

# ILLINOIS STATE UNIVERSITY

Purchasing Department



Illinois State University  
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From: Mary Kate Schopp  
To: Procurement Policy Board (PPB) and Commission on Equity and Inclusion (CEI)  
Re: MC200110 - SCPP 1400-Ton Chiller  
Date: 9/9/2024

Per Illinois Procurement Code 30 ILCS 500/30-30(a-5) this memo serves as notice of single prime justification for construction bid MC200110, which will be awarded in excess of \$250,000.

- University submits a written notice to the Procurement Policy Board (PPB) and Commission on Equity and Inclusion (CEI) which includes the reasons for using the single prime method and an explanation as to why it is in the best interest of the State. The notice must be posted to the Bulletin and the University's procurement webpage at least 3 business days following submission to the PPB and CEI.

## Single Prime Justification:

### MC200110 – SCPP 1400-Ton Chiller

Illinois State University intends to award all subdivisions of work relating to the above project to a single Mechanical contractor, serving as the General Contractor with some limited Electrical work subcontracted out.

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.

1. The main work scope for this project is specific to HVAC systems and campus utilities. There is minor electrical work scope which has been estimated to be less than 4.5% of the overall project's construction cost.

2. Illinois State University does not have enough staff members to effectively perform the construction manager role on a multi-prime contract project, and produce multiple contracts and change orders in a timely fashion.

3. The single prime delivery method will allow for a better coordinated project by putting the onus on the single contractor to perform all of the project coordination and not on an Illinois State University staff member.

This project complies with the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (BEP Act) 30ILCS 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:

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Approved By: Mary Kate Schopp Date: 9/11/24  
(Associate VP Facilities Services)

All bid specifications and drawings are per the downloadable files on the IPHEC bulletin.  
[www.procure.stateuniv.state.il.us](http://www.procure.stateuniv.state.il.us) #MC200110.