


Resolution # _ 19- 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 & Grounds wishes to procure goods and/or services from multiple janitorial supply vendors for the purpose of janitorial supplies, in the amount of approximately \$42,000 for FY-2019; and

WHEREAS, as documented by the approval of this resolution, Building & Grounds Committee has approved the 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 5th day of February, 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.



Byron Deaner, Interim Facilities Manager
Building & Grounds

FILED

JAN 31 2019

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2660

JAN 31 2019

Andy Goleman
SANGAMON COUNTY AUDITOR



Attachment: Purchase Order form approved January 28, 2019

Sangamon County Purchase Order Template
(Pre-ERP Implementation)

19-2

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

Department Information

Department Building & Grounds

Employee Contact Byron Deaner/Denise McCrady

Purchase Request Information

Vendor Gilson Enterprises, Masco Packaging, UniFirst Corporation

Purchase Description Janitorial Supplies

Quantity _____

Price Per Unit _____

Total Price \$42,000.00

G/L 001.009.416.000

Tracking

PO Number BG201911

(Manually assigned by Department)

Date: 18-Jan-19

Legal Review (if applicable; see below)

Sent to Auditor's Office for Review

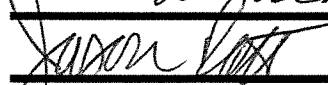


Note: PO request documents need to be to the Auditor's Office 5 business days prior to the oversight committee meeting.

Auditor's Office Review Completed



Approved by Oversight Committee



Approved by County Board (if applicable)

*County Board Resolution Required

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
- All goods in excess of \$10,000 per year
- 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

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JAN 17 2019

Andy Goleman
SANGAMON COUNTY AUDITOR