

ILLINOIS STATE
UNIVERSITY

Purchasing Department



Illinois State University
Campus Box 1220
Normal IL 61790-1220
Telephone: (309) 438-1946
Facsimile: (309) 438-5555

ALTERNATE CAPITAL DELIVERY METHOD SELECTION FORM

Project No: _____ Building: _____

Total Budget: \$ _____ Estimated Construction Costs: \$ _____

☐ FPDC

(including contingency)

☐ Facilities Management

Alternate Delivery Method Selection:

☐ Single Prime

☐ Design Build

☐ Job Order Contracting (IPHEC)

☐ Job Order Contracting (ISU)

Divisions of Work (if applicable):

☐ General

☐ Electrical

☐ Heating

☐ Plumbing

☐ Ventilation

☐ Sprinkler

Please note:

Emergencies and Sole Sources have State-issued forms, so this form is not required. Please request from Purchasing.

Please list the reason(s) for using this delivery method and provide a brief explanation of why the use of that method is in the best interest of the State. *Please see the appropriate Procurement Code section linked with each method.*

This project complies with the [Business Enterprise for Minorities, Women, and Persons with Disabilities Act \(BEP Act\) 30 ILCS 575](#) and Veteran Goals for participation by certified veteran owned businesses in accordance with the [Illinois Procurement Code 30 ILCS 500/45-57](#).

☐ Yes

☐ No

If No, explain why not below:

Purchasing Approved By: Stacy Brown by Jaclyn Anderson Date: 11/17/2025

AVP Facilities Approved By: _____ Date: _____

Comptroller Approved By: _____ Date: _____

☐ REQUEST REJECTED

Reason for rejection: _____

7/30/2025



Design Build – [30 ILCS 537](#)

The University will provide a written determination, including a description as to the particular advantages of the design-build procurement method, that it is in the best interests of this State to enter into a design-build contract for the project or projects.

In making that determination, the following factors shall be considered:

1. The probability that the design-build procurement method will be in the best interests of the State by providing a material savings of time or cost over the design-bid-build or other delivery system.
2. The type and size of the project and its suitability to the design-build procurement method.
3. The ability of the University to define and provide comprehensive scope and performance criteria for the project.

At the end of every 6 month period following the contract award, and again prior to final contract payout and closure, a selected design-build entity shall detail, in a written report submitted to the University, its efforts and success in implementing the entity's plan to comply with the utilization goals for business enterprises established in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act and the provisions of Section 2-105 of the Illinois Human Rights Act. If the entity's performance in implementing the plan falls short of the performance measures and outcomes set forth in the plans submitted by the entity during the proposal process, the entity shall, in a detailed written report, inform the General Assembly and the Governor whether and to what degree each design-build contract authorized under this Act promoted the utilization goals for business enterprises established in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act and the provisions of Section 2-105 of the Illinois Human Rights Act.

Single Prime – [30 ILCS 500/30-30a](#)

Beginning on the effective date of this amendatory Act of the 102nd General Assembly and through December 31, 2025, for single prime projects in which a public institution of higher education is a construction agency awarding building construction contracts in excess of \$250,000, separate specifications may be prepared for all equipment, labor, and materials in connection with the 5 subdivisions of work enumerated below:

1. Plumbing
2. Heating, piping, refrigeration, and automatic temperature control systems, including the testing and balancing of those systems.
3. Ventilating and distribution systems for conditioned air, including the testing and balancing of those systems.
4. Electric wiring
5. General contract work

Any public institution of higher education contract awarded for any part thereof may award 2 or more of the 5 subdivisions of work together or separately to responsible and reliable persons, firms, or corporations engaged in these classes of work if:

1. The public institution of higher education has submitted to the Procurement Policy Board and the Commission on Equity and Inclusion a written notice that includes the reasons for using the single prime method and an explanation of why the use of that method is in the best interest of the State and arranges to have the notice posted on the institution's online procurement webpage and its online procurement bulletin at least 3 business days following submission to the Procurement Policy Board and the Commission on Equity and Inclusion.



2. The bid of the successful low bidder identifies the name of the subcontractor, if any, and the bid proposal costs for each of HB4285 Enrolled LRB102 21927 RJF 31050 b Public Act 102-1119 the 5 subdivisions of work set forth in subsection (a)
3. The contract entered into with the successful bidder provides that no identified subcontractor may be terminated without the written consent of the public institution of higher education.

The University shall:

1. Specify in writing as a public record that the project shall comply with the Business Enterprise for Minorities, Women, and Persons with Disabilities Act and the equal employment practices of Section 2-105 of the Illinois Human Rights Act.
2. Report annually to the Governor, General Assembly, Procurement Policy Board, and Auditor General on the bidding, award, and performance of all single prime projects.

On and after the effective date of this amendatory Act of the 102nd General Assembly, the Board of Trustees of Illinois State University may award in each fiscal year single prime contracts with an aggregate total value of not more than \$100,000,000.

Job Order Contracting (Utilizing JOC Award #1708)

Job Order Contracting (JOC) uses pre-approved and pre-qualified contractors to perform a wide variety of renovation, repair, and minor construction projects. It is not used for new capital construction.

JOC is an appropriate choice when delivery times and the type and quantity of work are well defined. Using contractors familiar with campus enables timely delivery and low overhead cost of construction procurement and execution. Costs are based on standard pricing and specifications using a published unit price book.

Job Order Contracting (Utilizing ISU Award 080525)

Job Order Contracting (JOC) ISU awarded pool of qualified vendors may be used as set forth in the Detailed Scope of Work for individual Job Orders. The Contractor is required to complete each Detailed Scope of Work for the Job Order Price within the Job Order Completion Time. The Contractor will be required to perform Work at any site or facility under the jurisdiction of the Owner.

Refer to the JOC Supplemental Conditions for a detailed contract overview and procedure for ordering work. The University may award an individual Project to any contractor in the pool. The University will select the contractor in accordance with the established procedures.

The University anticipates using Job Order Contracting for Projects generally greater than \$100,000 and less than \$5,000,000.

The University anticipates setting BEP goals on a Job Order-by-Job Order basis. The University will review the scope of work submitted on the ***Solicitation Info Sheet*** to determine the BEP subcontracting goals.