

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 County Auditor wishes to procure goods and/or services from Troxell for the purpose of providing comprehensive and collision coverage for the fleet of county-owned vehicles in the amount of approximately \$53,931.00; and

WHEREAS, this purchase will allow Troxell to provide reasonable and necessary comprehensive and collision coverages to the County; and

WHEREAS, as documented by the approval of this resolution, Finance Committee has approved the County Auditor 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 14th day of May, 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 01 2019

Don J. May
Sangamon County Clerk

Attachment: Purchase Order form

RECEIVED

2660

APR 29 2019

Andy Goleman
SANGAMON COUNTY AUDITOR

Approved by the Finance _____ Committee

_____, 2019

_____, Chairman _____, Member

_____, Member _____, Member

_____, Member _____, Member

_____, Member _____, Member

_____, Member _____, Member

_____, Member _____, Member

_____, Member

21-3

Sangamon County Purchase Order Template
(Pre-ERP Implementation)

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

Department Information

Department Auditor
Employee Contact Michael Cowles

Purchase Request Information

Vendor Troxell
Purchase Description Comp & collision coverage for County vehicle fleet
Quantity 1 year
Price Per Unit \$53,931.00
Total Price \$53,931.00
G/L

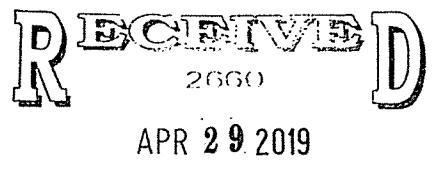
Tracking

PO Number Troxell 1
(Manually assigned by Department)
Date:
Legal Review (if applicable; see below)
Sent to Auditor's Office for Review 4/29/2019
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 Michael Cowles 4/29/19
Approved by Oversight Committee
Approved by County Board (if applicable)
*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.



Andy Goleman
SANGAMON COUNTY AUDITOR