



Chief Procurement Office Capital Development Board
Art Moore, Chief Procurement Officer

November 14, 2017

Mr. Frank J. Mautino
Office of the Auditor General
Iles Park Plaza
740 East Ash
Springfield, Illinois 62703

**RE: Emergency Procurement for Roofing Repairs, Logan Correctional Center, CDB
#120-135-062**

Dear Mr. Mautino:

Attached please find an Emergency Purchase Affidavit, with the estimated cost of \$ 260,000.00 for an emergency project undertaken by the Capital Development Board ("CDB").

The Logan Correctional Center is experiencing multiple roof leaks in the Maintenance Building as a result of a failed roofing system. In March, 2015, AndersonBloom + Associates, Inc. was selected thru regular QBS processes and awarded a contract to design the replacement roof. Recently, the leaks have worsened and facility personnel are concerned about further damage to the equipment housed in the building such as maintenance tools, stored records, equipment manuals and blueprints. Poor roofing conditions must be repaired immediately to avoid further structural damage as well as damage to furnishings inside the building. In addition, the continuance of water leaks inside the building raises concerns over the health and safety of personnel and inmates.

Designed Roofing Systems was selected as the lowest responsive bidder for roofing construction services with an estimated cost of \$260,000.00. The emergency was declared under under the provisions of Title 44 Illinois Administrative Code, and Section 20-30 of the Illinois Procurement Code [30 ILCS 500/20-30].

Thank you for your consideration. If you have any questions, please contact me at (217) 836-0185. The IPB reference number for this affidavit is 22041621.

Sincerely,

Gerald S. Burlingham, CPPO
State Purchasing Officer – Capital Development Board

401 South Spring Street
316 Stratton Office Building
Springfield, Illinois 62706
(217) 558-2156
(217) 558-1399 Facsimile

+

CDB Contractor Invitation/Selection Recommendation Form

Emergency or Non-Emergency (Small Project) Invitation/Selection Recommendation

Project No. 120-135-062

Project Name and Location: Replace Roofing Systems, Logan Correctional Center

Date of Recommendation: 10.12.17

The following firms are being recommended to be selected for the project based on the following reasons:

Firm # 1

Henson Robinson Company

3550 Great Northern

Springfield, IL 62711

(217) 544-8451

Disadvantaged Business: No

Reasons for Recommendation:

1. Contractor has completed several similar types of projects for CDB
2. Due to the urgency and the small size of the emergency project, the Contractor is geographically located close to the facility and will be able to provide a practical response
3. The Contractor has the expertise necessary to complete the specialized scope for the emergency project

Firm #2

Advanced Commercial Roofing

3611 N Staley Rd

Champaign, IL

(217) 344-8300

Disadvantaged Business: No

Reasons for Recommendation:

1. Contractor has completed several similar types of projects for CDB
2. Due to the urgency and the small size of the emergency project, the Contractor is geographically located close to the facility and will be able to provide a practical response
3. The Contractor has the expertise necessary to complete the specialized scope for the emergency project

Firm #3

Kreiling Roofing Co.

2335 W Altorfer Dr.

Peoria, IL 61615

(309) 673-3649

Disadvantaged Business: No

Reasons for Recommendation:

1. Contractor has completed several similar types of projects for CDB
2. Due to the urgency and the small size of the emergency project, the Contractor is geographically located close to the facility and will be able to provide a practical response
3. The Contractor has the expertise necessary to complete the specialized scope for the emergency project

Firm # 4

Western Waterproofing Company
309 NE Rock Island Ave.
Peoria, IL 61603-2937
(309) 676-2374

Disadvantaged Business: No

Reasons for Recommendation:

1. Contractor has completed several similar types of projects for CDB
2. Due to the urgency and the small size of the emergency project, the Contractor is geographically located close to the facility and will be able to provide a practical response
3. The Contractor has the expertise necessary to complete the specialized scope for the emergency project

Firm #5

Designed Roofing Systems
4850 Jeffory St, Springfield, IL 62703
Springfield IL 61603-2937
(217) 585-1101


Disadvantaged Business: No

Reasons for Recommendation:

1. Contractor has completed several similar types of projects for CDB
2. Due to the urgency and the small size of the emergency project, the Contractor is geographically located close to the facility and will be able to provide a practical response
3. The Contractor has the expertise necessary to complete the specialized scope for the emergency project


At this time we could find no qualified roofing contractors with MBE/FBE/VBE/status.

Concurrence with Recommendation:

 10.16.17
Project Manager date

 10-16-17
Regional Manager date

 10-16-17
Emergency Procurement Coordinator date

 10-16-17
Chief Procurement Office date

EMERGENCY PURCHASE AFFIDAVIT

Reference # 120-135-062

Chief Procurement Officer (CPO) making a procurement under Illinois Procurement Code (30 ILCS 500/20-30) shall file affidavit with Procurement Policy Board and Auditor General within 10 days.

Agency: Capital Development Board Division:

Address: 401 South Spring Street

City: Springfield State: IL Zip: 62706

Vendor #1: Designed Roofing Systems, Inc. (20360)

Address: 4850 Jeffory Street

City: Springfield State: IL Zip: 62703

State of Illinois) : SS

County of Sangamon

I, Gus Behnke being duly sworn, solemnly swear and affirm that I am Chief Fiscal Officer.

I have authorized the emergency procurement in accordance with standards as established by law and rule in fulfillment of the emergency purchase affidavit provisions of Illinois Procurement Code [30 ILCS 500/20-30] as follows.

- checkboxes for: Involving threat to public health or public safety, Immediate expenditure is necessary for repairs to State property to protect against further loss of 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, Quick purchase as provided by Section 20-30 (d) of the Illinois Procurement Code

The conditions and circumstances requiring this emergency purchase, including reason for selection of the particular contractor are:

The Logan Correctional Center is experiencing multiple water leaks in the Maintenance Building as a result of a failed roofing system. AndersonBloom + Associates, Inc. was selected thru regular QBS processes to design the replacement roof. Recently, the leaks have worsened and facility personnel are concerned about further damage to the equipment housed in the building such as maintenance tools, stored records, equipment manuals and blueprints. The building also houses the HVAC main frame computer that controls 7 buildings. There are offices and shops which are occupied by a staff of 14 and approximately 50 offenders providing various services in the building. Poor roofing conditions must be repaired immediately to avoid further structural damage as well as damage to furnishings inside the building. In addition, the continuance of water leaks inside the building raises concerns over the health and safety of personnel and inmates. An emergency purchase is necessary to provide repair work before winter and to ensure uninterrupted operations at the facility.

Vendor #1 will provide labor and material to replace approximately 1700 square feet of existing ballasted single-ply roofing utilizing an expedited design as specified by the architect/engineer of record and as approved by CDB. The work also includes new high R-value rigid insulation, partial deck replacement, wood blocking, reflective white membrane, flashings and accessories. Several firms were invited to provide quotes, based on their availability, expertise, experience and location. Vendor #1 provided the lowest responsive and responsible quote and is availability to perform immediately with the necessary manpower to ensure the building is watertight prior to winter.

Considering the time frames needed for standard bidding procedures, roof replacement work at the Logan Correctional Center under the existing processes would likely not begin for several months. For this reason, an emergency purchase is necessary in order to prevent a threat to public health and safety, protect against further loss of or damage to State property, to prevent or minimize serious disruption in critical State services and to ensure the integrity of State records.

Vendor #1 Expected Start Date: November 13, 2017 Expected End Date: February 10, 2018

Extension of previous emergency purchase: Yes or No

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.

Vendor #1 Amount of this expenditure is: \$ Actual or \$260,000.00 *Estimated

*When only an estimate of cost is available, the actual cost shall be reported immediately after it is determined.

I am duly authorized to make this affidavit. I know and understand the contents of this affidavit and all statements herein are true and correct. This affidavit is made pursuant to and in fulfillment of the requirements of Illinois Procurement Code [30 ILCS 500/20-30].

Gus B... [Signature]

Signature of Affiant

Subscribed and sworn before me this 14th day of November 20 17.

x

Christopher A. Miles [Signature]

Notary Public

My Commission expires: 11/3/18



Section 20-30.

(a) Conditions for use. In accordance with standards set by rule, a purchasing agency may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat to public health or public safety, or when immediate expenditure is necessary for repairs to State property in order to protect against further loss of or damage to State property, to prevent or minimize serious disruption in critical State services that affect health, safety, or collection of substantial State revenues, or to ensure the integrity of State records; provided, however, that the term of the term of the emergency purchase shall be limited to the time reasonably needed for a competitive procurement, not to exceed 90 days. A contract may be extended beyond 90 days if the chief procurement officer determines additional time is necessary and that the contract scope and duration are limited to the emergency. Prior to the execution of the extension, the chief procurement officer must hold a public hearing and provide written justification for all emergency contracts. Members of the public may present testimony. Emergency procurements shall be made with as much competition as is practicable under the circumstances. A written description of the basis for the emergency and reasons for the selection of the particular contractor shall be included in the contract file.

(b) Notice. Notice of all emergency procurements shall be provided to the Procurement Policy Board and published in the online electronic Bulletin no later than 3 business days after the contract is awarded. Notice of intent to extend an emergency contract shall be provided to the Procurement Policy Board and published in the online electronic Bulletin at least 14 days before the public hearing. Notice shall include at least a description of the need for the emergency purchase, the contractor, and if applicable, the date, time and location of the public hearing. A copy of this notice and all documents provided at the hearing shall be included in the subsequent Procurement Bulletin. Before the next appropriate volume of the Illinois Procurement Bulletin, the purchasing agency shall publish in the Illinois Procurement Bulletin a copy of each written description and reasons and the total cost of each emergency procurement made during the previous month. When only an estimate of the total cost is known at the time of publication, the estimate shall be identified as an estimate and published. When the actual total cost is determined, it shall also be published in like manner before the 10th day of the next succeeding month.

(c) Affidavits. A chief procurement officer making a procurement under this Section shall file affidavits with the Procurement Policy Board and the Auditor General within 10 days after the procurement setting forth the amount expended, the name of the contractor involved, and the conditions and circumstances requiring the emergency procurement. When only an estimate of the cost is available within 10 days after the procurement, the actual cost shall be reported immediately after it is determined. At the end of each fiscal quarter, the Auditor General shall file with the Legislative Audit Commission and the Governor a complete listing of all emergency procurements reported during that fiscal quarter. The Legislative Audit Commission shall review the emergency procurements so reported and, in its annual reports, advise the General Assembly of procurements that appear to constitute an abuse of this Section.

(d) Quick purchases. The chief procurement officer may promulgate rules extending the circumstances by which a purchasing agency may make purchases under this Section, including but not limited to the procurement of items available at a discount for a limited period of time. (Source: P.A. 90-572, eff. date - See Sec. 99-5.)

For continuation if necessary:

Reference # 120-135-062

Emergency Memorandum

To: Capital Programs
Capital Development Board

From: Jared Brunk

Date: October 12, 2017

Subject: Emergency Purchase Request

The Illinois Department of Corrections is requesting that the Capital Development Board take action to procure, on an emergency basis, one or more contracts to address an emergency need of the State.

This situation meets the following condition(s) for use as set forth in 30 ILCS 500/20-30:

- X There exists a threat to public health or public safety.
- X Immediate expenditure is necessary for repairs to State property in order to protect against further loss or damage.
- X It is necessary to prevent or minimize serious disruption in critical State services that affect health, safety, or the collection of substantial state revenues.
- X It is necessary to insure the integrity of State records.

Specific justification for the emergency conditions listed above are as follows:

(Please attach relevant documentation)

The Illinois Department of Corrections is seeking an emergency declaration for the repair and replacement of the roof on the maintenance building located on the grounds of the Logan Correctional Center. For context, please be advised that the Logan Correctional Center is a maximum security female facility that houses approximately 1,750 offenders and is the workplace of another 500 state staff. Furthermore the facility houses both a reception and classification center in addition to a residential treatment unit, which is under court supervision and a key component of the Rasha Court Settlement entered into by the State of Illinois. As for the maintenance building itself, please be advised that the facility stores over 5,000 tools, equipment manuals, records, blueprints, cleaning supplies and pesticides within the structure. The occupants of the building include fourteen state employees and fifty offender workers. The current situation of the roof has led to tools, supplies and equipment being damaged. Although we have sought out other storage places within the facility grounds, no such building has been identified. The potential loss of state equipment could total well over \$1 million should the roof

State of Illinois Chief Procurement Office for the Capital Development Board
Emergency Extension Justification / Disposition Form (Part I)

(To be posted with Notice of Hearing) SPO Initials _____

Requesting Agency/University: Capital Development Board

Project Title: Replace Roofing
Systems Logan Correctional Facility

Department/Bureau/Section: Construction

IPB Reference #: 22041621

Name of Requestor: Heather Oxley

PBC Reference #: _____

CDB Project No.: 120-135-062

VENDOR/VALUE:

Vendor: Designed Roofing Systems Inc.

Value of Proposed Emergency Extension: N/A Value is: Actual Estimated

TERM:

This proposed emergency extension is X is not expected to last beyond 90 calendar days.

Emergency Contract End Date: 2/10/18

Proposed Emergency Extension Contract Start Date: 2/11/18

Proposed Emergency Extension Contract End Date: 5/11/18

FUNDING:

Select the type of funding to be used:

Federal State Appropriated State Grant Other (Explain): _____

EMERGENCY CRITERIA:

- There exists a threat to public health or safety (including the health or safety of any particular person)
- Immediate expenditure is necessary for repairs to State property in order 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 ensure the integrity of State records
- Equipment or services are necessary in the furtherance of covert activities lawfully conducted by a State agency
- Immediate action is necessary to avoid lapsing or loss of federal or donated funds
- The need for items to protect or further State interests is immediate and use of other competitive source selection procedures under the Code and Rules cannot be accomplished without significant risk of causing serious disadvantage to the State
- Other Explain: _____

CDB Project No.: 120-135-062
 Project Title: Replace Roofing Systems
Logan Correctional Facility
 IPB Reference #: 22041621
 PBC Reference #: _____

Provide a brief description of the supply or service required:

Replacement of Membrane Roof Logan Correctional Center Maintenance Building C2813

Provide a detailed explanation of the emergency need for the supply or service. Include circumstances to the State if the contract extension is not granted.

The Logan Correctional Center is experiencing multiple water leaks in the Maintenance Building as a result of a failed roofing system. The leaks have worsened and facility personnel are concerned about further damage to the equipment housed in the building such as maintenance tools, stored records, equipment manuals and blueprints. The building also houses the HVAC main frame computer that controls 7 buildings. There are offices and shops which are occupied by a staff of 14 and approximately 50 offenders providing various services in the building. Poor roofing conditions must be repaired immediately to avoid further structural damage as well as damage to furnishings inside the building. In addition, the continuance of water leaks inside the building raises concerns over the health and safety of personnel and inmates. An emergency purchase extension is necessary in order to complete the remaining work items as deemed necessary by a licensed architect/engineer to make the building safe for occupancy and to prevent further damage to the building and its furnishings.

What efforts have been made to bring this contract to conclusion?

The roofing contractor has been replacing roof membrane and other roof components per schedule as of late December. As a result of extreme temperatures in January, the contractor has not been able to consistently work. Also, there is a long lead time (approximately six weeks from time of order) for the installation of a custom made roof access door which is estimated to arrive on or around February 28th 2018.

HISTORY:

Starting with the most recent contract and working backward, list the entire relationship with this vendor for this supply or service including each contract term, value, and procurement method. Please add lines if necessary, following same format.

List Most Recent to First Contract	Contract Start Date	Contract End Date	Value	Procurement Method
Current	11.13.17	2.10.18	549,000	Emergency Contract
Previous				
Previous				
Previous				
Previous				

CDB Project No.: 120-135-062
Project Title: Replace Roofing Systems
Logan Correctional Facility
IPB Reference #: 22041621
PBC Reference #: _____

AGENCY REPRESENTATIVE SIGNATURE (REQUIRED):

I know and understand the contents of this Emergency Extension Justification and attest that all statements are true and accurate.

Heather Oxley
Agency Representative Signature
Project manager
Title
217-524-0028
Telephone Number

Heather Oxley
Printed Name
1.17.18
Date
heather.oxley@illinois.gov
E-Mail Address

State Purchasing Officer Signature (Required)

Gerald S. Burlingham
State Purchasing Officer Signature
217-826-2185
Telephone Number

Gerald S. Burlingham
Printed Name
gerald.burlingham@illinois.gov
E-Mail Address

State of Illinois Chief Procurement Office for the Capital Development Board

(To be posted with Notice Addendum after Hearing)
HEARING DISPOSITION

Requesting Agency/University: CDB

Project Title: Emergency Roof Repairs-

Logan CC Project #: 120-135-062

Department/Bureau/Section: CDB/CPO

IPB Reference #: 22041621

Hearing Date/Time: 10:30 a.m., February 1, 2018

PBC Reference #: N/A

Hearing Location: Wm. Stratton Building, 3rd FL

Conference Room A.

A Public Hearing was held on February 1, 2018 at 10:30 a.m. to hear testimony and receive comments on extending the emergency procurement for Design Roofing Systems, Inc. who are providing construction services for emergency roof repairs at the Logan Correctional Center.

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 at least (14) days in advance of hearing and was also posted outside the hearing room no less than 48 hours prior to the hearing. A recording of the hearing is available and will be published online.


Heather Oxley, CDB Project Manager, provided a current status of the project.

Status: Project is 75% complete. Inclement weather has prevented all roof work to be installed as some components require temperatures above 40 degrees for application. In addition, a custom small roof security access door is currently on-order; however delivery lead time is approximately 6 to 8 weeks.

The extension request asked that Design Roofing Systems, Inc. contract be extended until May 11, 2018. However SPO Burlingham recommends extending their contract to May 31, 2018 to allow for any delivery or inclement weather delays. All in attendance concurred and a Change Order to extend Design Roofing's contract will be submitted. The A/E contract for Anderson Bloom & Associates will not require a MOD as they are currently under contract for this project.

All attendees were asked if they had any additional comments or concerns. No other persons offered testimony or comments on this project.

Hearing Officer Jerry Burlingham recommends extending Evans Construction Co.'s contract until May 31, 2018 to allow ample time for final billing documents and drawings to be submitted on this project.

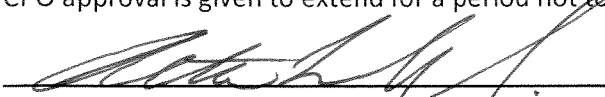


State Purchasing Officer, Hearing Officer

2-1-18

Date

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 111 days.



Arthur L. Moore, Chief Procurement Officer
Chief Procurement Office for the Capital Development Board

2/1/18

Date

completely give way and damage everything within the structure.

I am Jared Brunk and serve as the Chief Financial Officer for the Illinois Department of Corrections.

(Please give official title and office.)

We understand that CDB will coordinate with its CPO who will make all appropriate postings to the Procurement Bulletin and will file all necessary affidavits and updates with the Auditor General.



CHIEF PROCUREMENT OFFICE

Art Moore, Capital Development Board

Reference #: 120-135-062

EMERGENCY PURCHASE FINAL COST AND TERM

Agency: Capital Development Board Point of Contact: Heather Oxley

Location of Emergency: Logan Correctional Center - Maintenance Building

Vendor: Designed Roofing Systems, Inc. (20360)

Address: 4850 Jeffory Street City: Springfield State: IL Zip: 62703

Final Costs and Term

Final total cost of supplies and services: \$260,000.00 Final total term of contract: 106 Days

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: 2018.07.18 11:54:37 -05'00' Title: Executive II

Printed Name: Chris Miles Date: July 18, 2018