



CHIEF PROCUREMENT OFFICE

Art Moore, Capital Development Board

Reference #: 040-010-121

EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Melissa Porter

Location of Emergency: Quincy Veterans' Home

Vendor: Poepping, Stone, Bach & Associates, Inc. (11837)

Address: 100 S. 54th Street City: Quincy State: IL Zip: 62305

Emergency Purchase Details

Emergency Category (select the appropriate option(s) from the checklist below):

- Involving threat to public health or public safety
- Immediate expenditure is necessary for repairs to State property to protect against further loss or damage
- To prevent or minimize serious disruption in critical State services that affect health, safety, or collection of substantial State revenues
- To insure integrity of State records

Describe the scope of the emergency. Show justification for the need of an emergency contract, the selection of the vendor, and explain why the need for work cannot be met through a competitive process:

In preparation for residents at Quincy Veterans' Home, who might potentially be diagnosed with Covid-19 or show similar symptoms, the Department of Veterans Affairs is requesting emergency purchases from CDB to assess and potentially renovate space for isolation rooms. This project began through an Emergency Selection of an Architect/Engineer ("A/E"); this exempts the selection from a 14-day solicitation required through Qualifications-Based Selection ("QBS"). Considering the time frames needed for the selection, negotiation and execution of an A/E contract, followed by bidding and award procedures if construction services are necessary, an assessment and/or renovation work at Quincy Veterans' Home under the existing processes would likely not begin for several months. For this reason, emergency purchases are necessary for Architect/Engineer services to assess, provide guidance and potentially design isolation rooms as quickly as possible in order to protect against the threat to public health and safety and to minimize a serious disruption in critical State services. Poepping, Stone, Bach & Associates, Inc., located in Quincy, IL was selected to provide architect/engineering services as they have the necessary experience for this work, are relatively in close proximity to the site and they can respond immediately to this request for emergency services.

Describe the scope of work or services provided to include special limitations, conditions and incorporated documents:

The scope of work provides for an assessment, guidance and potentially design services for the implementation of isolation space to meet the specific needs of the facility. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement and the March 2009 Design and Construction Manual & Supplement. Services provided under this procurement should not exceed \$50,000.00, which is a place-holder prior to entering into a Professional Services Agreement, without prior authorization from the Capital Development Board in consultation with the Chief Procurement Office. Final Actual Costs will be reported upon project completion and project close-out.

Was authorization to proceed verbally given? Yes No, receipt of this signed Notice authorizes the vendor to begin work

If Yes is checked above, explain who authorized the work, when, under what conditions or limitations and for what scope.

Upon approval from the CPO office on March 28, 2020, CDB Programs Analyst Amber Evans provided an authorization to proceed via email on March 29, 2020 for the above listed scope.

Expected Start Date: Mar 29, 2020 Estimated End Date: Jun 26, 2020



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Amount of this expenditure is: \$50,000.00
Actual or Estimated: Estimated

Signatures

I am making this statement and providing it to the CPO Office, the Auditor General, and the Procurement Policy Board in compliance with the Illinois Procurement Code and within 10 days after award of the contract.

I have authorized the emergency procurement in accordance with the requirements of the Illinois Procurement Code (30 ILCS 500) and the applicable administrative rule. I know and understand the contents of this statement and all statements herein are true and correct to the best of my knowledge.

Agency Signature: Chris Miles Digitally signed by Chris Miles
Date: 2020.03.30 08:43:56 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN
BURLINGHAM Date: 2020.03.30 10:19:22 -05'00' Date: Mar 30, 2020



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Reference #: 040-010-121

EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Melissa Porter

Location of Emergency: Quincy Veterans' Home

Vendor: Poepping, Stone, Bach & Associates, Inc. (11837)

Address: 100 S. 54th Street City: Quincy State: IL Zip: 62305

Extension Justification

Original Emergency Term Start Date: Mar 29, 2020 Original Emergency Term End Date: Jun 26, 2020

Amount of original: \$50,000.00 (Current Contract) Actual or Estimated: Estimated

Extension Hearing Date: Jun 9, 2020 Requested Extension End Date: Sep 30, 2020

Amount of extension expenditure: N/A - Time Only Actual or Estimated: _____

Describe the scope of the original emergency (supply, service, etc.):

The original scope of work provided for an assessment, guidance and potentially design services for the implementation of isolation space to meet the specific needs of the facility.

Describe the scope of the extension (supply, service, etc.). Show justification for extending the original emergency contract, and explain why the extension need cannot be met through a competitive process:

This project is currently in active construction of the permanent mechanical changes to Fifer Building "C" and "A" Wings at the Quincy campus. Temporary construction left the home with 48 beds available if the need arose for isolation rooms. Isolation Rooms are provided by the use of negative pressure. This temporary solution used portable air scrubbers on rollers in each room, as well as portable venting at each window, boarded with plywood. 46 beds will remain at the end of the mechanical change (an additional clean and soiled room have been added). The permanent mechanical change to Fifer Building includes adding new exhaust fans to the shared bathrooms in "C" and "A" wing, additional side vented air scrubbers in the ceilings of the rooms, UV lights, hepa filters, with a controls system to manage the levels. The more permanent solution will allow the rented temporary air scrubbers to be returned and the using agency to maintain the use of the resident rooms with isolation option with a "flip of a switch". Controls have been installed in each room, with monitors in the hallway to check the levels to allow for this operation on an "as needed basis". Current work of control installation in "C" wing should be complete by May 16, 2020. Testing and Balancing of 5 rooms is not completed due to potential positive cases after mass testing at the facility. It was decided that we clean/sanitize those rooms and have them ready for immediate use, and allow construction to continue in the rest of the hall. All roof work is complete, but construction will be needed of air scrubbers, UV lights, and hepa filters through the first two weeks of June for both "A" and "C" wings. Control work cannot begin in "A" wing until "C" wing is complete, cleaned and sanitized for the moving of residents from "A" to "C" wings. This delay as well as lead times on these items, necessitates the extension of the project beyond June 26, 2020. CDB requests an extension through September 30, 2020 to complete the scope of work, including the installation of new exhaust fans, side vented air scrubbers, UV lights, hepa filters, and controls, punch-list items, and formal close-out of the project. CDB requires Poepping, Stone, Bach & Associates, Inc.'s continued participation to ensure proper documentation, observation during construction and assistance with Final Acceptance/Closeout of this project.

Term of emergency procurement shall not exceed 90 days. Contract may be extended beyond 90 days if CPO determines additional time is necessary; however, prior to execution of extension, CPO must hold a public hearing and provide written description



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Signatures

I am requesting an extension of the requested emergency contract. I know and understand the contents of this statement and all statements herein are true and correct to the best of my knowledge.

Agency Signature: Chris Miles Digitally signed by Chris Miles
Date: 2020.05.21 11:28:03 -05'00' Title: Executive II

Hearing Disposition

Hearing Date: Jun 9, 2020 Hearing Location: via WebEx from multiple remote locations.

The State posted to the Illinois Procurement Bulletin a description of the State's need, the justification for emergency extension, and information regarding opportunity to submit comments and testify at a public hearing.

Notice of the hearing was posted to the Illinois Procurement Bulletin at least (14) days in advance of hearing and was also posted outside the hearing room no less than two business days prior to the hearing. The hearing was held to hear testimony and receive comments on extending the procurement.

Hearing Narrative:

The PM provided a status update. All roof penetration work is complete, but additional construction will be needed to install air scrubbers, UV lights, and hepa filters through the first two weeks of June for both "A" and "C" wings. Control work cannot begin in "A" wing until work in the "C" wing is complete, cleaned and sanitized. Then moving residents from "A" to "C" wings can take place. This delay as well as lead times on ordered air scrubbers necessitates the extension of the project beyond June 26, 2020. Currently a NTE \$50,000 is in place. Once air scrubbers are received and installed, a contract modification for approximately \$12,000 for additional Testing & Balancing efforts will be submitted. CDB requests an extension to complete the scope of work, and complete formal close-out documentation for the project. SPO Burlingham concurs and recommends Poepping, Stone, Bach & Associates, Inc's contract be extended until September 30, 2020.

Signatures

Hearing Officer recommends approval of the extension request.

Hearing Officer Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM
Date: 2020.06.09 15:00:56 -05'00' Date: Jun 9, 2020

After a complete review of the circumstances relating to the need for extending the existing emergency contract, CPO approval is given to extend for a period not to exceed 96 calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore
Date: 2020.06.11 16:37:54 -05'00' Date: Jun 11, 2020