

Resolution # 20-1

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 Finance Misc. wishes to procure goods and/or services from Sangamon Mass Transit District (SMTD) for the purpose of parking lot lease in the amount of approximately \$79,104; and

WHEREAS, this purchase will allow Sangamon County to provide employee parking; and

WHEREAS, as documented by the approval of this resolution, Finance Committee has approved the Finance Misc. 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 27 2019

  
Sangamon County Clerk

**RECEIVED**  
2660

NOV 21 2019

Andy Goleman  
SANGAMON COUNTY AUDITOR

Attachment: Purchase Order form

Approved by the Finance \_\_\_\_\_ Committee

November 26 \_\_\_\_\_, 2019

[Signature], Chairman

Linda R. Degenzi, Member

[Signature], Member

[Signature], Member

Cathy Scife, Member

[Signature], Member

[Signature], Member

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

[Signature], Member

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

[Signature], Member

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

[Signature], 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: Finance Misc. Employee Contact: Brian McFadden  
Department Head Signature: [Signature] Date: \_\_\_\_\_

**Purchase Order Type** (Regular, Exception or Emergency)

Type: *Regular*  (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: \_\_\_\_\_ Date: \_\_\_\_\_

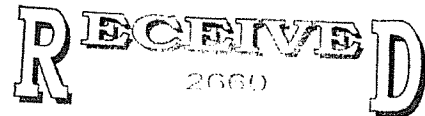
- Will be reported at the next Oversight and/or County Board Meeting
- Provide detailed explanation in Purchase Description/Narrative Section

**Purchase Request Information**

Vendor: SMTD Quantity: \_\_\_\_\_ Price Per Unit: \_\_\_\_\_  
Total Price: \$79,104 G/L: AB031.100.10000 5600.100

**Purchase Description/Narrative:**

Parking Lot Lease



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**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: \_\_\_\_\_ Date Review Completed: \_\_\_\_\_

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

**County Board**

Approved by Oversight Committee: 11/26/2019 Meeting Date  
Approved by County Board (if applicable): \_\_\_\_\_ Signature

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