

Resolution # 1-1

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 US Postal Service for the purpose of pre-paid postage for postage meter in the amount of approximately \$150,000/0; and

WHEREAS, this purchase will allow Central Services to provide apply postage and process all outgoing mail; 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 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 21 2019

Don Hays
Sangamon County Clerk

Attachment: Purchase Order form

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: Central Services Employee Contact: Charlie Stratton/Denise McCrady

Department Head Signature: _____ Date: 4/21/19

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: _____

- 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: US Postal Service Quantity: _____ Price Per Unit: _____

Total Price: \$150,000.00 G/L: AA001.1150.10000 4220.042

Purchase Description/Narrative:

Pre-paid postage for postage meter.

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: 11/21/19 Date Review Completed: 11/21/19

Auditor's Office Signature: _____

County Board

Approved by Oversight Committee: _____ Meeting Date: 11/25/2019 Signature: _____

Approved by County Board (if applicable): _____

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