

# Sole Source Justification Form

Bulletin Reference Number

830-080-017

Requesting Agency/University

Capital Development Board

## Sole Source Justification Form - Part I

### Section I - General Information

Department/Bureau/Section: University of Illinois Springfield

Need Identified Date: Jan 21, 2025

Supply/Service Need By Date: Mar 21, 2025

Project Title: Upgrade Air Handlers & Chillers at HSB

Vendor: Henson Robinson Company

Provide a description of the supplies or services required: Upgrade Air Handlers & Chillers at HSB

Value: Actual

Value of Initial Term, this Change Order or Amendment: 135,007.99

Will this Sole Source amend a Professional or Artistic Services contract? ☐ 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.

Type: New Sole Source

### Section II - Proposed Term

☐ One-Time Purchase ☒ Term Contract

Estimated Contract Begin Date: Jan 21, 2025

Estimated Contract End Date: Dec 31, 2025

Number of Potential Renewals:

Length of Each Renewal in Months:

Total Value of All Renewals:

If a Term Contract, does the term, including renewals, exceed 12 months? ☐ Yes ☒ No

### Section III - Funding Source

Select the type of funding to be used (Check all that apply): ☒ State Appropriate Funds ☐ Federal Funds ☐ Other (Explain):

### Section IV - Sole Source Justification

This purchase is economically only available from a single source **primarily** because it is: (If "Other" explain in one sentence)

Critical Changes to the Existing Contract are Necessary and Best Accomplished by the Contract Holder

Are there secondary justification(s) for this sole source? ☐ Yes ☒ No

### Section V - Purchase History

Has the Agency or University Purchased these supplies or services in the past? ☐ Yes ☒ No

### Section VI - Business Rationale

1. Provide a detailed explanation of the need for the supplies or services:

To complete HVAC install not operating correctly.

## Sole Source Justification Form

Bulletin Reference Number

830-080-017

Requesting Agency/University

Capital Development Board

2. Provide a list and describe in detail the specifications required to satisfy the need:

HVAC not operating correctly needs additional equipment in order to complete project.

3. Provide detail explaining the justification selected in Section IV to explain why the requested supplies or services are the only ones available that can satisfy the agency or university requirements?

Existing contractor has work to perform

4. 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:

Existing contractor aware of the issues and installation of new equipment and what needs to be done to complete operation.

5. Has the Agency or University considered alternative supplies or services to satisfy their need? ☐ Yes ☒ No

5a. If no, why weren't alternatives evaluated?

Existing contractor has work to perform

6. Are there resellers or distributors?

☐ Yes ☐ No ☒ N/A

7. What efforts were made to get the best possible price (i.e. did the agency/university negotiate) and how did you determine the price for this purchase is considered fair and reasonable?

8. Will this purchase obligate the State to this vendor for future purchases such as maintenance, licensing or continuing need?

☐ Yes ☒ No

9. What will be the financial or other impact to the State if this sole source is not approved and a competitive bid is required?

Additional costs could be a result of using a different contractor without prior knowledge of the project

10. Is there any additional information you would like to add to justify this sole source?

The need for the SSJF is related to the existing contract expiring due to lack of notification from CDB Main. Had the CDB Pm been aware of this expiration date, the necessary contract extension RFP would have issued to not allow the contract to expire. We are requesting the SSJF to allow the remaining work to be completed for the project.

## Sole Source Justification Form

Bulletin Reference Number

830-080-017

Requesting Agency/University

Capital Development Board

### Section VII

#### 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 the fairness and reasonableness of the price was adequately confirmed.

Requesting Department Representative

Phone Number

217-720-0315

Date

Jan 21, 2025

Printed Name

Daniel Johnson

E-mail Address

Daniel.P.Johnson@illinois.gov

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

I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct and the fairness and reasonableness of the price was adequately confirmed. (All prior form fields will lock once this e-signature is completed)

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

Phone Number

217-782-0601

Date

Jan 21, 2025

Printed Name

Timothy E. Patrick

E-mail Address

tim.patrick@illinois.gov

#### SPO Approval and Signature Required

☒ I have reviewed and understand the contents of this Sole Source Justification and agree with the State Agency or University determination.

☐ I have reviewed and understand the contents of this Sole Source Justification and do not agree with the State Agency or University determination. As a result, the State Agency or University must explore other sourcing methods to satisfy their need.

State Purchasing Officer Signature

Phone Number

217-836-0185

Date

Jan 22, 2025

Printed Name

Gerald S. Burlingham

E-mail Address

gerald.burlingham@illinois.gov

## Sole Source Justification Form

Bulletin Reference Number

830-080-017

Requesting Agency/University

Capital Development Board

### Sole Source Justification Form - Part II

#### Section I - General Information

Project Title

Upgrade Air Handlers and Chillers CDB #830-080-017

Vendor

Henson Robinson Company

Initial Date of Procurement Bulletin Posting

Jan 22, 2025

Was a Sole Source hearing held per 30 ILCS 500/20-25?

☐ Yes - Complete Section II and III below (Section II will only be visible when this option is selected)

☒ No - Section II not required, go to Section III below

#### Section III - CPO Approval and Signature Required

☒ Based on my review, I authorize the Agency/University to proceed in accordance with the published Notice referenced above.

☐ Based upon my review, I authorize the Agency/University to proceed with the following Changes.

☐ Based on my review, the Agency/University is not authorized to proceed with this sole source as presented and my recommendation is that it be cancelled.

☐ Other

CPO Signature

CPO Phone

217-836-0185

Printed Name

Gerald S. Burlingham

Date

Feb 4, 2025

CPO E-mail

gerald.burlingham@illinois.gov