



CHIEF PROCUREMENT OFFICE
Matt Brown, General Services

Notice 2014.01

General Services

To: Ben Bagby, CPO Institutions of Higher Education
State Purchasing Officers
CMS Bureau of Strategic Sourcing
Agency Procurement Staff
Procurement Policy Board
Jen Aholt, CEO, ICI
Rich Mautino, Assistant CEO, ICI

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From: Matt Brown

Date: June 28, 2013

Subject: Illinois Correctional Industries – Approved Commodity List and Purchasing Procedures

This CPO Notice is effective July 1, 2013 and amends CPO Notice 2013.04.

Pursuant to the authority granted in Section 45-30 of the Illinois Procurement Code, the Chief Procurement Officer for General Services, in consultation with Illinois Correctional Industries (ICI), mandates that the attached list (Attachment A) of Cleaning & Household Supplies items produced by ICI shall be purchased by State agencies and universities.

More than 900 adult inmates incarcerated by Illinois correctional institutions develop work skills and gain valuable experience working in ICI. Not only does ICI not directly receive funding through General Revenue Fund (GRF), but ICI has returned millions of dollars to GRF by increasing sales and reducing costs. ICI operates at no cost to Illinois taxpayers and is self-supporting due to its product and service sales.

State agencies that order items must place the orders through IGPS and use the appropriate master contract number(s): 4017311 and 4017312.

Universities may order through the ICI website at <http://www.icicatalog.illinois.gov/>.

There are circumstances and situations where State agencies and universities are not required to purchase these items from ICI. Some of these situations include:

- The source of funds being used to procure the item requires competitive bid due to a requirement contained in the source of the funds being used to procure the item.
- A union contract or law requires the item to be procured from another source.
- ICI cannot provide the item by the time it is needed.
- ICI cannot provide the item meeting the necessary specifications.



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- ICI's pricing for the item is not as close to the market price as possible. If an agency or university believes a price being charged by ICI for an item on the attached list does not meet this guideline, then the agency or university may request arbitration pursuant to 730 ILCS 5/3-12-9.

When one of the above or other situations exist where purchasing from the required ICI product list is not lawful or practicable, then the agency or university must submit a completed preference waiver (Attachment B) request to ICI. Please email the waiver request to Richard Mautino, assistant CEO, at Richard.Mautino@doc.illinois.gov.

Agencies and universities are encouraged to consider all of ICI's product and service offerings, including food, beverages, clothing, and furniture, when making purchasing decisions. The complete catalog of ICI products may be found at www.icicatalog.illinois.gov.

If there are any questions about placing an order, please contact Caroline Petefish at Illinois Correctional Industries at (217) 558-2200 x7009.

If there are any questions regarding this notice, please contact Joe Kim from the Chief Procurement Office for General Services at (217) 558-2231.

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