



## MEMORANDUM

**TO:** MIRA Policies & Procurement Committee

**FROM:** Moira Kenney, HR Specialist/Board Administrator

**DATE:** October 3, 2014

**RE:** Notice of Regular Meeting

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There will be a regular telephonic meeting of the **Policies & Procurement Committee** of the Materials Innovation and Recycling Authority's Board of Directors on Thurs. September 11, 2014 at 11:00 a.m. in the Board Room at 100 Constitution Plaza, CT 06103.

The purpose of this meeting will be:

1. Pledge of Allegiance
2. Public Comment
3. Approval of Minutes of the September 11, 2014, Regular Committee Meeting (*Attachment 1*).
4. Discussion Regarding Constitution Plaza office lease and options following expiration of the current lease term (*Attachment 2*).
5. Executive Session to discuss pending litigation, trade secrets, personnel matters, security matters, pending RFP's and feasibility estimates and evaluations.
6. Informational
  1. Report on vendors exceeding \$50,000 on cumulative contracts, as required by CRRA's Procurement Policy (*Attachment 3*).
  2. Report on purchases that are considered exceptions to the competitive process pursuant to CRRA's Procurement Policy (*Attachment 4*).
  3. Report on Legal Requests for Services (*Attachment 5*).
7. Such other items that may properly come before the Committee.