

40-1

**Sheriff's Office Resolution for Food Supplies**

WHEREAS, Sangamon County kitchen personnel orders and prepares food predominately for inmates, jail staff, juvenile detainees and PTI class participants, and

WHEREAS, most orders are placed as needed and are considered just in time ordering, and

WHEREAS, some larger orders (e.g. canned goods) are also placed, but are limited because of storage and expiration considerations, and

WHEREAS, Sangamon County will purchase from a number of alternate vendors and are continuously open to new vendors, and

WHEREAS, Sangamon County continuously compares vendors on price, quality and taste, and

WHEREAS, Sangamon County will work with all vendors to promote savings through rebates and discounts, and

WHEREAS, vendor purchases with any one vendor shall not exceed \$250,000 per year, and

WHEREAS, the Sheriff's Office is seeking a purchase order amount of \$597,051 for food supplies in FY2020,

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD MEMBERS OF SANGAMON COUNTY, in session this 10th day of December, 2019 A.D., that the above purchase order request is accepted at the cost listed above, on behalf of the Sangamon County Sheriff's Office.

The attached item is accepted and approved: \_\_\_\_\_

**FILED**

DEC 03 2019

*Don H. King*  
SHERIFF

40-2

**Sangamon County Purchase Order FY2019**

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

**Department Information**

PO Number: 2020-011-402.000 (Manually Assigned by Department)  
Department: Sheriff's Office Employee Contact: Tim Eggleston  
Department Head Signature: *Sheriff J. Campbell* Date: 11/27/19

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

Type: Regular  (3 Quotes or RFP Documentation Required)  
Legal Review Date: 11/26/19 (>\$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 Date: \_\_\_\_\_  
• Provide detailed explanation in Purchase Description/Narrative Section

**Purchase Request Information**

Vendor: Multiple Quantity: \_\_\_\_\_ Price Per Unit: \_\_\_\_\_  
Total Price: \$597,051 G/L: Multiple

**Purchase Description/Narrative:**

Exception: Food Commodity w/ Just in Time Ordering

Sangamon County will purchase from a number of alternate vendors. Any additional vendors requesting to be added to the list of vendors for price comparisons at the time of order will be added. Sangamon County will always consider both quality and price when making purchasing decisions and will work with all vendors to promote savings through rebates and discounts. Total Price represents a 2.5% increase above FY19 Actual. Vendors exceeding \$30k in sales for FY19 were MJ Kellner, Sysco, KUNA (new in FY19) and Alpha.

**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: 11/27/19 Date Review Completed: 11/27/19  
Auditor's Office Signature: *TViai*

**County Board**

Meeting Date

Signature

Approved by Oversight Committee: 12/3/19

*[Signature]*

Approved by County Board (if applicable): 12/10/19

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

**RECEIVED**  
2660

**PAID**

NOV 27 2019

DEC 03 2019

5/1/19

*[Signature]*  
Sangamon County Clerk

Andy Goleman  
SANGAMON COUNTY AUDITOR