



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 321-010-108

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Mark Hendricks

Location of Emergency: Alton Mental Health Hospital - Locust Cottage

Vendor: Ross & Baruzzini, Inc. (5501)

Address: 6 South Old Orchard Avenue City: St. Louis State: MO Zip: 63119

### 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 Human Services ("DHS") notified the Capital Development Board ("CDB") that on August 2, 2021 the Alton Mental Health Hospital had a power outage. During this outage the Locust Cottage (BD013), which is a patient living unit, did not have power because the emergency generator failed. A temporary rental emergency generator was located and brought to Locust and installed. Alton staff had an electrical contractor look at the older generator and it was found to have major engine problems and was releasing oil and water into the generator motor. This generator was installed in 1992. DHS requests that CDB declare an emergency to replace the emergency generator at Locust Cottage as soon as possible to avoid further power outages without a permanent functioning emergency generator. The Alton Hospital will be responsible for the \$3,750 monthly rental until the generator is replaced.

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, design and replacement of the emergency generator 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 and to prevent or minimize serious disruption in critical State services as quickly as possible. Ross & Baruzzini, Inc., located in St. Louis, MO, was selected because they are relatively in close proximity to the site, they are familiar with the facility as they are under contract for an additional project on 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 design services to replace the existing failed emergency generator with a code compliant emergency generator at Alton Mental Health Hospital's Locust Cottage, including all ancillary components.

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 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



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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.

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: 2021.08.31 16:14:39 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2021.08.31 16:17:16 -05'00' Date: Aug 31, 2021