



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 321-135-079

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Josh Hansel

Location of Emergency: Murray Developmental Center

Vendor: Shores Builders, Inc. (22003)

Address: 2222 E. McCord Street City: Centralia State: IL Zip: 62801

### 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 for patients that are receiving mental health treatment at Murray Developmental Center, who might potentially be diagnosed with Covid-19 or show similar symptoms, the Department of Human Services is requesting emergency purchases from CDB to assess and potentially renovate space in the Administration Building and in Apple Cottage 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, renovation work at Murray Developmental Center under the existing processes would likely not begin for several months. For this reason, emergency purchases are necessary to provide renovation work for the implementation of 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. Shores Builders, Inc., located in Centralia, IL was selected to provide construction services as they have the necessary experience for this work, are in close proximity to the site 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 construction services for the implementation of isolation space to meet the specific needs of the facility as directed by the Architect/Engineer of record and approved by CDB. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement and design documents provided by the Architect/Engineer. Services provided under this procurement should not exceed \$74,547.70, 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 26, 2020 for the creation of the above mentioned isolation space with an established expiration date of June 21, 2020. Shores Builders was issued an authorization to proceed on the same date. All physical work, including punch-list items, were complete as of April 28, 2020. A Construction Contract was entered into between CDB and Shores Builders 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 the Architect/Engineer and CDB. The contract expired on June 21, 2020 before a change order was entered into because there was a discrepancy regarding wage rates and missing back-up documentation to support the proposed change order and final invoice package which has since been resolved. 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 \$74,547.70, which is the amount of the proposed and now agreed upon unprocessed change order reviewed by CDB estimating and CDB



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Construction, will be written under a subsequent Construction Contract and will be processed under this separate emergency declaration.

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

Expected Start Date: Aug 6, 2020 Estimated End Date: Nov 3, 2020

Amount of this expenditure is: \$74,547.70 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: 2020.08.06 09:52:05 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM  
Date: 2020.08.06 12:45:43 -05'00' Date: Aug 6, 2020