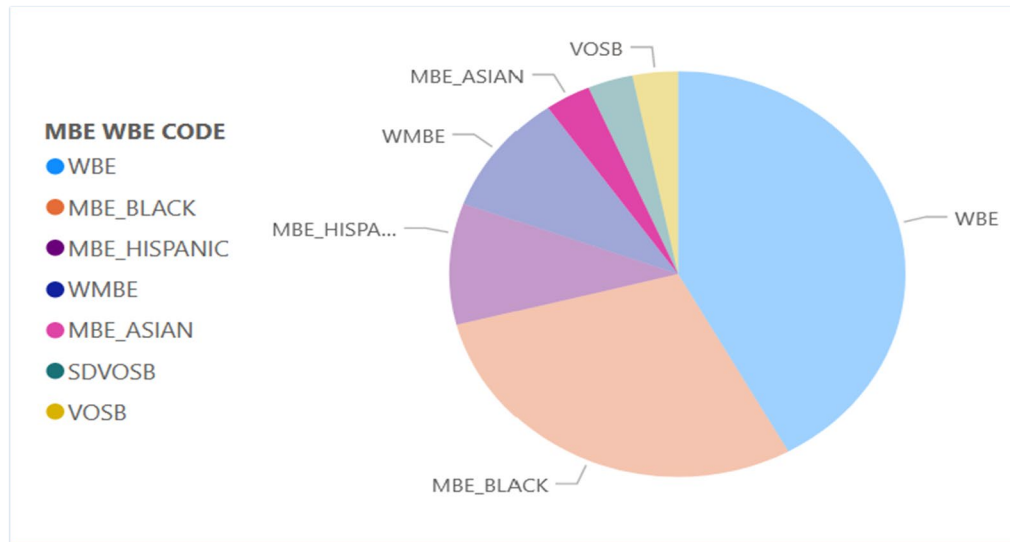
  

Specialty ID	Specialty
28500	ELECTRICAL EQUIPMENT AND SUPPLIES, EXCEPT CABLE AND WIRE

The map will zoom in to show the geographical location of the contractor address.



The pie chart will highlight the BEP category that the Contractor is certified in.



To view the Contractor detail, Right click on the “Contractor Name”, select “Drill Thru”, then “Detail”. The contractor detail includes the vendor id, address, phone, email and fax number of the contractor.

	DESCRIPTION	PHONE	EMAIL	URL	FAX	ADDRESS1	ADDRESS2	CITY	STATE	ZIP_CODE
@03295854	AC GENTROL INCORPORATED	309-274-5486		http://acgentrol.com	309-274-9001	100 SOUTH FOURTH STREET		CHILLICOTHE	IL	61523

## 2.2 Searching by Contractor

Ex. “Bautista” – If found, the contractor id, specialty and BEP certification information will appear.

Specialty

Contractor

Contractor ID  
@03705082

Contractor Name  
BAUTISTA ELECTRIC ENTERPRISES INC

Phone  
217-637-0659

Zip Code

MBE WBE CODE  
● MBE\_HISPANIC

Specialty ID  
83912  
68032  
96702  
28506  
28517  
91240  
91438  
96837  
28500  
28546  
28550  
05557  
28569  
28564

Specialty  
\*Accessories, Telephone (Not Otherwise Classified)  
\*Burglar Alarms  
Air Conditioning, Heating, and Ventilating Equipment (HVAC) Manufacturing Services  
Ballasts, All Kinds  
Conduit and Fittings, EMT (Electrical Metallic Tubing)  
Demolition Services  
Electrical  
Electrical Contracting  
ELECTRICAL EQUIPMENT AND SUPPLIES, EXCEPT CABLE AND WIRE  
Lamps, Construction Equipment, Portable, Shop and Work Site and Miniature  
Lamps, Fluorescent, Incandescent, Mercury Vapor, Quartz, Sodium Vapor, LED and Compact (CFL)  
Lights and Accessories: Flashing, Light Bars, Revolving, and Warning, Including Strobe/Warning Lights, Automotive  
Misc. Electrical Equipment and Supplies (Not Otherwise Classified)  
Motor Controllers, Contactors, Push Button Stations, Relays, Safety Switches, Starters, Coils and

You can search using part of the contractor's name or the exact name. If your search does not bring back any information, check your spelling and resubmit the search. In the example below, searching on part of the contractor's name will bring back contractor information that meets that matches the character sequence. Double click or right click on the contractor's name to drill down to see the detail information for the contractor.


Contractor ID	Contractor Name	Phone
@00498067	BAUER LATOZA STUDIO LIMITED	312-567-1000
@03705082	BAUTISTA ELECTRIC ENTERPRISES INC	217-637-0659
@04180388	LIMBAUGH CONSTRUCTION CO INC	618-931-3170

Specialty ID	Specialty
83912	*Accessories, Telephone (Not Otherwise Classified)
68032	*Burglar Alarms
96702	Air Conditioning, Heating, and Ventilating Equipment (HVAC) Manufacturing Services
90607	Architect Services, Professional, (Not Otherwise Classified), Including Consulting
28506	Ballasts, All Kinds
28517	Conduit and Fittings, EMT (Electrical Metallic Tubing)
91200	CONSTRUCTION SERVICES, GENERAL, INCLUDING MAINTENANCE AND REPAIR SERVICES
91240	Demolition Services
91438	Electrical
96837	Electrical Contracting
28500	ELECTRICAL EQUIPMENT AND SUPPLIES, EXCEPT CABLE AND WIRE
90652	Interior Design, Decorating, Space Planning, Exhibits and Displays
28546	Lamps, Construction Equipment, Portable, Shop and Work Site and Miniature
28550	Lamps, Fluorescent, Incandescent, Mercury Vapor, Quartz, Sodium Vapor, LED and Compact (CFL)
05557	Lights and Accessories: Flashing, Light Bars, Revolving, and Warning, Including Strobe/Warning

## 2.3. Reset the Search Windows

If you need to start over and want to remove all of your criteria you have entered, click on the eraser

icon.  and this will reset your view to the home page.

## 2.4. Requesting Purchase Order

- Enter Contractor id of BEP vendor in the MyFS Portal and refer to Procurement Service Policy Procedure located at <https://erin.fs.illinois.edu/Resources/business-tools> to submit your purchase request.

## Appendix

### Definitions

**BEP – Business Enterprise Program-** is a state of Illinois certification program for businesses owned by minorities, women, and persons with disabilities is committed to fostering an inclusive, equitable and competitive business environment that will support underrepresented businesses increase their capacity, grow revenue, and enhance credentials.

#### ***BEP Certification Type***

1. Minority Business Enterprise (MBE)
  - a. Black
  - b. Hispanic
  - c. Asian
  - d. Indian
2. Persons with Disability Business Enterprise (PBE)
3. Service-Disabled Veteran Owned Small Business (SDVOSB)
4. Sheltered Workshop (SWS)
5. Veteran Owned Small Business (VOSB)
6. Women Business Enterprise (WBE)
7. Women/Minority Business Enterprise (WMBE)

**Contractor ID-** Unique number assigned in the University Illinois system.

**Contractor Name-** Contractor name registered in the University of Illinois system.

**Specialty** – Description of the specialty each contractor is registered and certified in

**Specialty ID** – 5-digit \*NIGP commodity code each contractor is registered and certified in.  
(National Institute of Governmental Purchasing)