



CHIEF PROCUREMENT OFFICE

Art Moore, Capital Development Board

Reference #: 321-115-072

EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: _____

Location of Emergency: Madden Mental Health Center

Vendor: Anchor Mechanical, Inc. (26451)

Address: 255 North California City: Chicago State: IL Zip: 60612

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:

In preparation of a possible diagnosed Covid-19 patient(s) who is receiving mental health treatment at Madden Mental Health Center, the Department of Human Services is requesting emergency purchases from CDB to renovate space in Pavilion 1 for isolation rooms. This project began through an 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, renovations at Madden Mental Health Center under the existing processes would likely not begin for several months. For this reason, emergency purchases are necessary for construction services to provide isolation rooms as quickly as possible in order to protect against the threat to public health and safety and to minimize a serious disruption in critical State services. Anchor Mechanical, Inc., located in Chicago, IL. was selected because they are relatively close to the site, they have a good performance record with CDB, they have the necessary experience and are familiar with the site, and can respond immediately to this emergency request.

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

The scope of work provides for construction services for the creation of isolation rooms by way of isolation of the existing HVAC returns, installation of HEPA filtration to the existing HVAC system, air balancing, and installation of a negative pressure air system in approximately 15 rooms. Alterations to adjacent toilet rooms will be provided as necessary. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement and design documents provided by the A/E of record and approved by CDB. Services provided under this procurement should not exceed \$100,000.00, 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.

Upon approval from the CPO office, on March 20, 2020, Chris Miles issued an Authorization to proceed for construction services at the direction of the architect/engineer of record and CDB Project Manager via email dated March 21, 2020. for the above listed scope.

Expected Start Date: Mar 21, 2020 Estimated End Date: Jun 17, 2020



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Location of Emergency: Madden Mental Health Center

Vendor: Anchor Mechanical, Inc. (26451)

Address: 255 North California City: Chicago State: IL Zip: 60612

Amount of this expenditure is: \$300,000.00 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: 2020.03.23 08:41:21 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN
BURLINGHAM Date: 2020.03.23 10:22:02 -05'00' Date: Mar 23, 2020



CHIEF PROCUREMENT OFFICE

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EMERGENCY PURCHASE FINAL COST AND TERM

Agency: Capital Development Board Point of Contact: _____

Location of Emergency: Madden Mental Health Center

Vendor: Anchor Mechanical, Inc. (26451)

Address: 255 North California City: Chicago State: IL Zip: 60612

Final Costs and Term

Final total cost of supplies and services: \$100,000.00 Final total term of contract: 90 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: 2020.06.29 09:59:50 -05'00' Title: Executive II

Printed Name: Chris R. Miles Date: Jun 29, 2020



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Location of Emergency: Madden Mental Health Center

Vendor: Anchor Mechanical, Inc. (26451)

Address: 255 North California City: Chicago State: IL Zip: 60612

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:

In preparation of a possible diagnosed Covid-19 patient(s) who is receiving mental health treatment at Madden Mental Health Center, the Department of Human Services is requesting emergency purchases from CDB to renovate space in Pavilion 1 for isolation rooms. This project began through an 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, renovations at Madden Mental Health Center under the existing processes would likely not begin for several months. For this reason, emergency purchases are necessary for construction services to provide isolation rooms as quickly as possible in order to protect against the threat to public health and safety and to minimize a serious disruption in critical State services. Anchor Mechanical, Inc., located in Chicago, IL. was selected because they are relatively close to the site, they have a good performance record with CDB, they have the necessary experience and are familiar with the site, and can respond immediately to this emergency request.

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

The scope of work provides for construction services for the creation of isolation rooms by way of isolation of the existing HVAC returns, installation of HEPA filtration to the existing HVAC system, air balancing, and installation of a negative pressure air system in approximately 15 rooms. Alterations to adjacent toilet rooms will be provided as necessary. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement and design documents provided by the A/E of record and approved by CDB. Services provided under this procurement should not exceed \$1,349,758.72, 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.

NOTE: An emergency was declared on March 21, 2020 for the creation of the above mentioned isolation space with an established expiration date of June 17, 2020. Anchor Mechanical was issued an authorization to proceed on the same date. All physical work, including punch-list items, were complete as of April 30, 2020. A Construction Contract was entered into between CDB and Anchor Mechanical on April 30, 2020 in the amount of \$100,000.00 as a place-holder/time-and-material contract with the understanding that once the project team had a more defined scope and estimate, a change order would be executed to allow additional funding to be properly invoiced, subject to proper documentation and approval from Architect/Engineer and CDB. A change order was not processed in a timely manner before the expiration of the initial emergency declaration and contract. A new emergency declaration and contract is necessary in order to allow for payment to the contractor for work performed and formal close-out of the project. Therefore, the amount of \$1,349,758.72, which is the amount of the proposed but unprocessed change order reviewed by CDB



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estimating, will be the new not-to-exceed amount and will be processed under this separate emergency declaration and contract.

Was authorization to proceed verbally given? Yes No, receipt of this signed Notice authorizes the vendor to begin work

Expected Start Date: Jun 29, 2020 Estimated End Date: Sep 26, 2020

Amount of this expenditure is: \$1,349,758.72 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: 2020.06.29 12:26:27 -05'00' Title: Executive II

SPO/CPO Signature: **GERALD STEVEN BURLINGHAM** Digitally signed by GERALD STEVEN
BURLINGHAM
Date: 2020.06.29 12:49:30 -05'00' Date: Jun 29, 2020