

**OFFICE OF THE ILLINOIS ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
**Wednesday, October 25, 2017**

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, October 25, 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 2:00 p.m.

**ROLL CALL**

**Board members present (3):**

Springfield: Pam Blackorby, present  
Tad Huskey, absent

Chicago: Karla Schreiber, present  
Sam Dorger, present

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

**Approval of minutes from the meeting held on the September 27 and October 12, 2017**

Karla Schreiber, Chairperson asked the Board to review and approve the September 27 and October 12, 2017 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote The minutes from the meetings held September 27 and October 12, 2017 were approved.

The motion carried on the following voice vote:

**Yeas:** Karla Schreiber, Pam Blackorby and Sam Dorger

**Old Business**

None

## **New Business**

### **Train the Trainer on Law Enforcement Response to Sexual Assault**

Rocco LaSalvia, SPO explained, the Director, Special Events requested the rental of sleeping rooms, training space, and audiovisual equipment to accommodate staff and presenters for the upcoming Train the Trainer on Law Enforcement Response to Sexual Assault.

This training is being conducted with the Illinois Law Enforcement Training and Standards Board as part of a grant from the U.S. Department of Justice. The Train the Trainer event is being held December 4 through December 6, 2017. The Office will utilize thirty (30) sleeping rooms total, ten (10) rooms each for the evenings of December 3<sup>rd</sup> through December 5<sup>th</sup>. In addition, the Office will need meeting space and audiovisual equipment to accommodate 100 participants throughout the training event.

Twelve hotels, colleges and universities were contacted to check their availability and to secure cost information. Only four (4) facilities responded with pricing and availability information. Three (3) were able to meet the sleeping room, meeting room, and audiovisual requirements these were: the Chicago Marriott Southwest at Burr Ridge; Chicago Marriott Naperville; Double Tree by Hilton – Downers Grove. The College of DuPage also provided cost information, however, the Office would have to add the cost of securing sleeping rooms at a nearby hotel to accommodate all of the requirements for this event.

Based on the cost information received, Office Services will secure a contract with the Chicago Marriott Naperville the facility that provided the lowest overall cost information of \$9,221.13.

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

### **Purchase of Replacement Batteries for Emergency Lighting Inverter System**

Rocco LaSalvia, SPO explained, Office Services requested to purchase twenty (20) 12 volt / 506 watt replacement batteries that are needed to operate the emergency lighting inverter system at the 500 South 2<sup>nd</sup> Street office. Some of the batteries are beginning to fail; they are more than 6 years old and are reaching the end of life cycle. The inverter provides power to the commercial emergency egress light fixtures that are placed throughout our facility.

Office Services contacted three vendors: B&B Electric, Inc., Anderson Electric, and Midwest Inverter. Office Services will purchase the batteries and installation services through B&B Electric, Inc. the vendor that provided the lowest cost information of \$7,340.00.

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, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Karla Schreiber, Sam Dorger and Pam Blackorby

The meeting adjourned at 2:04 p.m.