



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 250-160-001

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Roger Kuhl

Location of Emergency: Executive Mansion - Carriage House

Vendor: Henson Robinson Company (279)

Address: 3550 Great Northern Avenue City: Springfield State: IL Zip: 62711

### 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 Carriage House was built in 1972 and includes a three-stall garage, grounds keeper storage room, security office, and houses the Illinois State Police Executive Protection Unit Command Center on the first floor level. Its administrative offices are located on the second floor.

Over the years the conditions at this property has significantly deteriorated.

Based on a report dated July 30, 2019 existing roofing and materials have exceeded their useful life and deficiencies of the building's failing roof place the structure at a substantial risk. In January 2020, the Illinois Governor's Mansion Association was engaged to remove a decaying roof railing, as its falling posed a threat to the safety of the staff.

An emergency roof replacement, the assessment and repairs of structural damages at roof joists, a study of environmental conditions, and the assessment and remediation of identified hazardous conditions is required.

The building has been exposed to water infiltration causing potential environmental hazards. The active leaks in the roof also affect the operations of administrative offices. Staff has placed buckets to collect rainwater during storms and have been forced to relocate critical files and state equipment due to falling ceiling tiles and plaster. During heavy precipitation, water has made its way onto the first floor command center floor, causing plaster damage and creating a falling debris hazard from above. Limited interior repairs are needed to address damaged ceilings, walls, and flooring where damage occurred as a direct result of the leaking roof.

The second-floor restroom walls and ceiling are heavily damaged from on-going leaks.

Active water seepage in the ceiling and walls present a significant potential for mold growth and poses a health risk for staff occupying the building.

The Department of Central Management Services has requested that the Capital Development Board provide emergency services to assess and replace the roofing system, as well as provide limited repairs to interior damage caused by the failed roofing system, 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").



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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, replacement of the roofing system, and limited repairs to interior damage 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, to protect against further loss or damage, to prevent or minimize serious disruption in critical State services and to protect the integrity of State records.

Henson Robinson Company, located in Springfield, IL was selected because they provided the lowest responsive and responsible quote and can respond immediately to this request for emergency services. Several firms were invited to provide quotes, based on their availability, expertise, experience and location.

Describe the scope of work or services provided to include special limitations, conditions and incorporated documents:

The scope of work provides for the replacement of the Carriage House Roof and certain ancillary components, and limited repairs to interior damage. Work includes the following: Demolition of existing roofing on the Governor’s Mansion Carriage House’s two flat, membrane roof areas and sloped shingle Mansard roofs. Asbestos abatement includes abatement of slip sheets under original roofing membranes directly on top of precast deck. Replacement of existing roofs includes the two new flat membrane roofs and also new sloped asphalt shingled roofing. Replacement of all related roof sheet metal includes built-in gutters, downspouts, cornices and flashings. Work also includes introducing natural ventilation in the building’s attic space. Finish carpentry includes repairs and replacement at lower cornice with built-in gutter, with repainting of gutter cornice. Masonry repairs includes construction of brick parapet wall with limestone coping at lower roof perimeter and select areas of face brick re-pointing. Project also includes new attic insulation and a new complete electrical heat trace system for roof, gutter and downspout de-icing. Interior work includes re-plastering and repainting of designated rooms that were damaged as a direct result of the roof leaks, as directed and specified by the architect/engineer of record and as approved by CDB. Historical preservation and asbestos testing and abatement is required. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement, the design and specifications provided by the architect/engineer of record and the quote provided by Henson Robinson Company. Services provided under this procurement should not exceed \$639,169.00, 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.



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Address: 3550 Great Northern Avenue City: Springfield State: IL Zip: 62711

Expected Start Date: Jun 21, 2021 Estimated End Date: Sep 18, 2021

Amount of this expenditure is: \$639,169.00 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: 2021.06.21 12:54:19 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2021.06.21 12:59:56 -05'00' Date: Jun 21, 2021



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 250-160-001

### EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Roger Kuhl

Location of Emergency: Executive Mansion - Carriage House

Vendor: Henson Robinson Company (279)

Address: 3550 Great Northern Avenue City: Springfield State: IL Zip: 62711

### Extension Justification

Original Emergency Term Start Date: Jun 21, 2021 Original Emergency Term End Date: Sep 18, 2021

Amount of original: \$639,169.00 Actual or Estimated: Estimated

Extension Hearing Date: Aug 17, 2021 Requested Extension End Date: Apr 30, 2022

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

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

The scope remains the same and provides for the replacement of the Carriage House Roof and certain ancillary components, and limited repairs to interior damage.

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:

Submittals have been issued and approved. Asbestos Abatement is to commence on August 2, 2021, which includes demolishing the flat and shingle roofs. Lead time on the roof shingle that was specified as a sole source may be as long as November or December, according to the manufacturer. The project team is considering alternatives to make the roofs watertight until the shingle is available, which include a heavy duty synthetic roof underlayment that is attached with battens or possibly shingling the roof with 3-tab shingles, then shingling over those next spring with the specified shingles. If the specified shingles aren't available until November or December, it will likely be too cold to install them which would extend the work to approximately March of 2022. Barring the contractor being able to obtain the specified shingle in a timely manner, the final work wouldn't be able to be completed until Spring of 2022. All other work can be completed other than the shingles. Therefore, CDB is requesting consideration of an extension through April 30, 2022, to allow for long lead material, to allow for all physical work to be completed, including final close-out, and additional time for any undiscovered conditions that may arise. CDB requires Henson Robinson's continued participation for construction services as they are most familiar with the scope of work, have ordered certain material and started 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 10:10:42 -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: 10:30 a.m.  
LOCATIONS: via WebEx from multiple locations.

For those who wish to attend this hearing via WebEx teleconference, please call in to the number below:  
Phone: 1-312-535-8110  
Access Code: 177 864 3902

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: Vinci-Hamp Architects  
Henson Robinson Company

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 extensions for design services from Vinci-Hamp Architects and construction services from Henson Robinson Company. This is related to an emergency procurement for roof repairs and minimal interior repairs at the Executive Mansion Carriage House



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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:

Asbestos Abatement is to commence in the last week of August 2021, which includes demolishing the flat and shingle roofs. Lead time on the roof shingles that were anticipated to be delivered in November or December, according to the manufacturer, will now arrive in the next several weeks. CDB requested consideration of an extension through April 30, 2022, to allow for all physical work to be completed, including final close-out, and additional time for any undiscovered conditions that may arise. SPO Burlingham recommends approval to allow for any unforeseen weather, other material delivery delays, and for project close out process to be completed.

### 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 11:57:07 -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 224 calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore Date: 2021.08.20 10:51:47 -05'00' Date: Aug 20, 2021