

CONFLICT OF INTEREST REVIEW REQUEST FORM

The following information must be filled in as accurately and completely as possible. This form will be sent to the Procurement Policy Board providing essential information needed to review and determine if an actual conflict of interest exists, which is sufficient to preclude the State from entering into the attached proposed contract pursuant to section 50-35(d) of the Illinois Procurement Code.

SECTION I - CONTRACTING AGENCY INFORMATION

Using Agency: Capital Development Board
Contact Person: Don Broughton Title: Contracts Administrator
Phone: 217-557-3971 Email: Don.Broughton@illinois.gov

SECTION II - INFORMATION FOR ENTITY WITH POTENTIAL CONFLICT OF INTEREST

This potential conflict is in reference to:
[X] Initial Contract [] Renewal [] Yearly Recertification [] Other (specify):

The entity with the potential conflict of interest is the:
[X] Prime or Awarded Vendor
[] Sub-contractor Subcontractor of:
[] Parent Parent of:

Name of the entity with the potential conflict of interest: Heartland Mechanical Contractors, Inc.

SECTION III - CONTRACT INFORMATION

Contract Number:

Describe the services to be performed or commodity/equipment to be supplied for this procurement or proposed contract/renewal:
Remove and replace existing roof mounted equipment including packaged rooftop units, packaged pool units with remote air cooled condensers, and supply/exhaust fans.

Total Contract/Renewal Amount: \$ 574,500.00 Value is: [] Actual [X] Estimated
If this is a conflict of interest review for a subcontractor, what is the estimated value of the subcontract for this vendor?: \$

Contract/Renewal Estimated Start Date: TBD Contract/Renewal Estimated End Date: TBD

Describe any available future Renewal Options (i.e. One 2-year Option): n/a

Procurement Bulletin Reference Number: 810-064-018 Date Award Posted to Bulletin: 1/7/2016
ph2

What was the original method of procurement used to select this vendor (RFP, IFB, Small Purchase, Sole Source, Emergency, etc)?
Competitive Bid

SECTION IV - EXPLANATION OF POTENTIAL CONFLICTS OF INTEREST

- 1. For each individual identified as causing a potential conflict of interest, include the following information: name, relationship (if applicable), Agency of State employment, start date, job title and responsibilities. Indicate if any of the named individuals earn more than \$106,447.20 and explain the potential conflict of interest. Mr. Ted A. Williams' (100% owner) answered yes to question number 12 in section I, Financial Disclosure & Conflict of Interest of the IPG. Mr. Williams' spouse, Mrs. Mara Y. Williams is employed by the Department of Human Resources in Randolph County, IL. Mrs. Williams is in the Family & Community Services Division employed as a Human Services Casework Manager. Her annual salary for 2015 was \$58,261.65 and YTD for 2016 is \$14,532.00. She does not have any procurement responsibilities.
2. Is the conflict an actual conflict and/or were any of the above named individual(s) in a position to influence the State's award of this contract?

This doesn't appear to be an actual conflict.

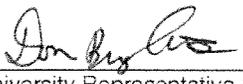
- 3. Why is it in the best interest of the State to proceed with this contract?
Heartland Mechanical Contractors was found responsive and responsible after review by the CDB. Heartland was the second low bidder responding to the advertisement for the Ventilation trade for this project. The low bidder Rend Lake Plumbing & Heating Co., was found to be non-responsive on 3/31/2016 by CDB CPO. Rend Lake didn't comply with the requirements of 00 41 05 Minority/Female /Veteran BEP requirements of meeting the goal or GFE.
- 4. a. Is this contract paid in whole or in part by funds appropriated by the General Assembly?
In part
b. If not, what is the source of funds?

SECTION V - LOBBYISTS

If a prime vendor, did the vendor disclose any lobbyists? Yes No
 a. If yes, did the lobbyists lobby on behalf of the vendor to secure this contract? Yes No
 b. If yes, describe their lobbying efforts:

SECTION VI - SIGNATURES

AGENCY/UNIVERSITY REPRESENTATIVE SIGNATURE REQUIRED

	Don Broughton	4/6/2016
Agency/University Representative Signature	Agency/University Representative Printed Name	Date
217-557-3971	Don.Broughton@illinois.gov	
Agency/University Representative Telephone	Agency/University Representative Email Address	

CPO SIGNATURE REQUIRED

	Gerald S. Burlingham	11 APR 16
CPO Signature	CPO Printed Name	Date

After careful review of the documentation provided, I do not view the relationships disclosed above as creating a conflict of interest sufficient to preclude the Capital Development Board from entering into a contract with the above named vendor. ~~MSB~~ CHECKLIST

ALL REQUESTS FOR POTENTIAL CONFLICT OF INTEREST REVIEWS MUST BE SENT TO THE PPB FROM THE APPROPRIATE CPO.

Please ensure that the following documents are included with your request:

- CPO's cover letter with overview of the potential Conflict of Interest
- Conflict of Interest Review Request Form
- Copy of Proposed Contract*
- Any Prequalification Information Submitted by the Vendor
- Prior Procurement Policy Board Conflict of Interest Review Letter for this Vendor
- Copy of the Disclosure/Certification Documents Submitted by the Vendor

*may be the proposed contract sent in with a RFP response, a copy of the solicitation response, etc.

Please scan original documents** with signatures and email to:

matthew.vonbehren@illinois.gov
 cc: deanna.rossetto@illinois.gov

cc: tonya.wallace@illinois.gov

** Please do not mail the original documents to our office, they should be kept in your procurement file.