



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 814-010-082

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Chima Owanamodo

Location of Emergency: Chicago State University

Vendor: Ideal Heating Company

Address: 9515 Southview Avenue City: Chicago State: IL Zip: 60513

### 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 Capital Development Board is procuring a project on behalf of Chicago State University to replace two inoperable boilers. In order to expedite the project, CDB pre-purchased the two boilers at approximately 1.4 million dollars under a Phase 1 to avoid long lead times once the overall project to replace the boilers was bid. Ph. 2 heating trade work was bid on March 12, 2020 and Ideal Heating Company submitted the lowest responsive and responsible bid through regular procurement processes. However, an authorization to proceed has yet to be issued and the boilers are ready to be shipped from the manufacturer. The heating trade contract with Ideal Heating Company has not been executed, and the facility is not ready to receive the boilers as site preparation work has yet to be conducted. Therefore, an emergency declaration is necessary in order to allow Ideal Heating Company to accept the boilers at an off-site storage location, ensure they have been shipped safely, and provide protection for the boilers by renting a storage unit to allow additional time for the site preparation work to be conducted before the boilers can be delivered to Chicago State University. This emergency purchase allows for the protection of State property against damage to the boilers from outdoor elements such as weather and rodents by providing proper storage until the site is ready for the delivery of the boilers. Ideal Heating Company was chosen for this emergency work as they will hold the contract for the installation of the boilers, they are familiar with the facility and overall scope of work, 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 scope of work provides for machinery moving, rigging services and the rental of a storage unit to receive the two Indeck generators (boilers) at a storage facility until such time site preparations have concluded. The scope of work also includes the delivery of the boilers to Chicago State University when directed by CDB and the A/E of record. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement, and Ideal Heating Company's quote dated July 7, 2020. Services provided under this procurement should not exceed \$21,814.00, 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.

Deputy Chief Procurement Officer Ken Morris gave the Capital Development Board approval to move forward with the work under an emergency declaration via email dated July 8, 2020.



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Expected Start Date: Jul 8, 2020 Estimated End Date: Oct 5, 2020

Amount of this expenditure is: \$21,814.00 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: 2020.07.10 09:34:31 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2020.07.10 09:39:51 -05'00' Date: Jul 10, 2020