



Chairman: Frank J. Vala

Members: Ed Bedore, Bill Black, Larry Ivory, Ricardo Morales

Minutes – January 17, 2018

Present in Springfield: Frank Vala
Larry Ivory
Bill Black

Chairman Vala called the January meeting of the Procurement Policy Board to order.

Member Black made a motion to accept the November meeting minutes as presented. Member Ivory seconded the motion, all Members voting “aye”, and the motion carried.

Next on the agenda was lease review. Susan Florence was present from Central Management Services. She stated that lease 5463 is a DCFS field office in Joliet. They have been in this office since 1998. There is a 2% rate and this is the first-rate increase since 2007. Member Black asked about snow and ice removal at these locations. Ms. Florence Replies if the lessor doesn't do it then CMS is responsible. Member Ivory asked about BEP participation in snow removal contract. Executive Director von Behren says those contracts are small business set aside. Member Black made a motion to issue a letter of no objection, Member Ivory seconded the motion. With all Members voting “aye”, and the motion carried.

Next on the agenda is Lease 6300 DES office in Rock Island it serves 3 counties, and it also serves a state-wide call center. They have been here since 2011 base rate is \$14.50 plus janitorial. There are some improvements that needs to be done to accommodate the partner, and that work is being amortized over 5 years at zero percent interest. Member Black made a motion to issue a letter of no objection, Member Ivory seconded the motion. With all Members voting “aye”, and the motion carried.

Next on the agenda is lease amendment 5608 for HFS. We are exercising available option expansion space to relocate HFS into this office. The HFS office is a Regional Child Support Office that serves 10 Counties in Northern Illinois. The rate will be \$13.00 full gross, the build out is amortized about 8 years the remaining initial term. Member Black says Susan the Sq. Ft. for employee is a little high are they short some staff? Ms. Florence says are target is 275 and this is 272. Member Black says there is a large building in Danville that houses the work source center. There is a company that does all the landscaping, mowing, and Snow removeable. Does that company have to bid for that work? Ms. Florence says those aren't our office but I would assume so, and if the State is paying for it I would say yes. Ms. Florence says all contacts for something like that would go through CMS they would need to be registered on the procurement

bulletin as a user, and signed up to receive those notices when those solicitations go out, or through the small business program. Member Ivory asked if there is pre-qualified process? I know there is always some requirements that you must meet. Ms. Florence says that would go through CMS BOSS. I don't off top of my head but I can give you information on that. Member Black made a motion to issue a letter of no objection, Member Ivory seconded the motion. With all Members voting "aye", and the motion carried.

Next on the agenda is Lease 6619 which is a RFI consolidation with two existing HFS Leases one in Belleville, and one in Granite City. They will be moving in the new space in Collinsville. it's a field office it serves Madison and St. Clair Counties. The base rate is \$13.29 plus utilities and janitorial. Chairman Vala asks does the agency pay for the Armed Guard? Ms. Florence replies yes. Member Black asks who owns this building. Ms. Florence replies if you don't own 7 and 1/2 percent on the financial disclosures then you don't have a disclosure ownership. Chairman Vala says so if someone set up like 6 LLC's that are under 7% they would have 42% of the building but wouldn't have to disclose anything because they different LLC's. Ms. Florence says you know who the LLC's are but to get down to the individual people who are beneficial interest within a LLC's any indivial who owns 7 1/2 % of given entity does not have to disclose. This is all Part of SB51. Springfield Prairie is still the owner, and they don't get the money the receiver gets the money and sends it to the bank. The receiver has the court authority and is not based in Springfield they. They have the court order to appoint a local Property Manager. Chairman Vala says so in this case is the receiver obligated just like the owner if there is some repair done they would tell the management company. Ms. Florence replies yes. Member Black made a motion to issue a letter of no objection, Member Ivory seconded the motion. With all Members voting "aye", and the motion carried.

Next on the agenda is Legislation. Director von Behren says there is nothing new to report. Chairman Vala makes motion to adjourn with all member voting "Aye" motion carries. The meeting is adjourned.