

SECTION 12: EMERGENCY PURCHASES

12.0 Emergency Purchase Policy

12.0.1 While procurement procedures involving competitive bidding is desirable for most purchases, when an emergency arises, it is necessary to short cut the normal procedures. For this reason, the County has adopted an emergency purchase procedure.

12.1 Definition of an Emergency

12.1.1 For purchasing purposes, an emergency is defined as: an unforeseen situation in which there is a breakdown of County service and an urgent need exists to restore such service, in order to avoid serious and adverse consequences affecting the life, health, welfare, or property of the citizens of Lee County.

12.2 Emergency Purchase Follow-up

12.2.1 When an emergency purchase has been made, within three working days afterward, the department will follow-up the purchase with the preparation and submission of a requisition.

12.2.2 The department will prepare and submit a requisition. The fact that the purchase was an emergency purchase should be “highlighted” in the Order Attachment along with the justification, as it relates to 12.1.1.

12.2.3 Established approval paths will apply to Emergency purchases.

12.3 Emergency Purchase Authorization

12.3.1 Emergency purchases are authorized when there is an emergency, and there is an immediate need for items or services to deal with the emergency.

12.3.2 If the emergency occurs during normal working hours, the department must attempt to obtain appropriate authorization for the purchase through telephone or verbal communications, then notifying Procurement and submitting a requisition.

12.3.3 In an emergency situation, the County Manager or designee may authorize an emergency purchase of Board level authorization and waive any bid requirement.

12.3.4 If the emergency occurs at night, on weekends, or on holidays, the department director/division director or designee may initiate independent action.

12.4 Emergency Purchase Under Board Level Authorization

12.4.1 If a purchase is, below formal level, the requisition is to be sent down the appropriate approval path for “after the fact” approval of the purchase within three working days.

12.5 Emergency Purchases of Board Level Authorization

12.5.1 For emergency purchases of Board level authorization, the department must obtain the authorization of the County Manager or designee prior to the purchase.

12.5.2 The division director (or designee) will notify the appropriate department director or designee who will notify the County Manager or designee of the emergency and request verbal authorization to make the emergency purchase.

12.5.3 With authorization from the County Manager, or designee the department director or designee or division director or designee may make the necessary purchases of the needed items or services.

12.5.4 If the purchase is authorized, the County Manager or designee will recommend to the Board their “after the fact” approval of the purchase at their next regularly scheduled meeting.

12.6 State of Local Emergency

12.6.1 In the event a State of Local Emergency is declared by the Board of County Commissioners and/or their designee, and Lee County is still operational, a requisition would be entered through the appropriate path for any services or purchase of commodities. The date the Board declared the State of Local Emergency shall be entered in the order attachment for authorization of the purchase(s). If Lee County is not operational (i.e. no power, etc.), Disaster Purchase Orders (DPO) will be used to procure the goods and/or services needed. Refer to Section 13.3.4 for procedures for the use of Disaster Purchase Orders.