

12-1

Sheriff's Office Resolution for Jail and Inmate Supplies

WHEREAS, Sangamon County corrections personnel orders jail supplies and inmate supplies, and

WHEREAS, most orders are predictable but placed as needed and quoted at the time of purchase, and

WHEREAS, Sangamon County will purchase from a number of alternate vendors and are continuously open to new vendors, and

WHEREAS, Sangamon County continuously compares vendors on price and quality, and

WHEREAS, the Sheriff's Office is seeking a purchase order amount of \$75,000 for jail supplies and inmate supplies in FY2019,

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD MEMBERS OF SANGAMON COUNTY, in session this 5th day of March, 2019 A.D., that the above purchase order request is accepted at the cost listed above, on behalf of the Sangamon County Sheriff's Office.

The attached item is accepted and approved: _____

_____ Joel Tjelmeland, Chairman

_____ Catie Sheehan, Vice Chairman

_____ Tony DelGiorno

_____ Annette Fulgenzi

_____ Tim Krell

_____ Tom Madonia

_____ George Preckwinkle

_____ Rose Ruzic

_____ Linda Douglas Williams

FILED

MAR 01 2019

Don J. King
Sangamon County Clerk

Sangamon County Purchase Order/ Sheriff's Office/Pre-Approval
(Pre-ERP Implementation)

Department Information

Department Sheriff's Office
Employee Contact Tim Eggleston

Purchase Request Information

Vendor Multiple Vendors
Purchase Description Jail and Inmate Supplies
Quantity _____
Price Per Unit _____
Total Price \$75,000.00
G/L 001.011.001.403.000, 576.011.541.100

Tracking **RECEIVED**
2600
MAR 01 2019
Andy Goleman
SANGAMON COUNTY AUDITOR

PO Number 2019-011-403.000 PO Type : Not Suitable for Bidding
(Manually assigned by Department)

Date:

Legal Review (if applicable; see below) 3/1/2019

Sent to Auditor's Office for Review 3/1/2019

Note: PO request documents need to be to the Auditor's Office 5 business days prior to the oversight committee meeting.

Auditor's Office Review Completed 3/1/19

Department Signature 3/1/2019 *John A. Campbell*

Oversight Committee Approval 3/5/2019

County Board Approval 3/5/2019

Note: Please attach all required documents such as quotes, bids, rfp's, evaluations, etc.

Legal Review is required for:

- All services being performed for or on behalf of the County
- Any goods or services being procured through an RFP/Bid Process
- Intergovernmental/Interagency Agreements
- If a vendor or other agency requires a contract or written agreement.

Purchase Order Narrative for Jail and Inmate Supplies

Purchase Order: 2019-011-403.000

PO Amount: \$75,000

PO Type: Exception -- Not Suitable for Bidding

Reason: Commodity orders less than \$30,000, quoted at time of purchase

Legal Review: 3/1/19

Summary:

Sangamon County corrections personnel orders supplies for the jail and inmates. Examples of these purchases are inmate kits (personal hygiene), toilet paper, paper towels, garbage bags, inmate clothing, cleaning supplies, etc. Orders are placed for supplies as needed. Some larger orders (e.g. mattresses) are also placed, but are limited because of storage and need.

Sangamon County will purchase from a number of alternate vendors. **Any additional vendors requesting to be added to the list of vendors for price comparisons at the time of order will be added.** Sangamon County will always consider both quality and price when making purchasing decisions and will work with all vendors to promote savings. Vendor purchases with any one vendor should not exceed \$50,000 per year. The only vendor exceeding \$30,000 in sales for FY18 was Bob Barker. Gilson's was the only vendor less than \$30,000, but more than \$3,500. A variety of other supply vendors including Charm-Tex, Triad Industrial, and Phoenix Supply are considered at the time of purchase. State of Illinois contract pricing and their vendors are also considered.

The PO amount is based on FY18 purchases from the vendors identified above and FY19 forecasts.