** Began Recording**

Karla Schreiber, Chairperson called the meeting to order at 2:01 p.m.

**Roll Call**

*Springfield:*
- Pam Blackorby – Present
- Tad Huskey – Present
- Lisa Kaigh – Present

*Chicago:*
- Karla Schreiber – Present
- Jessica O’Leary – Present

*Other Staff:*
- Eileen Baumstark-Pratt – Present
- Kathy Tedesco – Present
- Jay Wagner – Present

**Old Business**

There was no Old Business to be discussed.
**New Business**

**FY22 Office Supplies**

Eileen Braumstark-Pratt explained Office Services is seeking to secure funding for purchases of general office supplies statewide. Office Services prepared an IFB posting and placed it on the Illinois Bidbuy Procurement Bulletin to seek cost information for our core supply needs. The posing included a spreadsheet detailing the supply products we routinely stock and the anticipated quantities needed for each item listed.

Office Services received 4 responses to the posting: Atlas Stationary, Runco, Garveys and Digital Dolphin. Digital Dolphin was determined to be a non-responsive bidder.

The office will enter into 3 contracts with vendors for FY22: Atlas Stationary $137,059.69, Garvey $52,361.82 and Runco $39,679.85.

There were no comments from the board.

No Public Comments were received on any matter.

Karla Schreiber called for a motion to conclude the meeting. Pam Blackorby so moved and Tad Huskey seconded the motion.

Meeting was adjourned at 2:03 p.m

**Recording ended**