

EMERGENCY PURCHASES

Emergency Purchase Number **AFF11-05**

Office/Division: IDOT Division of Highways/Operations
Address: 2300 S. Dirksen Parkway, Room 009
Springfield, IL 62764

Responsible Chief Procurement Officer: Bill Grunloh

Vendor: RBR Inc., d/b/a Breezy's Heating and A/C
Address: 2150 Oakland Drive, Suite E
Sycamore, IL 60178

Estimated Cost: \$13,000.00

This expenditure is justified as:

- An emergency involving public health.
- An emergency involving public safety.
- Necessary to protect State property from further loss or damage.
- Necessary to prevent or minimize serious disruption in State services.
- Necessary 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 expenditure are:

Cracked heat exchangers in the 3 of the 4 heating units that service the Willow Creek I-39 NB and SB Rest Areas were discovered during a service call. The 4th unit is suspect and is recommended that it be replaced as well. All 4 units are 1994 models and were installed during the same period. The cracked heat exchangers allow carbon monoxide to enter the heating system servicing the rest areas which will require the buildings to be closed. It is very dangerous to the public's health and safety to allow carbon monoxide to circulate into the rest area.

Willow Creed is a high to moderate use interstate rest area located just south of Rockford in Lee County and provides a great service to the traveling public. Single digit temperatures forecasted in the near future also threaten the possibility of frozen pipes if these heating units fail completely.

District 2 selected RBR Inc. because of the excellent service they have provided in the past in addition to their familiarity with the HVAC system at this rest area. We have been using them for the past three years for annual services and minor repairs. RBR Inc. will treat this project as an emergency and make the project their first priority.



Illinois Department of Transportation

Emergency Purchase Affidavit

This form must be filed with the Auditor General's Office within 10 days of the expenditure of funds in an emergency by purchase, contract or otherwise.

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Address: 2300 S. Dirksen Parkway Room 009
Springfield, IL 62764

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Address: 2150 Oakland Dr. Ste. E
Sycamore, IL 60178
(815) 758-4492

State of Illinois)
County of Sangamon) : SS

I, Aaron A Weatherholt, being duly sworn, solemnly (swear) (affirm) that:
(name of affiant)

- I am the Bureau Chief of Operations (give official title and office of affiant)
I have authorized the expenditure of funds for an emergency.

This expenditure is justified as:

- An emergency involving public health.
An emergency involving public safety.
Necessary to protect State property from further loss or damage.
Necessary to prevent or minimize serious disruption in State services.
Necessary to insure integrity of State records.
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- The conditions and circumstances requiring this emergency expenditure are:

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(continue on other side if necessary)

- That the amount of this expenditure is \$13,000.00 Actual or Estimated
Funding Source Appropriation Account Code: (This is a mandatory field) 011 49442 7900 0000
This affidavit is made pursuant to and in fulfillment of the emergency purchase affidavit provisions of the Illinois Procurement Code [30 ILCS 500/20-30].

I know and understand the contents of this affidavit, and all statements herein are true and correct.

Signature of Affiant

Subscribed and sworn before me this 6th day of December 2010

OFFICIAL SEAL
NANCY K. CLAUSSEN
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 8-14-2011
(Seal)

Nancy K Clausen
Notary Public

My Commission expires: 8-14-2011

Approved: Chief Procurement Officer

Section 20-30. Emergency purchases.

- (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 State services, or to ensure the integrity of State records. 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.** 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 purchasing agency making a procurement under this Section shall file affidavits with the chief procurement officer 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. [30 ILCS 500/20-30]

For continuation if necessary.

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