

Resolution # 26-1

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 Coroner wishes to procure goods and/or services from Zachary Thomas for the purpose of professional services in the amount of approximately \$35,000.00; and

WHEREAS, this purchase will allow Zachary Thomas to provide professional services; and

WHEREAS, as documented by the approval of this resolution, Jail Committee has approved the Coroner 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 June, 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**

MAY 21 2019

*Don J. Hays*  
Sangamon County Clerk

**RECEIVED**  
2060

MAY 10 2019

Andy Goleman  
SANGAMON COUNTY AUDITOR

Attachment: Purchase Order form

Approved by the Jail \_\_\_\_\_ Committee

\_\_\_\_\_, 2019

*Darius Measone*, Chairman \_\_\_\_\_, Member

*[Signature]*, Member \_\_\_\_\_, Member

Tom E. Kree, Member \_\_\_\_\_, Member

Ryan B. Melchi, Member \_\_\_\_\_, Member

*[Signature]*, Member \_\_\_\_\_, Member

*[Signature]*, Member \_\_\_\_\_, Member

Rose Grejo, Member

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: Coroner Employee Contact: Cinda Edwards
Department Head Signature: [Signature] Date: 5/10/19

Purchase Order Type (Regular, Exception or Emergency)

Type: Regular [ ] (3 Quotes or RFP Documentation Required)
Legal Review Date: 5/20/19 (>\$30,000 or Exception - see below)
Exception [x] (Provide detailed explanation in Purchase Description/Narrative Section)
Reason: Joint Purchasing Contract [ ] Sole Source [ ] Professional Services [x]
Not Suitable for Quotes/RFP Other [x]
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: Zachary Thomas Quantity: 200 Price Per Unit: \$175
Total Price: \$35,000 G/L: 001.005 507.003

Purchase Description/Narrative:

Each Forensic Pathologist requires an autopsy assistant to assist him/her during the autopsy. The autopsy assistant does everything from assisting with evidence collection, assisting with the external exams, removing trunk and head viscera. The assistant is also responsible for preparing the remains for transportation to the funeral home. Attached is a copy of an invoice from March/April of 2019.

Auditor's Office (PO request documents need to be to the Auditor's Office 5 business days prior to the oversight committee meeting)

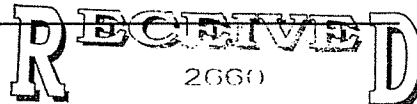
Date Received: \_\_\_\_\_ Date Review Completed: 5/17/19
Auditor's Office Signature: [Signature]

County Board

Meeting Date Signature
Approved by Oversight Committee: May 21, 19 [Signature]

Approved by County Board (if applicable): \_\_\_\_\_

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



MAY 10 2019

5/1/19

Andy Goleman
SANGAMON COUNTY AUDITOR

