



Illinois Heartland Library System

MEMO TO: IHLS Board of Directors
FROM: Leslie M. Bednar
DATE: October 26, 2020
RE: Edwardsville Building Improvements

We shared the final version of our request for proposal (RFP) for improvements at our Edwardsville building with legal counsel early this month. After discussion and analysis, Phil Lenzi advised IHLS to take a different procurement path.

Statement of Work

IHLS and one of our legacy library systems has a positive project history with a design/build/furnish firm in the St. Louis, MO area. We are drafting a statement of work (SOW) for the firm with the deliverable as a bid specification packet. Components of the overall project over \$20,000.00, must follow our procurement procedure (i.e. sealed bids, low bid).

Throughout this project, we will adhere to all Illinois statutes and rules, and IHLS policies including our Financial Policy. You can find details related to acquisitions beginning at the bottom of page 4: <https://illinoisheartland.org/sites/default/files/about/policies/Financial-Policy-rev-02-25-2020.pdf>

Some of our administrative staff will meet with firm representatives this week. I expect we will have updated time frames after that discussion.

Please let me know if you have any questions. Thank you.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!
