

# 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: MC523012 - Campus Wide Fire Damper Inspections - Phase 1  
Date: 10/29/24

Per Illinois Procurement Code 30 ILCS 500/30-30(a-5) this memo serves as notice of single prime justification for construction bid MC523012, 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

Ventilation contractor, serving as the General Contractor with some limited - General  
Electrical work subcontracted out. Also some limited Plumbing 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.

Enter justification here:

This project's main focus is to complete the state mandated fire damper inspections. In order to complete the required testing with increased ease it will require the creation of some access paths to some of the testing locations. This provides the ventilation technician coordination opportunities to utilize additional subs to capture possible cost savings and/or quality improvements.

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: M. G. Schopp  
(Associate VP Facilities Services)

Date: 11/08/25

All bid specifications and drawings are per the downloadable files on the IPHEC bulletin.

[IPHEC Procurement Subcontractor Information](#) # MC523012