

Resolution # 10-1

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 Elections wishes to procure good and/or services from Illinois Office Supply for the purpose of printing the 2019 April Consolidated Election ballots in the amount of approximately \$44,632.56; and

WHEREAS, as documented by this resolution, Election Oversight Committee has approved the Election 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 8th day of January, 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.

Attachment: Purchase Order form

Approved by the Sangamon County Board

January 8, 2019

_____, Chairman
Andy Van Meter, Sangamon County Board Chairman

FILED
JAN 02 2019

Don Hays
Sangamon County Clerk

RECEIVED
2660
JAN 2 2019

Andy Goleman
SANGAMON COUNTY AUDITOR

Approved by the Election Oversight Committee

January 8, 2019

_____, Chairman

_____, Member

_____, Member

_____, Member

_____, Member

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_____, Member

_____, Member

Sangamon County Purchase Order/Election Office PO 2019-002/2019 Ballot Printing
(Pre-ERP Implementation)

10-3

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

Department Information

Department Elections

Employee Contact Julie Pittman

Purchase Request Information

Vendor Illinois Office Supply

Purchase Description Printing of April 2019 Consolidated Ballots

Quantity 159,402 (Best Estimate)

Price Per Unit 28 cents/ballot

Total Price \$44,632.56

G/L 001-014-501.100

Tracking

PO Number 2019-002

PO Type: Exigency

(Manually assigned by Department)

Legal Review (if applicable; see below) Date: December 27, 2018

Sent to Auditor's Office for Review Yes 1/2/19

Note: PO request documents need to be to the Auditor's Office 5 business days prior to the oversight committee meeting.

Auditor's Office Review Completed



Approved by Oversight Committee 8-Jan-19

Approved by County Board (if applicable) 8-Jan-19

*County Board Resolution Required

Note: Please attach all required documents such as quotes, bids, rfp's, evaluations, etc.

Legal Review is required for:

- All services being performed for or on behalf of the County
- All goods in excess of \$10,000 per year
- Any goods or services being procured through an RFP/Bid Process
- Intergovernmental/Interagency Agreements
- If a vendor or other agency requires a contract or written agreement.

Purchase Order Narrative for Illinois Office Supply
Printing of 2019 Consolidated Election Ballots

Purchase Order: 2019-002
PO Amount: \$44,632.56
PO Type: Exigency
Reason: Ballots needed for April Election
Legal Review: December 27, 2018

Summary:

Due diligence with regard to quality of ballot paper, ballot dimensions, cut marks, restricted zones and ballot ink must be adhered to in order to properly tabulate and record votes. There is not an adequate amount of time to properly evaluate prospective vendors and test their product for accuracy. We have used our current vendor for 10 years and have not had any ballot issues nor has there been an increase in price during this time.