



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 814-010-081

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Leonard McGee

Location of Emergency: Chicago State University

Vendor: American Hoist & Manlift, Inc.

Address: 15811 Annico Drive #5 City: Homer Glen State: IL Zip: 60491

### 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:

Several Service and Freight elevators in 5 buildings at Chicago State University have been out of compliance with the State of Illinois Fire Code. The immediate filing for permits to repair the elevators, ordering the required materials, and making the required repairs is necessary to avoid the Office of the State Fire Marshall from shutting down the non-compliant elevators on campus. CSU has requested that CDB procure vendors under an emergency declaration to repair those elevators that require immediate attention. This is to prevent the threat to public safety, and to prevent or minimize a serious disruption in critical State services. American Hoist and Man Lift, Inc., located in Homer Glen, IL, was selected because they are familiar with the site, have experience working on the specified elevators, 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 elevators requiring upgrades are located at the Education Building, Business Science Building, Harold Washington Building, Williams Science Building, and the Cook Administration Building.

Scope of work is the following:

- Furnish and install Fire Service MCE hardware and software and necessary wiring changes for fire upgrade.
- Furnish additional traveling cables, conduit, and miscellaneous electrical material to accommodate new wiring changes per elevator
- Furnish and replace the Phase I key switch with an FEO-Kland visual signal with necessary wire changes per elevator
- Furnish and replace the existing COP's (Car Operating Panel) including all 2007 Fire features - i n each elevator.
- Check all wiring and test all smoke detectors with CSU fire personnel
- Perform final fire service with inspection firm including the inspection company fees for labor and report filing to the State of Illinois Fire Marshall's Office.

Incorporated documents include the March 2009 Standard Documents for Construction & Supplement and design documents provided by the Architect/Engineer of record and approved by CDB. Services provided under this procurement should not exceed \$61,238.00, which is a placeholder prior to entering into a Construction Contract, without prior authorization from the Capital Development Board in consultation with the Chief Procurement Office.



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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.

Deputy Chief Procurement Officer Ken Morris provided authorization via email on September 17, 2020 authorizing work to begin until a formal Emergency Purchase Statement can be published.

Expected Start Date: Sep 17, 2020 Estimated End Date: Dec 16, 2020

Amount of this expenditure is: \$61,238.00 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: Amber Evans Digitally signed by Amber Evans  
Date: 2020.09.18 10:08:17 -05'00' Title: Capital Program Analyst

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN  
BURLINGHAM  
Date: 2020.09.18 10:22:40 -05'00' Date: Sep 18, 2020