

Capital Projects Furniture, A/V and Equipment Purchase Process

As of 7-19

This capital furniture, Audio/Visual (A/V) and equipment purchase guidance document summarizes steps to be taken for purchase of office and classroom furniture, as well as balance of furniture, A/V and other moveable equipment. Any furniture or A/V vendor can be used for capital projects with a furniture, fixture and equipment (FF&E) budget greater than or equal to the construction small purchase limit, but IPHEC furniture vendors shall be considered. Also, any of the IPHEC furniture vendors can supply both office and classroom furniture for capital projects with an FF&E budget greater than or equal to the construction small purchase limit. The remaining balance of furniture these IPHEC vendors offer can also be included. A capital project with an FF&E budget less than the small purchase limit shall use the respective campus purchasing department for furniture and A/V purchases. Insurance for owner procured furniture, A/V and moveable equipment will be provided by the University while contractor procured furniture, A/V and moveable equipment will be provided by the contractor.

Note: Campus Construction Unit (CCU) may use option 2 process in place of option 1 process even if the FF&E budget is \geq Construction Small Purchase Limit.

A. Option 1: FF&E budget* \geq Construction Small Purchase Threshold - Contractor may Purchase/Install

1. Professional Services Consultant (PSC) hired by the CCU for the respective capital project works with department/CCU representatives and determines furniture, A/V and moveable equipment design to meet the requesting department's furniture, A/V and moveable equipment needs. IPHEC approved vendors list located at <https://www.obfs.uillinois.edu/purchases/strategic-procurements/awards/>, <https://www.obfs.uillinois.edu/purchases/purchases-types/furniture/> and <http://www.iphec.org/awards> shall be considered in the selection of furniture and A/V, but use of other furniture and A/V vendors is acceptable. Any of the IPHEC furniture vendors can supply both office and classroom furniture at one time for capital projects. Written authorization by the CCU Director shall be included in the project file if no IPHEC furniture or A/V vendors are specified in bidding documents. The PSC should provide furniture, A/V and moveable equipment design requirements deemed appropriate for the project. Project Manual shall list at least two vendors for each item or a performance specification. Appropriate sole source state form, or brand name state form must be completed and approved by the State Purchasing Officer (SPO) prior to bidding, if necessary.
2. After determining what furniture needs are required for the project, determine if surplus furniture can be used for the project by reviewing available furniture located on your campus (reference <https://www.obfs.uillinois.edu/equipment-management/retrieving-free-surplus-equipment/>) or call the following contact #'s: UIUC – (217) 333-0611, UIC – (312) 996-2858, UIS – (217) 206-6379. If campus surplus furniture does not meet the project needs, the CCU will complete, and file the State of Illinois Central Management Services (CMS) New Furniture Purchase Form affidavit shown in Attachment A, in accordance with the State Property Control Act 30 ILCS 605/7a, for any item of furniture expected to be $>$ \$1,000. The CMS point of contact is through the Warehouse Manager/Store Keeper, Illinois State Surplus Warehouse, Central Management Services, 1924 S. 10 ½ St., Springfield IL, 62703, Phone 217-782-1218.

3. Per CPO Higher Education Notice 2015-01 (Attachment B) and CPO General Services Notice 2015.03 (Attachment C), furniture items, including office seating, stackable chairs and metal file cabinets, produced by Illinois Correctional Industries (ICI) shown in Attachment C must be considered prior to selecting another other vendor. There are circumstances and situations where the University is not required to purchase these items from ICI as noted in CPO General Services Notice 2015.03 (Attachment C). When one or more of these situations exist where purchasing from the required ICI product list is either unlawful or not practicable, then the University must submit route a completed Illinois Correctional Industries Preference Waiver Justification form (Attachment D) to UOCPRES to obtain and get approval by the SPO prior to purchasing these items through other vendors.
4. Incorporate completed Design Requirements for furniture, A/V and moveable equipment and Attachment E – Furniture, Fixtures and Equipment Inventory Form (FIF), with appropriate PSC sections completed, into contractor bidding specifications/project manual.
5. Contractors competitively bid out project – Project construction and fit-out (including furniture, A/V and moveable equipment subcontractors/suppliers, if required).
6. Campus awards bid to the overall lowest responsible and responsive bidder/contractor, inclusive of the purchased FF&E package.
7. Contractor buys furniture, A/V and moveable equipment and coordinates delivery and installation in accordance with project schedule. Contractor shall insure the furniture, A/V and moveable equipment it purchases until the project reaches substantial completion.
8. During construction, contractor shall provide project manager (PM)/department with a detailed listing of all FFE pieces by filling out the FIF for all furniture, fixtures and equipment, including audio visual and telecom equipment, for inventory tracking and potential tagging purposes. At a minimum, the list must include the following: Item description, quantity, manufacturer, model and serial number, and unit price. The FIF is to be provided to the financial manager (FM) at the time of Contractor Schedule of Values completion.
9. During each payment application the Contractor shall complete the FIF only for each item requesting payment. After review, PM shall provide the updated FIF to the FM for disposition.
10. When request for payment for furniture, A/V and moveable equipment items are received, the FM will process the payment that will credit the departments' organization "holding" non-tagable inventory code for all furniture, A/V and moveable equipment purchases.
11. Once substantial completion of the project is achieved, FM will send the campus department and Property Accounting the FIF for review and disposition. The campus department will then ensure appropriate furniture, A/V and moveable equipment items appear in FabWeb under its responsibility by moving "holding" non-tagable items to taggable or non-tagable inventory code through journal vouchers and transfer to

appropriate banner accounts. The department is responsible for locating and updating FABWeb with current location and responsible person.

12. The University purchases property insurance on its buildings and contents subject to appropriate deductibles. Departments should contact University Office of Risk Management to discuss coverage @ OBFSRiskMgmt@uillinois.edu.

B. Option 2: At any FF&E budget* - Department Purchase through Purchasing and furniture, A/V and moveable equipment vendor or contractor installs

1. Professional Services Consultant (PSC) hired by the CCU or IPHEC vendor works with Purchasing/Department/CCU representatives and determines furniture, A/V and moveable equipment design to meet requesting department furniture, A/V and moveable equipment needs. Unless a deviation in vendor is approved by the AVP for Procurement Services, the PSC or IPHEC vendor shall design classroom and office furniture and A/V to be compatible with vendors of the type of furniture and A/V to be procured from the IPHEC approved vendor list located at <https://www.obfs.uillinois.edu/purchases/strategic-procurements/awards/>, <https://www.obfs.uillinois.edu/purchases/purchases-types/furniture/> and <http://www.iphec.org/awards>. Sole source form or Brand name form, if required, shall be approved by the SPO prior to going out for bids.
2. Design Requirements are given to the department to work with Purchasing to buy furniture, A/V and moveable equipment through IPHEC vendors.
3. After determining what furniture, A/V and moveable equipment needs are required for the project, determine if surplus furniture can be used for the project by reviewing available furniture located on your campus (reference <https://www.obfs.uillinois.edu/equipment-management/retrieving-free-surplus-equipment/>) or call the following contact #'s: UIUC – (217) 333-0611, UIC – (312) 996-2858, UIS – (217) 206-6379. If campus surplus furniture does not meet the project needs, the CCU will complete and Purchasing will file the State of Illinois Central Management Services (CMS) New Furniture Purchase Form affidavit shown in Attachment A, in accordance with the State Property Control Act 30 ILCS 605/7a, for any item of furniture expected to be > \$1,000.
4. Per CPO Higher Education Notice 2015-01 (Attachment B) and CPO General Services Notice 2015.03 (Attachment C), furniture items, including office seating, stackable chairs and metal file cabinets, produced by Illinois Correctional Industries (ICI) shown in Attachment C must be considered prior to selecting another vendor. There are circumstances and situations where the University is not required to purchase these items from ICI as noted in CPO General Services Notice 2015.03 (Attachment C). When one or more of these situations exist where purchasing from the required ICI product list is either unlawful or not practicable, then the University must submit route a completed Illinois Correctional Industries Preference Waiver Justification form (Attachment D) to UOCPRES to obtain and get approval by the SPO prior to purchasing these items through other vendors.
5. IPHEC furniture, A/V and moveable equipment vendors competitively bid.
6. Department/Purchasing awards contract to selected vendors.

7. Department/CCU buys furniture, A/V and moveable equipment and coordinates with CCU for vendor install or may elect to give to contractor for installation, in accordance with project schedule. Capital Project bid documents must state contractor to install department procured furniture, A/V and moveable equipment, as applicable, with appropriate backup information, if CCU elects to have the contractor provide installation. The Department shall work with the University Risk Management office prior to delivery to provide insurance for furniture, A/V and moveable equipment until the project reaches substantial completion.
8. During construction, IPHEC vendor or contractor, as applicable, shall provide department with a detailed listing of all furniture, A/V and moveable equipment pieces (Attachment E – Furniture, Fixtures and Equipment Inventory Form (FIF) example provided for guidance). At a minimum, the list must include the following: Item description, quantity, manufacturer, model and serial number, and unit price.
9. Department shall enter furniture, A/V and moveable equipment information into FabWeb under the department's responsibility, transfer to appropriate banner accounts and notify Property Accounting.
10. If capital project schedule is revised, the department reschedules furniture, A/V and moveable equipment delivery. Any additional installation costs incurred is born by the department.
11. The University purchases property insurance on its buildings and contents subject to appropriate deductibles. Departments should contact University Office of Risk Management to discuss coverage @ OBFSRiskMgmt@uillinois.edu.

**Furniture, Fixtures, Equipment (FFE) budget line item in capital project budget*

C. Capital Development Board (CDB) Funded Projects

1. IPHEC vendor works with Purchasing/Department/CCU representatives and determines furniture, A/V and moveable equipment design to meet requesting department furniture, A/V and moveable equipment needs. Unless a deviation in vendor is approved by the AVP for Procurement Services, the PSC or IPHEC vendor shall design classroom and office furniture and A/V to be compatible with vendors of the type of furniture to be procured from the IPHEC approved vendor list located at <https://www.obfs.uillinois.edu/purchases/strategic-procurements/awards/>, <https://www.obfs.uillinois.edu/purchases/purchases-types/furniture/> and <http://www.iphec.org/awards> . Sole source form or Brand name form, if required, shall be approved by the State Purchasing Officer (SPO) prior to going out for bids.
2. Design Requirements are given to the department to work with Purchasing to buy furniture, A/V and moveable equipment through IPHEC vendors.
3. After determining what furniture, A/V and moveable equipment needs are required for the project, determine if surplus furniture can be used for the project by reviewing available furniture located on your campus (reference <https://www.obfs.uillinois.edu/equipment-management/retrieving-free-surplus-equipment/>) or call the following contact #: UIUC: (217) 333-0611; UIC: (312) 996-2858; UIS: (217) 206-6379. If campus surplus furniture does not meet the project needs, the CCU will complete, and file the State of Illinois Central Management Services (CMS) New

Furniture Purchase Form affidavit shown in Attachment A, in accordance with the State Property Control Act 30 ILCS 605/7a, for any item of furniture expected to be > \$1,000. The CMS point of contact is through the Warehouse Manager/Store Keeper, Illinois State Surplus Warehouse, Central Management Services, 1924 S. 10 ½ St., Springfield IL, 62703, Phone 217-782-1218.

4. Per CPO Higher Education Notice 2015-01 (Attachment B) and CPO General Services Notice 2015.03 (Attachment C), furniture items, including office seating, stackable chairs and metal file cabinets, produced by Illinois Correctional Industries (ICI) shown in Attachment C must be considered prior to selecting another other vendor. There are circumstances and situations where the University is not required to purchase these items from ICI as noted in CPO General Services Notice 2015.03 (Attachment C). When one or more of these situations exist where purchasing from the required ICI product list is either unlawful or not practicable, then the University must submit route a completed Illinois Correctional Industries Preference Waiver Justification form (Attachment D) to UOCPRES to obtain and get approval by the SPO prior to purchasing these items through other vendors.
5. Funds must be released and budgeted by the CDB within the respective project before an equipment list request is sent to CDB. CCU will verify with CDB project managers that funds for equipment have been budgeted by CDB within the project. The CCU will verify with the University Office of Capital Programs and Real Estate Services (UOCP&RES) via email or in writing that the associated funds have been released before providing lists to the UOCP&RES for submission to CDB. These same CCUs are responsible for coordinating lists of equipment to be purchased. The campus department that is purchasing the equipment is responsible for placing and purchasing individual equipment orders.
6. Once project funding is confirmed by CDB, a detailed, itemized equipment list [see Example 1] for bondable, moveable equipment as defined by CDB (per below) is developed by the campus department in collaboration with the CCU, and then routed to UOCP&RES. The equipment list must provide a detailed description, quantity, and budgeted cost with each individual item sequentially numbered. CDB will allow a line item for contingency if the department deems it applicable. *Individuals obtaining price estimates from suppliers must convey that these estimates are for budgeting purposes only and do not represent any commitment to purchase the items or to purchase them from the supplier providing the price estimates.* The Purchasing Division is available to assist departments in obtaining price estimates.

Equipment can be added to an approved equipment list. The campus department can prepare an "Addendum to Equipment List", using the same format as the approved list, and forward it to UOCP&RES.

CDB's bondable/moveable equipment guidelines include:

- Equipment is durable, not consumable
- Equipment is moveable not fixed
- Equipment is appropriate for the project
- Equipment is not specifically disallowed (cars, boats, weapons, livestock)

7. The CCU will forward the equipment list to UOCP&RES. Upon receipt of the list, an interagency agreement for the respective project will be drafted by UOCP&RES and

forwarded to CDB with the appropriate equipment list.

8. Upon approval by CDB, a copy of the approved list and interagency agreement will be sent to the respective campus departments and Office for Business & Financial Services (OBFS) Purchasing/Office of University Accounting & Financial Reporting (UAFR).
9. The campus department that is purchasing the equipment submits a "CFOAPALMANTENANCE" request to establish a Banner CDB fund (fund type 8L). Send the fund number created to the campus department and UOCP&RES. The Banner organization code of the campus academic department receiving the equipment must be reflected on the Banner fund create request form. **Funds must be released and budgeted** by the CDB within the respective project before the Banner fund is established and the equipment can be purchased. When UAFR receives the request from cfoapalmaintenance, they will:
 - Verify with the CCU that the funds have been released
 - Establish the new CDB plant fund in Banner
 - Notify the Office of Cash Management and Investments that a Banner CDB equipment fund has been established, providing both the Banner fund code and the initial total budget amount.
 - Notify the campus department and UOCP&RES of the Banner fund.
10. UFAR will process an entry in the newly created Banner fund to establish a budget in the amount of the released funds. UAFR will adjust the Banner budget as CDB either increases or decreases the appropriation as recorded on quarterly CDB reports.
11. All Banner requisitions submitted by an academic campus department **must**:
 - Contain a flagging note in document text, with the following statement: "This purchase is on behalf of CDB of the State of Illinois"
 - Identify in document text the correct CDB project number and approved equipment list item number for each approved piece of equipment ordered.
 - If the order will be placed using a Banner regular purchase order [all items will be itemized directly in the Banner purchase order], the requisition must always be flagged "receipt required" regardless of dollar amount.
 - If the order will be placed using a Banner standing purchase order [acquisitions will be itemized separately in an attachment], a notation must be added in document text to "SEND INVOICE TO:" followed by the campus department's mailing address.
12. If CDB refuses to issue payment because the item purchased was misidentified or omitted from the approved list, the campus department will be responsible for identifying an alternative Banner fund number from which to pay for the acquisition.
13. Direct pay vouchers and P-cards are not to be used for the payment of CDB equipment.
14. No less than quarterly and no more than monthly the campus department purchasing the equipment will prepare a reimbursement request letter [see Example 3] for items that have been paid for. The letter must include CDB project number and Banner fund number, plus an itemized list of equipment purchase being reimbursed that include the following details for each invoice paid [see example 2]:

Vendor name
Vendor invoice number (n/a if purchased from Central Stores)
Brief description of the equipment
Dollar amount per invoice
Banner purchase order number (or Central Stores requisition number)
Banner invoice number (or Central Stores voucher number)
CDB equipment list item number(s)

The total of the itemized list must also be provided, and it must equal the total reimbursement request. **This letter is to be emailed to UOCP&RES for review and submission to CDB.**

15. The reimbursement requests will be forwarded to CDB and copied to UAFR and the CCU by UOCP&RES. The University will request reimbursement no less frequently than once per quarter with a threshold of \$250,000 per reimbursement request letter as established by the Office of the Senior Associate Vice President of Business and Finance.
16. Upon receipt of reimbursement from CDB, UOCP&RES will deposit the check in the Banner CDB equipment fund using account code 53062 and leaving the organization code and program blank. UOCP&RES will notify UAFR with the date and amount of the deposit.
17. UAFR will reconcile Banner CDB equipment funds monthly to verify that requests for all expenditures from the fund are regularly submitted and reimbursement for all expenditures is received.
18. During construction, IPHEC vendor or contractor, as applicable, shall provide department with a detailed listing of all furniture, A/V and moveable equipment pieces (Attachment E - Furniture Inventory Form example provided for guidance). As a minimum, the list must include the following: Item description, quantity, manufacturer, model and serial number, and unit price. University will provide insurance for furniture, A/V and moveable equipment until the project reaches substantial completion.
19. Department shall enter furniture information into FabWeb under the department's responsibility.
20. The University purchases property insurance on its buildings and contents subject to appropriate deductibles. Departments should contact University Office of Risk Management to discuss coverage @ OBFSRiskMgmt@uillinois.edu.
21. Upon completion of a total project, the campus department is responsible for notifying UAFR and Purchasing to close the project fund. **The campus department is responsible for any expenses not reimbursed by CDB, irrespective of purchase vehicle.**
22. As part of the overall project management, the CCU will be monitoring the overall CDB project budget to ensure that progress is being made to actively acquire the equipment. There will be a meeting coordinated by UOCP&RES, between UOCP&RES, CCU and UAFR approximately June 15 and December 15 to review these project accounts and verify timely submission of reimbursement requests.

NOTES

- A. CDB equipment cannot be purchased on state funds and transferred to the CDB fund. Expenses identified as CDB expenses on any other ledger cannot be transferred to the CDB fund unless approved by UAFR.
- B. UOCP&RES has obtained approval from the Office of the Senior Associate Vice President of Business and Finance to carry deficit balances in the CDB equipment plant funds for the time between paying vendors and receiving reimbursement from CDB, provided prudent efforts to obtain prompt CDB reimbursements are made.
- C. UOCP&RES will act as liaison to CDB on all issues for UIC, UIUC, and UIS.
- D. CCU to determine if furniture, A/V or moveable equipment vendor or contractor will install furniture or A/V or moveable equipment and coordinate this decision/installation process with CCU and CDB PMs.

EXAMPLE 1

(Equipment list-Excel format)

CDB PROJECT NAME

CDB PROJECT NUMBER

CDB EQUIPMENT LIST

ITEM #	DESCRIPTION	QUANTITY	PRICE	TOTAL PRICE
1	Allsteel, taupe 32 x 36 desk	6	\$142.00	\$852.00
2	Allsteel, taupe overhead storage bins 36 x 12	12	\$66.50	\$798.00
3	Allsteel, black arms, taupe base, burgundy star fabric, executive style desk chairs w/ casters	6	\$350.00	\$2100.00
4	42 x 38 whiteboard, enamel	6	\$125.00	\$750.00
5	Kodak, LT356 litepro w/ carrying case	2	\$5,250.00	\$10,500.00
	TOTAL EQUIPMENT REQUESTED			\$15,000.00

EXAMPLE 2

(Supplemental data for reimbursement request)

CDB Project : Micro and Nanotechnology Lab Equipment
 CDB Project #: 830-010-326
 CDB Equipment List-Vendor Lincoln Office (Steelcase), PO #P0110350
 1-701407-487001-126010-198000, MNTL CD Equipment

CDB Item #	Description	Invoice #	Banner Inv.#	Quantity	Price	Total Price
6	Panel , trim, connectors	436357	11685866	2	150.49	300.98
3	WS3 and WS4 frames and trim			1	1215.83	1215.83
4	WS5 frames and trim parts			1	19331.40	19331.40
5	WS6 and WS7 frames and trim parts			1	66600.43	66600.43
6	WS8 frames and trim parts			1	2111.15	2111.15
7	WS9 frames and trim parts			1	666.60	666.60
	Partial PO0110350, Invoice #436357					90226.39
3	WS3 and WS4 skin tackable parts	436422	11691433	1	906.30	906.30
4	WS5 skin tackable parts			1	8860.08	8860.08
5	WS6 and WS7 skin tackable parts			1	19153.14	19153.14
7	WS9 skin tackable parts			1	305.52	305.52
	Partial PO0110350, Invoice #436422					29225.04
6	Reception, lateral files	436490	11691434	1	4059.20	4059.20
3	WS3 and WS4 lateral files, storage bins, shelves			1	2964.20	2964.20
4	WS5 lateral files, storage bins, shelves			1	43363.99	43363.99
5	WS6 and WS7 storage shelves, bins parts			1	55391.39	55391.39
6	WS8 storage shelves, bins, parts			1	800.84	800.84
7	WS9 storage shelves, bins, parts			1	931.77	931.77
	Partial PO0110350, Invoice #436490					107511.39
	Total Request #1					226962.82

EXAMPLE 3
(Reimbursement request letter to be forwarded to UOCP&RES)

July 21, 2014

Mr. Gus Behnke
 Capital Development Board
 Wm. G. Stratton Building-Third Floor
 401 S. Spring Street
 Springfield, IL 62706

Dear Mr. Behnke:

As per the Interagency Agreement dated March 15, 2014, we are hereby requesting reimbursement for purchases made for the Micro and Nanotechnology Lab Project as listed below and referenced to approved CDB equipment item numbers.

CDB Project Name: Micro and Nanotechnology Lab Equipment
 CDB Project Number: 830-010-326
 Banner CDB Fund: 1-701407-487001-198000
 Equipment Reim. Req. # 2

<u>Vendor Name</u>	<u>Vendor Invoice. #</u>	<u>Description</u>	<u>Invoice \$</u>	<u>Banner PO#</u>	<u>Banner Inv#</u>	<u>CDB Item #</u>
Henrickson	See attached		\$13,513.76	P0110336	I1668028	See Attached
Krueger Intl.	See attached		\$28,885.77	P0110348	I1680694/I1689419	See Attached
Lincoln Office/Steel	See attached		\$226,962.82	P0110350	I1685866/I1691434/ I1691434	See Attached

<u>Equipment Allocation</u>	<u>Previous Requests</u>	<u>Current Request</u>	<u>Balance</u>
\$1,084,081	\$0	\$269,362.35	\$814,718.65

<u>Prof Services Allocation</u>	<u>Previous Requests</u>	<u>Current Request</u>	<u>Balance</u>
\$100,919	\$44,060	\$0	\$56,859.00

<u>Total FF&E Allocation</u>	<u>Total Previous Requests</u>	<u>Total Current Request</u>	<u>Total Balance</u>
\$1,185,000	\$44,060	\$269,362.35	\$814,718.65

In summary, please note the paid invoices total \$269,362.35; therefore, please send a check payable to the University of Illinois in the amount of \$269,362.35 to the following address:

Ms. Angela Jacobs
 University of Illinois
 University Office of Capital Programs and Real Estate Services
 807 S. Wright Street, Suite 340
 Champaign, IL 61820

Should you need any further information or have any questions, please feel free to give me a call at (217) 333-5692.

Respectfully,
 Angela C. Jacobs

Spc
 Enclosures
 Copies: Grant Nohren, Gerald Douglass, Jr.

Summary and Supporting Documentation

Capital Projects FF&E Procurement Processes Comparison

Department Procured Allowed at any FF&E budget* Level Construction Small Purchase Threshold	Construction Contractor Procured FF&E budget* ≥ Construction Small Purchase Threshold
Consult with respective campus Purchasing department for IPHEC furniture vendor or PSC to prepare project FF&E requirements.	PSC prepares project FF&E requirements.
Determine furniture needs, review state surplus furniture and file affidavit (Attachment A) approval with CMS if no acceptable surplus furniture. (Ref. State Property Control Act - 30 ILCS 605/7a)	Determine furniture needs, review state surplus furniture and file affidavit (Attachment A) approval with CMS if no acceptable surplus furniture. (Ref. State Property Control Act – 30 ILCS 605/7a)
Review CPO Approved Illinois Correctional Industries (ICI) Commodity List for purchase of furniture items for the project. Process Illinois Correctional Industries Preference Waiver form (Attachment D) through UOCP&RES for SPO approval if using substitute furniture for furniture items shown on the ICI list.	Review CPO Approved Illinois Correctional Industries (ICI) Commodity List for purchase of furniture items for the project. Process Illinois Correctional Industries Preference Waiver form (Attachment D) through UOCP&RES for SPO approval if using substitute furniture for furniture items shown on the ICI list.
IPHEC approved furniture and A/V vendor’s list utilized, unless deviation is approved by AVP for Procurement Services	Any vendor to supply furniture / A/V with consideration of IPHEC approved furniture / A/V vendor’s list. Written authorization by the CCU Director required if no IPHEC furniture vendor is used.
FF&E included in capital project documents for information and installation, if required.	FF&E included in capital project documents for bidding, procuring and installation.
FF&E purchased through Purchasing Division. Department records inventory.	FF&E purchased through Contractor. F&S sends FIF to Department for records inventory.
Installation / coordination by IPHEC Vendor or Contractor, as applicable and Department.	Installation / coordination by Contractor or IPHEC Vendor, as applicable and Department.
Property Insurance for FF&E supplied by University	Property Insurance for FF&E supplied by Contractor

**Furniture, Fixtures, Equipment (FFE) budget line item in capital project budget*

Public Act 88-15/30 ILCS 605/7a State Property Control Act:

Summary: When new purchase of any furniture item that has a price of \$1,000 or more is desired the agency shall first check if any surplus furniture can be used in place of new furniture. If not, the agency shall file an affidavit with CMS prior to any new furniture purchase. These affidavits shall be made available for public inspection and copying.

OBFS IPHEC Furniture and A/V Supplier Solicitation Information

Recent Illinois Public Higher Education Cooperative (IPHEC) contracts were awarded which University departments may buy office furniture and classroom furniture and A/V equipment: See individual steps in this process for links to these IPHEC vendors.

Attachment A – NEW FURNITURE PURCHASE FORM

(30 ILCS 605/7a; 44 Ill. Adm. Code 1.2043c1)

This form must be filed with CMS’ Property Control Division prior to:

- (a) submitting a requisition requesting that CMS let a bid for new furniture;**
- (b) issuing a release order against a master or open-end contract;**
- (c) making a purchase under delegated authority, or**
- (d) making a purchase from Correctional Industries.**

The undersigned swears or affirms that:

1. the named agency has a need for the new furniture shown below, each item having an estimated new cost of at least \$1,000,
2. CMS’ Surplus Property Division representative, _____(name), was contacted on _____(date) regarding the availability of surplus furniture to meet the needs of the agency,
3. the following new furniture will be purchased to meet the agency’s needs because surplus property was either “not available” (check NA below), or was available but “unacceptable” (check “UA” below and explain).

DESCRIPTION OF NEW FURNITURE (one item or multiple same items per line)	QUANTITY *****	COST UNIT	TOTAL
1.			
Reasons: NA () UA ()			
2.			
Reasons: NA () UA ()			
3.			
Reasons: NA () UA ()			
Use additional forms as necessary			

Agency Name UIUC
Agency Representative (print & sign)

Subscribed and Sworn to before me
this ____ day of _____

Notary Public
My commission expires _____

Title _____
Date _____



CHIEF PROCUREMENT OFFICE
Ben Bagby, Higher Education

CPO Notice 2015-01

To: University Purchasing Directors
From: Ben Bagby, Chief Procurement Officer
Date: February 4, 2015
Subject: Illinois Correctional Industries

A handwritten signature in black ink, appearing to read "Ben Bagby".

The Chief Procurement Officer for General Services has the authority, after consulting with Illinois Correctional Industries (ICI), to determine what items state agencies must purchase from ICI (see 30 ILCS 500/ 45-30). As the universities are defined as state agencies under the Code (30 ILCS 500/1-15.100), the revised requirements are applicable.

I have attached the Notice from the CPO-GS describing the revised requirement, the new list of items that must be procured from ICI, as well as a description of how the waiver process works. As to the waiver process, General Services agreed that the SPOs, rather than the CPO or ICI should be able to grant waivers (using the CPO form). I wanted this change because I thought many issues regarding application of the list should be worked out locally whenever possible.

The notice has an effective date of November 24, 2014. However, you may have issued a solicitation prior to that date and entered into a contract for one or more items on the ICI list. In that case you may continue to use the contract to the end of its initial term, or end of a renewal if you are already in a renewal. The contract may not be renewed or further renewed, except pursuant to a waiver from the SPO. If you issued a solicitation on or after November 24, 2014 that included one or more ICI items, you will need to contact the SPO for consideration of a waiver before placing an order.

The ICI preference also applies to small purchases.

The items on the list must meet your performance and delivery requirements. For example, if you need a phosphate-free cleaner, but ICI's product contains phosphates, you do not need to buy this product from ICI. If you need delivery within six weeks, but ICI cannot deliver for six months, you do not have to place the order with ICI. In situations such as those a waiver is not needed, but the file should note the reason for selecting another vendor. It is not appropriate to refuse to order from ICI for reasons of personal preference (if for example an air freshener from ICI has an apple scent, but someone in the university likes an orange scent). Any refusal to buy must be based on need.

If purchases of items on this list have been delegated to others within the university, you will need to inform them of the new list and remind them of the ICI purchase requirement.

Although the statutory requirement to purchase from ICI is a long-standing one, if you experience problems complying with this requirement, please bring those problems to the attention of the SPO. My office will assist as needed.



CHIEF PROCUREMENT OFFICE
Matt Brown, General Services

MB

Notice 2015.03
General Services

To: Ben Bagby, CPO Institutions of Higher Education
State Purchasing Officers
CMS Bureau of Strategic Sourcing
Agency Procurement Staff
Procurement Policy Board
Jen Aholt, CEO, ICI
Rich Mautino, Assistant CEO, ICI

From: Matt Brown

Date: November 24, 2014

Subject: Illinois Correctional Industries – Approved Commodity List and Purchasing Procedures

This CPO Notice is effective immediately and amends CPO Notice 2014.01.

Pursuant to the authority granted in Section 45-30 of the Illinois Procurement Code, the Chief Procurement Officer for General Services, in consultation with Illinois Correctional Industries (ICI), determines what supplies or services provided by ICI must be purchased by State agencies and universities.

More than 900 adult inmates incarcerated by Illinois correctional institutions develop work skills and gain valuable experience working in ICI. Not only does ICI not directly receive funding through General Revenue Fund (GRF), but ICI has returned millions of dollars to GRF by increasing sales and reducing costs. ICI operates at no cost to Illinois taxpayers and is self-supporting due to its product and service sales.

Effective July 1, 2014, CPO Notice 2014.01 mandated the purchase of certain cleaning and household supplies from ICI. This new notice expands the categories of items that are required to be purchased from ICI to include signs, office seating and stacking chairs, metal file cabinets, and cleaning supplies. The full list that includes a brief description and price is attached (CPO Approved ICI List).

There are circumstances and situations where State agencies and universities are not required to purchase these items from ICI. Some of these situations include:

- The source of funds being used to procure the item requires competitive bid due to a requirement contained in the source of the funds being used to procure the item.
- A union contract or law requires the item to be procured from another source.
- ICI cannot provide the item meeting the necessary specifications.
- ICI's pricing for the item is not as close to the market price as possible. If an agency or university believes a price being charged by ICI for an item on the attached list does not meet this guideline, then the agency or university may request arbitration pursuant to 730 ILCS 5/3-12-9.
- If an ICI preference conflicts with another preference, then the appropriate CPO shall determine the order of priority.



CHIEF PROCUREMENT OFFICE
Matt Brown, General Services

When one of the above or other situations exist where purchasing from the required ICI product list is not lawful or practicable, then the agency or university must submit a completed preference waiver justification (Attachment C) to the assigned State Purchasing Officer (SPO). If the SPO agrees with the justification, then the SPO may waive the preference or make an adjustment to address a particular objection. The SPO must notify the CPO for General Services and ICI in all instances, and in the case of a university purchase also the CPO for Higher Education.

State agencies and universities may order through the ICI website at <http://www.ici.illinois.gov>. Agencies and universities are encouraged to consider all of ICI's product and service offerings, including food, beverages, banners, office seating, embroidery, screen printing, clothing, and furniture when making purchasing decisions.

If there are any questions about placing an order, please contact Neil Rossi at Illinois Correctional Industries at (217) 558-2200 x7009.

If there are any questions regarding this notice, please contact Joe Kim from the Chief Procurement Office for General Services at (217) 558-2231.

-End-

401 South Spring Street • 712 William Stratton Building • Springfield, IL 62706
P: (217) 558-2231 • F: (217) 558-2164

CPO Approved Illinois Correctional Industries Commodity List

(go to www.ici.illinois.gov for specific up-to-date information/pricing)

Item #				ICI Product Listing - Stacking Chairs	Delivery	Unit	Size	Price
512	04	095	01	Stacking Chair w/o Arms with Glides	3 Weeks	EA	N/A	\$ 50.00
Item #				ICI Product Listing - Signs	Delivery	Unit	Size	Price
234	20	001	23	Diamond Grade (DG) Rectangle	3 Weeks	1-25	12" X 18"	\$ 23.64
234	20	001	28	Diamond Grade (DG) Rectangle	3 Weeks	1-25	18" X 24"	\$ 34.61
234	20	001	34	Diamond Grade (DG) Rectangle	3 Weeks	1-25	24" X 24"	\$ 43.87
234	20	001	42	Diamond Grade (DG) Rectangle	3 Weeks	1-25	30" X 30"	\$ 62.28
234	20	003	23	High Intensity Prismatic (HIP) Rectangle	3 Weeks	1-25	12" X 18"	\$ 14.22
234	20	003	28	High Intensity Prismatic (HIP) Rectangle	3 Weeks	1-25	18" X 24"	\$ 19.67
234	20	003	34	High Intensity Prismatic (HIP) Rectangle	3 Weeks	1-25	24" X 24"	\$ 25.24
234	20	003	42	High Intensity Prismatic (HIP) Rectangle	3 Weeks	1-25	30" X 30"	\$ 35.36
234	20	004	02	Diamond Grade (DG) Octagon	3 Weeks	1-25	24"	\$ 43.87
234	20	004	03	Diamond Grade (DG) Octagon	3 Weeks	1-25	30"	\$ 62.28
234	20	004	04	Diamond Grade (DG) Octagon	3 Weeks	1-25	36"	\$ 86.28
234	20	006	02	High Intensity Prismatic (HIP) Octagon	3 Weeks	1-25	24"	\$ 25.24
234	20	006	03	High Intensity Prismatic (HIP) Octagon	3 Weeks	1-25	30"	\$ 35.36
234	20	006	04	High Intensity Prismatic (HIP) Octagon	3 Weeks	1-25	36"	\$ 49.23
234	20	007	01	Diamond Grade (DG) Round	3 Weeks	1-25	18"	\$ 29.13
234	20	007	02	Diamond Grade (DG) Round	3 Weeks	1-25	24"	\$ 43.87
234	20	007	03	Diamond Grade (DG) Round	3 Weeks	1-25	30"	\$ 62.28
234	20	007	04	Diamond Grade (DG) Round	3 Weeks	1-25	36"	\$ 86.28
234	20	009	01	High Intensity Prismatic (HIP) Round	3 Weeks	1-25	18"	\$ 16.95
234	20	009	02	High Intensity Prismatic (HIP) Round	3 Weeks	1-25	24"	\$ 25.24
234	20	009	03	High Intensity Prismatic (HIP) Round	3 Weeks	1-25	30"	\$ 35.36
234	20	009	04	High Intensity Prismatic (HIP) Round	3 Weeks	1-25	36"	\$ 49.23
234	20	010	01	Diamond Grade (DG) Yield	3 Weeks	1-25	18"	\$ 29.13
234	20	010	02	Diamond Grade (DG) Yield	3 Weeks	1-25	24"	\$ 43.87
234	20	010	03	Diamond Grade (DG) Yield	3 Weeks	1-25	30"	\$ 62.28
234	20	012	01	High Intensity Prismatic (HIP) Yield	3 Weeks	1-25	18"	\$ 16.95
234	20	012	02	High Intensity Prismatic (HIP) Yield	3 Weeks	1-25	24"	\$ 25.24
234	20	012	03	High Intensity Prismatic (HIP) Yield	3 Weeks	1-25	30"	\$ 35.36
234	20	013	01	Diamond Grade (DG) Pentagon	3 Weeks	1-25	18"	\$ 29.13
234	20	013	02	Diamond Grade (DG) Pentagon	3 Weeks	1-25	24"	\$ 43.87
234	20	013	03	Diamond Grade (DG) Pentagon	3 Weeks	1-25	30"	\$ 62.28
234	20	013	04	Diamond Grade (DG) Pentagon	3 Weeks	1-25	36"	\$ 86.28
234	20	015	01	High Intensity Prismatic (HIP) Pentagon	3 Weeks	1-25	18"	\$ 16.95
234	20	015	02	High Intensity Prismatic (HIP) Pentagon	3 Weeks	1-25	24"	\$ 25.24
234	20	015	03	High Intensity Prismatic (HIP) Pentagon	3 Weeks	1-25	30"	\$ 35.36
234	20	015	04	High Intensity Prismatic (HIP) Pentagon	3 Weeks	1-25	36"	\$ 49.23
234	20	016	03	Diamond Grade (DG) Identification Signs (Two-Sided)	3 Weeks	1-25	24" X 6"	\$ 26.91

Attachment C - CPO General Services Notice 2015.03 continued

234	20	016	04	Diamond Grade (DG) Identification Signs (Two-Sided)	3 Weeks	1-25	30" X 6"	\$ 29.97
234	20	016	05	Diamond Grade (DG) Identification Signs (Two-Sided)	3 Weeks	1-25	36" X 6"	\$ 33.04
234	20	016	09	Diamond Grade (DG) Identification Signs (Two-Sided)	3 Weeks	1-25	24" X 9"	\$ 33.04
234	20	016	10	Diamond Grade (DG) Identification Signs (Two-Sided)	3 Weeks	1-25	30" X 9"	\$ 39.58
234	20	016	11	Diamond Grade (DG) Identification Signs (Two-Sided)	3 Weeks	1-25	36" X 9"	\$ 44.18
234	20	016	12	Diamond Grade (DG) Identification Signs (Two-Sided)	3 Weeks	1-25	48" X 9"	\$ 57.27
234	20	018	03	High Intensity Prismatic (HIP) Identification Signs (Two-Sided)	3 Weeks	1-25	24" X 6"	\$ 15.65
234	20	018	04	High Intensity Prismatic (HIP) Identification Signs (Two-Sided)	3 Weeks	1-25	30" X 6"	\$ 16.87
234	20	018	05	High Intensity Prismatic (HIP) Identification Signs (Two-Sided)	3 Weeks	1-25	36" X 6"	\$ 18.10
234	20	018	09	High Intensity Prismatic (HIP) Identification Signs (Two-Sided)	3 Weeks	1-25	24" X 9"	\$ 18.10
234	20	018	10	High Intensity Prismatic (HIP) Identification Signs (Two-Sided)	3 Weeks	1-25	30" X 9"	\$ 21.88
234	20	018	11	High Intensity Prismatic (HIP) Identification Signs (Two-Sided)	3 Weeks	1-25	36" X 9"	\$ 23.71
234	20	018	12	High Intensity Prismatic (HIP) Identification Signs (Two-Sided)	3 Weeks	1-25	48" X 9"	\$ 31.72
Item #				ICI Product Listing - Office Seating	Delivery	Unit	Size	Price
233	04	006	03	Tuf Deluxe Chair, High-Back, with Loop	See below**	EA	N/A	\$ 358.00
233	04	006	04	Tuf Dispatchers/Cop Chair, Big/Tall	See below***	EA	N/A	\$ 397.00
233	04	008	01	PC1 Companion Chair	See below**	EA	N/A	\$ 263.00
233	04	008	02	PC1 Task Chair	See below***	EA	N/A	\$ 428.00
233	04	026	00	Comfort Line High Back Executive Chair With Arms	See below**	EA	N/A	\$ 375.00
233	04	030	00	Comfort Line Managers Chair With Arms	See below**	EA	N/A	\$ 343.00
233	04	034	02	Comfort Line Operator Chair With Arms	See below**	EA	N/A	\$ 280.00
233	04	034	03	Comfort Line Operator Chair With Adjustable Arms	See below**	EA	N/A	\$ 264.00
233	04	120	01	"ITHACA" Task Office Chair, With Adjustable Task Arms	See below****	EA	N/A	\$ 280.00
233	04	195	00	OEI. "Breathe" Task Chair, Adjustable Arms, Fully Adjustable Features, Black	See below *****	EA	N/A	\$ 280.00
233	04	195	01	OEI. "Breathe" Companion Guest/Side Chair, Sled Base, Black	See below*****	EA	N/A	\$ 215.00
*2 weeks for 5 or less 4 weeks for more than 5 ** 2 weeks for orders 5 or less, 6 weeks for over 5 ***2 weeks for orders 10 or less, 6 weeks for more than 10 ****2 weeks for 10 or less, 5 weeks for more than 10 *****2 weeks for 25 or less, 4 weeks for more than 25								

Attachment C - CPO General Services Notice 2015.03 continued

Item #				ICI Product Listing - Bedding & Linen	Delivery	Unit	Size	Price
427	14	009	02	Mattress, Non-Woven Poly Fiber, Tan	2 Weeks	EA	82 x 30 x 6	\$ 52.00
427	14	009	04	Mattress, Non-Woven Poly Fiber, Clear-Safe	2 Weeks	EA	76 x 30 x 6	\$ 55.00
427	14	009	05	Mattress, Non-Woven Poly Fiber, Tan	2 Weeks	EA	76 x 36 x 6	\$ 54.00
427	14	011	04	Mattress, Cotton, Tan Vinyl	2 Weeks	EA	74 x 30 x 4	\$ 74.00
Item #				ICI Product Listing - Metal Filing	Delivery	Unit	Size	Price
KDI	36240	2R		1 receding 12in door / rollout shelf with folder bars. 1 pullout 12in door with folder bars.	5-6 Weeks	EA	36in	\$ 426.00
KDI	36360	3R		2 receding 12in doors / rollout shelves & folder bars. 1 pullout 12in door with folder bars.	5-6 Weeks	EA	36in	\$ 500.00
KDI	36480	4R		3 receding 12in doors / rollout shelves & folder bars. 1 pullout 12in door with folder bars.	5-6 Weeks	EA	36in	\$ 610.00
KDI	36600	5R		1 receding door/rollout shelf & plate dividers.3 receding doors/rollout shelves & folder bars. 1 pullout door w/folder bars.	5-6 Weeks	EA	36in	\$ 770.00
KDI	42600	5R		1 receding door/rollout shelf & plate dividers.3 receding doors/rollout shelves & folder bars. 1 pullout door w/folder bars.	5-6 Weeks	EA	42in	\$ 825.00
KDI	36615	5R		1 reced door/rollout shelf & plate dividers .One 1 1/2in tie bar. 3 reced doors/rollout shelves 1 pullout doors w/folder bars.	5-6 Weeks	EA	36in	\$ 746.00
KDI	42615	5R		1 reced door/rollout shelf & plate dividers .One 1 1/2in tie bar. 3 reced doors/rollout shelves 1 pullout doors w/folder bars.	5-6 Weeks	EA	42in	\$ 801.00
KDI	1530	3DCF		3 - 11in drawer vertical file cabinet, (CF) Compressor Follower, (FB) Folder Bars	5-6 Weeks	EA	15in	\$ 488.00
KDI	1830	3DCF		3 - 11in drawer vertical file cabinet, (CF) Compressor Follower, (FB) Folder Bars	5-6 Weeks	EA	18in	\$ 504.00
KDI	1830	5DCF		5 - 11in drawer vertical file cabinet, (CF) Compressor Follower, (FB) Folder Bars	5-6 Weeks	EA	18in	\$ 736.00

Item #				ICI Product Listing - Cleaning Products	Delivery	Unit	Size	Price
464	09	014	00	GRIME BUSTER Citrus Based Cleaner /	2 Weeks	12/CS	1 Qt. Bottle	\$ 20.00
464	09	015	01	CITRAL GREEN Citrus Based Cleaner /	2 Weeks	4/CS	1 Gal Jugs	\$ 27.00
464	09	016	00	ARC Acid Replacement Tub & Tile Cleaner,	4-6 Weeks	12/CS	1 Qt. Bottle	\$ 25.00
464	09	016	01	ARC Acid Replacement Tub & Tile Cleaner,	4-6 Weeks	4/CS	1 Gal. Jug	\$ 26.00
464	09	017	00	Dish Wash Detergent, Concentrate	2 Weeks	12/CS	1 Qt Bottle	\$ 32.00
464	09	017	01	Dish Wash Detergent, Concentrate	2 Weeks	4/CS	1 Gal Jugs	\$ 30.00
464	09	018	01	Liquid Laundry Detergent, Concentrate	2 Weeks	4/CS	1 Gal. Jug	\$ 30.00
464	09	019	01	No Rinse Floor Stripper	2 Weeks	4/CS	1 Gal Jugs	\$ 21.00
464	09	019	05	No Rinse Floor Stripper	2 Weeks	EA	5 Gal Pail	\$ 25.00
464	09	020	01	Floor Cleaner, Neutral ph.	2 Weeks	4/CS	1 Gal Jugs	\$ 17.00
464	09	020	05	Floor Cleaner, Neutral ph.	2 Weeks	EA	5 Gal Pail	\$ 21.00
464	09	021	01	Economical Finish Floor Restorer	2 Weeks	4/CS	1 Gal Jugs	\$ 20.00
464	09	022	01	Economical Floor Finish	2 Weeks	4/CS	1 Gal Jugs	\$ 40.00
464	09	023	01	Ultra Shine Floor Finish	2 Weeks	4/CS	1 Gal Jugs	\$ 38.00
464	09	025	01	Floor Sealer	2 Weeks	4/CS	1 Gal Jugs	\$ 33.00

Attachment C - CPO General Services Notice 2015.03 continued

464	09	100	00	Spray Bottle, No Label, with spray nozzle and cap, 1 Quart Capacity	2 Weeks	EA	N/A	\$ 2.00
464	09	105	01	Hand Sanitizer, 16 oz. Bottle with Foaming Pump	2 Weeks	12/CS	16 oz. Bottle	\$ 57.00
464	09	105	10	Hand Sanitizer, 1 Gallon Jugs (To refill wall dispensers)	2 Weeks	4/CS	1 Gal Jugs	\$ 64.00
464	09	105	15	Wall-Mount Dispenser For Hand Sanitizer, Bottle With Handpump	2 Weeks	EA	40 ounce + / -	\$ 21.00
464	09	105	00	Hand Sanitizer Mini, (for personal use)	2 Weeks	EA	50ml	\$ 2.00
464	09	110	01	"ICI Envirosafe" Hydrogen Peroxide Cleaner	2 Weeks	4/CS	1 Gal Jugs	\$ 48.00
464	09	115	01	ICI Hand Sanitizer, Alcohol Based	2 Weeks	12/CS	16 oz Bottle	\$ 56.00
Item #				ICI Product Listing - Brooms and Mops	Delivery	Unit	Size	Price
464	10	002	16	Loop Mop	2 Weeks	Doz.	16 oz.	\$ 57.00
464	10	002	20	Loop Mop	2 Weeks	Doz.	20 oz.	\$ 68.00
464	10	002	24	Loop Mop	2 Weeks	Doz.	24 oz.	\$ 75.00
464	10	003	16	Rayon Mop (For wax application)	2 Weeks	Doz.	16 oz.	\$ 65.00
464	10	004	24	Floor Duster Refill	2 Weeks	EA	24"	\$ 12.00
464	10	004	36	Floor Duster Refill	2 Weeks	EA	36"	\$ 15.00
464	10	005	16	Micro-Fiber Mop	2 Weeks	Doz.	16"	\$ 96.00
464	10	005	36	Micro-Fiber Duster Refill (duster only)	2 Weeks	EA	36"	\$ 24.00
464	10	006	24	Floor Duster Block	2 Weeks	EA	24"	\$ 7.00
464	10	006	36	Floor Duster Block	2 Weeks	EA	36"	\$ 8.00
464	10	009	01	Broom Handle, Metal Thread, 15/16" Diameter, 60" Tall	2 Weeks	EA	60"	\$ 3.00
464	10	009	02	Tapered Wood Street broom Handle 60" Tall	2 Weeks	EA	60"	\$ 3.00
464	10	009	03	Broom Handle, Wood Thread, 15/16" Diameter, 60" Tall	2 Weeks	EA	60"	\$ 3.00
464	10	010	01	Angle Cut House Broom 12" Sweeping Face 56" Tall	2 Weeks	EA	56"	\$ 11.00
464	10	010	02	Straight Cut House Broom 12" Sweeping Face 56" Tall	2 Weeks	EA	56"	\$ 11.00
464	10	010	03	Lobby Broom	2 Weeks	EA	N/A	\$ 5.00
464	10	012	18	Prostran Push Broom 18" Sweeping Face (Head Only)	2 Weeks	EA	18"	\$ 12.00
464	10	012	24	Prostran Push Broom 24" Sweeping Face (Head Only)	2 Weeks	EA	24"	\$ 12.00
464	10	017	00	Street Broom 15" Sweeping Face (Head Only)	2 Weeks	EA	15"	\$ 12.00
464	10	018	01	Angle Cut Warehouse Broom 12" Sweeping Face 56" Tall	2 Weeks	EA	56"	\$ 12.00
464	10	018	02	Straight Cut Warehouse Broom 12" Sweeping Face 56" Tall	2 Weeks	EA	56"	\$ 12.00
464	10	020	00	Whisk Broom 6" Sweeping Face 12" Overall Length	2 Weeks	EA	12"	\$ 3.00
464	10	021	01	Prostran Counter Brush 5" Handle 13" Overall Length	2 Weeks	EA	13"	\$ 9.00
464	10	023	01	Prostran Scrub Brush 3" Wide x 9-5/8" Long	2 Weeks	EA	9-5/8"	\$ 3.00
464	10	023	02	Tampico Scrub Brush 3" Wide x 9-5/8" Long	2 Weeks	EA	9-5/8"	\$ 7.00
464	10	024	02	Prostran Deck Scrub Brush 3" Wide. x 10-1/8" Long (Head Only)	2 Weeks	EA	10-1/8"	\$ 9.00
464	10	026	01	Prostran Toilet Bowl Brush 21" Tall	2 Weeks	EA	21"	\$ 4.00

Attachment C - CPO General Services Notice 2015.03 continued

464	10	026	02	Tampico Toilet Bowl Brush 21" Tall	2 Weeks	EA	21"	\$ 3.00
464	10	027	24	Prostran Utility Brush 4" Head 24" Overall	2 Weeks	EA	24" Handle	\$ 7.00
464	10	027	09	Prostran Utility Brush 4" Head 9" Overall	2 Weeks	EA	4.5" Handle	\$ 6.00
464	10	028	24	Tampico Utility Brush 4" Head 24" Overall	2 Weeks	EA	24" Handle	\$ 7.00
464	10	028	09	Tampico Utility Brush 4" Head 9" Overall	2 Weeks	EA	4.5" Handle	\$ 6.00
464	10	036	18	Black Buffing Pad, 18" Diameter. (Stripping)	2 Weeks	5/CS	18"	\$ 16.00
464	10	036	19	Black Buffing Pad, 19" Diameter. (Stripping)	2 Weeks	5/CS	19"	\$ 17.00
464	10	036	20	Black Buffing Pad, 20" Diameter. (Stripping)	2 Weeks	5/CS	20"	\$ 22.00
464	10	036	21	Black Buffing Pad, 21" Diameter. (Stripping)	2 Weeks	5/CS	21"	\$ 23.00
464	10	037	18	Blue Buffing Pad, 18" Diameter. (Scrubbing)	2 Weeks	5/CS	18"	\$ 14.00
464	10	037	19	Blue Buffing Pad, 19" Diameter. (Scrubbing)	2 Weeks	5/CS	19"	\$ 14.00
464	10	037	20	Blue Buffing Pad, 20" Diameter. (Scrubbing)	2 Weeks	5/CS	20"	\$ 19.00
464	10	037	21	Blue Buffing Pad, 21" Diameter. (Scrubbing)	2 Weeks	5/CS	21"	\$ 19.00
464	10	038	18	Natural Buffing Pad, 18" Diameter. (Burnishing)	2 Weeks	5/CS	18"	\$ 15.00
464	10	038	19	Natural Buffing Pad, 19" Diameter. (Burnishing)	2 Weeks	5/CS	19"	\$ 15.00
464	10	038	20	Natural Buffing Pad, 20" Diameter. (Burnishing)	2 Weeks	5/CS	20"	\$ 21.00
464	10	038	21	Natural Buffing Pad, 21" Diameter. (Burnishing)	2 Weeks	5/CS	21"	\$ 21.00
464	10	039	18	Red Buffing Pad, 18" Diameter. (Buffing)	2 Weeks	5/CS	18"	\$ 13.00
464	10	039	19	Red Buffing Pad, 19" Diameter. (Buffing)	2 Weeks	5/CS	19"	\$ 13.00
464	10	039	20	Red Buffing Pad, 20" Diameter. (Buffing)	2 Weeks	5/CS	20"	\$ 17.00
464	10	039	21	Red Buffing Pad, 21" Diameter. (Buffing)	2 Weeks	5/CS	21"	\$ 17.00
464	10	040	18	White Buffing Pad, 18" Diameter. (Polishing)	2 Weeks	5/CS	18"	\$ 13.00
464	10	040	19	White Buffing Pad, 19" Diameter. (Polishing)	2 Weeks	5/CS	19"	\$ 14.00
464	10	040	20	White Buffing Pad, 20" Diameter. (Polishing)	2 Weeks	5/CS	20"	\$ 18.00
464	10	040	21	White Buffing Pad, 21" Diameter. (Polishing)	2 Weeks	5/CS	21"	\$ 18.00
464	10	041	20	Peach Buffing Pad, 20" Diameter. (High Speed Polishing)	2 Weeks	5/CS	20" dia	\$ 18.00
464	10	042	20	Black Buffing Pad, "X" Shaped, 20" Across (Stripping)	2 Weeks	5/CS	20" dia	\$ 16.00
464	10	043	20	Blue Buffing Pad, "X" Shaped, 20" Across (Scrubbing)	2 Weeks	5/CS	20" dia	\$ 16.00
464	10	046	20	White Buffing Pad, "X" Shaped, 20" Across (Polishing)	2 Weeks	5/CS	20" dia	\$ 12.00
464	10	047	32	Black Scouring Pad (Coarse, extra heavy duty scouring)	2 Weeks	32/CS	5" x 7"	\$ 14.00
464	10	048	32	Blue Scouring Pad (Coarse, heavy duty scouring)	2 Weeks	32/CS	5" x 7"	\$ 13.00
464	10	049	32	Natural Scouring Pad (Hog hair, heavy duty scouring)	2 Weeks	32/CS	5" x 7"	\$ 14.00
464	10	051	00	White Scouring Pad (Fine, light to moderate scouring)	2 Weeks	100/CS	5" x 7"	\$ 60.00
464	10	051	32	White Scouring Pad (Fine, light to moderate scouring)	2 Weeks	32/CS	5" x 7"	\$ 12.00
464	10	064	12	Squeegee/Scrub Brush	2 Weeks	EA	12"	\$ 12.00
464	10	064	18	Squeegee (No Brush)	2 Weeks	EA	18"	\$ 9.00
464	10	064	30	Squeegee, 30" Wide (handle sold separate)	2 Weeks	EA	30"	\$ 19.00
464	10	115	22	Recycled Green Sweep Push broom, 24" Head Only	2 Weeks	EA	24"	\$ 9.00

Attachment D

(Form website is <http://www.illinois.gov/cpo/HigherEd/Pages/Forms.aspx>)

**Chief Procurement Office
Illinois Correctional Industries Preference Waiver**

Print Form

Pursuant to the authority granted in Section 45-30 of the Illinois Procurement Code, the Chief Procurement Officer for General Services (CPO-GS), in consultation with Illinois Correctional Industries (ICI), determines what supplies or services provided by ICI must be purchased by State agencies and universities. These items are detailed in the CPO Approved Commodity List.

In circumstances and situations where purchasing from the CPO Approved Commodity List is not lawful or practicable, then the agency or university must complete this waiver justification form and submit to the State Purchasing Officer (SPO). If the SPO agrees with the justification, then the SPO may waive the preference.

Brief Description of Procurement:

Reason / Justification for the Waiver

Estimated Dollar Amount:

- The source of funds being used to procure the item requires competitive bid due to a requirement contained in the source of funds being used to procure the item.
- A union contract or law requires the item to be procured from another source.
- ICI cannot provide the item meeting the necessary specifications.
- ICI's pricing for the item is not as close to the market price as possible. If an agency or university believes a price being charged by ICI for an item on the CPO-GS list does not meet this guideline, then the agency or university may request arbitration pursuant to 730 ILCS 5/3-12-9.
- The ICI preference conflicts with another preference. The CPO with jurisdiction over the procurement prioritized the other preference over ICI for that specific transaction.
- Other. Please explain.

Requestor's Signature: Email Address:

Requestor's Name: Date Requested:

Title: Telephone:

Agency or University Name:

Approved <input type="checkbox"/>	SPO's Signature: <input type="text"/>
Denied <input type="checkbox"/>	SPO's Name: <input type="text"/>
	Date: <input type="text"/>

