

**OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board**

SPECIAL MEETING MINUTES

Wednesday, June 10, 2020

The Procurement Policy and Compliance Monitoring Board met in a special session On **June 10, 2020 via conference call**

Karla Schreiber, Chairperson called the meeting to order at 2:03 pm.

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, absent
Tad Huskey, present
Lisa Kaigh, present

Chicago: Karla Schreiber, present
Jessica O’Leary, present

Other staff: Eileen Baumstark-Pratt, Acting SPO
Kathy Leiser

Old Business

There was no old business at this meeting.

New Business

General Office Supplies

Eileen Baumstark-Pratt, Acting SPO, stated Office Services is seeking to secure funding for the purchase of general office supplies statewide.

Office Services prepared an IFB Posting and placed it on the Illinois BidBuy Illinois Procurement Bulletin to seek cost information for our core supply needs. Our posting included a spreadsheet detailing the core supply products we routinely stock and the anticipated quantities needed for each item listed. We also requested that each responding vendor provide costs and/or discount rates for those items outside the core item supply spreadsheet; items such as filing units, desks, various chairs, etc.

Office Services received four (4) responses to our IFB posting on Bidbuy: Atlas Stationers, MSC Industries, Runco and Cicero Office Supplies. Reviews were made to determine which vendor source was less expensive.

Contracts are being secured with Atlas Stationers \$289,742.59, Runco \$64,236.81, MSC Industrial Supply \$10,406.82 and Cicero Office Supplies \$2,634.50.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchases.

Tad Huskey commented that Atlas has only spent a little over \$100,000 to \$130,000 in years past, why the big jump to \$289,742.00? Eileen Baumstark-Pratt stated that we had one less bidder this year, and Atlas came in lower on many items listed. She will check current contract and advise.

Auto Physical Damage Coverage

Eileen Baumstark-Pratt, Acting SPO, stated that Office Services is seeking to renew the automobile physical damage coverage policy for designated OAG fleet vehicles. Previously, we attempted to secure cost information through CMS - Risk Management, under the state contract with the designated broker Mesriow Financial, a broker who secures pricing from various insurance carriers. Those costs were well in excess of the premiums we had paid previously. Last year, we used AJG to secure Great Lakes Insurance as our carrier.

A contract is being secured with Arthur J. Gallagher & Co. to cover our vehicles through Great Lakes Insurance for \$32,813.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

Water Service (Chicago and Rockford)

Eileen Baumstark-Pratt, Acting SPO, stated Office Services Office Services is seeking to secure bottled water service for the JRTC, the Chicago West and Chicago South Satellite offices, and the Rockford Regional Office. Office Services reached out to four (4) vendors to secure cost information: DS Water, Nestle, Garveys and Environmental Futures (EFI).

Specifications were provided to each vendor, outlining the needs and anticipated consumption for each location. Two vendors were able to meet our requirements DS water and Nestle.

A contract is being executed with DS Water for the amount of \$19,881.60 and with the ability to renew next year.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Law 360 Legal News Source

Eileen Baumstark-Pratt, Acting SPO, stated that Library Services has requested the office purchase a subscription to a legal news service, LAW360, a computerized legal news system that goes beyond standard law sources. They offer over 50 sections on various areas of the law, news and analysis on legal developments including litigation filings, case settlements, verdicts, regulation, enforcement, legislation, corporate deals and business of law.

Because there is no other single source provider known to exist, we have designated LAW360 as a Sole Source provider for these services.

A contract is being secured with Law360 Job Board in the amount of \$13,394.04 for the period of July 1, 2020 thru June 30, 2021.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

Public Comments

There were no public comments at this meeting.

Adjournment:

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

The motion carried by the following voice vote.

Yeas: Jessica O'Leary and Karla Schreiber

The meeting adjourned at 2:13 pm.