



PROCUREMENT PROCEDURE

SUBJECT: Emergency Purchasing

No. P-3

Effective: June 1, 2013

Approved: Constance P. Sanchez **Date:** 6-18-2013
Constance P. Sanchez
Director of Finance

1. PURPOSE

The purpose of this procedure is to give instructions and guidance on the process to follow when making purchases outside the normal procurement procedure.

2. SCOPE

This procedure applies to all City employees, regardless of pay status or levels, who make purchases on behalf of their respective department.

3. GENERAL INFORMATION

The procedure outlined below should only be used on a limited basis and only when circumstances and conditions evolve which require emergency and expedited procurement authority.

4. EMERGENCY PROCUREMENT AUTHORITY UP TO \$50,000.

The Assistant Director of Financial Services or designee has discretion in waiving bidding requirements for those purchases up to and including \$50,000. The following procedures will be followed when circumstances and conditions exist which are deemed as an emergency:

- a) The Department Director will submit an emergency memorandum to the Assistant Director of Financial Services outlining the circumstances and requesting a waiver of policy bidding requirements.

- b) The Assistant Director of Financial Services will review each emergency request for exemption status such as public calamity, preservation of the public health, unforeseen damage to public machinery, equipment or other property etc.
- c) If determined to be an emergency, the Assistant Director of Financial Services will notify the department and allow for a waiver of policy bidding requirements.
- d) If designation as an emergency is not granted, the normal procurement procedure will be followed.

5. EMERGENCY PROCUREMENT AUTHORITY ABOVE \$50,000

The City Manager has authority to waive the bidding requirements above \$50,000 as outlined in the City Charter. The following procedures will be followed when circumstances and conditions exist which are deemed as an emergency:

- a) The Department Director will submit an emergency memorandum to the City Manager outlining the circumstances and requesting a waiver of statute bidding requirements. The memorandum must define the conditions that exist, give a background on the circumstances, cite the exemption in the statute that allows for the waiver, identify the estimated expenditure level that is requested and provide for legal review and approval of the emergency.
- b) The City Manager will review each emergency request and, if approved, will sign the memorandum.
- c) Once approved, the memorandum will be used as authority to proceed with the purchase.
- d) All emergency purchases approved by the City Manager will be presented to City Council via the City Manager report or as a Council action item for ratification of the award.
- e) If designation as an emergency is not granted, the normal procurement procedure will be followed.

6. CONSEQUENCES FOR VIOLATION OF THIS PROCEDURE

Failure to comply with this procedure will result in revocation of purchasing privileges and/or disciplinary action as the circumstances may dictate.

7. QUESTIONS REGARDING THIS PROCEDURE

Questions regarding this procedure shall be directed to the Assistant Director of Financial Services, or his designee at 826-3160.