

EMERGENCY PURCHASE DOCUMENTATION FORM

DATE: _____

P.O. / REQ. NUMBER: _____

SUPPLIER: _____

TOTAL COST: _____

DEPARTMENT/DIV: _____

REQUISITIONER: _____

ITEM #	DESCRIPTION	COST
#_	_____	\$ _____
#_	_____	\$ _____
#_	_____	\$ _____
#_	_____	\$ _____
#_	_____	\$ _____

Explain in detail the nature of the emergency (PLEASE REVIEW POLICY ON THE REVERSE SIDE):

(USE ADDITIONAL PAPER IF NECESSARY)

Any other companies contacted for pricing?

COMPANY: _____

COMPANY: _____

CONTACT PERSON: _____

CONTACT PERSON: _____

TOTAL COST QUOTED: _____

TOTAL COST QUOTED: _____

**PLEASE COMPLETE THIS FORM, ATTACH TO THE PURCHASE REQUISITION
AND FORWARD WITHIN 24 HOURS OF EMERGENCY**

EMERGENCY PROCUREMENT

The Purchasing Agent or designee may make or authorize others to make an emergency procurement when there exists a threat to public health, welfare, or safety under emergency conditions provided that such emergency procurement are made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

Definition of Emergency Conditions

An emergency condition is a situation, which may create a threat to public health, welfare, or safety such as, may arise by reason of floods, epidemics, riots, equipment failures, or such other reason as may be proclaimed by the Mayor. The existence of such condition creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods and lack of which would seriously threaten:

- (a) the functioning of City government;
- (b) the preservation or protection of property; or
- (c) the health or safety of any person.

Scope of Emergency Procurement

Emergency procurement shall be limited to those supplies, services, or construction items necessary to meet the emergency.

Authority To Make Emergency Procurement

In addition to those made by the Purchasing Agent or designee, any Department Head or their designee may make emergency procurement when an emergency condition arises and the need cannot be met through normal procurement methods, provided that whenever practical, approval by the Purchasing Agent or his/her designee as well as a funds available certification shall be obtained prior to the procurement. Funding certification shall be applied for as soon as possible if not practical prior to the procurement.

Source Selection Methods

General. The procedure used shall be selected to assure that the required supplies, services, or construction items are procured in time to meet the emergency. Given this constraint, such competition as is practical shall be obtained.

After Unsuccessful Competitive Sealed Bidding -- Competitive sealed bidding is unsuccessful when bids received pursuant to an Invitation for Bids are unreasonable, noncompetitive, or the low bids exceed available funds as certified by the Finance Director, or the time or other circumstances will not permit the delay required to re-solicit competitive sealed bids. After an unsuccessful attempt to use competitive sealed bidding, an emergency procurement may be made.

Determination and Record of Emergency Procurement

Record. An Emergency Purchase Order is to be issued as soon as practicable and shall set forth:

- (a) the Contractor's name;
- (b) the amount and type of the contract;
- (c) a detailed listing of the supplies, services, or construction procured under the order; and
- (d) any competitive pricing obtained.

Determination. The requisitioning agency responsible for procurement shall make a detailed written determination stating the basis for an emergency procurement and for the selection of the particular contractor. Such determination shall accompany the Emergency Purchase Documentation Form.