

Worksheet to Qualify Emergency Procurement

- ___ 1. Is it a situation (set of facts) that creates an immediate threat to: (check one or more)?
__x__ Public Health, __x__ Public Welfare ___ Public Safety

If one of the above, explain: The two-year-old chiller is not working and in need of replacement parts. The replacement part or under WARRANTY, however the parts will not be available until May 8, 2022. The Building house the colleges chemistry and engineering classes that cannot be move to another building because of specialized equipment. Request to provide temporary units until the part arrives.

- ___ As a result of: (check one or more)
___ Flood, ___ Epidemic ___ Riot __x__ Equipment failure ___ Fire loss
___ Other such reason (things of the same general kind or class as enumerated)
If Other, What: _____

If a result of one of the above explain how:

2. Is it a sudden, unexpected occurrence? (Check One)
___ Yes ___ No

If yes, describe and explain how: Parts are not readily available.

3. Can it be met through normal procurement methods (check one)
___ Yes __x__ No

If no, why not? Parts are not available

4. Does the situation (set of facts) create a serious and immediate need for the goods or services (check one)
__xx__ Yes ___ No

If yes, explain why: Safety on student for heat issues

5. Would the lack of goods or services seriously threaten (check one)
__x__ The functioning of state government
__x__ The preservation of protection of property
__x__ The health or safety of any person

If any of the above, explain how: Please see all above

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