

**BOARD AGENDA ITEM**

**August 10, 2021**

***SUBJECT:***

Report of Sole Source & Emergency Purchases for the Fiscal Year ended June 30, 2021

***BACKGROUND INFORMATION:***

The District Procurement Code section IX-C-1 requires annual reporting of the purchases made under the sole source and emergency provisions of the Code.

***ADMINISTRATIVE CONSIDERATION:***

A reporting of the two emergency purchases for fiscal year 2021 are attached. The vendor name, cost, purpose, and location are provided. There were no sole source purchases for the year. No action is required by the Board as this report is for informational purposes only.

***RECOMMENDATION:***

Accept as information the report of sole source/emergency purchases

***ATTACHMENTS:***

Listings of emergency and sole source purchases for the year ended June 30, 2021

***PREPARED BY:***

M. O. Traxler III  
Deborah Tyler

# Emergency Semi Annual Report FY21 July 1, 2020 through December 31, 2020

Emergency #	Vendor	Item Type	School Name	PO Number	Total Cost	Date
EP21-01	Staples	Hand Sanitizer/Alcohol Wipes	Warehouse	114353	\$5,820.00	July 22, 2020
EP21-01	Gibbs International	Reusable Face Masks	Warehouse	114397	\$25,596.00	July 29, 2020
EP21-01	Staples	Hand Sanitizer	Warehouse	114423	\$5,112.80	July 30, 2020
EP21-01	Staples	Alcohol Wipes	Warehouse	114471	\$11,124.00	August 11, 2020
EP21-01	Southland Paper	Disinfecting Wipes	Warehouse	114497	\$6,219.56	August 13, 2020
EP21-01	Augusta Janitorial	Hand Sanitizer	Warehouse	114542	\$14,482.26	August 20, 2020
EP21-01	Global Equipment	Water Bottle Station	Maintenance	114631	\$29,023.65	September 4, 2020

NOTE: EP21-02 WAS CANCELLED AND TAKE PRE NOT LISTED,



### Emergency Procurement Justification

E.P.# 21-01

School/Dept. Districtwide

Date \_\_\_\_\_

Requestor: \_\_\_\_\_

Emergency Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Procurement Description: Limited stock availability. Purchases are made from various vendors and must be made immediately upon availability.

Procurement cost: \$ \_\_\_\_\_

Vendor/Contractor \*see attached POs

Level of Competition able to obtain under emergency circumstances: Based on availability and delivery lead times.

Emergency declared and procurement approved by one of the following:  
(Per Procurement Regulation XX, G)

Superintendent \_\_\_\_\_

Chief Officer of Operations and Student Services \_\_\_\_\_

Purchasing Director Deborah Tyler

Designee of either office \_\_\_\_\_

# Emergency Semi Annual Report FY21 January 1, 2021 through June 3, 2021

Emergency #	Vendor	Item Type	School Name	PO Number	Total Cost	Date
EP21-03	Emergency Power Systems	Generators	Maintenance	115642	\$53,411.41	March 29, 2021

# AIKEN COUNTY

## Emergency Procurement Justification

E.P.# 21-03

School/Dept. Maintenance Department

Date 3/22/21

Requestor: Tim Yarborough

Emergency Description: Replace the generators at North Aiken Elem. & Aiken Intermediate that are not working - needed to keep lights, power - SFS going in a power loss.

Procurement Description: Generator stopped working. Immediate replacement needed. Was able to secure two quotes in reasonable time.

Procurement cost: \$ 53,027.96

Vendor/Contractor Emergency Power Systems

Level of Competition able to obtain under emergency circumstances: Quotes were obtained from Emergency Power Systems & Hi-Tech Power Systems. Blanchard did not want to quote the jobs at this time.

Emergency declared and procurement approved by one of the following:  
(Per Procurement Regulation XX, G)

Superintendent \_\_\_\_\_

Chief Officer of Operations and Student Services \_\_\_\_\_

Purchasing Director Heborah Kiefer

Designee of either office \_\_\_\_\_