

EMERGENCY PROCUREMENT REQUEST

As defined in the South Carolina Consolidated Procurement Code, **an emergency purchase involves a condition which creates an immediate threat to public health, welfare or safety**; such as may arise by reasons of floods, epidemics, riots, equipment failures, fire loss, or such other reason as may be proclaimed by either the President or Executive Vice President for Business Affairs or the Director of Procurement. The existence of such conditions must create an immediate and serious need for supplies, service or construction that cannot be met through normal procurement methods and the lack of which would seriously threaten the function of the College, the preservation or protection of property, or the health or safety of any person.

Emergency purchases shall be limited to those supplies, services, or construction items which are determined to be absolutely necessary to meet the emergency. Emergency purchases should normally be for over \$10,000.00 as competition for less than this amount is easily obtained for most commodities. Maximum competition commensurate with the emergency situation is required.

INSTRUCTIONS: Complete items 1-3 and attach the Justification for an Emergency Purchase Form (next page). Forward completed forms to Procurement, Attention: Director of Procurement.

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1570 of the SC Procurement Code and [19-445.2110 of the Rules and Regulations](#), 1976 SC Code of Laws.

1. This governmental body proposes to procure (description of goods and/or services requested):

Replace 4 tankless water heaters for Marty's Place

2. As an emergency procurement for \$ 57,240.00 from (name of emergency contractor): PlumbX

3. The basis for this emergency determination and the reason no other vendor is suitable is:

DHEC gave us a warning that water temps were not meeting requirements. The water heaters in Marty's Place food service establishment were at end of life and repeatedly failing. In order to comply with DHEC requirements they needed to be replaced immediately.

Procurement Review

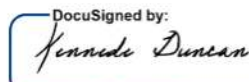
DocuSigned by:  <small>EBB464AAB8661419</small> Director of Procurement	4/2/2025 Date
DocuSigned by:  <small>2AA2872317CF4ED</small> Executive Vice President for Business Affairs	4/2/2025 Date

☒ This procurement is \$50,000 or greater. The Drug Free Workplace Act (§ 44-107-10, et Seq. Code of Laws of SC) applies and the signed Certification Form is attached.

JUSTIFICATION FOR AN EMERGENCY PURCHASE

Instructions: Complete this form in its entirety, sign, and submit to the Office of Procurement with the completed Emergency Purchase Request Form.

1. Describe the **DANGEROUS** and/or wasteful (emergency) situation requiring outside goods/services to correct.
DHEC gave us a warning about the water in Marty's Place not reaching required temperature.
2. Describe the **SUDDEN** happening and timing thereof, which caused this situation.
Water Heaters have had multiple problems and multiple attempts were made to repair but we became aware of failure to meet requirements when DHEC did their
3. Why was the College unable to **CONTROL** or **LESSEN** or **PLAN** for action to prevent this "sudden" happening?
We thought the plumbing repairs had addressed the situation but due to DHEC test discovered the repairs were not permanent.
4. What is the **MINIMUM** goods/services and time schedule required to correct the situation?
Heaters are at end of life and need to be replaced immediately to comply with DHEC requirements
5. Describe efforts to secure **COMPETITION** for required goods/services (attach bids).
Bids are attached. Vendor was on site making other repairs and were able to quickly obtain replacement heaters and facilitate replacement.
6. Explain, completely, the basis for selection of **OTHER THAN LOW BIDDER** (if applicable).
Ability to secure the replacement heaters immediately and install immediately.

DocuSigned by:

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Prepared by (Signature)

Kennede Duncan
Print Name

843-953-1810
Phone

3/28/2025
Date