

# **University of Illinois ONE BID PROCEDURE**

## **I. Governance of U of I Capital Projects**

The majority of capital projects undertaken by the University of Illinois are subject to the requirements of the Illinois Procurement Code (30 ILCS 500) and the Procurement Rules of the Chief Procurement Officer of Higher Education (44 Ill. Adm. Code 4.525). The Board of Trustees and University Administration, through the Vice President/Chief Financial Officer and Comptroller establishes policies, procedures, systems and other considerations related to capital projects.

This Procedure governs capital project bidding when only one bid for a division of work has been received if that bid exceeds the estimate for the work. This Procedure was developed by the University Office of Capital Programs, Real Estate and Utility Services in conjunction with the Office of University Counsel.

## **II. One Bid Pursuant to the Illinois Procurement Code**

Section 30-30 of the Illinois Procurement Code (30 ILCS 500/30-30) outlines the process for bidding five divisions of work for contracts in excess of \$250,000. This Procedure seeks to ensure that the bidding process provides value within the established project budget. If only one bid is received for a division of work, and if that bid exceeds the estimate for that division, the division of work must be re-bid unless the bid is approved by the UOCP Director of Capital Programs and by the SPO (per Title 44, Subtitle A, Chapter II, Part 4, Section 4.2005, paragraph g.)

If only One Bid is received, the SPO may award to the lone bidder or offeror if the SPO finds:

- A) The price submitted is fair and reasonable, and other prospective bidders or offerors had reasonable opportunity to respond; or
- B) There is not adequate time for resolicitation.

Otherwise the SPO may cancel the procurement.

## **III. Process for Requesting Reviews and Receiving Determinations**

- A) Campus Construction Unit (CCU) to request Professional Services Consultant (PSC) investigate lone bid received to determine if the price submitted is fair and reasonable.
- B) If CCU and PSC determine price submitted is fair and reasonable, PSC to document, in a letter, the request to award to the lone bidder. Letter should include the following information:
  - 1. Steps taken by the PSC during the bidding process to ensure this lone bidder and other prospective bidders or offerors had reasonable opportunity to respond.

2. PSC's explanation or understanding of why CCU only received one bid.
  3. Document if Pre-Bid Meeting was mandatory or optional and document who attended.
  4. PSC to follow up with Bidders that may have attended the Pre-Bid Meeting but did not bid, and document in letter.
  5. Document comparison of lone bid amount and PSC's estimate.
  6. PSC to document in letter how the lone bidder met BEP and VBP goals, or if not, including documentation of the vetting of the lone bidder by the Office of Procurement Diversity (OPD).
  7. PSC's and CCU's explanation of why they request to accept this lone bid.
- C) CCU Director to submit PSC letter requesting a Lone Bidder Waiver and other items mentioned in item III.B) above to UOCP Director of Capital Programs, via email.
- D) UOCP Director of Capital Programs reviews request for waiver and if adequate, forwards to SPO for their review and determination.
- E) SPO's determination will be sent back to UOCP Director of Capital Programs, who will then return the determination back to CCU. This process must be completed before completion of posting and requesting of award on the Illinois Higher Education Procurement Bulletin. The SPO's determination for waiver will be part of the posting documents.

#### **IV Signature Authority**

Signature Authority limitations were established by the University of Illinois Board of Trustees and govern signatures required for authorization of University funds. These Signature Authority limitations are identified in the Capital Authority Limits document found at the following path on the UOCP website.  
[https://www.uocpres.uillinois.edu/UserFiles/Servers/Server\\_7758/file/UI/manual/CapitalApprovalLimits.pdf](https://www.uocpres.uillinois.edu/UserFiles/Servers/Server_7758/file/UI/manual/CapitalApprovalLimits.pdf)

**Any questions regarding this policy shall be directed to:**

**University of Illinois  
Capital Programs, Real Estate and Utility Services**

**807 South Wright Street, Suite 340  
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