



**Executive Ethics Commission  
Illinois Department of Transportation  
Chief Procurement Office**

## **Memorandum #1a**

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**To:** All Construction Procurement Staff  
**From:** Bill Grunloh  
**Subject:** Approval Signatures for Chief Procurement Office  
**Date:** September 27, 2010

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The following is a list of procurements/documents that will require CPO/SPO signature. Please note these procurements/documents are for IDOT construction and construction related only. They do not include non-construction contracts done by the Bureau of Business Services:

- Emergency Procurements
- Sole Source Procurements
- Secretary Select
- Award Recommendation Memos for construction lettings
- Contracts as a result of the highway letting
- Any change order, supplemental agreements or contract renewal which requires four signatures to execute

Exceptions to these include: Intergovernmental Agreements, Inter-agency Agreements, Local Agency Agreements, Railroad Agreements and Utility Agreements

- Any IDOT construction affidavits that relate to emergency or other procurements
- Land Acquisition Consultant Contracts
- Architectural and Engineering Consultant Agreements

The CPO/SPO will sign after the Office of Chief Counsel and prior to the Secretary.

The Chief Procurement office will be affixing a stamp to documents requiring CPO/SPO signature. Information for updating forms for CPO/SPO signature will be forthcoming.

If you have any questions, please do not hesitate to contact me.