



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 040-060-020

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Luke Montgomery

Location of Emergency: Anna Veterans Home, Anna, IL.

Vendor: Brown Electric

Address: PO Box 165 City: Goreville State: IL Zip: 62939

### 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:

On October 25, 2019, the last operating water heater failed at the Anna Veterans' Home leaving the facility without hot water. The Department of Veterans' Affairs requests that the Capital Development Board procure vendors under emergency purchases to provide repairs to or replacement of the facility's water heaters. This project began through the use of an IDIQ contract with Eggemeyer Associates to investigate and assess the hot water heaters and distribution system at the facility. Due to the failure of the last remaining water heater, emergency purchases are now necessary to protect the health and safety of the residents, and State employees at the facility and to prevent or minimize a serious disruption in critical State services at the facility. The contractor Brown Electric located at Goreville, IL was selected to provide emergency services because they have experience with MEP systems, they are relatively in close proximity to the project 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 the repair or replacement of hot water heaters and necessary electrical items to the affected building at the Anna Veterans Home. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement and the March 2009 Design and Construction Manual & Supplement. The cost for Emergency services provided under this procurement is estimated to not exceed \$100K, and is not to be exceeded without prior authorization from the Capital Development Board in consultation with the Chief Procurement Office.

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.

On October 25, 2019, SPO Burlingham provided verbal authorization to engage all necessary parties to attain the necessary materials to respond to this urgent situation. Work was completed at 4:25 a.m. on October 26, 2019. Final actual costs will be published when billing invoices are received.

Expected Start Date: Oct 25, 2019 Estimated End Date: Oct 26, 2019

Amount of this expenditure is: 99,000.00 Actual or Estimated: Estimated



# CHIEF PROCUREMENT OFFICE

Art Moore, Capital Development Board

Reference #: 040-060-020

## EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Luke Montgomery

Location of Emergency: Anna Veterans Home, Anna, IL.

Vendor: Brown Electric

Address: PO Box 165 City: Goreville State: IL Zip: 62939

### 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: 2019.11.06 09:00:05 -06'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2019.11.06 09:13:55 -06'00' Date: Nov 6, 2019

CPO #: 20-1103

# Small Purchase Checklist And Approval

Date: Nov 25, 2019

(For use on small purchases over \$9,999)

Project Number: 040-060-020

Project Title: Water Heater Replacement-Anna Vets Home, Anna, IL.

Vendor Selected: Brown Electric

Estimated Project Cost: \$6,026.97 <sup>CPO</sup>

Construction Contracts Under \$100,000 -- Architect and Engineer Contracts Under \$25,000		
<input type="checkbox"/> Director Selection Letter (If applicable)	<input checked="" type="checkbox"/> Notice of Intent Letter	<input type="checkbox"/> CE Backup/Fee (If applicable)
<input type="checkbox"/> Disclosures & Certifications (If over \$50K)	<input type="checkbox"/> Political Contributions (If over \$50K)	<input type="checkbox"/> A/E Appendix A/B (If applicable)
<input type="checkbox"/> PCOI (If applicable)	<input type="checkbox"/> Bonds/Insurance (If applicable)	<input type="checkbox"/> BEP/VBE Registration (If applicable)
<input checked="" type="checkbox"/> Standard Terms and Conditions	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Request For Quotes

Indicate whether the vendor selected (if applicable) is:  IL Small Business  BEP Certified  Veteran Certified

If Vendor Selected is BEP or VBE certified, Select One:

- No work related to this contract will be subcontracted to a lower tier non-MBE/FBE/VBE firm.
- \$  of this contract will be subcontracted to a lower tier non-MBE/FBE/VBE firm.

Brief Description and Scope of Work (Include information on any related procurements, and list any other vendors/trades that will be involved):

On October 25, 2019, the water heaters failed at the Anna Veterans' Home leaving the facility without hot water. The Department of Veterans' Affairs requests that the Capital Development Board procure vendors to provide expedited repairs to or replacement of the facility's water heaters. The scope of work provides for the expedited repair or replacement of hot water heaters and necessary systems to the affected buildings at the Anna Veterans Home.

List all other firms contacted, their quotes, and whether they are certified IL Small Business, BEP Certified, or Veteran Certified: If less than three vendors were contacted provide a detailed explanation why. If firm selected has been selected this calendar year provide justification for repeat selection.

Due to the location of the Anna Vets Home, in Anna, IL., and the urgent need to replace the Hot Water Heaters, Brown Electric located at Goreville, IL. was selected to provide expedited repair services because they have experience with MEP systems, they are relatively in close proximity to the project site and they could respond immediately to this request for expedited services.

CDB Signature: 

Title: Project Manager

Date: 11/25/19

### SPO's Reasons for Contract Award Decision per 30 ILCS 500/20-155(c):


The SPO sets forth the reasoning for the contract award decision by checking the appropriate box below.

Review of pertinent information presented by CDB, and as summarized on this Small Purchase Checklist and Approval form, discloses no impediments, and warrants the approval of the contract action. (PSA/Contracts)

Other (Description Here):

CPO/SPO Comments:

On Friday, October 25, 2019, the CPO Office office authorized all parties deemed necessary by CDB to perform work and attain the necessary materials to respond to this urgent situation.

CPO/SPO Signature: 

Date: 11-25-19

APPROVED

CARF



# CHIEF PROCUREMENT OFFICE

Art Moore, Capital Development Board

Reference #: 040-060-020

## EMERGENCY PURCHASE FINAL COST AND TERM

Agency: Capital Development Board Point of Contact: Luke Montgomery

Location of Emergency: Anna Veterans Home, Anna, IL.

Vendor: Brown Electric

Address: PO Box 165 City: Goreville State: IL Zip: 62939

### Final Costs and Term

---

Final total cost of supplies and services: \$6,026.97 Final total term of contract: 1 Day

I am reporting the final costs and term for the referenced emergency contract to the CPO and the Auditor General.

Agency Signature: Chris Miles Digitally signed by Chris Miles  
Date: 2019.11.25 16:44:45 -06'00' Title: Executive II

Printed Name: Chris R. Miles Date: Nov 25, 2019