

Contact: John Nash

**UNIVERSITY OF IOWA REQUEST FOR  
EMERGENCY CONTRACTING AUTHORIZATION**

**Action Requested:** Recommend to the Board ratification of the Executive Director's actions to invoke emergency procedures to repair three air handling units at the Campus Recreation and Wellness Center.

**Executive Summary:** On November 15, 2017, the University's Design & Construction Director Sadie Greiner submitted a letter to Assistant Director of Facilities John Nash requesting authorization to invoke Iowa Code §262.34.2 to institute emergency procedures to award a sole source contract to Southeastern Heating & Air Conditioning (see page 2).

On November 15, 2017, Executive Director Braun made a finding of the need to institute such emergency procedures and authorized the use of the sole source contract (see page 3).

**Background:** In 2009, the following subsection (subsection 2) was added to Iowa Code §262.34.

"2. Notwithstanding subsection 1 [competitive bidding requirements], when a delay in undertaking a repair, restoration, or reconstruction of a public improvement might cause serious loss or injury at an institution under the control of the state board of regents, the executive director of the board, or the board, shall make a finding of the need to institute emergency procedures under this subsection. The board by separate action shall approve the emergency procedures to be employed."

Memorandum

To: John Nash  
From: Sadie Greiner  
Project: Campus Recreation and Wellness Center – Emergency Replacement of  
Condensers in AHU's 4, 15 & 16  
Date: November 15, 2017

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This letter is in reference to the University's air handling system serving the natatorium and leisure pool areas in the Campus Recreation and Wellness Center. The existing system is a proprietary system that is showing signs of corrosion and is not reliable. A study was recently conducted to review options for repairing and / or replacing the entire system; however, costs are such that a long-term plan is still being developed.

The existing system has three units that are not operating properly due to leaking coils and failure to maintain refrigerant in the system. The overall system has redundancy designed into it; however, with the loss of these units and the demand placed on the system by an upcoming national championship swim meet in December the University recommends an emergency replacement of the chilled water condensers. As this system is proprietary, the University has been working with Southeastern Heating & Air Conditioning, a factory authorized service provider for "PoolPak" systems, to maintain the units. There are no authorized service providers in Iowa for "PoolPak" systems. They are available to perform the necessary work to replace the condensers and make the other necessary repairs to place these three AHU's back into operation for the upcoming meet.

As a result of these issues outlined above, this letter requests approval from the Board Office to invoke Iowa Code §262.34.2 to institute emergency procedures to issue contract documents, receive a bid and award a sole source contract for the above referenced project to Southeastern Heating & Air Conditioning.

Iowa Code §262.34.2:

Notwithstanding subsection 1, when a delay in undertaking a repair, restoration, or reconstruction of a public improvement might cause serious loss or injury at an institution under the control of the state board of regents, the executive director of the board, or the board, shall make a finding of the need to institute emergency procedures under this subsection.

Thank you for your assistance in this matter. Please contact David Kieft or myself if we can provide additional information.

Sincerely,



Sadie Greiner  
Director, Design & Construction

cc: David Kieft, Rod Lehnertz

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Mark J. Braun, Executive Director

**To:** Sadie Greiner  
**From:** Mark Braun   
**Subject:** Request for Approval of Emergency Contracting Procedures  
Campus Recreation and Wellness Center –  
Emergency Replacement of Condensers in AHU's 4, 15 & 16 (SUI)  
**Date:** November 15, 2017

In response to your letter of November 15, 2017, I am making a finding of the need to institute emergency procedures under Iowa Code §262.34.2 for emergency repairs to the Campus Recreation and Wellness Center's three air handling units. It is understood that the University plans to issue bid documents, receive a bid, and sole source the contract award to **Southeastern Heating & Air Conditioning**. The Board will be asked to ratify these actions at its December 2017 meeting.

cc: David Kieft, Rod Lehnertz