



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 120-075-071

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Tim Dietz

Location of Emergency: Dixon Correctional Center - Healthcare Unit

Vendor: IMEG Corp. (34315)

Address: 1138 Columbus St. City: Ottawa State: IL Zip: 61350

### 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:

The Dixon Correctional Center is a multi-security facility that houses approximately 1,600 individuals and is the workplace for another 700 state staff. To properly care for and treat the individuals on this campus, the facility has a three-story health care unit that is dependent upon a pair of 54-year-old elevators to move residents and workers. This building allows for 135 individuals to receive specialized health care services on grounds. The second floor has 51 beds that are dedicated to individuals in need for ADA accommodations; the third floor has 84 beds that are dedicated to a medically ill population that for all intents and purposes would otherwise be a skilled nursing facility.

The 54 years old elevators are showing signs of excessive wear and tear. The major electrical and mechanical components of the elevators are either technologically obsolete or commercially obsolete and have exceeded their effective net useful life. A recent assessment completed in June 2020 on the elevators indicated that the parts for the Montgomery Flight controls may no longer be available. The elevators constantly break down and finding vendors who can obtain parts to fix the outdated components is nearly impossible. Multiple solicitations for elevator service have been minimally responded to or garnered no response at all.

Most recently one of the two elevators that serves this building was stuck in between floors. It took 45 minutes to get the passenger car moving. Two individuals in wheelchairs and one individual with a walker were stuck in the elevator with no ability to seek help.

Given the specialized populations treated at this facility – Sexually Violent Persons, Seriously Mentally Ill, Elderly – and the presence of both Rasho and Lippert court monitors touring the grounds and evaluating our health care operations, the Department considers fixing these elevators an extreme priority and an urgent situation that needs to be addressed. The elevators are unreliable and create a risk of physical harm or death should an elevator experience a catastrophic failure. Additionally, the inability to rely on the current elevators to transport it's ADA and/or medically ill and elderly threatens disruption of critical State services.

The Illinois Department of Corrections has requested that the Capital Development Board provide emergency services to assess and replace the elevators as quickly as possible. This project began through the 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, an assessment, design and replacement of the elevators under the existing processes would likely not begin for several months. For this reason, emergency purchases are necessary to protect against the threat to public health and safety and to prevent or minimize serious disruption in critical State services as quickly as possible. IMEG Corp., located in Ottawa, IL, was selected because they are relatively in close proximity to the site, they have the expertise and experience with CDB working on similar projects utilizing specialized elevator



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consultants, 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 services provides for an evaluation of the existing elevators in the Healthcare Unit and immediate design services for expedited replacement work to provide reliable code compliant elevators including all ancillary components. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement and the March 2009 Design and Construction Manual & Supplement. Basic Architectural Services provided under this procurement should not exceed \$250,000.00, which is a place-holder prior to the negotiation of 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.

In accordance with 30 ILCS 500/50-35, all contractors, and each subcontractor to be used whose contract/subcontract exceeds an annual value of \$50,000, shall submit financial disclosures and certifications as a material term of the contract. In accordance with section 00 21 50 of the Standard Documents for Construction, the General Contractor shall perform no less than 20% of work with its own staff. Each other trade shall perform no less than 40% of work with its own staff. Work with own staff includes direct labor and supervision, as well as material purchases where the material is installed by the contractor.

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.

Expected Start Date: May 28, 2021 Estimated End Date: Aug 25, 2021

Amount of this expenditure is: \$250,000.00 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: 2021.05.28 09:29:57 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2021.05.28 09:43:38 -05'00' Date: May 28, 2021



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 120-075-071

### EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Tim Dietz

Location of Emergency: Dixon Correctional Center - Healthcare Unit

Vendor: IMEG Corp. (34315)

Address: 1138 Columbus St. City: Ottawa State: IL Zip: 61350

### Extension Justification

Original Emergency Term Start Date: May 28, 2021 Original Emergency Term End Date: Aug 25, 2021

Amount of original: \$250,000.00 (Place-Holder) Actual or Estimated: Estimated

Extension Hearing Date: Aug 17, 2021 Requested Extension End Date: Nov 1, 2022

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

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

The scope of services remains the same and provides for an evaluation of the existing elevators in the Healthcare Unit and immediate design services for expedited replacement work to provide reliable code compliant elevators including all ancillary components.

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:

The A/E continues to work on the design documents/bid package. The design is anticipated to be completed within the next 45 days. Considering time needed to receive and review quotes from contractors, issue an authorization to proceed, complete the shop drawing approval process, order and await equipment with lead times of up to 8 months, allow at least 90 days for construction, and 60 days for close-out, the project team believes an extension is warranted to at least November 1, 2022, based on information to date. Therefore, CDB is requesting consideration to extend the emergency purchase through November 1, 2022 to allow for all physical work to be completed, to account for any unforeseen conditions, and to allow for formal close-out of the project. CDB requires IMEG Corp.'s continued participation to provide design services for elevator replacement work, as they are most familiar with the site, elevators, and scope of work, and can continue to work in an expedited manner.

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

### 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: 2021.08.02 15:30:55 -05'00' Title: Executive II

State of Illinois Chief Procurement Office for the Capital Development Board

NOTICE OF HEARING

  X   Emergency Extension

The Office of the Chief Procurement Officer will hold a public hearing to hear testimony and receive comments on the proposed contract(s) as described below.

Details of the proposed contract, justification for the Agency to contract in this way and the hearing procedure can be found at [www.purchase.state.il.us/](http://www.purchase.state.il.us/). Click "Illinois Bid" and enter Procurement Bulletin Reference # in the search box.

HEARING DETAILS

DATE: Tuesday August 17, 2021  
TIME: 2:30 p.m.  
LOCATIONS: via WebEx from multiple locations.

This hearing will be conducted remotely and will be accessible via WebEx or telephone. For those who wish to attend this hearing via WebEx teleconference, please call in to the number listed and enter the access code listed below:

Phone: 1-312-535-8110

Access Code: 177 588 5111

HEARING CONTACT PERSON

NAME: Gerald Burlingham  
TITLE: State Purchasing Officer, Illinois Capital Development Board  
ADDRESS: 401 S. Spring St., Springfield, IL 62706  
PHONE: 217-836-0185  
FAX: 217-558-1399  
E-MAIL: gerald.burlingham@Illinois.gov

TESTIMONY

Anyone wishing to testify—please notify the HEARING CONTACT PERSON of desire to testify in advance if possible.

PROPOSED CONTRACT(S) SUBJECT OF THIS HEARING

Agency: Illinois Capital Development Board

Vendor: IMEG Corp

Brief Descriptions:

The Office of the Chief Procurement Officer for the Capital Development Board will hold a public hearing to hear testimony and receive comments on the proposed contract extension for design services from IMEG Corp. This is related to an emergency procurement for elevator replacements at the Dixon Correctional Center. CDB # 120-075-071.



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### Hearing Disposition

Hearing Date: Aug 17, 2021 Hearing Location: via WebEx from multiple 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 Project Manager provided a current status. Currently the AE anticipates design for elevator replacements to be completed within the next 42 days. Once complete, a short-list of vendors will be developed to provide quotes for this specialized work. Currently it is reasonable to anticipate equipment lead times will exceed 8 months. Once materials are received, the elevator replacement work will need to be sequenced in order to replace one elevator at a time. It is anticipated at least 90 days for construction to replace the two elevators will be needed, and 60 days for project close-out. The project team believes a construction time-line to at least November 1, 2022 is reasonable based on the known information to date. CDB is requesting consideration to extend the emergency purchase through November 1, 2022 to allow 390 days for the selection process, material ordering and delivery, and all physical work to be completed. The extension will also provide an allowance for any unforeseen conditions, delays due to inclement weather, any potential COVID delays, and to allow for formal close-out of the project. SPO Burlingham concurs, and recommends approval.

### Signatures

Hearing Officer recommends approval of the extension request.

Hearing Officer Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2021.08.17 14:52:25 -05'00' Date: Aug 17, 2021

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 433 calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore Date: 2021.08.20 10:56:17 -05'00' Date: Aug 20, 2021