



CHIEF PROCUREMENT OFFICE

Art Moore, Capital Development Board

Reference #: 120-255-025

EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Luke Montgomery

Location of Emergency: Shawnee Correctional Center

Vendor: D.E. Martin Roofing Co., Inc. (21079)

Address: 405 North Madison Street City: Lebanon State: IL Zip: 62254

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:

On January 5, 2018, CDB entered into a Construction Contract for construction services to replace certain roofing systems at Shawnee Correctional Center, specifically for the Administration Building, Dietary Building, and Industries Building, otherwise known as CDB Project No. 120-255-025. On May 29, 2020, CDB issued a Notice of Termination of Contract letter to the selected contractor as a result of their failure to adhere to the contract documents which requires a valid roofing license issued by the State of Illinois. Further, CDB made a demand upon the contractor's surety to complete the work under the Performance Bond. The surety has refused to complete the work. On October 6, 2020, CDB requested that the former contractor or surety provide temporary weather protection work by utilizing a licensed roofing contractor to protect the roofing systems from the elements as there are several leaks in each building. Both the former contractor and surety refused to provide such weather protection work. CDB contacted D. E. Martin Roofing Co., Inc. to inspect the buildings and provide a cost estimate for temporary protection work. The cost estimate to make the buildings weather tight through the winter is approximately \$40,000.00. Therefore, an emergency purchase is necessary to provide temporary weather protection work as quickly as possible in order to protect the buildings from the elements as winter approaches. D. E. Martin Roofing Co., Inc. was chosen for this emergency work as they are relatively in close proximity to the site, they are familiar with the facility and overall scope of work, and 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 immediate temporary weather protection and/or repair work to include providing and applying tarps over the roof areas or other temporary but necessary measures approved by CDB at the Shawnee Correctional Center. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement. Services provided under this procurement should not exceed \$40,000.00, 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

If Yes is checked above, explain who authorized the work, when, under what conditions or limitations and for what scope.

Expected Start Date: Oct 20, 2020 Estimated End Date: Jan 17, 2021



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Amount of this expenditure is: \$40,000.00 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: 2020.10.20 14:47:49 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN
BURLINGHAM Date: 2020.10.20 15:21:06 -05'00' Date: Oct 20, 2020



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EMERGENCY PURCHASE FINAL COST AND TERM

Agency: Capital Development Board Point of Contact: Luke Montgomery

Location of Emergency: Shawnee Correctional Center

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Address: 405 North Madison Street City: Lebanon State: IL Zip: 62254

Final Costs and Term

Final total cost of supplies and services: \$38,664.28 Final total term of contract: 77 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: 2021.03.31 08:27:04 -05'00' Title: Executive II

Printed Name: Chris Miles Date: Mar 31, 2021