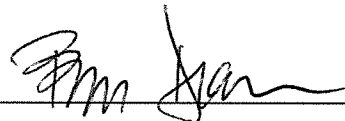


WHEREAS, County policies and procedures require both the assigned oversight committee and the County Board to approve all requests to procure goods and/or services costing \$30,000 or more; and,

WHEREAS, the Department of Building & Grounds wishes to procure goods and/or services from Building Maintenance Services for the purpose of janitorial services, in the amount of approximately \$230,000 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


SANGAMON COUNTY CLERK

RECEIVED
2660

JAN 31 2019

Andy Goleman
SANGAMON COUNTY AUDITOR

Sangamon County Purchase Order Template
(Pre-ERP Implementation)

21-2

-- 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 Building Maintenance Services

Purchase Description Janitorial Services

Quantity

Price Per Unit

Total Price \$230,000.00

G/L 001.009.541.010

Tracking

PO Number BG201918

(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.

RECEIVED
2660

JAN 17 2019

Andy Goleman
SANGAMON COUNTY AUDITOR