



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 040-060-021

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Luke Montgomery

Location of Emergency: Anna Veterans' Home

Vendor: H & N Construction, Inc. (26522)

Address: 1315 West Broadway Street City: Steeleville State: IL Zip: 62288

### 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 patients that are receiving mental health treatment at Anna 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 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, renovation work at Anna Veterans' Home under the existing processes would likely not begin for several months. For this reason, emergency purchases are necessary to provide renovation work for the implementation of 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. H & N Construction, Inc., located in Steeleville, IL was selected to provide construction 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 construction services for the implementation of isolation space to meet the specific needs of the facility as directed by the Architect/Engineer of record and approved by CDB. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement and design documents provided by the Architect/Engineer. Services provided under this procurement should not exceed \$100,000.00, which is a place-holder prior to entering into a Construction Contract, 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

Expected Start Date: Mar 31, 2020 Estimated End Date: Jun 26, 2020

Amount of this expenditure is: \$100,000.00 Actual or Estimated: Estimated



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#### 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: 2020.03.31 09:43:20 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2020.03.31 10:05:21 -05'00' Date: Mar 31, 2020



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### EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Luke Montgomery

Location of Emergency: Anna Veterans' Home

Vendor: H & N Construction, Inc. (26522)

Address: 1315 West Broadway Street City: Steeleville State: IL Zip: 62288

### Extension Justification

Original Emergency Term Start Date: Mar 31, 2020 Original Emergency Term End Date: Jun 26, 2020

Amount of original: \$469,000.00 (Current Contract) Actual or Estimated: Estimated

Extension Hearing Date: Jun 9, 2020 Requested Extension End Date: Dec 31, 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 construction services for the implementation of isolation space to meet the specific needs of the facility as directed by the Architect/Engineer of record and approved by CDB.

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 reached substantial completion on April 16, 2020, which provided 7 isolation beds at the facility (2 permanent isolation rooms inside Freedom Wing and 5 temporary isolation rooms in a leased mobile unit). The Department of Veterans' Affairs ("DVA") has requested that the isolation rooms in the mobile unit continue to be readily available through the winter should a second wave of the coronavirus pandemic takes place. The current lease for the mobile unit is held by H & N Construction which will expire on July 8, 2020. After the expiration of the lease, DVA will assume the lease. However, the mobile unit will require winterization work to include heat tape around water lines, additional insulation and extra heating units to prepare for winter conditions. The project team also awaits delivery of purchased negative air machines that may or may not arrive by the current expiration date. Also, additional heat calculations will be needed since it is operating under negative air and that makes the room respond colder than a room that is not under negative air. The team is also currently working to resolve some code/zoning issues with the City of Anna. Those issues will have to be resolved prior to knowing how we can provide fuel to the RTU. If the city allows us to use LP to fuel the heating side of the RTU then a conversion kit will need to be ordered (currently the unit is set up for Natural Gas). Anna Veterans Home is an all electric site. Should the City of Anna not grant the variance then we would have to have a natural gas line ran and that would not be achievable before the contract expiration date. Therefore, CDB requests an extension through December 31, 2020 to complete the scope of work, including punch list items, winterization work and troubleshooting if necessary, and formal close-out of the project. CDB requires H & N Construction's continued participation as they are most familiar with the scope and construction services provided to date, they currently hold the lease for the mobile unit, and have brought the project to substantial completion.

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 11:25:16  
-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. This project reached substantial completion on April 16, 2020, which provided 7 isolation beds at the facility (2 permanent isolation rooms inside Freedom Wing and 5 temporary isolation rooms in a leased mobile unit). To reduce costs, it was decided that purchasing 7 negative air machines would be substantially less than continuing to lease them. They are scheduled to arrive late July, early August. The Department of Veterans' Affairs ("DVA") has requested that the isolation rooms in the mobile unit continue to be readily available through the winter should a second wave of the coronavirus pandemic takes place. The current lease for the mobile unit is held by H & N Construction which will expire on July 8, 2020. The DVA will assume the lease at that time. However, the mobile unit will need to be winterized to include heat tape around water lines, additional insulation and extra heating units to prepare for winter conditions. H&N Construction's NTE contract is \$469,000.00 and no CO's are anticipated at this time. The PM stated the final invoice will be considerably less than \$469,000.00. CDB requests an extension through December 31, 2020 to complete the scope of work, testing and balancing of negative air units, completion of punch list items, winterization work, any necessary troubleshooting, reviewing final invoices and and developing the formal close-out documentation for the project. SPO Burlingham concurs and recommends approval.



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Hearing Officer recommends approval of the extension request.

Hearing Officer Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2020.06.09 16:24:43 -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  calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore Date: 2020.06.11 16:33:54 -05'00' Date: Jun 11, 2020