

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 Central Services wishes to procure goods and/or services from Office Essentials and other various vendors for the purpose of Paper and office supplies in the amount of approximately \$50,000; and

WHEREAS, this purchase will allow Central Services to provide office supplies, paper products and printing; and

WHEREAS, as documented by the approval of this resolution, Building & Grounds Committee has approved the Central Services 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 12th day of January, 2021, 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.

Chairman, Sangamon County Board

ATTEST:

County Clerk

Approved by the Building & Grounds Committee 12/28, 2020

Jason Kott, Chairman

FILED

DEC 29 2020

Don / May
Sangamon County Clerk

19-2

LIVE ** Sangamon County **LIVE Purchase Order Edit Listing

Department	P.O. Number	Type	Vendor/Vendor Address	Description/Bill to Address
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CEN.ADMN Central Services,Administration	Blanket	35160-Office Essentials Inc.	Paper Products
G/L Date: 12/28/2020		Office Essentials Inc.	Director
Deliver By Date:		1834 Walton Road	200 S Ninth St, Room 003
Expiration Date:		St. Louis, MO 63114	Springfield, IL 62701
Form Type: STND			
Resolution Number: None			
Assigned to: None			

Detail: Description	Vendor Part Number	Quantity U/M	Amount/Unit	Total Amount
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Office Supplies; Paper Products		1.0000 EA	50,000.0000	50,000.00
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Contract Number:	Confirming: No	Ordered For:	Ship To: Director
List Price Per Unit: 50,000.00	1099 Item: No	Ship Via:	200 S Ninth St, Room 003
Discount Percentage: 0%	Taxable Item: No	Freight Terms:	Springfield, IL 62701
	Create Asset: No	Associate To Asset:	

Total Purchase Order Items:	Purchase Order Amount: \$50,000.00	Purchase Order Encumbrances: \$50,000.00
1		

Total Purchase Orders: 1	Purchase Order Amount: \$50,000.00	Purchase Order Encumbrances: \$50,000.00
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