

University of Illinois
UNIVERSITY OFFICE OF CAPITAL PROGRAMS AND REAL ESTATE SERVICES
PROCESS FOR COMBINING DIVISIONS OF WORK

As a public institution in Illinois, the University of Illinois is subject to the Illinois Procurement Code (“Code”) and the Procurement Rules of the Chief Procurement Office for Public Institutions of Higher Education (“Rules”) for the procurement of construction and construction-related professional services in all capital projects for its campuses.

Section 4.3005.3 of the Rules states:

- A. If the total estimated cost of the work exceeds the amount stipulated by Section 30-30 of the Code, separate specifications shall be prepared for all equipment, labor and materials in connection with, at a minimum, the following five subdivisions of work:*
- i) Plumbing.*
 - ii) Heating, piping, refrigeration and automatic temperature control systems, including the testing and balancing of those systems.*
 - iii) Ventilating and distribution systems for conditioned air, including the testing and balancing of those systems.*
 - iv) Electrical wiring.*
 - v) General contract work.*
- B. However, if the estimated value of the construction work exceeds \$250,000 and the estimate for an individual division is less than the current small purchase limit for construction, that division’s work may be combined with another division, or procured separately under the Small Purchase procedure of Section 4.2020.”*

Therefore, the following processes shall apply for capital construction relating to Divisions of Work determination:

1. If the estimated value of the construction work determined by the Professional Services Consultant (PSC) exceeds \$250,000, the work must be divided into at least the five Divisions of Work below:
 - a. Division 1 - General
 - b. Division 2 - Plumbing
 - c. Division 3 - Heating
 - d. Division 4 - Ventilation
 - e. Division 5 - Electrical

The required five Divisions of Work may be expanded as necessary for projects that would benefit from having additional Divisions bid separately. The project manager, with consultation and recommendations from the PSC, shall obtain permission from the campus Unit Head for the additional Divisions of Work.

2. If the PSC estimate for any of the required five Divisions of Work is less than the current construction small purchase limit (refer to Exhibit 1 and annual updates at http://www.procure.stateuniv.state.il.us/dsp_BidLimits.cfm), the project manager may direct the PSC to combine the affected Division(s) with the most appropriate Division of Work for bidding, after receiving approval from the campus Unit Head. All associated responsibilities of the affected Division(s) shall be completed by the combined Division. For example, if Division 4–Ventilation was combined with Division 1–General work, the testing and balancing responsibility would belong to Division 1.
3. If the estimated value of the construction work determined by the PSC is equal to or less than \$250,000, the work may be bid as one or more Divisions of Work as approved by the campus Unit Head.

For the complete list of Division designations, refer to

https://www.uocpres.uillinois.edu/UserFiles/Servers/Server_7758/file/training/caps/JA_CAPS_Get_Started.pdf

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EXHIBIT 1: (Sample Printout)

(Refer to [http://www.procure.stateuniv.state.il.us/dsp BidLimits.cfm](http://www.procure.stateuniv.state.il.us/dsp_BidLimits.cfm) for updated values)

Higher Education Small Purchase Limits

Effective July 1, 2015 the following small purchase maximums (sealed bid limits) were adjusted in accordance with Section 20-20(b) of the Procurement Code:

Category	Small Purchase Maximum before July 1, 2015	Modified Small Purchase Maximum Effective July 1, 2015
General Supplies and Services	\$54,400	\$55,800
Construction	\$77,700	\$78,300

Effective September 24, 2008, in accordance with Section 20-20(c) of the Procurement Code and Section 4.2020(a)(1) of the Procurement Rules of the Chief Procurement Officer for Public Institutions of Higher Education, the small purchase maximum for general supplies and services was modified to \$50,000 and the small purchase maximum for construction was modified to \$70,000. Beginning July 1, 2009, these modified small purchase maximums are subject to annual adjustments to reflect the Consumer Price Index (CPI) as provided for in Section 20-20(b) of the Procurement Code and Section 4.2020(a)(1) of the Procurement Rules of the Chief Procurement Officer for Public Institutions of Higher Education.

These modifications and the annual CPI adjustments do not apply to the following types of procurements, for which the small purchase maximum can only be modified by statutory amendment:

Category	Small Purchase Maximum
Professional and Artistic Services	\$19,999.99
Architectural/Engineering/Land Survey Services	\$24,999.99
Real Property and Capital Improvement Leases	\$99,999.99 (must also be less than 10,000 square feet)