

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: 240034 - Linkins 207 Space Tech Updates
Date: 8/8/25

Per Illinois Procurement Code 30 ILCS 500/30-30(a-5) this memo serves as notice of single prime justification for construction bid 240034, 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:

Illinois State University intends to award all subdivisions of work relating to the above project to a single

General contractor, serving as the General Contractor with some limited - Plumbing
Ventilation work subcontracted out. Also some limited electrical and general carpentry.

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.

Enter justification here:

This project is based on providing and installing new dish washing equipment for the Linkins Dining Center. The equipment costs and general trade work is anticipated to be 80% of the project. Minor electrical, plumbing, and ventilation work will take place to support the dish washing equipment install.

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:

Approved By: [Signature]
(Associate VP Facilities Services)

Date: 8/14/25

All bid specifications and drawings are per the downloadable files on the IPHEC bulletin.
www.procure.stateuniv.state.il.us # 240034