

# Notice



Help

## Identification

Reference Number:	22033007
Request ID:	
Date First Offered	03/05/2014
Title:	Emergency BAS System Upgrade - Alton Mental Health Center
Agency Reference Number:	321-010-097
Agency:	CDB - Capital Development Board
Purchasing Agency:	CDB - Capital Development Board
Purchasing Agency SPO:	Ken Morris
Status:	Published

## Overview

### Description and Specifications:

On February 15, 2014 the server for the building automation system (BAS) controlling the security and HVAC systems at Alton Mental Health Center failed, leaving facility staff with very little control over those systems. A review determined that the server and BAS operating system are obsolete and requires upgrading. The limited control of the BAS system has greatly disrupted normal operating procedures regarding access and movement within the facility, increasing the risk of harm to facility personnel and patient/residents. Woolpert, Inc. has been selected to provide engineering services to assess the situation, recommend solutions, and may include professional services to implement solutions. Assessment/recommendation costs are estimated at \$20,000. Attached are the vendor award notice, along with the Emergency Purchase Affidavit with Emergency Memorandum.

## Key Information

Notice Type:	Emergency Procurement
Published:	03/06/2014
Notice Expiration Date:	04/15/2014
Emergency Justification:	The limited control of the BAS system has greatly disrupted normal operating procedures regarding access and movement within the facility, increasing the risk of harm to facility personnel and patient/residents. The BAS system also monitors the building's HVAC system components for operational efficiency, as well as alarm notification of component failures. Failure to restore full control of the BAS system poses serious disruption in critical State services affecting health and safety.
Accordance with Admin Rule:	Minimize serious disruption to critical state services that affect health, safety, or collection of substantial state revenues
Professional & Artistic:	No
Small Business Set-Aside:	No
Does this solicitation contain a BEP or DBE requirement?:	No
Relevant Category:	Facilities
Total Amount of Award:	\$20,000.00 (Total Dollar Value Only/Includes Any Renewal Options)
Estimated/Actual Value	Assessment/recommendation costs are estimated at \$20,000.
Description:	
Length of Initial Term:	3

Contract Begin Date: 03/06/2014  
 Contract End Date: 06/02/2014  
 Renewal Terms: 0

**Bidder(s)**

Number of Responding Bidders: 2  
 Number of Unsuccessful Responsive Bidders: 0  
 Total Number Awarded: 1

Listing of All Bidders/Offerors Considered But Not Selected:  
 McDonough-Whitlow, PC  
 Source Selection: N/A

**Vendor(s) Selected for Award**

Vendor Name	Amount of Award	BEP Goal %	DBE Goal %
<u>Woolpert, Inc.</u>	\$20,000.00	0%	0%

**Notice Contact**

Name: Ken Morris  
 Street Address: 401 S. Spring St., Room 318  
 City: Springfield  
 State: IL  
 Zip Code: 62708  
 Phone: 217-558-2185  
 Fax Number: 217-558-2164  
 EMail Address: ken.morris@illinois.gov

**Class Code**

Class Codes: S230 Energy; Environmental; Engineering; Architectural; & Surveying Services

**Attachments**

To download file(s), click on filename(s) located below. Not all Notices will have files to download.

- File Attachments:
- [Woolpert NOA ATP.PDF \(22637 Bytes\)](#)
  - [Woolpert Affidavit 030614.PDF \(159811 Bytes\)](#)

**NOTICE OF AWARD**  
**OF EMERGENCY CONTRACT**

PROJECT NO: 321-010-097 BULLETIN NO.: \_\_\_\_\_

PROJECT LOCATION: Alton Mental Health Center -  
Forensic Building

VENDOR: Woolpert, Inc.

NATURE OF EMERGENCY:

On February 15, 2014, the server for the building automation system controlling the security and HVAC systems at Alton MHC failed, leaving facility staff with very little control over the systems. The control center is not able to open doors in the event of an emergency and the HVAC system can only be monitored from the Chief Engineer's office creating a serious disruption in critical states services.

AUTHORIZED START DATE: 03/05/14 AUTHORIZATION ENDS: 06/02/14

SCOPE OF EMERGENCY SERVICES:

The scope of work provides for an assessment of the current situation and a recommendation of solutions restricted to critical components of the building automated system causing the disruption in normal state services, to include lead times and estimated costs, and may include professional services to implement solutions.

SPECIAL CONDITIONS OR LIMITATIONS:

Services provided under this procurement should not exceed \$20,000 without prior authorization from CDB and/or the Chief Procurement Office.

INCORPORATED DOCUMENTS:

\_\_\_\_\_  
WAS AUTHORIZATION TO PROCEED VERBALLY GIVEN?

NO  **Receipt of this signed Notice authorizes the Vendor to begin work.**

YES \_\_\_\_\_ Who authorized the work, when, under what conditions or limitations, and for what scope:

Christopher A. Mills  
Capital Development Board

Date: 3/5/14

Kenneth J. Spina  
CPO/SPO - CDB

Date: 3/5/2014

EMERGENCY PURCHASE AFFIDAVIT

Reference # 321-010-097

Chief Procurement Officer (CPO) making a procurement under Illinois Procurement Code (30 ILCS 500/20-30) shall file affidavit with Procurement Policy Board and Auditor General within 10 days.

Agency: Capital Development Board Division:

Address: 401 South Spring Street

City: Springfield State: IL Zip: 62706

Vendor #1: Woolpert, Inc

Address: 343 Fountains Parkway, Suite 100

City: Fairview Heights State: IL Zip: 62208

State of Illinois ) : SS
County of Sangamon

I, Gus Behnke being duly sworn, solemnly swear and affirm that I am Chief Fiscal Officer.

I have authorized the emergency procurement in accordance with standards as established by law and rule in fulfillment of the emergency purchase affidavit provisions of Illinois Procurement Code [30 ILCS 500/20-30] as follows.

- checkboxes for: Involving threat to public health or public safety, Immediate expenditure is necessary for repairs to State property to protect against further loss of 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, Quick purchase as provided by Section 20-30 (d) of the Illinois Procurement Code

The conditions and circumstances requiring this emergency purchase, including reason for selection of the particular contractor are:

On February 15, 2014, the server for the building automation system controlling the security and HVAC systems at Alton Mental Health Center failed leaving facility staff with very little control over the systems. The control center is not able to open doors in the event of an emergency and the HVAC system can only be monitored from the Chief Engineer's office. Access and movement within the facility is now a manual function, with additional staff being given keys to replace electronic security mechanisms. This has greatly disrupted normal operating procedures and increases the risk of harm to facility personnel and patients/residents, all of which is creating a serious disruption in critical state services.

Vendor #1 has been selected to assess the current situation and recommend solutions restricted to critical components of the building automated system causing the disruption in normal state services, to include lead times and estimated costs, and may include professional services to implement solutions. Vendor #1 was chosen because they are located 36 minutes from the project location and have the capability to address any design requirements necessary as they are a full service engineering firm.

This project began through the emergency selection of an Architect/Engineer ("A/E"); this exempts the selection from a 14-day solicitation required through Qualifications-Based Selection ("QBS"). Considering the time frames needed for the selection, negotiation and execution of an A/E contract, an evaluation of the failed building automation and HVAC systems under the existing processes would likely not begin for several months. For this reason, an emergency procurement is necessary to ensure that an assessment of the system failures take place immediately.

(Continue on next page if necessary)

Vendor #1 Expected Start Date: 03/05/14 Expected End Date: 06/02/14

Extension of previous emergency purchase: checkbox Yes or checked checkbox No

Term of emergency procurement shall not exceed 90 days. Contract may be extended beyond 90 days if CPO determines additional time is necessary; however, prior to execution of extension, CPO must hold a public hearing and provide written description.

Amount of this expenditure is: \$ Actual or \$ 20,000.00 \*Estimated

\*When only an estimate of cost is available, the actual cost shall be reported immediately after it is determined.

I am duly authorized to make this affidavit. I know and understand the contents of this affidavit and all statements herein are true and correct. This affidavit is made pursuant to and in fulfillment of the requirements of Illinois Procurement Code [30 ILCS 500/20-30].

Gus Schumbe  
Signature of Affiant

Subscribed and sworn before me this 6<sup>th</sup> day of March 2014.



Christopher R Miles  
Notary Public

My Commission expires: 11/3/14

Section 20-30. Emergency purchase

(a) Conditions for use. In accordance with standards set by rule, a purchasing agency may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat to public health or public safety, or when immediate expenditure is necessary for repairs to State property in order to protect against further loss of or damage to State property, to prevent or minimize serious disruption in critical State services that affect health, safety, or collection of substantial State revenues, or to ensure the integrity of State records; provided, however, that the term of the term of the emergency purchase shall be limited to the time reasonably needed for a competitive procurement, not to exceed 90 days. A contract may be extended beyond 90 days if the chief procurement officer determines additional time is necessary and that the contract scope and duration are limited to the emergency. Prior to the execution of the extension, the chief procurement officer must hold a public hearing and provide written justification for all emergency contracts. Members of the public may present testimony. Emergency procurements shall be made with as much competition as is practicable under the circumstances. A written description of the basis for the emergency and reasons for the selection of the particular contractor shall be included in the contract file.

(b) Notice. Notice of all emergency procurements shall be provided to the Procurement Policy Board and published in the online electronic Bulletin no later than 3 business days after the contract is awarded. Notice of intent to extend an emergency contract shall be provided to the Procurement Policy Board and published in the online electronic Bulletin at least 14 days before the public hearing. Notice shall include at least a description of the need for the emergency purchase, the contractor, and if applicable, the date, time and location of the public hearing. A copy of this notice and all documents provided at the hearing shall be included in the subsequent Procurement Bulletin. Before the next appropriate volume of the Illinois Procurement Bulletin, the purchasing agency shall publish in the Illinois Procurement Bulletin a copy of each written description and reasons and the total cost of each emergency procurement made during the previous month. When only an estimate of the total cost is known at the time of publication, the estimate shall be identified as an estimate and published. When the actual total cost is determined, it shall also be published in like manner before the 10th day of the next succeeding month.

(c) Affidavits. A chief procurement officer making a procurement under this Section shall file affidavits with the Procurement Policy Board and the Auditor General within 10 days after the procurement setting forth the amount expended, the name of the contractor involved, and the conditions and circumstances requiring the emergency procurement. When only an estimate of the cost is available within 10 days after the procurement, the actual cost shall be reported immediately after it is determined. At the end of each fiscal quarter, the Auditor General shall file with the Legislative Audit Commission and the Governor a complete listing of all emergency procurements reported during that fiscal quarter. The Legislative Audit Commission shall review the emergency procurements so reported and, in its annual reports, advise the General Assembly of procurements that appear to constitute an abuse of this Section.

(d) Quick purchases. The chief procurement officer may promulgate rules extending the circumstances by which a purchasing agency may make purchases under this Section, including but not limited to the procurement of items available at a discount for a limited period of time. (Source: P.A. 90-572, eff. date - See Sec. 99-5.)

For continuation if necessary:

Reference # 321-010-097

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## Emergency Memorandum

To: Capital Programs  
Capital Development Board

From: William Strahle, Agency Procurement Officer, DHS

Date: February 25, 2014

Subject: Emergency Purchase Request

The Department of Human Services is requesting that the Capital Development Board take action to procure, on an emergency basis, one or more contracts to address an emergency need of the State.

This situation meets the following condition(s) for use as set forth in 30 ILCS 500/20-30:

- There exists a threat to public health or public safety.
- Immediate expenditure is necessary for repairs to State property in order to protect against further loss or damage.
- It is necessary to prevent or minimize serious disruption in critical State services that affect health, safety, or the collection of substantial state revenues.
- It is necessary to insure the integrity of State records.

**Specific justification for the emergency conditions listed above are as follows:**

The server for the building automation system at the Alton Mental Health Center (MHC) failed on February 15, 2014 and cannot be repaired. This server controlled the security system for the Forensic Building as well as the Heating Ventilation Air Conditioning (HVAC) system for the entire Facility.

The Alton MHC is a forensic facility. The patients in Alton's forensic building are sentenced there by the courts as either not guilty by reason of insanity or unfit to stand trial.

**Please describe the emergency. Attach additional sheets as needed.**

The server for the building automation system (Andover System) at Alton Mental Health Center stopped working. Attempts to reboot the server were unsuccessful and it was determined on February 19, 2014 by the company that performs the maintenance on the system, Eagle Energy, that the server could not be repaired. The server was 18 years old (original equipment) and ran on Windows 2000, which is no longer available and parts are not available for the server. The computers for Alton's Control Center in the Forensic Building ran off of this server. The security system for the Forensic Building was controlled through these computers, as well as the HVAC systems for the whole facility. Eagle Energy, who has maintained the Andover System since installation, was able to create a porthole into

the system on the computer in our Chief Engineer's office to give him limited access to the system to monitor it and make small changes.

The Security Control center is not able to do any type of operation from their stations. The overall picture is that the Facility is running with very little control over the Security and HVAC systems. The systems are basically running in their last known states. The Facility cannot unlock any doors or monitor the system from the Security Control center. The doors that use electronic swipes are now being operated using keys. Door cameras that would automatically come on when a door button is pushed now need to be manually operated. All this creates additional work and security concerns.

The facility is being negatively impacted in many ways due to this situation. The first being Life Safety as the Security Control center is not able to open any doors in the event of an emergency. Extra keys have been made to help in emergency evacuation. Staff is given keys to areas that they normally wouldn't have access to in order to allow for emergency exit if needed. Staff and Security are being informed of extra precautions that need to be taken during this time because extra keys and access to additional areas creates a larger security risk. Another issue is visitation for the clients. We are not able to monitor the visitation area with the system in its current state. Visiting hours are being reduced and extra staff is required to monitor the visits. All passes for clients are now on hold and clients must be escorted within the building, which requires additional personnel.

The HVAC system for the entire Facility can now only be monitored from the computer in the Chief Engineer's office. The office is not occupied after hours, weekends and holidays. If the office is not occupied, no one will get any HVAC alarms. If any part of the HVAC system should not function properly, there could be a lengthy and costly delay in addressing the problem.

A CDB project number #321-010-R01 was scheduled to address our outdated security and building management system in FY15 at an estimated cost of \$1,440,000.

I am William Strahle, Agency Procurement Officer for the Illinois Department of Human Services.

(Please give official title and office.)

***We understand that CDB will coordinate with its CPO who will make all appropriate postings to the Procurement Bulletin and will file all necessary affidavits and updates with the Auditor General.***