

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):

2. **As an emergency procurement for \$** _____ **from** (name of emergency contractor):

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

Procurement Review

Wendy E. Williams, CPPO, C.P.M., Director of Procurement

Date

Stephen C. Osborne, Executive Vice President for Business Affairs

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.

6-Digit Index Number:

6-Digit Account Code:

NIGP 3-Digit Commodity Code:

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.
2. Describe the **SUDDEN** happening and timing thereof, which caused this situation.
3. Why was the College unable to **CONTROL** or **LESSEN** or **PLAN** for action to prevent this "sudden" happening?
4. What is the **MINIMUM** goods/services and time schedule required to correct the situation?
5. Describe efforts to secure **COMPETITION** for required goods/services (attach bids).
6. Explain, completely, the basis for selection of **OTHER THAN LOW BIDDER** (if applicable).

Prepared by (Signature)

Print Name

Phone

Date