

**NOTICE OF AWARD**  
**OF EMERGENCY CONTRACT**

PROJECT NO.: 120-215-064 BULLETIN NO.: \_\_\_\_\_

PROJECT LOCATION: Sheridan Correctional Center

VENDOR: J.L. Adler Roofing & Sheet Metal, Inc. (25569)

**NATURE OF EMERGENCY:**

The Sheridan Correctional Center located in Sheridan, LaSalle County, Illinois is experiencing multiple water leaks in Buildings C-15, C-17, C-19, C-21 and C-23 (Housing Units). Poor roofing conditions must be repaired immediately to avoid further structural damage as well as damage to interior furnishings inside the buildings. In addition, the continuance of water leaks inside the buildings raise concerns over the health and safety of personnel and inmates. An emergency purchase is necessary to provide repair work before winter in order to prevent a threat to public health and safety, protect against further loss of or damage to State property and to prevent or minimize serious disruption in critical State services.

AUTHORIZED START DATE: November 1, 2016

AUTHORIZATION ENDS: January 29, 2017

**SCOPE OF EMERGENCY SERVICES:**

The scope of services provides for labor and material to immediately remove the existing asphalt roofs down to the wood decking, remove the existing wood decking, install new wood decking, install 66" ice and water shield membrane in the valleys and all gutter edges, install a synthetic felt to protect the field of the roofs and provide any other work items deemed necessary, as specified by the architect/engineer of record and approved by CDB. The emergency work also includes the completion of the roof systems and associated scope items as designed and weather permits.

**SPECIAL CONDITIONS OR LIMITATIONS:**

Services provided under this procurement should not exceed \$1,000,000.00 without prior authorization from the Capital Development Board in consultation with the Chief Procurement Office. A formal contract proposal shall be provided within 10 business days of this NOA/ATP.

**INCORPORATED DOCUMENTS:**

March 2009 Standard Documents for Construction & Supplement

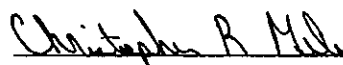
Design/Specifications provided by the A/E of record and approved by CDB

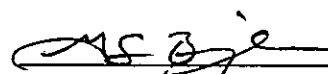
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**WAS AUTHORIZATION TO PROCEED VERBALLY GIVEN?**

NO  Receipt of this signed Notice authorizes the Vendor to begin work.

YES  Who authorized the work, when, under what conditions or limitations, and for what scope:

  
Capital Development Board  
Date: 11/1/2016

  
CPO/SPO- CDB  
Date: 01 NOV 16

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 System-  
Housing Units C0865 thru C0869 (C-15, C-17, C-  
19, C-21, C-23)

Department/Bureau/Section: Construction

CDB#120-215-064

Name of Requestor: Steve Halm

IPB Reference #: \_\_\_\_\_

PBC Reference #: \_\_\_\_\_

**VENDOR/VALUE:**

Vendor: Adler Roofing and Sheet Metal, Inc., Joliet, IL

Value of Proposed Emergency Extension: N/A Time Extension only

Value is:  Actual  Estimated

**TERM:**

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

Emergency Contract End Date: 1-29-17

Proposed Emergency Extension Contract Start Date: 1-30-17

Proposed Emergency Extension Contract End Date: 7-1-17

**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: \_\_\_\_\_

Provide a brief description of the supply or service required:

Replace roofing systems in there entirety. Provide immediate remedial repairs as necessary to maintain weathertightness throughout the Winter until such time that weather allows for new roofing installation per manufacturers requirements. Repair/replace roof decking, soffits and fascia. Install new metal flashings, gutters and downspouts.

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.

Existing roof systems were leaking badly. Interior finishes and equipment have been damaged by water infiltration through the failed roofing systems. Several areas within the building have been vacated due to the ongoing leaks. Building insulation, gypsum and acoustic ceilings and walls are being damaged from failed roofing.

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

The contractor received Authorization to Proceed on November 1, 2016. Work began immediately in an effort to make as many of the roofs weathertight as possible before the onset of Winter weather. Current temperatures will not allow for installation of fiberglass roofing materials per the manufacturers installation requirements. The contractor has completed as much of the tear-off, deck, soffit and fascia repair and ice/water barrier installation as current weather will allow. The contractor will continue with soffit, fascia and sheet metal work throughout the Winter as weather allows and also provide ongoing maintenance of the temporary roofing/ice-water shield until such time that temperatures allow for work to resume in the Spring. Temperatures must be 40 degrees and rising in order to install permanent roofing.

**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	11-1-16	1-29-17	\$877,450.00	Emergency
Previous				
Previous				
Previous				
Previous				

**AGENCY REPRESENTATIVE SIGNATURE (REQUIRED):**

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

  
\_\_\_\_\_  
Agency Representative Signature

STEVE HALM  
\_\_\_\_\_  
Printed Name

SR. PROJECT MANAGER  
Title

815. 433-7120  
Telephone Number

State Purchasing Officer Signature (Required)

 CPO  
State Purchasing Officer Signature

217-836-0185  
Telephone Number

12-7-16  
Date

STEVE.HALM@ILLINOIS.GOV  
E-Mail Address

Gerald S. Burlingham 07 Dec 16  
Printed Name Date

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  
Repair and Replacements  
Department/Bureau/Section: DHS                      IPB Reference #: 120-215-063 and  
120-215-064

Hearing Date/Time:

December 21, 2016 / 10:30 a.m.

Hearing Location: 401 So. Spring St. Springfield, Il.,  
Stratton Building, 3<sup>rd</sup> Floor, Conference Room A.

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 prior to the hearing.

A Public Hearing was held on December 21, 2016, to hear testimony and receive comments on extending the emergency procurements for Adler Roofing and Sheet Metal (Adler) until July 1, 2017. Adler is providing emergency roof repair and replacement at the Sheridan Correctional Center in Sheridan, IL. A recording of the hearing is available and will be published online.

Steve Halm, CDB Project Manager, provided a brief history and current status of each project.

120-215-063: As of December 21, 2016, 75% of Building C's roof has been stripped to decking and a temporary roof has been installed. The remaining 25% will be completed in two days once weather permits. Adler has been on-site to protect the temporary roofs by removing any accumulated snow.

120-215-064: In consultation between DOC and Adler, the work on the housing units were prioritized as each roof is comprised of 5 sections. Building 15 & 19 were determined to be of the highest priority. Both have been stripped to decking and 'temped' in. Building 17 is 50% complete. Work on Buildings 21 & 23 will commence when weather permits.

It was stressed that throughout the winter months, Adler will continue to perform sheet metal and carpentry work when roof work cannot be performed. It is evident that Adler is being proactive to take advantage of every opportunity to complete these projects.

Hearing Officer Burlingham inquired if extending these contracts to July 1, 2017 was sufficient if the winter season is prolonged and then followed by a wet spring season. Steve Halm stated he felt the time required for the close-out documents, inspections, warranties and other requirements to be complete could potentially extend beyond the first of July. Hearing Officer Burlingham recommended that these contracts be extended until September 1, 2017 in order to provide ample time to complete these projects in case extended winter and spring seasons are realized.

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State of Illinois Chief Procurement Office for the Capital Development Board


DECEMBER 21, 2016 EXTENSION HEARING DISPOSITION

All attendees were asked if they had any comments. No other persons offered testimony or comments regarding the extension on this project.

Hearing Officer Gerald S. Burlingham recommends extending Adler Roofing and Sheet Metal contracts for projects 120-215-063 and 120-215-064 until September 1, 2017 to allow ample time roof replacements to be done and for final inspections, warranties, billing documents and drawings to be submitted on this project.



State Purchasing Officer, Hearing Officer



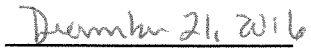
Date

After a complete review of the circumstances relating to the need for extending the existing emergency contracts, CPO approval is given to extend Adler Roofing and Sheet Metal, Inc's contract for a period not to exceed 255 calendar days.



Margaret van Dijk, Chief Procurement Officer

Chief Procurement Office for the Capital Development Board



Date

REVISED EMERGENCY PURCHASE AFFIDAVIT (FINAL COST)

Reference # 120-215-064

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: J.L. Adler Roofing & Sheet Metal, Inc.

Address: 779 Joyce Road

City: Joliet State: IL Zip: 60436

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 Sheridan Correctional Center located in Sheridan, LaSalle County, Illinois is experiencing multiple water leaks in Buildings C-15, C-17, C-19, C-21 and C-23 (Housing Units). Poor roofing conditions must be repaired immediately to avoid further structural damage as well as damage to interior furnishings inside the buildings. In addition, the continuance of water leaks inside the buildings raise 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 J.L. Adler Roofing & Sheet Metal, Inc. will provide labor and material for the roofing replacement work as specified by the architect/engineer of record and as approved by CDB. Vendor #1 was selected because of their knowledge of the facility and current conditions, their availability to perform immediately with the necessary manpower ensure the buildings are watertight prior to winter and their participation under a separate emergency purchase at the facility to perform similar work.

Considering the time frames needed for standard bidding procedures, roof replacement work at the Sheridan 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 and to prevent or minimize serious disruption in critical State services.

Vendor #1 Expected Start Date: 11/01/2016 Expected End Date: 06/28/2017

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: \$873,900.44 Actual or \$ \*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].

*Guo Behrman*

Signature of Affiant

Subscribed and sworn before me this 24<sup>th</sup> day of August 2017.

x

*Christopher R Miles*

Notary Public

My Commission expires: 11/3/18



Section 17.30 Commission Expires 11/03/2018

(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 # 120-215-064

This Affidavit revises the Affidavit dated November 1, 2016 to include a final cost amount for Vendor #1 as well as a final completion date.