



Memorandum

TO: file

FROM: Felicia Roth, Director of Compliance & Contracts

DATE: 6/3/2024

SUBJECT: Justification of Emergency

There is an unforeseen situation or urgency that exists and this purchase is necessary to address a threat to public health, welfare, safety or property. The details below describe the emergency and how the purchase will address it.

A tree struck the pavilion at DuBois Park. Staff worked to get the tree removed immediately and to get the damaged portions of the pavilion removed. Although there is screening, the damaged pavilion remains a risk to unsupervised children who may be playing on the playground at DuBois Park or other members of the public who ignore the screening and proceed underneath.

Locally licensed builder Kenneth Scott Builders, Inc. provided a quote under an emergency procurement with an expedited timeline. Under Section 6.5.5 of the Town of Bluffton procurement manual, the Town Manager may make an emergency purchase of any amount and then justify the requisitions to Town Council and request Council ratification at the next regularly scheduled Council meeting. Emergency condition is a situation that creates a threat to public health, welfare, safety or property. An emergency purchase is one in which an immediate purchase or purchasing decision is necessary to prevent a serious delay which could result in danger to life, damage to property, etc.

If the damaged pavilion were to remain in its current state while I put a competitive bid out for 20-30 days, the threat to public health and welfare remains, particularly due to its proximity to the playground. Therefore, I recommend proceeding with the work on the scheduled offered by Kenneth Scott Builders, Inc. in order to mitigate the damage and risk to the public as expeditiously as possible.