

Resolution # 21-1

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 for the purpose of paper supplies for the print shop and various County Departments in the amount of approximately 75,000.00; and

WHEREAS, this purchase will allow Central Services to provide paper supplies; 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 11th day of January, 2022, 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 1/6, 22

RECEIVED
2660

DEC 16 2021

FILED

[Signature], Chairman

JAN 07 2022

Andy Coleman
SANGAMON COUNTY
Attachment: Purchase Order form

[Signature]
Sangamon County Clerk

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: 12/15/2021			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	75,000.0000	75,000.00
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Contract Number:	Confirming: No	Ordered For:	Ship To: Director
List Price Per Unit: 75,000.00	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: \$75,000.00	Purchase Order Encumbrances: \$75,000.00
1		

Total Purchase Orders: 1	Purchase Order Amount: \$75,000.00	Purchase Order Encumbrances: \$75,000.00
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