

Resolution # 14-1

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 Offices Essentials for the purpose of paper supplies for the print shop and various County departments in the amount of approximately \$100,000; and

WHEREAS, this purchase will allow Central Services to provide paper supplies; 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 13th day of December, 2022, 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 _____, _____

FILED

DEC 01 2022

Don [Signature]

Attachment: Purchase Order form
Sangamon County Clerk

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

Department	P.O. Number	Type	Vendor/Vendor Address	Description/Bill to Address
CEN.ADMN Central Services,Administration		Blanket	35160-Office Essentials Inc.	Paper Supplies
	G/L Date: 12/01/2022		Office Essentials Inc.	Director
	Deliver By Date:		1834 Walton Road	200 S Ninth St, Room 003
	Expiration Date:		St. Louis, MO 63114	Springfield, IL 62701
	Form Type: STND			
	Resolution Number: None			
	Assigned to: None			

Detail:	Description	Vendor Part Number	Quantity	U/M	Amount/Unit	Total Amount
	Office Supplies; Paper Products		1.0000	EA	100,000.0000	100,000.00
	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

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