

**ILLINOIS STATE  
UNIVERSITY**

**BOARD OF  
TRUSTEES**

**Resolution No. 2023.07/40  
Authorization for Warehouse Move to  
Support ISU College of Engineering  
Project**

**Resolution**

Whereas, the Board of Trustees approved in May 2021 (2021.05/09) for the University to request Illinois Board of Higher Education (IBHE) approval for Illinois State University (ISU) for a new Unit of Instruction in Engineering, and;

Whereas, the IBHE approved ISU for a new Unit of Instruction in Engineering in March 2022, and;

Whereas, the College of Engineering Pre-Construction Services Project was approved by the Board of Trustees on May 6, 2022 (Item 2022.05/15) with an authorized budget of \$3 million project to program, plan, design, and produce the required documents to publicly bid the renovation of the John Green Food Service Building and Carter Harris Administration Building into the future home of the College of Engineering, and;

Whereas, to facilitate the upcoming construction and renovations for the future home of the College of Engineering requires relocation of all existing ISU equipment and inventory stores operations currently located at the John Green Food Service Building to another suitable ISU warehouse location, and;

Whereas, ISU has insufficient available University-owned warehouse space to accommodate all existing ISU equipment and inventory stores operations currently located at the John Green Food Service Building, and;

Whereas, the authorization to lease warehouse space at 1201 East Bell Street, Bloomington, Illinois was approved by the Board of Trustees on May 23, 2023 (Item 2023.05/31) in support of the ISU College of Engineering project, and;

Whereas, ISU will incur necessary facility-related renovation and moving costs to relocate all existing ISU equipment, supplies, and stores operations currently located at the John Green Food Service Building to existing ISU-owned warehouse space, as well as the newly leased warehouse space located at 1201 East Bell Street, Bloomington, Illinois.

Therefore, be it resolved that the Board of Trustees authorizes expenditures not to exceed \$3.45 million for all necessary design, construction, inventory storage, equipment, furnishings, supplies, and related moving costs to facilitate the vacating of 100% of the John Green Food Service Building contents and stores operations into other ISU owned and leased warehouse space in order to begin construction of the new ISU Engineering building complex by the desired date, July 1, 2024.

Board Action on: \_\_\_\_\_  
Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_  
Vote:           Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

Postpone: \_\_\_\_\_  
Amend: \_\_\_\_\_  
Disapprove: \_\_\_\_\_  
Approve: \_\_\_\_\_

ATTEST: Board Action, July 28, 2023

Secretary / Chairperson

**Board of Trustees  
Illinois State University  
Authorization for Warehouse Move to Support  
ISU College of Engineering Project**

**Background**

The Illinois State University (ISU) Board of Trustees (BOT) approved in May of 2021 (2021.05/09) for the University to request Illinois Board of Higher Education (IBHE) approval for Illinois State University for a new Unit of Instruction in Engineering. The IBHE approved ISU for a new Unit of Instruction in Engineering in March 2022.

The College of Engineering Pre-Construction Services Project was approved by the Board of Trustees on May 6, 2022 (Item 2022.05/15) with an authorized budget of \$3 million to program, plan, design and produce the required documents to publicly bid the renovation of the John Green Food Service Building and Carter Harris Administration Building into the future home of the College of Engineering.

To facilitate the upcoming construction and renovations for the future home of the College of Engineering at the John Green Food Service and Carter Harris Administration Buildings requires relocation of all existing ISU equipment, supplies, and stores operations currently located at the John Green Food Service Building to another suitable ISU warehouse location. Currently, ISU has insufficient available University-owned warehouse space to accommodate all existing ISU equipment, supplies, and stores operations currently located at the John Green Food Service Building.

To address this issue, ISU conducted a public Request For Information (RFI) No. BR020223 to solicit Warehouse Storage Lease space proposals. Subsequently, authorization to lease additional warehouse space at 1201 East Bell Street, Bloomington, Illinois was approved by the Board of Trustees on May 23, 2023 (Item 2023.05/31) in support of the ISU College of Engineering Project. ISU has begun the process to secure necessary state agency approvals to proceed with finalizing this lease.

**Project Scope and Required Activities**

The ISU John Green Food Service building currently houses storage materials for University Housing Services (UHS), Event Management Dining and Hospitality (EMDH) and Facilities Services (FS). The overall intent for this project is to vacate the John Green Food Service Building of all stored materials and stores operations and place them into both ISU-owned and newly acquired leased warehouse space located at 1201 East Bell Street in Bloomington, IL.

The strategic objective is to have the John Green Food Service Building 100% vacant and available for construction activities to begin on July 1, 2024, in support for the new College of Engineering Project and desired student enrollment plans.

The ISU-owned warehouse will be renovated to represent our primary facilities operational warehouse dedicated to major operational needs, both maintaining key personnel, equipment, and supplies to address the ongoing needs of serving the entire campus facilities that house our faculty, staff, and students. The East Bell Street warehouse is being leased to store required state documents, housing and dining inventory, and ISU surplus property that must be held for future relocation to a central Illinois state owned facility. The inventory items slated for future storage at the East Bell Street warehouse are currently located at both the John Green Food Service Building and the ISU-owned warehouse.

**Detailed Project Plan**

Once the leased space at 1201 East Bell Street is renovated and ready for occupancy, the detailed project plan involves the following steps and activities:

**1. 1201 East Bell Street Warehouse Renovation and Relocation Efforts**

- 1.1.1 ISU staff will install fencing, security access control systems, and miscellaneous other improvements to support required secured storage needs
- 1.1.2 Housing Storage materials would be moved from the John Green Food Service Building to secured storage space at 1201 East Bell Street
- 1.1.3 ISU Secure Confidential Storage materials would be moved from the ISU Warehouse Road Building to secured storage space at 1201 East Bell Street

**2. ISU Warehouse Road Renovation & Relocation Efforts**

- 2.1.1 Move Stores into Central Receiving (CR) Technology Cage
  - 2.1.1.1 Move technology cage from current CR location into the training room
  - 2.1.1.2 Build fence area outside training room to house stored equipment
  - 2.1.1.3 Add power and data to training room/fence area

- 2.1.2 Move Stores into old CR Secured Document Storage Room
  - 2.1.2.1 The only CR/STORES materials slated for Bell St are the current contents of the Secured Storage Room (approximately 170 pallets).
  - 2.1.2.2 Move contents of CR Secured Document Storage Room into the Bell Street Storage Location
  - 2.1.2.3 Move Stores into former CR Technology Cage
- 2.1.3 Central Receiving Construction at ISU Warehouse Road Facility
  - 2.1.3.1 Conduct necessary engineering investigations to verify concrete slab-on-grade capacity analysis
  - 2.1.3.2 Demolish east and west walls of the document storage room
  - 2.1.3.3 Install new security separation fence to divide the building
  - 2.1.3.4 Reconfigure the existing pallet racks to maximize the space
  - 2.1.3.5 Purchase new pallet racks to provide the required storage
  - 2.1.3.6 Move the existing mezzanine storage shelf system from Stores into CR
  - 2.1.3.7 Make necessary HVAC duct revisions
  - 2.1.3.8 Make necessary warehouse lighting revisions
  - 2.1.3.9 Provide new lower mezzanine lighting
  - 2.1.3.10 Make necessary fire protection system revisions
  - 2.1.3.11 Make necessary power and IT modifications throughout the space
  - 2.1.3.12 Provide new security cameras and card readers
  - 2.1.3.13 Provide new and upsized Information Technology infrastructure

**3. ISU John Green Building Relocation Efforts**

- 3.1.1 Mezzanine move from Stores at John Green
  - 3.1.1.1 Disassemble existing Mezzanine Structure at John Green Food Service Building
  - 3.1.1.2 Reassemble existing Mezzanine Structure at Warehouse Road
  - 3.1.1.3 Install lighting and fire protection retrofits at relocated Warehouse Road Mezzanine
  - 3.1.1.4 Note: ISU Stores needs to remain operational during the 12 weeks the mezzanine is out of commission. The materials currently stocked on the mezzanine shelves will be temporarily relocated into the John Green Food Service Building coolers/freezers onto temporary shelves.
  - 3.1.1.5 Stores staff and operations center will relocate into the modular offices near the coolers while the mezzanine is out of service.

3.1.2 Final Stores Move

- 3.1.2.1 After CR renovation and the mezzanine rebuild is completed, moving contractors will move all the contents of Stores into CR. This includes all offices and Furniture, Fixtures and Equipment

Therefore, this resolution requests the Board of Trustees to authorize expenditures, not to exceed \$3.45 million, for a project to program, plan, design and produce the required documents to fully vacate the John Green Food Service Building of all stored materials into newly renovated space at the ISU Warehouse Road facility and the 1201 East Bell Street warehouse facility.

**Resource Requirements**

A/E Fees	\$100,000
Project Management Fees	\$100,000
Fixtures and High Bay Shelving Equipment	\$300,000
Disassemble / Reassemble Mezzanine Structure	\$1,100,000
Construction Costs	\$1,500,000
<u>Contingency</u>	<u>\$350,000</u>
<b>Estimated Total Project Costs</b>	<b>\$3,450,000</b>

**Source of Funding:** General Revenue Resources.

Where permissible under state and federal lending rules, the University plans to evaluate the cost/benefit of including these costs into the future debt offering for the future home of the College of Engineering to preserve available University general revenue cash reserves.