EMERGENCY PURCHASE JUSTIFICATION

Emergencies are defined as situations which endanger health, life, property, or continuation of vital campus operations or programs, and that can only be rectified through immediate action. FAILURE TO PROPERLY PLAN FOR A KNOWN FUTURE PURCHASE DOES NOT CONSTITUTE AN EMERGENCY SITUATION.

1.) Contract Amount: $11,945.07

2.) Requested Supplier: Carolina Chiller co.

3.) Deadline Date for resolution of the situation: 11/08/2021

4.) Describe the Emergency situation, the resolution required, and the negative consequences that would result if immediate action is not taken:

The Chiller at The Citadel beach house failed as a result of a hole in the condenser coil causing the refrigerant to leak out, according to our HVAC service company who initially responded to the service call, the coil was unrepairable due to it being in the aluminum section of the condenser coil. After receiving the repair quote, I called two other HVAC service companies to get two other quotes for the coil replacement no answer, I left messages unfortunately neither company called me back, therefore a more extensive competition was not practical under this circumstance as there were five events scheduled in the facility, three weddings and two conferences. If this chiller was not repaired, The Citadel would have lost $40K in rental revenue due to lack of air conditioning as building temps were in the mid 90s. Also not fixing the chiller could have had detrimental effects of the facility due to mold growth as the Beach house location is in a high humidity location, which is a safety concern as we have previously mitigated mold out of that facility.

5.) Explanation as to why no other supplier can provide the immediate remedy that is required to resolve this situation:

Facilities & Engineering has an open purchase order with Carolina chiller for HVAC Service work as they have been deemed “Fair and Reasonable” with their labor and material pricing, additionally, they ’re also very responsive to service calls 24/7. Over the past three years Carolina Chiller’ s labor and material pricing has not gone up.
I hereby certify that the above information is accurate and request that a waiver from the State mandated bidding process be approved for the procurement of the above stated equipment, commodity, or service.

Based on the determination above, the proposed procurement action described is being procured pursuant to the authority of Section 11-35-1570 of the South Carolina Procurement Code and 19-445.2110 of the Rules and Regulations, 1976 South Carolina Code of Laws.

Signature
11/08/2021
Glenn Easterby
PRINT NAME OF DEPARTMENT HEAD
F&E Dept
DEPARTMENT

FOR PROCUREMENT SERVICES USE ONLY

APPROVED BY: ____________________ DATE: 11/8/2021
Director of Procurement Services

APPROVED BY: ____________________ DATE: ____________________
VP Finance & Business

*VPFB signature only required for requests over $100,000

GUIDANCE:
Section 4; Detail the specifics about the emergency situation and how there is an immediate threat to life, safety, or property. Explain how the situation will be remedied and what is required both in terms of materials and services to ensure normal operations are maintained or restored. This section should also address the negative impacts that will be felt at The Citadel if immediate action is not taken.

Section 5; Cite the specific, factual reasons why alternative suppliers could not remedy the emergency in time to be considered. Explain how the use of this particular supplier was the most efficient means of mitigating potential damage at The Citadel.

The Drug-free Work Place certification must be obtained for emergency procurements greater than $50,000.