

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, September 27, 2017

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, September 27, 2017** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:02 p.m.

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, present
Tad Huskey, present

Chicago: Karla Schreiber, present
Sam Dorger, absent

Other staff: Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary

Approval of minutes from the meeting held on the September 19, 2017

Karla Schreiber, Chairperson asked the Board to review and approve the September 19, 2017, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Pam Blackorby moved, Tadd Huskey seconded the motion and by unanimous vote, the minutes from the meetings held September 19, 2017 were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Pam Blackorby and Tad Huskey

Old Business

Video Conferencing Equipment Purchase

Rocco LaSalvia, SPO explained that he had previously presented to the Board the purchase of an additional video conferencing system to accommodate the Champaign Regional Office. The office originally processed an order to purchase four (4) systems to accommodate JRTC, 500 S. 2nd Street, Montvale and Champaign offices. The office re-directed the Champaign unit to the Metro East Office and placed an order for an additional MX200 video conferencing system. The additional system **request** was not delivered before the budget lapse time. Therefore, Rocco notified the Board that a new FY18 purchase order in the amount of \$9,300 must be processed so that the additional system can be purchased through CMS-DoIT.

Rocco further clarified that nothing relating the purchase had changed, apart from the issuance of a FY18 purchase order for the additional MX200 video conferencing system that was not delivered timely delivered prior to the budget lapse.

As previously contemplated, the office will incur an ongoing monthly service fee that allows us access to the CMS-DoIT network for easy connection of all video conferencing systems throughout the State. That also includes CMS-DoIT helpdesk technical/troubleshooting support.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the issuance of the FY18 purchase order for this additional MX200 video conferencing system. No comments were received by the Board members.

New Business

Supplemental Cooling Unit Purchase – Montvale Server Room

Rocco LaSalvia, SPO stated that Office Services is seeking to purchase a cooling unit for the Montvale Office IT server room. The Office has experienced problems regulating the temperature in the server room for years and as more equipment is introduced to that environment, the temperature could increase which may result in equipment damage or failure.

Rocco further explained they have encountered other unrelated HVAC issues at this location and the landlord did hire a contractor to rectify the situation pursuant to the lease. Unfortunately, the lease does not require the landlord to provide a supplemental cooling unit for the server room. It would be the responsibility of the Office to purchase the unit and pay for installation.

Office Services did reach out to three (3) vendors, E.L. Pruitt Co., Henson Robinson Co., and Prairie State Plumbing & Heating Co., to secure cost information for the installation of a 2-ton wall mounted, ductless, cooling unit.

Office Services will execute a purchase order with E.L. Pruitt Co., the vendor that provided the lowest cost of \$6,790.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Pam Blackorby moved and Tad Huskey seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Pam Blackorby and Tad Huskey

The meeting adjourned at 2:09 p.m.