

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):

Replacement of domestic hot water system at TD Arena.

2. As an emergency procurement for \$ 51,287.00 **from** (name of emergency contractor): PLUMBX LLC

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

Part of the building does not have domestic hot water which is critical to athletics operations. This vendor can start work immediately.

Procurement Review

DocuSigned by:

Wendy Williams

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Director of Procurement

3/5/2025

Date

DocuSigned by:

John F. Loonan

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Executive Vice President for Business Affairs

3/5/2025

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: 772008

6-Digit Account Code: 710219

NIGP 3-Digit Commodity Code: 913

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.

The hot water system is critical to the concession stands. Currently, the stands are inoperable because, without the water system, the location does not meet DEHEC requirements.

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

On February 27, 2025, the boiler sprung a leak which caused a flood and loss of hot water.

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

We were in the process of replacing the hot water system. We received 2 of the 3 required quotes, however, the structure for the boiler failed.

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

Contractor can be onsite immediately and will need 5 days to complete.

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

We were in the process of replacing the hot water system. We received two quotes and were working on the third quote; however, because the structure for the boiler completely failed, the need moved from a scheduled repair to an emergency repair. The lack of hot water has a direct impact on day-to-day operations.

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

We are moving forward with the lowest bid of the 2 quotes.

DocuSigned by:

Frank Covington

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Prepared by (Signature)

Frank Covington

Print Name

843-953-1489

Phone

3/4/2025

Date