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:$ $50,000

2.) Requested Supplier: Sodexo

3.) Deadline Date for resolution of the situation: 8/1/23

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

Coward Hall freezers will not maintain temperatures required for safe food holding. DHEC requires The Citadel to have working freezers for food storage. Failure to act may cause DHEC to issue an adverse food safety grade and close the facility. This request is to change the box type from the prior emergency justification from Thermo King to Sodexo. The prior emergency justification is attached to this file.

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

The inability to get parts to repair refrigeration equipment nationwide has reduced the ability to easily obtain mobile freezers. The freezers that are readily available are trailer-type units that have a high threshold for loading product. Having Sodexo get a box that will allow safer loading and unloading of product will increase safety.
Right to Protest: If you are aggrieved in connection with the intended award of this project you may be entitled to protest, but only as provided in Section 11-35-420 (1) South Carolina Code of Laws.Any intent to protest or actual protest must be submitted in writing to the Chief Procurement Officer, Materials Management Office
(a) via email to protest-mmo@mmo.sc.gov or
(b) vis USPS or any other carrier to 1201 Main St., Suite 600, Columbia, SC 29201

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 1/17/23

PRINT NAME OF DEPARTMENT HEAD: Amy Orr

DEPARTMENT: Auxiliary Services

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.

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1.) Contract Amount:$ **$50,000 (approximate)**

2.) Requested Supplier: **Thermo King of Charleston**

3.) Deadline Date for resolution of the situation: **8/1/2023**

4.) Describe the Emergency situation, the resolution required, and the negative consequences that would result if immediate action is not taken:
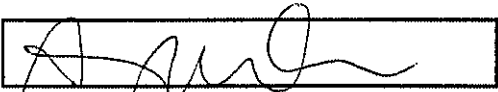
Coward Hall freezers will not maintain temperatures required for safe food holding. DHEC requires The Citadel to have working freezers for food storage. Failure to act may cause DHEC to issue an adverse food safety grade and close the facility.

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

The inability to get parts to repair refrigeration equipment nationwide has reduced the ability to easily obtain mobile freezers.

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.
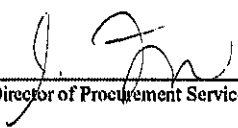
Based on the determination above, the proposed procurement action described is being procured pursuant to the authority of Section 11-35-1570 of the South Carolina Procurement Code and 19-445.2110 of the Rules and Regulations, 1976 South Carolina Code of Laws.

[signature]	9/21/22
SIGNATURE	DATE
Amy Orr	Auxiliary Services
PRINT NAME OF DEPARTMENT HEAD	DEPARTMENT

FOR PROCUREMENT SERVICES USE ONLY

APPROVED BY: _[signature]_____   DATE: 9/23/2022

     Director of Procurement Services

APPROVED BY: _____   DATE: _____

     VP Finance & Business

*VPFB signature only required for requests over $100,000

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Rev 07/2020