

## 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.

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**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):

Request to purchase a Champion Confidential 100 PRO-VHR to replace current Hobart FT1000SER and outdated bi-line conveyor system.

**2. As an emergency procurement for \$ 318,154.84** **from** (name of emergency contractor): Culinary Depot

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

Current dishwasher has several problems occurring simultaneously; the biggest 2 being that the machine is not temping at DHEC standard due to a burn internal water booster, and the machine dying at random times during peak hours. The motor and control panel of bi line conveyor have expired and inoperable.

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### Procurement Review

DocuSigned by:

*Wendy Williams*

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Director of Procurement

9/13/2024

Date

DocuSigned by:

*John F. Loonan*

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Executive Vice President for Business Affairs

9/13/2024

Date

x 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.

6-Digit Index Number: 230001

6-Digit Account Code: 770115

NIGP 3-Digit Commodity Code: 045

## 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.

Dishwasher and bi-line conveyor are currently not working because: Current dishwasher has several problems occurring simultaneously; the biggest 2 being that the machine is not temping at DHEC standard due to a burn internal water booster, and the machine dying at random times during peak hours. The motor and control panel of bi line conveyor have expired and inoperable.

2. Describe the **SUDDEN** happening and timing thereof, which caused this situation.

Due to the unforeseen issues mentioned above- staff safety is a huge issue and the dishwasher is currently not being used which is huge cost factor to dining vendor.

3. Why was the College unable to **CONTROL** or **LESSEN** or **PLAN** for action to prevent this "sudden" happening?

Since 2019 the current unit has had several problems and has been serviced by Hobart several times over the years. Towards the end of the state contract with Hobart- techs were unable to service the machine on their own and opted to call out other companies to service the machine. Our current contract vendor, JAC, has been able to service the machine for temporary relief, the machine is past small repairs and has become inoperable. When in use internal components catch on fire.

4. What is the **MINIMUM** goods/services and time schedule required to correct the situation?

11-14 weeks

5. Describe efforts to secure **COMPETITION** for required goods/services (attach bids).

Vendor, Champion and Culinary Depot, came on site on 8/30 to meet with staff to assess problems with equipment and provide a quote to offer best equipment and installation and how to train staff on properly using equipment to ensure safety and satisfaction to meet demand. We also reached out to two other Champion dealers and was able to obtain a second quote from Berlin's.

6. Explain, completely, the basis for selection of **OTHER THAN LOW BIDDER** (if applicable).

Culinary Depot has the lowest quote.

DocuSigned by:

*Ashleigh Parr*

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Prepared by (Signature)

Ashleigh Parr

Print Name

843-953-5438

Phone

9/12/2024

Date