

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:** \$

2.) **Requested Supplier:**

3.) **Deadline Date for resolution of the situation:**

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

Janitorial services are required on campus in order to prevent any sudden health and safety issues and for the proper functioning of the state entity. Without janitorial services the campus would be required to close its operations.

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

Current janitorial agreement terminates on 01/31/2024. Emergency services are required by HCSG until a solicitation is awarded and finalized.

RIGHT TO PROTEST: Any actual or prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract pursuant to Section 11-35-1560 or Section 11-35-1570 shall notify the appropriate chief procurement officer in writing of its intent to protest within five business days of the date that award or notification of intent to award, whichever is earlier, is posted in accordance with this code. Any actual or prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of such a contract and has timely notified the appropriate chief procurement officer of its intent to protest, may protest to the appropriate chief procurement officer in the manner stated in subsection (2) within fifteen days of the date award or notification of intent to award, whichever is earlier, is posted in accordance with this code; except that a matter that could have been raised pursuant to subitem (a) as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract.

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.

DocuSigned by:
Jeffrey D Lamberson
4BA2CD1442A346E
SIGNATURE

DATE

Jeff Lamberson
PRINT NAME OF DEPARTMENT HEAD

12192023
DEPARTMENT

FOR PROCUREMENT SERVICES USE ONLY

APPROVED BY: _____ **DATE:** _____
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.