

Resolution # 16-1

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 Building and Grounds wishes to procure goods and/or services from Approved Vendors for the purpose of Janitorial Expenses in the amount of approximately 205,000.00; and

WHEREAS, this purchase will allow Building and Grounds to provide Janitorial expenses portfolio wide for FY until RFP process is executed in 2020; and

WHEREAS, as documented by the approval of this resolution, Building and Grounds Committee has approved the Building and Grounds 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, 2019, 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.

FILED

NOV 26 2019

  
Sangamon County Clerk

Attachment: Purchase Order form

16-2

Approved by the Building and Grounds Committee

November 25, 2019

Jason Lott, Chairman \_\_\_\_\_, Member

[Signature], Member \_\_\_\_\_, Member

B. Smith, Member \_\_\_\_\_, Member

Vera Hall, Member \_\_\_\_\_, Member

\_\_\_\_\_, Member \_\_\_\_\_, Member

\_\_\_\_\_, Member \_\_\_\_\_, Member

\_\_\_\_\_, Member

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Sangamon County Purchase Order FY2019

Purchase Orders are required for all Informal Quotes (>\$3,500) and Formal Solicitations (>\$30,000)

Department Information

PO Number: \_\_\_\_\_ (Manually Assigned by Department)
Department: Building and Grounds Employee Contact: Byron Deaner
Department Head Signature: [Signature] Date: 11/13/19

Purchase Order Type (Regular, Exception or Emergency)

Type: Regular [checked] (3 Quotes or RFP Documentation Required)

Legal Review Date: \_\_\_\_\_ (>\$30,000 or Exception - see below)

Exception [ ] (Provide detailed explanation in Purchase Description/Narrative Section)

Reason: Joint Purchasing Contract [ ] Sole Source [ ] Professional Services [ ]
Not Suitable for Quotes/RFP Other [ ]

Emergency [ ] County Administrator Signature: \_\_\_\_\_

- Will be reported at the next Oversight and/or County Board Meeting
Provide detailed explanation in Purchase Description/Narrative Section

Purchase Request Information

Vendor: Janitorial Quantity: \_\_\_\_\_ Price Per Unit: \_\_\_\_\_
Total Price: 205,000 G/L: 541.00

Purchase Description/Narrative:

Janitorial expenses for County owned building portfolio.
RFP for services scheduled in 2020.



NOV 14 2019

Andy Goleman
SANGAMON COUNTY AUDITOR

Auditor's Office (PO request documents need to be to the Auditor's Office 5 business days prior to the oversight committee meeting)

Date Received: 11-14-19 Date Review Completed: \_\_\_\_\_

Auditor's Office Signature: \_\_\_\_\_

County Board

Approved by Oversight Committee: Meeting Date 11/25/2019 Signature [Signature]
Approved by County Board (if applicable): \_\_\_\_\_

(County Board Resolution Required for All POs >\$30,000)