



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 120-075-072

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Tim Dietz

Location of Emergency: Dixon Correctional Center - Warehouse (General Stores) Building

Vendor: Stanley Consultants, Inc. (1892)

Address: 8501 W. Higgins Road, #730 City: Chicago State: IL Zip: 60631

### 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 Department of Corrections notified the Capital Development Board that the transformer that supports the Dixon Correctional Center Warehouse Building failed. This transformer supplies electrical power for office equipment, lights, freezers, coolers, an elevator, loading dock doors and chillers. The transformer is almost 60 years old and beyond its useful life. Normal life expectancy for a transformer is 30 years. Without some emergency support, there is a possibility of losing almost \$200,000 in frozen and refrigerated product used for making daily meals. The facility warehouse has partial power now by utilizing an emergency generator, but the electrical needs have exceeded its capacity. An additional generator is to be brought to the site for additional power as the freezers, which are the main concern, are not able to be hooked up to the initial emergency generator. The Department of Corrections has requested that CDB declare an emergency to assist with the assessment of the transformer failure, recommendations and guidance for temporary solutions, and design and construction services for the replacement of the failed transformer.

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 of the failed transformer followed by recommendations, design and replacement of the transformer under the existing processes would likely not begin for several months. For this reason, emergency purchases are necessary to assess and replace the transformer as quickly as possible in order to protect against the threat to public health and safety, to protect against further loss or damage and to prevent or minimize serious disruption in critical State services. Stanley Consultants, Inc., located in Chicago, IL, was selected because they are relatively in close proximity to the site, they are familiar with the facility as they have an additional but unrelated project at the site, they have the expertise and experience to complete the work, 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 engineering services to diagnose the cause of the Warehouse (General Stores) transformer failure, provide solutions to repair/replace the transformer, and to assist with design of a temporary generator installation to power the building until repairs are made. 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 \$100,000.00, 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



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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.

Upon approval from the Chief Procurement Office, CDB's Construction Administrator authorized the work to begin on August 31, 2021 via email to Stanley Consultants, Inc.

Expected Start Date: Aug 31, 2021 Estimated End Date: Nov 28, 2021

Amount of this expenditure is: \$100,000.00 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: 2021.09.01 13:32:15 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM  
Date: 2021.09.01 13:34:39 -05'00' Date: Sep 1, 2021