

Resolution # 451

WHEREAS, County policies and procedures require both the assigned oversight committee and the County Board to approve all requests to procure goods and/or services costing \$30,000 or more; and,

WHEREAS, the Department of Central Services wishes to procure goods and/or services from Office Essentials for the purpose of paper supplies for the various County departments in the amount of approximately \$100,000.00; and

WHEREAS, this purchase will allow Central Services to provide paper supplies for the various County departments; and

WHEREAS, as documented by the approval of this resolution, Building & Grounds Committee has approved the Central Services Department's request to procure the items specified and the committee recommends that the County Board approve procurement of the same, and;

NOW, THEREFORE, BE IT RESOLVED that the Sangamon County Board, in session this 10th day of December, 2024, approves the procurement of the goods and/or services detailed above. The Elected Official/Department Head is authorized to sign required documents to execute the provision of this procurement.

Chairman, Sangamon County Board

ATTEST:

County Clerk

Approved by the Building & Grounds Committee December 2, 2024

RECEIVED

DEC 03 2024

Sam Deppa, Chairman

Don Kluge
Attachment: Purchase Order form

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LIVE ** Sangamon County ** LIVE Purchase Order Edit Listing

Department	P.O. Number	Type	Vendor/Vendor Address	Description/Bill to Address
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CEN.ADMN Central Services,Administration	Blanket	35160-OFFICE ESSENTIALS INC.	Paper Supplies
G/L Date: 12/01/2024 Deliver By Date: Expiration Date: Form Type: STND Resolution Number: None Assigned to: None		OFFICE ESSENTIALS INC.	Director
		1834 Walton Road	200 S Ninth St, Room 003
		St. Louis, MO 63114	Springfield, IL 62701

Detail: Description	Vendor Part Number	Quantity U/M	Amount/Unit	Total Amount
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Office Supplies; Paper Products - Paper Supplies		1.0000 EA	100,000.0000	100,000.00
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Contract Number:	Confirming: No	Ordered For:	Ship To: Director
List Price Per Unit: 100,000.00	1099 Item: No	Ship Via:	200 S Ninth St, Room 003
Discount Percentage: 0%	Taxable Item: No	Freight Terms:	Springfield, IL 62701
	Create Asset: No	Associate To Asset:	

Total Purchase Order Items: 1	Purchase Order Amount: \$100,000.00	Purchase Order Encumbrances: \$100,000.00
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Total Purchase Orders: 1	Purchase Order Amount: \$100,000.00	Purchase Order Encumbrances: \$100,000.00
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