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: $16,261.00

2.) Requested Supplier: Boiler Plant Equipment Repair

3.) Deadline Date for resolution of the situation: 01/12/22

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

When starting the boiler plant up after the holiday, we discovered two motor drives had shorted out and failed, when these drives failed they also burned out the computer processor in the Deaerator (DA) tank, this too needs to be replaced and reprogrammed.

There are three motors drives and only one is operating, if we don't get these failed drives replaced very soon, and our last motor fails, this will cause a steam utility outage for campus, no heat, hot water, dining hall cooking in the kettles, sanitation for the dishwashers and lastly no steam for the laundry.

We are currently operating the boiler plant make up water system manually, by turning on and off switches every 10 to 15 minutes. This is done as an emergency measure as the water level is usually controlled by a computer processor in the DA tank controller.

The operation of the boiler plant is critical to campus building heating and hot water, dining hall cooking and laundry operation.

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

Our boiler plant equipment is manufactured by Cleaver Brooks Boilers, this includes the boilers and deaerator (DA) tank. Yesterday we contacted C&C Boiler Sales and Service for a quote to make the repairs, C&C sales & Service is the only Cleaver Brooks boiler representative in the State of South Carolina. C&C is also the only local company who can install this new equipment, including the new processor HMI and program it for the DA tank controller panel.
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]

DATE

[Print Name of Department Head]

FOR PROCUREMENT SERVICES USE ONLY

APPROVED BY: Director of Procurement Services

DATE:

APPROVED BY: VP Finance & Business

DATE:

*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.