

TITLE: <b>POLICY AND PROCEDURES FOR CITY-WIDE EMERGENCY DISASTER PROCUREMENT</b>		PROCEDURE NO: <b>99-005</b>
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Donald H. Warshaw City Manager
EFFECTIVE DATE: JULY 8, 1999	SUPERCEDES NO: Previous Policy/ Emergency Disaster Procurement	PAGE NO: PAGE 1 OF 10

**Purpose**

To establish procedures for purchasing goods/services following an emergency disaster declared by the City of Miami.

**Scope**

The procedures shall apply to all departments in the city.

**Responsibilities**

1. The Purchasing Department (Purchasing) shall be responsible for establishing and distributing an **Emergency Disaster Vendor Directory** for use by city departments and conducting a city-wide workshop to review emergency disaster procurement procedures.
2. User Departments shall be responsible for soliciting and purchasing goods/services immediately before and after an emergency disaster has been declared by the city. This authorization shall remain in effect until the Purchasing Department becomes operational.
3. Department Emergency Procurement Liaisons (EPL) shall be responsible for ensuring that all purchases are documented and that the Emergency Purchase Order and Emergency Bid/Quote tabulations form are filled out clearly, correctly and completely. EPL shall be responsible for maintaining a central log of all purchases made by the department and for maintaining all records supporting the procurements.
4. Department Directors or their designees are authorized to approve and issue Emergency Purchase Orders subject to final approval by the EOC and/or the Contract Review Committee, if applicable.
5. The City Manager and/or the Purchasing Director retains the authority to rescind department procurement authorization and require that all requests for emergency disaster procurements be submitted to and processed by the Purchasing Department.
6. The Contract Review Committee will be available to review and approve contracts \$10,000 or more.

**NOTE: IF THE PURCHASING DEPARTMENT IS FULLY OPERATIONAL IMMEDIATELY FOLLOWING DECLARATION OF A NATIONAL DISASTER EMERGENCY, THE DELEGATION OF AUTHORITY TO DEPARTMENT EPL IS HEREBY RESCINDED.**

TITLE: <b>POLICY AND PROCEDURES FOR CITY-WIDE EMERGENCY DISASTER PROCUREMENT</b>		PROCEDURE NO: <b>99-005</b>
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Donald H. Warshaw City Manager
EFFECTIVE DATE: JULY 8, 1999	SUPERCEDES NO: Previous Policy/ Emergency Disaster Procurement	PAGE NO: PAGE 2 OF 10

## Procedures

### **Phase I (Prehurricane Season) Hurricane Preparedness**

1. Purchasing Department will identify vendors who can supply goods/services that will be needed following an emergency disaster. Purchasing will establish a directory of prospective emergency disaster vendors and distribute to all departments annually.
2. Formal notice is issued to all departments requiring the application of the following procedures:
  - a) Centrally store on-site goods/equipment which will be needed following the hurricane.
  - b) Identify and list special department procurement needs with full description of commodities so that, as emergency disaster needs arise, purchases can be made without considerable delay.
  - c) Submit new requisitions to Purchasing to purchase basic emergency supplies, and store. These items will be paid from department budget.
  - d) **Identify additional vendors who can supply required goods/services and submit to Purchasing for inclusion in the directory. List should include minority status, address, office and home telephone numbers, beeper number and commodities/service that can be supplied. Departments should only consider the use of local vendors and vendors located within the state of Florida.**
3. Whenever possible, departments should have letters of agreement for the goods/services that will be needed during the initial days immediately before and after an emergency disaster. Letters should have emergency contact names; phone numbers, home address and phone numbers; beeper numbers, and cellular phone numbers. Submit a list of prospective vendors and respective letters of agreement to Purchasing.
4. Departments should identify other agencies that will assist with pre/post disaster relief.

TITLE: <b>POLICY AND PROCEDURES FOR CITY-WIDE EMERGENCY DISASTER PROCUREMENT</b>		PROCEDURE NO: <b>99-005</b>
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Donald H. Warshaw City Manager
EFFECTIVE DATE: JULY 8, 1999	SUPERCEDES NO: Previous Policy/ Emergency Disaster Procurement	PAGE NO: Page 3 of 10

5. Purchasing will conduct an annual city-wide workshop with all Emergency Procurement Liaisons (EPL) and alternates (authorized department contact persons for all purchasing needs and activities of the department) to review emergency disaster procurement procedures.

### **Phase II (Recovery) Departmental Emergency Procurement**

1. Once a natural disaster emergency has been declared by the City, all purchasing requests must be processed by the use of Emergency Requisition/Purchase Order (EPO) and Emergency Bid/Quote Tabulation Forms, until normal procurement procedures are reinstated. Forms are to be completed legibly and in ink.
2. Immediately before and after an emergency disaster, department Emergency Procurement Liaison (EPL) and alternates are authorized, by the Purchasing Director/Chief Procurement Officer pursuant to the City Code and until further notice, to solicit and purchase emergency goods/services for their own department until the lines of communication have been established with the Purchasing Department.
3. EPL shall insure EPO and Emergency Bid/Quote Tabulation Forms are filled out clearly, correctly, and completely.
4. **The top portion of the EPO Form must be authorized by the EPL and approved by the Department Head or his authorized designee prior to vendor solicitation/selection. Approval by the Contract Review Committee may be required for Contracts/Purchase Orders \$10,000 or more. Approval also shall be required by the Emergency Operations Center (EOC) as the City Manager's designee.**
5. All blank spaces must be filled out. When soliciting goods and services, make sure the items and quantities requested are really needed for the emergency situation. If unnecessary items or excess quantities are ordered, reimbursement by FEMA may be denied. (See Exhibit 1)

TITLE: <b>POLICY AND PROCEDURES FOR CITY-WIDE EMERGENCY DISASTER PROCUREMENT</b>		PROCEDURE NO: <b>99-005</b>
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Donald H. Warshaw City Manager
EFFECTIVE DATE: JULY 8, 1999	SUPERCEDES NO: Previous Policy/ Emergency Disaster Procurement	PAGE NO: PAGE 4 OF 10

6. Departments may specify more than one type of item on the same EPO form provided the items are for the same purpose and are available from a single vendor. **Requested goods/services must be fully and sufficiently described including quantity, unit measure, etc. and must include exact location goods/services will be used.** Commodity code numbers are not required during this phase. If the Damage Survey Report (DSR) has been completed at the time of purchase, record the number on the EPO. **VERY IMPORTANT.**
7. EPL's should, to the extent possible, contact more than one vendor and utilize the Emergency Bid/Quote Form Tabulation form to record vendors contacted and their response as to cost and availability. In completing Bid/Quote Form make sure that all information requested is clearly and correctly recorded on the form (i.e. unit price, quantity, etc.). EPO Number must appear on the Emergency Bid/Quote Tabulation Form. Award is made to the lowest responsive bidder. (See Exhibit 2)
8. Upon determination of award, EPL assigns EPO number and remaining portion of EPO form is completed. EPO must be approved by the Department Director/authorized designee following selection of successful vendor and prior to issuance of EPO.
9. Upon selection of vendor and determination of commodity costs, EPL may be required to submit the purchase request/order to EOC i.e. City Manager/authorized designee for their review and/or approval prior to issuance and for tracking purchases. No order is to be placed until appropriate approvals have been obtained.
10. User Department issues approved EPO (original) to vendor.
11. EPL records all purchases in the Emergency Disaster Purchase Order Log. (See Exhibit 3)

TITLE: <b>POLICY AND PROCEDURES FOR CITY-WIDE EMERGENCY DISASTER PROCUREMENT</b>		PROCEDURE NO: <b>99-005</b>
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Donald H. Warshaw City Manager
EFFECTIVE DATE: JULY 8, 1999	SUPERCEDES NO: Previous Policy/ Emergency Disaster Procurement	PAGE NO: PAGE 5 OF 10

12. Department instructs vendor to mail invoices to Department of Finance Attn: Emergency Disaster. EPO number must appear on all invoices, shipping labels, packing slips, transport documents, and correspondence. EPL verifies receipt of order by signing delivery packing slips and remaining EPO copies. If goods are picked up by city employee, signed invoices should be returned to the EPL for submission to Finance Attn: Emergency Disaster.
13. Department files and retains remaining EPO copies by EPO number with letter of agreement if applicable, copy of Emergency Purchase Order log, signed delivery packing slips, completed Emergency Bid/Quote Forms and all supporting documents until further notice.
14. Purchasing advises departments when to forward the above documents to Purchasing. Incomplete form/documentation will be returned to user for completion.
15. **Departments should seek to obtain supplies from local vendors and vendors located in other Florida cities and counties not effected by the emergency disaster.** Only when there is no other source available in the state, should vendors located outside the state of Florida be solicited to supply goods/services to the City.
16. **If Purchasing is fully operational and the lines of communication have been established with Purchasing Staff. The above procedures shall not apply.**
17. **Once Purchasing becomes operational, a formal notice will be issued by the City Manager or the Purchasing Director/Chief Procurement Officer rescinding department procurement authorization and requiring that all requests for emergency purchases be submitted to and processed by Purchasing.**

TITLE: <b>POLICY AND PROCEDURES FOR CITY-WIDE EMERGENCY DISASTER PROCUREMENT</b>		PROCEDURE NO: <b>99-005</b>
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Donald H. Warshaw City Manager
EFFECTIVE DATE: JULY 8, 1999	SUPERCEDES NO: Previous Policy/ Emergency Disaster Procurement	PAGE NO: PAGE 6 OF 10

18. The following contracts/orders are strictly prohibitive:
  - a. Blanket Orders.
  - b. Cost plus a percentage of cost contract.
  - c. Contingency contracts.
  
19. Lump sum and unit price contracts are the preferred type of contracts to be used in purchasing goods/services.
  
20. Only two types of contracts should be considered for debris operations: Lump sum and unit price.
  
21. Equipment should be, to the extent possible, leased and not purchased unless expressly approved by the EOC.

**Phase III (Post Hurricane) Centralized Emergency Procurement**

1. Once Purchasing becomes operational in the Emergency Operation Center, and departments are so notified, all approved requests for emergency purchases shall be submitted to and processed by the Purchasing staff. **Department emergency disaster procurement shall immediately cease.**
  
2. EPL's are required to complete Emergency Purchase Requisition form as follows: a) fully complete top portion of Emergency Purchase Requisition; b) specify employee(s) and department/division requesting goods/services and contact number; c) specify the exact location goods are to be used and/or services are to be performed; d) specify work category; e) fully describe the items needed including quantity and type; f) specify whether request includes equipment and labor; g) specify any substitutes that may be acceptable; h) specify whether goods are to be picked up or delivered, to what location and by/to whom; i) specify delivery date; j) obtain approval from EOC. **DO NOT FILL IN THE VENDOR, UNIT OR TOTAL PRICE, COMMODITY CODE COLUMNS!**
  
3. EPL forwards Emergency Purchase Requisition form to Manager, Disaster Recovery for review, if required and to Purchasing for solicitation and processing of EPO. (See Exhibit 4)

TITLE: <b>POLICY AND PROCEDURES FOR CITY-WIDE EMERGENCY DISASTER PROCUREMENT</b>		PROCEDURE NO: <b>99-005</b>
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Donald H. Warshaw City Manager
EFFECTIVE DATE: JULY 8, 1999	SUPERCEDES NO: Previous Policy/ Emergency Disaster Procurement	PAGE NO: PAGE 7 OF 10

4. Purchasing logs receipt of Emergency Purchase Requisition and assigns Procurement Specialist for vendor solicitation and selection.
5. Purchasing solicits and selects, based upon normal procurement procedures, vendor for award of EPO using the Emergency Bid/Quote Tabulation Form. Should a vendor bid a substitute or should the requested item be unavailable, Purchasing will contact EPL who will be responsible for authorizing changes in type and/or quantity of equipment/commodity.
6. Purchasing prepares Emergency Purchase Order for issuance. Purchasing issues vendor copy of EPO by fax or mail. If goods are to be picked up, Purchasing will issue vendor's copy of EPO to EPL for submission to vendor. Purchasing issues the department's copies of approved EPO. EPL records EPO in the department's Emergency/Disaster Purchase Order Log.
7. If required, Purchasing forwards an EPO copy with supporting documents to Disaster Recovery.
8. Purchasing retains copy for their files and records the award in the Emergency Disaster Purchasing Order Log.
9. Upon departmental receipt of goods/services, EPL immediately checks for accuracy, the commodities delivered, the delivery/packing slips/invoices, signs approved department copy of EPO as verification of receipt of all goods/services and forwards these documents to Finance Department Attn: Emergency Disaster. EPO number must appear on all procurement related documents. Only EPL's or alternates may certify on EPO, the receipt of goods/services.
10. Phases III process will continue until normal procurement procedures are reinstated including issuance of formal solicitations.
11. The full and effective execution of Phases I, II and III of the city-wide emergency disaster procurement process will require EPL's to perform the following duties:
  - i. Coordinate and monitor all department purchases.
  - ii. Verify departmental need for purchase.

TITLE: <b>POLICY AND PROCEDURES FOR CITY-WIDE EMERGENCY DISASTER PROCUREMENT</b>		PROCEDURE NO: <b>99-005</b>
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Donald H. Warshaw City Manager
EFFECTIVE DATE: JULY 8, 1999	SUPERCEDES NO: Previous Policy/ Emergency Disaster Procurement	PAGE NO: PAGE 8 OF 10

- iii. Ensure, to the extent possible, the utilization of local vendors and vendors located in nearby Florida cities and counties not affected by the emergency disaster, if applicable.
- iv. Ensure, to the extent possible, the departmental solicitation of quotes for goods/services during Phase II recovery, if applicable.
- v. Ensure contractor segregates costs on the invoices by site or Damage Survey Report (DSR) for work performed, if work is done at different sites.
- vi. Assign EPO Number and maintain department log with supporting documents of all emergency supplies/services procured directly by department, during Phase II (Recovery), if applicable.
- vii. Document all purchases and ensure correct and full completion of the EPO form, including the exact site/location materials/service will be used or provided.
- viii. Secure approvals of EPO from Department Director or designee and EOC, if required.
- ix. Submit Emergency Purchase Requisition to Purchasing for procurement processing and issuance of EPO, whenever directed.
- x. Obtain written approvals from appropriate parties.
- xi. Authorize changes in type of equipment/commodity should requested item be unavailable.
- xii. Ensure that goods/services are delivered to the designated worksite or picked up by department staff and verifies receipt by signing off on EPO and/or packing/delivery slips/invoices.
- xiii. Route all signed receipts/invoices with EPO Number to Finance Department Attn: Emergency Disaster.

**Phase IV (Post Hurricane) Reinstitution of Normal Procurement Procedures**

1. Departments will be duly notified whenever normal procurement procedures are reinstated, including issuance of formal solicitations.
2. The City will follow normal procurement procedures for procurement of goods/services with the exception that issuance of Purchase Requisitions and/or Bid Solicitations may require additional approval by Disaster Recovery prior to submission of Purchase Requisition/Bid package to Purchasing.

TITLE: <b>POLICY AND PROCEDURES FOR CITYWIDE EMERGENCY DISASTER PROCUREMENT</b>		PROCEDURE NO: <b>99-005</b>
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Donald H. Warshaw City Manager
EFFECTIVE DATE: JULY 8, 1999	SUPERCEDES NO: Previous Policy/ Emergency Disaster Procurement	PAGE NO: PAGE 9 OF 10

3. Upon completion of procurement process, Purchasing will submit, if required, bid responses and tabulations to Disaster Recovery for review and approval and subsequent issuance of Purchase Order to successful vendor and distribution of Purchase Order copies and supporting documents to appropriate parties.
  4. Goods/services \$10,000 or more may require final approval by the Oversight Board (Contract Review Committee) before issuance of Purchase Order.
- a) **Item:** The purchasing agent should clearly describe and number each commodity/service requested for purchase. The requisition may contain more than one item as long as the cumulative value of the Purchase Order does not exceed \$1,000.
- b) **Description:** The purchasing agent should describe in detail each item of the good or the scope of work for each service desired.
  - c) **Quantity:** The amount of goods or services by item required based upon the appropriate unit of measure.
  - d) **Unit of Measure:** The standard measure of an order quantity or measure of an item or work (i.e., lb., pr., doz., ea., job, lot, hr.) (*See attached Standard Units of Measure Table*)
  - e) **Unit Price:** The cost per unit of good or service quoted by the prospective bidder.
  - f) **Extended Price:** The total price of each item or work desired, calculated by multiplying the quantity by the unit price of the good or service.
  - g) **Total:** The sum total of the extended price of each item including shipping/freight charge, if applicable.
  - h) **Delivery Date:** The earliest date by which the vendor can make delivery of goods or complete service.
  - i) **Ship/Freight Charge:** Indicate ship/freight charge, if any.
  - j) **Payment Terms:** The terms applicable to payment, as provided by vendor, including any discounts, i.e. net 30 days, 2% 10 days, etc.
  - k) **Quotation Date:** The date on which purchasing agent received quote/offer from bidder/offendor.
  - l) **Department purchasing agent:** The signature of the employee who is authorized in writing by the Chief Procurement Officer and approved by the City Manager to act as the departmental purchasing agent and who possesses a Certificate of Completion of required training. The purchasing agent shall date and sign the Tabulation Form in the lower left hand corner prior to submitting the Form to the Department Director

TITLE: <b>POLICY AND EMERGENCY DISASTER PROCUREMENT UP TO \$1,000</b>		PROCEDURE NO: <b>99-005</b>
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Donald H. Warshaw City Manager
EFFECTIVE DATE: JULY 8, 1999	SUPERCEDES NO: Previous Policy/ Emergency Disaster Procurement	PAGE NO: PAGE 10 OF 10

or authorized designee for his/her signature. The signature of the purchasing agent and Department Director or authorized designee attest to the accuracy of the vendor's bid/proposal information and adherence to proper purchasing procedures.

- m) **Department Director:** Department Director or authorized designee's signature indicates his/her approval of the recommendation of award (Tabulation Form) of the Purchase Order.
- n) **Comments:** To be used to explain specific reasons for awarding to other than the lowest bidder; to indicate award based on 10% local preference; and the acceptance of the low bid amount by the local vendor; to indicate fees for professional services were competitively negotiated; to document/explain/clarify other actions taken by the user consistent with requirements of the policy and procedures as described herein.