

TITLE:		PROCEDURE NO: 99-002
POLICY AND PROCEDURES FOR EMERGENCY PURCHASES NOT EXCEEDING \$25,000		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Donald H. Warshaw City Manager
EFFECTIVE DATE: July 1998, as amended	SUPERCEDES NO: Previous Policy/ Procedure for Emergency Purchases Not Exceeding \$25,000.	PAGE NO: Page 1 of 3

PURPOSE: To establish policy and procedures for the acquisition of goods and services on an emergency basis.

SCOPE: The scope of this policy shall be limited only to the emergency procurement of goods and services not exceeding \$25,000 and necessary to meet the emergency. All emergency procurements for public works or improvements not exceeding \$25,000 shall apply.

DEFINITION: **An emergency shall only apply to an unexpected and pressing situation which requires swift and immediate procurement action apart from regular procurement procedures and is “essential to public life, health, welfare, safety, or the convenience of the City”, as provided in Section 18-90 of the City Code.**

PROHIBITIONS: These procedures shall not be allowed for satisfying preferences or conveniences, or for preventing funds from reverting at the end of a fiscal year or for any reason that seems to circumvent regular procurement methods. Departments must anticipate their needs for goods and services so as to avoid requesting emergency purchases that are as a result of inadequate forecasting or overlooked requirements.

POLICY: Pursuant to Section 18-90, of the City Code, the director of a using department may make an emergency purchase up to \$4,500 when an emergency condition arises and the need could not be met through normal procurement methods, provided that prior approval by the Director of Purchasing or designee is obtained. The Director of Purchasing/Chief Procurement Officer is authorized to determine when a purchasing emergency exists, and to issue approval to requesting departments. Pursuant to Section 18-84 of the City Code, as amended, any agreement for purchase entered into in a manner inconsistent any city procurement procedures by any person shall be voidable by the City.

- RESPONSIBILITIES:**
1. Requesting departments shall limit the quantity to be purchased to that which is necessary to meet the emergency condition.
 2. It shall be the responsibility of each department director to make certain that no emergency purchase is requested unless sufficient funds are available in the appropriate line item account to cover the costs.
 3. Department directors and those authorized to approve requisitions shall make certain that all authorized emergency requisitions are

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immediately approved by the department before other requisitions are entered into the system.

PROCEDURES:

Whenever an emergency condition exists and there is an immediate need to purchase goods, services, or equipment not exceeding \$25,000, the procurement procedure for such commodities shall be as follows:

1. In case of emergency, the requesting department shall **first** identify the supplies or services necessary to meet the emergency.
2. The requesting department shall obtain at least three **(3) telephone quotes** from prospective vendors on all emergency purchases exceeding \$1,000. These vendors should include as many minority-owned businesses as possible to the extent possible. User departments also are encouraged to solicit quotations from vendors whose primary office is located within the City of Miami. Solicitation of vendors shall be made with such competition as may be practicable under the circumstances. Using departments should contact Purchasing for assistance identifying prospective vendors to obtain goods.
3. Upon determining the quote most favorable to the City and prior to making the purchase, the requesting department shall promptly contact the Purchasing Department for authorization. The following information shall be submitted to the Purchasing Department:
 - (a) **Generate** a requisition number - SCI screen REQHD
 - (b) **Input** details - SCI screen REQMN (specify on the first line that this is an EMERGENCY)
 - (c) **Obtain** departmental approval - SCI screen PURAP
 - (d) **Print** a hard copy of both SCI screens REQHD and REQMN
 - (e) **Affix** the signature of the Department Director or his authorized designee to the copy of the REQHD screen showing that the requisition has been "APPROVED"
 - (f) **Fax** both the signed copy of REQHD and the copy of REQMN to the Purchasing Department
 - (g) **Contact** Purchasing to verify the receipt of the facsimile and to give verbal justification of the emergency need
 - (h) Upon receipt of all the necessary documentation, Purchasing shall evaluate the emergency need and, if appropriate, issue the emergency purchase order or emergency purchase order number. Purchasing may purchase the supply or service directly or delegate to the using department the responsibility of purchasing the

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supply or service. In the latter case, Purchasing will issue a confirming purchase order number to the using department. This number and the vendor selected, noting the minority/local status must be included on the requisition. Order of goods or services shall not be placed by the using department prior to issuance of confirming purchase order number. If Purchasing disapproves the emergency request, the acquisition of goods, services or equipment shall follow normal purchasing procedures.

4. If the emergency exists after normal working hours or during the weekend, the using department may proceed with the procurement and immediately inform Purchasing on the next business working day.
5. Under separate cover, the using department prepares and submits to the Purchasing Department a detailed written explanation of the emergency; the items purchased; a list of the vendors solicited and quotations received; the confirmation purchase order number; and a copy of the approved invoice. The original invoice approved by the using department should be forwarded directly to Accounts Payable noting the confirmation P.O. number.
6. Following receipt of the above, the buyer issues a confirmation purchase order and makes appropriate distribution, including submission to Accounts Payable for prompt payment.