

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
December 18, 2013

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, December 18, 2013** in the James R. Thompson Center, 100 West Randolph Street, 11-722A 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 2:03 p.m.

ROLL CALL

Board members present (4):

Springfield: Dave Boots, present
 Joe Small, present
 Pam Blackorby, present

Chicago: Karla Schreiber, present
 Sam Dorger, present (after roll call)

Other staff: Rocco LaSalvia, Acting State Purchasing Officer
 Eileen Baumstark-Pratt, Board Secretary
 Iris Delgado, Purchasing Supervisor
 Emily Vivian, Land Acquisition

Approval of minutes from the meeting held on October 30, 2013

The Chair asked the Board to review and approve minutes from the October 30, 2013 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. The Chair moved, Pam Blackorby, seconded the motion and by unanimous vote, the minutes from the meeting held on October 30, 2013 were approved.

The motion carried on the following voice vote:

Yeas: Dave Boots, Joe Small, Pam Blackorby and Karla Schreiber

New Business:

FY14 Purchase of Furnishing for Office Space in Springfield

Office Services is requesting that the OAG purchase office furnishings to accommodate additional offices that will be constructed at our Montvale Office in Springfield. The furnishings requested will outfit nine (9) offices that will be constructed. Office Services contacted five (5) sources to provide cost information on desks, side chairs, filing units and desk chairs.

Office Services received cost information from the following sources: PD Morrison Enterprises, Inc, Office Max, Illinois Correctional Industries, Midwest Office Supply and Garvey's Office Products.

Office Services will execute two (2) purchase orders; one with PD Morrison Enterprises for the purchase of desks, side chairs and desk chairs at a total cost of \$6,561.00; and the other purchase order will be with Midwest Office Supply for the purchase of filing units at a total cost of \$3,663.00.

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

FY14 Purchase of a Kodak 15200 Scanner with Maintenance

The Chief Technology Officer requested the purchase of a Kodak i5200 scanner, including maintenance and a consumables kit to accommodate the needs of our Special Litigation Bureau which will be moving down to new office space located on the 11th floor in the JRTC. There are no scanners in the immediate area to accommodate their needs.

Office Services secured cost information from three (3) reseller sources, they are: Datamation, Imagetec and Netrix. Based on the cost information received, Office Services will execute a contract with Datamation, the vendor who submitted the lowest cost.

The total contract amount will be: \$22,970.06.

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

Public Comment:

No public comment

Adjournment:

The Chair asked if there was any other business to come before the PPCMB Board and if there were any objections. There being no objections and no further business, The Chair declared the meeting adjourned.

The meeting adjourned at 2:08 p.m.