

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

SPECIAL MEETING MINUTES

Wednesday, March 31, 2021

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, March 31, 2021** 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.

***Recording began*

Karla Schreiber, Chairperson called the meeting to order at **2:04 p.m.**

ROLL CALL

Board members present (5):

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

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

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

Old Business

Karla Schreiber, asked if there was any old business to report.
No comments were received.

New Business

FY22 Purchasing Contract for Printer Toner Cartridges

Eileen Baumstark Pratt explained, The Chief Technology Officer has requested that we secure a contract amendment that will establish a source that will provide various toner cartridges for all of our network printers statewide.

Office Services prepared an IFB Posting for FY21 and FY22 placed it on the Illinois Procurement Bulletin (BidBuy). The posting contained a breakdown of the various toner needs and included the anticipated annual consumption rate.

We requested that each responding vendor present cost information for a two year pricing schedule. We received three (3) responses and the vendors that met our posting requirements are: The Office Pal, The Tree House, Inc., and Tallgrass Systems, Ltd.

Office Services will execute a contract amendment for FY22 with The Office Pal, is \$135,871.11.

Karla Schreiber asked if there were any comments pertaining to the purchase. No comments were received.

Public Comment:

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

Adjournment:

There being no further business to come before the PPCMB Board, Lisa Kaigh moved and Jessica o'Leary seconded that the meeting adjourn.

The motion carried by the following voice vote.

The meeting adjourned at 2:06 pm

***Recording Stopped*