

RESOLUTION NUMBER: 2023- 16

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
APPROVING PURCHASE OF A POSTAGE MACHINE**

WHEREAS, the Village of Poplar Grove (“Village”) is in need of a Postage Machine to provide public works services to the community; and

WHEREAS, the Village desires to purchase a Postage Machine from Pitney Bowes in accordance with the Quotation attached hereto as Exhibit A and incorporated herein; and

WHEREAS, Section 1-10-4 of the Village of Poplar Grove Code of Ordinances states: PURCHASES BETWEEN \$2,501.00—State limit. Purchases of materials, equipment, services or supplies between \$2,501.00 and the state limit are made by obtaining three written quotes where practical and the approvals of the Village Treasurer and Village President. Physical records regarding dates, contacts and quotes received shall be retained in the Department's files along with utilization of purchase order forms and by a two-thirds (2/3) vote of the corporate authorities, the Village hereby waives the public bid requirement for purchases exceeding \$20,001.00; and

WHEREAS, the waiver is necessary in order to purchase the Postage Machine at a cost of \$16,152.87 which is the lowest price of three quotations obtained by the Village; and

WHEREAS, the Village finds that it is in the best interest of the Village and its citizens to approve the Quotation from Pitney Bowes attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED by the Village President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. The Village hereby approves the expenditure to Pitney Bowes in the amount of \$16,152.87 for the purchase of a Postage Machine as set forth in the Sales Quotation attached hereto as Exhibit A.

PASSED UPON MOTION BY: _____

SECONDED BY: _____

BY ROLL CALL VOTE THIS _____, _____, 2023

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER: _____

APPROVED: _____, 2023

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A – QUOTATION FROM PITNEY BOWES