

Sole Source Justification Form

Requesting Agency/University: Capital Development Board
 Name of Requestor: James Cockrell
 Project Title: 630-224-008 Construct Building Addition - Bloomington Mtce. Yard
 Vendor: Kenyon & Associates Architects, Inc.
 Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 13719

Bulletin or Reference Number:
 Date: 9/25/2012
 Department/Bureau/Section: Capital Planning,
 Value is: Actual Estimated

Term
 One-Time Purchase
 Term Contract
 Proposed Sole Source Contract Begin Date: 10/15/2012 Proposed Sole Source Contract End Date: 10/1/2013

Renewals
 # of Potential/Remaining Renewals: N/A Length of Each Renewal in Months: N/A Total Value of All/Remaining Renewals: \$ 0

Does the term, including renewals, exceed 12 months? Yes No If yes, a detailed justification is required:

This is a: New Sole Source Pre-Negotiated Sole Source Renewal
 New Sole Economically Feasible Source Change Order or Amendment to an Existing Sole Source

Professional and Artistic? Yes No Sole Source may not be used for amendments for Professional or Artistic Services if the amendment would increase the value by more than 5% of the initial award or extend the term by more than 60 days.

Provide a description of the supplies or services required: Design services to be completed and to continue any warranties, insurance, liability requirements and other considerations established in the prior contract. The A/E firm was selected in 2009, then the project was put on hold. The project was then taken off hold to go forward and the CDB Project Manager allowed the contract to expire.

Funding
 Select the type of funding to be used (check all that apply):
 Federal Funds State Appropriated Funds State Grant Funds Other (Explain):

- This purchase is economically only available from a single source because it is:
- Art or Entertainment Services or Athletic Events
 - Compatibility of Equipment, Accessories, Replacement Parts or Service
 - Critical Changes to the Existing Contract Are Necessary and Best Accomplished by the Contract Holder
 - Federal/State Grant Requires Contract with Vendor
 - Item is Copyrighted or Patented and the Item is Only Available From the Holder – Copyright or Patent Number(s):
 - Item is to be Procured for Commercial Resale
 - Items Are Needed for Trial Use or Testing
 - Media for Advertising
 - Necessary Adjustment of Utility Facilities in Conjunction with Highway Construction
 - Organization Memberships (Dues, Fees, Conference Charges Including Mandated Travel and Related Expenses)
 - Public Utility Regulated Services
 - Radio and Television Broadcast Rights
 - Railroad Crossings/Facilities Alterations – Proprietary
 - Software License/Upgrade/Maintenance
 - Other (Explain): Vendor will complete remaining design work from an expired contract and retain all warranties, insurance and liability requirements.

Has the Agency or University purchased these supplies/services in the past? Yes No

If yes, STARTING WITH THE MOST RECENT CONTRACT AND WORKING BACKWARD, for the entire relationship with this vendor for this supply or service, list each term, value, short description and type of procurement of each:

Term:	Term From:	Term To:	Value	Description:	Contract Number:	Type:
One	6/2/2009	2/28/2011	\$ 26805	A/E Services	59004110	Competitively Bid
Two			\$			Select One
Three			\$			Select One
Four			\$			Select One
Five			\$			Select One
Six			\$			Select One
Seven			\$			Select One
Eight			\$			Select One
Nine			\$			Select One
Ten			\$			Select One

If more than 10 years, explain:

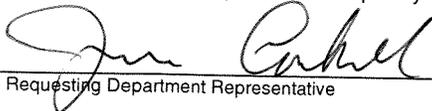
Business Rationale

Bulletin or Reference Number:

1. Provide a detailed explanation of the need for the supplies or services: Project was placed on hold prior to bid of construction, and now has been allowed to go forward. The design plans will have to be reviewed for any changes in building code requirements and these changes must be incorporated into the design. The contract was allowed to expire by CDB Project Manager.
2. Why are the requested supplies or services the only one that can satisfy your requirements? This firm has completed the design work for this project. An A/E firm is required by law to stamp their seal on the plans. The design work must be completed under a licensed architect and the firm then would affixed their seal. If a new firm is brought in to finish the work, they could not use the existing work because it was not approved under their supervision. The new A/E firm would be required to certify all the work and calculations, then affix their seal. This would repeat work already completed. Also, to obtain liability insurance for this type of work, if you could obtain it, would be very costly.
3. What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific, quantifiable factors/qualifications: Architect/Engineering (A/E) firm was competitively selected under the Qualifications Based Selection Act (30 ILCS 535/). An A/E firm is required by law to stamp their seal on the plans. The design work must be completed under a licensed architect and the firm then would affixed their seal. If a new firm is brought in to finish the work, they could not use the existing work because it was not approved under their supervision. The new A/E firm would be required to certify all the work and calculations, then affix their seal. This would repeat work already completed. Also, to obtain liability insurance for this type of work, and the State would incur additional unnecessary costs.
4. If services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: Architect/Engineering (A/E) firm was competitively selected under the Qualifications Based Selection Act (30 ILCS 535/). They have completed the design work for this project. An A/E firm is required by law to stamp their seal on the plans. The design work must be completed under a licensed architect and the firm then would affixed their seal. If a new firm is brought in to finish the work, they could not use the existing work because it was not approved under their supervision. The new A/E firm would be required to certify all the work and calculations, then affix their seal. The would repeat work already completed. Also, to obtain liability insurance for this type of work, and the State would incur additional unnecessary costs.
5. Were alternative supplies or services evaluated? Yes No
 - 5a. If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility:
 - 5b. If no, why were alternatives not evaluated? The original vendor has the legal obligation for the design of the project, and cannot be replaced without significant expense.
6. What efforts were made to get the best possible price? CDB has a centralized A/E fee handbook that governs contract negotiations.
7. Will this purchase obligate the State to this vendor for future purchases such as maintenance, licensing or continuing need? Yes No
 - 7a. If yes, please provide details regarding future obligations and/or needs:
8. Why is the price for this purchase considered to be fair and reasonable? CDB has an approved centralized fee negotiation process which was utilized for the negotiation of the agreed upon fee.
9. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: This is not a renewal.
10. What will be the financial or other impact to the State if this sole source is not approved and a competitive bid is required? The State of Illinois will incur additional unnecessary costs of new firm to be selected and perform services that have already been performed, and has already been paid for at a cost of \$13,085.40.

Requesting Department Signature Required

I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct and that the fairness and reasonableness of the price was adequately confirmed.


Requesting Department Representative

James Cockrell
Printed Name

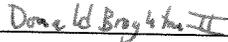
9/25/12
Date

217-782-2864
Requesting Department Representative Telephone Number

James.Cockrell@illinois.gov
Requesting Department Representative Email Address

State Agency Bureau/Division Head or University Purchasing Director Approval and Signature Required


State Agency Bureau/Division Head and Not a Designee or University Purchasing Director Signature and Not a Designee

Jim Underwood 
Printed Name

9/25/2012
Date

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State Agency Bureau/Division Head or University Purchasing

Don. Broyles II
Jim.Underwood@illinois.gov
State Agency Bureau/Division Head or University Purchasing

Director Telephone Number

Director Email Address

SPO Approval and Signature Required

SPO Signature



Christopher Flynn
SPO Printed Name

9/25/2012
Date

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