

Resolution # 11-1

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 Community Resources wishes to procure goods and/or services from Humphrey's Market for the purpose of implementing a Monthly Senior Food Box Program in 2020 the amount of approximately \$57,600; and,

WHEREAS, this purchase will allow Humphrey's Market to provide up to 80 income-qualified, vulnerable seniors with a monthly food box valued at \$60.00 each and include nutritious meat, vegetables, fruit, starches and household paper products to help participants maintain independence in their own homes due to a low fixed income and few SNAP benefits; and

WHEREAS, as documented by the approval of this resolution, the Community Resources Oversight Committee has approved the Community Resources Department's extend the 2019 contract 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 November, 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**

OCT 23 2019

*Don Hays*  
Sangamon County Clerk

Attachment: Purchase Order form

**RECEIVED**  
2660

OCT 17 2019

Andy Goleman  
SANGAMON COUNTY AUDITOR

Sangamon County Purchase Order FY2019

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

Department Information

PO Number: 2020-01 (Manually Assigned by Department)
Department: Community Resources Employee Contact: Sharmin Doering
Department Head Signature: [Signature] Date: 9/24/2019

Purchase Order Type (Regular, Exception or Emergency)

Type: Regular (3 Quotes or RFP Documentation Required)
Legal Review Date: 10/07/19 TAB (>\$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: Humphrey's Market Quantity: 960 Price Per Unit: \$60
Total Price: \$57,600 G/L: 18045521130

Purchase Description/Narrative:

As in 2019, per the 2019 contract with Humphrey's Market (which allows for an extension for an additional year), up to 80 vulnerable seniors, most 70 years or older, receiving minimal, if any, food stamps, will receive a food box, valued at \$60.00, once each month in 2020 in order to stay independent in their homes. Senior Services of Central Illinois will deliver up to at least 25 of the food boxes to home-bound clients and 55 of the food boxes will be picked up by able-bodied seniors or their relatives if they are unable to pick up their monthly food box. Humphrey's Market will continue to prepare the food boxes monthly and disseminate them to approved clients or their approved relatives or caretakers using their photo id for each pick up.

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: October 17, 2019 Date Review Completed: 10/17/19
Auditor's Office Signature: [Signature]

County Board

Approved by Oversight Committee: Meeting Date October 22, 2019 Signature [Signature]
Approved by County Board (if applicable):

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



5/1/19

OCT 17 2019

Andy Goleman
SANGAMON COUNTY AUDITOR

11-4

**Sharmin Doering**

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**From:** Dwayne Gab  
**Sent:** Thursday, July 11, 2019 9:40 AM  
**To:** Sharmin Doering; Mike Cowles; Terry Viar  
**Subject:** RE: Question

Only committee approval and a new PO.

**From:** Sharmin Doering  
**Sent:** Thursday, May 30, 2019 11:22 AM  
**To:** Dwayne Gab <dwayneg@co.sangamon.il.us>; Mike Cowles <mikeco@co.sangamon.il.us>; Terry Viar <terryv@co.sangamon.il.us>  
**Subject:** Question

Good Morning,

The attached two 2018 contracts with LLCC and Humphries Market (C.N.A. pp.3 section 3 and food box program pp3 section 3) indicate a County option to extend each contract by one-year under the same terms and conditions as the original contract. If these contracts are extended, what is the procurement process and approval by committee finance and the county board?

Thanks.

Sharmin Doering, NCRT, CCAP  
Executive Director  
Sangamon County Community Resources  
2833 S. Grand Ave East  
Springfield, IL 62703  
217.535.3288  
217.535.3119 (fax)