



UNIVERSITY OF ILLINOIS SYSTEM

OFFICE OF CAPITAL, UTILITIES,
AND REAL ESTATE

Process for Combining Divisions of Work

Policy Information

Policy Sponsor: System Office of Capital, Utilities, and Real Estate

Approved by: Senior Assistant Vice President, Capital, Utilities, and Real Estate

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Purpose

This policy is intended to ensure compliance with the Illinois Procurement Code and associated rules by establishing clear procedures for determining and managing divisions of work in capital construction projects, promoting transparency, competition, and accountability in the procurement of construction and related services at the University of Illinois.

Scope

This policy applies to all university capital construction units within the University of Illinois System.

Statement of Policy

All University of Illinois capital construction projects with an estimated value over \$250,000 must be divided into at least five core divisions of work: general, plumbing, heating, ventilation, and electrical, in compliance with the Illinois Procurement Code and applicable procurement rules. Divisions may be combined or expanded based on project requirements and cost thresholds, with appropriate approvals.

Procedures

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 <https://www.procure.stateuniv.state.il.us/resources.cfm?mName=findBidLimits>), 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

Forms, Tools and Additional Resources

www.uocpres.uillinois.edu

Website Address for this Policy

www.uocpres.uillinois.edu